

PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, 16th SEPTEMBER 2003

There being due notice given and a quorum present, the September 2003 monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 8:34 a.m. on Tuesday, the 16th September 2003 at 613 Pandora Avenue, Victoria, British Columbia

DIRECTORS PRESENT

Bill Wellburn, Chair
Beth Campbell
Chris Fairbank
Rob Hunter
Russell Irvine
Pamela Madoff
Darwin Robinson
Leif Wergeland
Christa Williams

RESOURCES

Larry Beres, Executive Director
Brian Rowbottom, Director, Programs and Projects;
Deborah Eddy, Director, Financial Services, Property and Planning, PCC Secretary

REGRETS

Barbara Brink
Jane Durante
Jackie Ngai

ABSENT

Rob Fleming

Bill Wellburn, welcomed the Commission's newest director, Leif Wergeland, Councillor from the Municipality of Saanich to the Board .

CALL TO ORDER

The meeting was called to order at 8:34 a.m. by the Chair, Bill Wellburn

APPROVAL OF AGENDA

The Agenda was approved with one addition, Greenways/Eco Star Awards.

VERIFICATION OF MINUTES OF PREVIOUS MEETING

<p>It was moved and seconded that the Minutes of the PCC regular meeting held the 22th July 2003 be adopted.</p>	<p><i>CARRIED</i></p>
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BUSINESS ARISING FROM MINUTES

In answer to a Director's question regarding "Improving Roadside Maintenance into the Capital", the Executive Director reported that the Ministry of Transportation and Highways has cut the medians but it is still not clear whether this was/is a reversal of policy or simply a response to the fire emergency. Staff are waiting for things to settle out before trying to determine what current highways policy is/will be but expect to have a response within the next 30 days.

FOLLOW-UP REPORTS

LEASES

The Executive Director reported that staff will be meeting with representatives of the Star Express Corporation to discuss terms for the space they currently occupy at the Belleville Port Facility. Staff will also be entering into discussions with proponents of a proposed new service between Port Townsend and Victoria and the "head" leaseholder at the Belleville Port Facility, Clipper Navigation, to ensure that any proposal is compatible with other operators.

BUSINESS PLAN

Staff are currently working on the business plan for the Stores Building at the Belleville Port Facility and have engaged consultants to undertake cost estimates for various components of the work. Revenue projections are being prepared in-house. A draft plan is expected by next month.

MANAGEMENT REPORTING

FINANCIAL REPORT

The Executive Director reported that the Finance and Audit Committee reviewed the July operating statement in detail and that the results do not reveal any areas of concern. With respect to capital expenditures, he indicated that the items carried-over from the previous year will likely be capitalized which will be reflected in the year-end figures.

It was requested that there be a foot note regarding the capital expenditures on the monthly operating statement. The Finance & Audit Committee Chair indicated that future operating statements will show operating income followed by capital expenditures in order to align total expenses with the budget.

PRESENTATION – REID SITE

The Chair introduced Franc D'Ambrosio, D'Ambrosio Architects and Urbanism. Mr. D'Ambrosio outlined a conceptual proposal for utilization of Commission's Reid Site property. He indicated that the proposal was at the request of a client who doesn't want to develop the site but who is interested in a public/private partnership which would invigorate the waterfront. The proposal included:

- 2-storey simple pavilion, with one level above Wharf St. which would house market halls and 2 levels of parking underground if required.
- extended waterfront walkway

- greenspace
- protection of viewscapes.

Mr. D'Ambrosio suggested the project would require public sector support from the PCC and the City of Victoria because, in his opinion, it could not likely be economically viable without such public sector support.

Mr. D'Ambrosio was thanked for his presentation and he departed from the meeting.

COMMITTEE REPORTING

EXECUTIVE COMMITTEE

Bill Wellburn reported on the minutes from the August 20th and September 8th meetings. The services of PACE Communications Consultants have been engaged and they assisted staff and the Chair with the content of PCC's 2002-03 Annual Report which has been posted on the web site and is at the printers. Jim McGrath, PCC staff member, was thanked for his assistance and support in the preparation of the Annual Report.

The Chair indicated that the communications consultant has recommended that the proposed October Stakeholders meeting be put on hold until 2004 until the profile of the PCC has been raised locally and provincially. Suggested media events were the Inner Harbour Visioning Session, the hiring of the new CEO and press releases featuring PCC directors in local and regional newspapers.

Directors discussed the issue of use of St. Ann's Academy for same sex marriages, and policy relating to the use of public facilities, including the use of the deconsecrated chapel and the grounds for these events. Following direction from the Executive Committee, staff contacted the Sisters of St. Ann's to inform them of the recent rental and also tried to make contact with the Bishop's office. It was acknowledged that although there are sensitivities surrounding the issue and an emotional tie by the Catholic community to St. Ann's, the facility is a public building. The Chair indicated that he would confirm the use of this facility for same sex marriages with the Minister Responsible.

The Chair reported on the policy recommendation concerning representation of the PCC on other organizations.

It was moved and seconded that the proposed policy for PCC Representation on Other Organizations (attached) be adopted.

CARRIED

FINANCE & AUDIT COMMITTEE

Rob Hunter reported on the meetings held August 20th and September 10th. The current state analysis of the revenue-producing properties has been completed except for the two PCC parking lots. The next step in the analysis will be a review of the expense-generating properties. A summary report will be prepared for each segment of the analysis: revenue-producing properties, expense-generating properties and open-space properties.

