

**PROVINCIAL CAPITAL COMMISSION  
BOARD OF DIRECTORS MEETING  
MINUTES  
TUESDAY, 16<sup>th</sup> MARCH 2004**

There being due notice given and a quorum present, the March 2004 monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 9:08 a.m. on Tuesday, the 16<sup>th</sup> March 2004 at 613 Pandora Avenue, Victoria, British Columbia

**DIRECTORS PRESENT**

*Bill Wellburn, Chair  
Barbara Brink  
Beth Campbell  
Chris Fairbank  
Rob Hunter  
Russell Irvine  
Pamela Madoff  
Darwin Robinson  
Leif Wergeland*

**RESOURCES**

*Ray Parks, CEO  
Deborah Eddy, Director, Financial  
Services, Property and Planning;  
PCC Secretary*

**REGRETS**

*Brian Rowbottom, Director, Programs and  
Projects;*

**REGRETS**

*Jane Durante  
Rob Fleming  
Jackie Ngai  
Bill Oppen*

**CALL TO ORDER**

The meeting was called to order at 9:08 a.m. by the Chair, Bill Wellburn.

**APPROVAL OF AGENDA**

The Agenda was approved without change or additions.

**VERIFICATION OF MINUTES OF PREVIOUS MEETING**

<p><b>It was moved and seconded</b> that the Minutes of the PCC regular meetings held January 26<sup>th</sup> and February 17<sup>th</sup>, 2004 be adopted.</p>
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***CARRIED***

**PUBLIC INPUT**

The Chair explained the process of receiving verbal comments from members of the public.

The following members of the public spoke to the Board of Directors regarding the closure of the Crystal Garden attraction:

- Lori Waters (representing The Friends of the Crystal Gardens Conservation Centre), 1179 Mt. View Cross Road, Victoria
- Sid Haskell (representing the Conservation Centre Society of Victoria)
- Richard Mills, 1838 Fairburn Drive, Victoria
- Herman Circus (representing the Conservation Centre Society of Victoria)
- Camilla Baghetto, 733 Bexhill Road, Colwood
- Norma Miller

Public presenters were requested to provide their presentations in written format and their questions would be responded to in writing.

## **CHIEF EXECUTIVE OFFICER REPORTING**

### ***FINANCIAL REPORT***

The CEO reported on February's operating results and said there were no unusual expenditures to note.

It was requested that a Net Income/Profit heading be added to the Monthly Operating Statement.

### ***INNER HARBOUR COMMITTEE REPORT***

The CEO reported on the last meeting of the Steering Committee. He said that a cultural capitals grant application was developed and submitted to the Federal Government for signage along the Inner Harbour which will have a First Nations theme. The City and the GVHA have agreed to contribute matching funds to the project. The working committee will be reporting to the Steering Committee on March 23 with respect to a plan for delivering the overall harbour development concept and a more specific plan for the Belleville site.

### ***CRYSTAL GARDEN RFP***

The RFP was issued March 5, 2004 and posted on the PCC web site, Bid BC web site and the Save the Crystal Garden web site. The RFP was advertised in the Vancouver Sun, Financial Post, Times Colonist and the Globe and Mail. Specific international journals and associations are also being sought. The RFP closes June 1, 2004.

Notice of redundancy will be issued to Crystal Garden staff on March 24, 2004. It was reported that it will be possible to begin placing staff as positions come available within government. If necessary, vacancies can be back filled with auxiliaries on an as and when needed basis to meet operating requirements until October.

In answer to a Director's question with regards to placement of staff, the CEO indicated that management will be working with individual staff members who have been impacted by the closure of the Crystal to balance the operational requirements of the PCC and other agencies, but the first priority will be to Crystal Garden staff.

***POLICY DEVELOPMENT***

It was reported that a Board Resource Handbook has been drafted and copies will be circulated to Directors for their feedback.

***WEB SITE***

The CEO reported that a new web site is being developed which will replace the current out-dated site. He indicated that it will be on-line by the end of April.

**COMMITTEE REPORTING**

***EXECUTIVE COMMITTEE***

Bill Wellburn reported on the meeting held March 9<sup>th</sup>, 2004.

***FINANCE & AUDIT COMMITTEE***

Rob Hunter reported on the meeting held March 9<sup>th</sup>, 2004. The Committee Chair said there were no budget discrepancies for February other than what was reported at previous board meetings. He reported on the structural assessment for the Crystal Garden and said that an order of magnitude of costs schedule will be available at the next Board meeting and that staff have been directed to enter into discussions with the City of Victoria with respect to the zoning of the Stores building site to see whether there could be an alternative solution regarding the washroom requirement until the International Belleville Terminal is developed.

It was requested that the Crystal Garden structural assessment be circulated to Directors.

***GOVERNANCE COMMITTEE***

The Committee Chair indicated that several in-process items are being dealt with and that there are no recommendations from the Committee to the Board at this time.

**MISCELLANEOUS CORRESPONDENCE**

It was confirmed that all correspondence addressed to the Chair and Board of Directors will be responded to in writing and copies of letters and responses will be circulated to Directors either by email and/or included in the Board packages.

With no further business, the meeting was declared concluded at 10:00 a.m.

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Board Chair

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Secretary