It was reported that there were no unusual operating items for July and August.

The Committee Chair outlined the presentation by the Office of the Auditor General which explained changes to the Auditor General's Act and how the new Act will affect the PCC's audit over the next four years. The Auditor General's current contractual arrangement with Grant Thornton for the PCC audit expires in 3 years. After examination of the operations of PCC, the Auditor General's Office has determined that the PCC is a Level 1 agency and is recommending that the PCC directly administer the contract with Grant Thornton for the next 3 years and that the Auditor General's office have minimal involvement.

It was moved and seconded that the PCC directly administer the existing audit services contract with Grant Thornton and that the Finance and Audit Committee responsibilities include recommendation to the Board regarding the engagement of external auditors of the financial affairs of the PCC.

CARRIED

With respect to the funds invested as a result of the Belleville Port Facility divestiture, it was reported that permission has now been received from Transport Canada to take a more appropriate route to investing the "reserve" funds and a separate investment has been established with the Provincial Investment Agency used by the Commission. It is expected that the return on these invested funds will improve in the years to come.

The Committee Chair reported on the current state analysis of St. Ann's Academy which included discussion on PCC future involvement, the diminished role of Commission's two Advisory Committees and the role of the Society of the Friends of St. Ann's and how their role might be expanded or how the efforts of the two groups could be consolidated.

Recognizing that the original focus of the St. Ann's Advisory Committee has changed since its inception,

It was moved and seconded that staff be directed to consult with the City of Victoria's Heritage Planner, St. Ann's Advisory Committee and the Society of the Friends of St. Ann's to discuss the roles of both groups and explore ways that their efforts may be consolidated.

CARRIED

Directors were advised that all the appointments to the Greenways Advisory Committee were due to expire September 30, 2003.

Following discussion of the Greenways Program and Commission's decision to wind down its financial support of the Greenways Partnership Program while still remaining an advocate for greenways,

It was moved and seconded that there would be no reappointments to the Greenways Advisory Committee until completion of PCC's Strategic Planning and review of its Advisory Committees.

CARRIED

In answer to a Director's question regarding the structural assessment of the Crystal Garden, the Committee Chair said that the PCC, as part of the current state analysis, is proceeding with risk assessments of all PCC buildings and that proposals have been requested for the Crystal Garden structural assessment. He added that Measure Masters has also been engaged to measure all PCC's revenue-producing properties and it is expected that the work will be completed in the next 60 days.

GOVERNANCE COMMITTEE

Beth Campbell verbally reported on the meeting of September 15, 2003.

With respect to the vacancy on the Board for the Provincial Capital Commission,

It was moved and seconded that the Board Resourcing and Development Office be requested to begin the appointment process for a new director to the Provincial Capital Commission who resides north of Kamloops with desired skills in the areas of communication, planning, public programming and business.

CARRIED

A memorandum concerning Section 9 of the Capital Commission Act was circulated to directors for their information. The memorandum provided background information and illustrated how the Commission has applied the authority granted to the Commission in Section 9 of the Act. It was indicated that the Capital Commission Act will be reviewed as part of the strategic planning process.

PCC's Procedural Bylaw No. 6 was also reviewed and staff have been asked to identify relevant sections of the bylaw that still apply. Following this review, the Governance Committee will bring a recommendation forward to the Board.

PLANNING TASK FORCE

Bill Wellburn updated members on the previous meetings of the Task Force and reviewed the 3 big picture goals, objectives and strategies that had been identified. He indicated the planning process has been put on hold until the recruitment of a new CEO.

INNER HARBOUR VISIONING TASK FORCE

Bill Wellburn reviewed the minutes of August 11th and September 9th of the Inner Harbour Visioning Task Force. It was reported that the letters of invitation were being mailed and a list of invitees was circulated. Registration has been limited to 50 participants and they are expected to attend for the entire day.

**OTHER BUSINESS –
WATER LOTS**

Deborah Eddy reported on water lots in the Inner Harbour. She explained what a water lot is, what rights and obligations are attached to a water lot, legislation that may impact their use and who owns the water lots in the Inner Harbour. PCC water lots were identified on maps included in the agenda package.

GREENWAYS AWARDS/ECO STAR AWARDS

Deborah Eddy reported that the CRD has asked the PCC if they wish to once again participate in this year's Eco Star Awards. She indicated that the PCC Greenways Awards program was introduced in 1998 as part of the Trans Canada Trail Conference held in Victoria and since the program's inception, the PCC has presented 26 awards. In the past the Crystal Garden has been used as the venue for the awards dinner and the PCC, as one of the sponsors of the event, provided the facility free of charge. For the last two years, the PCC has had minimal response to their call for nominations for Greenways Awards.

Following discussion of an appropriate awards programs and Commission's continued support of greenways,

It was moved and seconded that the PCC would not participate in this year's Greenways Awards but would participate as a sponsor of the 2003 Eco Star Awards by approving the use of the Crystal Garden ballroom free of charge for the awards dinner and ceremony.

CARRIED

Directors discussed PCC's policy regarding presentations to the Board. The Executive Committee approves all delegations to the Board and makes the decision whether the material should be placed in-camera following criteria set out in policy.

With no further business, the meeting was declared concluded at 10:50 a.m.

Board Chair

Secretary