

PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, 20th JANUARY 2004

There being due notice given and a quorum present, the January 2004 monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 9:05 a.m. on Tuesday, the 20th January 2004 at 613 Pandora Avenue, Victoria, British Columbia

DIRECTORS PRESENT

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

RESOURCES

Ray Parks, CEO
Brian Rowbottom, Director, Programs and Projects
Deborah Eddy, Director, Financial Services, Property and Planning, PCC Secretary

ABSENT

Rob Fleming
Christa Williams

GUESTS

Kathi Springer, PACE Communications
Dale Stanley, Sigma Consulting

CALL TO ORDER

The meeting was called to order at 9:05 a.m. by the Chair, Bill Wellburn.

APPROVAL OF AGENDA

The Agenda was approved without change or additions.

VERIFICATION OF MINUTES OF PREVIOUS MEETING

It was moved and seconded that the Minutes of the PCC regular meeting held the 9th December 2003 be adopted as amended.

CARRIED

CEO REPORTING

The CEO briefed Directors on a number of matters that were either on-going or complete.

COMMUNICATIONS PLAN

As part of PCC outreach program, Kathi Springer, PACE Communications, provided Directors with a mock-up poster which will be distributed to students visiting the Legislature. She indicated that the target group for the poster is 8 to 13 year olds.

Directors discussed the format of the poster at length suggesting the following:

- utilize both sides of the poster i.e. include map of the Province
- poster should reflect history and culture of the Province and PCC's mission
- new PCC logo on the poster
- poster should connect communities to the Capital
- poster should be unique (not a tourism poster)
- determine the target group's preference for graphics on the poster
- quality graphic design
- shouldn't be too much text
- consider shelf life of the poster vs investment
- include annual events not date specific

Kathi Springer was directed to work with the target group to determine what type of poster and graphics would engage 8 – 13 year olds.

The next version of the poster will be available for February's board meeting.

There was a brief discussion on the poster budget and on next year's budget. It was indicated that there will be a line item for outreach programs included in next year's budget.

PCC LOGO

The CEO provided the rationale for creating a new logo for the PCC and asked the Board for direction on how it wished staff to proceed.

Following discussion on appropriate logo formats for the PCC, identifiable not just recognizable images, RFP for consultant services, provincial policy and budget,

<p>It was moved and seconded that Management be directed to proceed with design of a new PCC logo for consideration by the Board and further that the design costs not exceed \$20,000.</p>
--

CARRIED

Kathi Springer was thanked for her presentation and she departed from the meeting.

SERVICE PLAN

Dale Stanley, Sigma Consulting, indicated that previous strategic planning work done by the Board was used to develop the Service Plan. The purpose of the Service Plan is to provide a clear description of the business of PCC and set out its activities for the next 3 years.

Directors reviewed the strategic objectives and performance measures and suggested amendments to the plan.

The Chair reported on the Service Plan filing requirements.

It was moved and seconded that the British Columbia Provincial Capital Commission draft Service Plan 2003-2006 be approved as amended.

CARRIED

The meeting was temporarily adjourned at 10:55 a.m.

The meeting was called to order at 11:05 a.m.

FINANCIAL REPORT

The CEO reported that the Finance and Audit Committee reviewed the November and December operating statement in detail and that the results do not reveal any areas of concern.

STORES BUILDING

Ray Parks introduced the draft business plan for the Stores Building. He indicated that the reasons for restoring/developing the building and wharf were to preserve and enhance the heritage structure, to create an opportunity for an ongoing financial return to the PCC and to fulfill the re-zoning agreement with the City of Victoria for public facilities.

It was suggested that an RFP for leasing the Stores Building be issued before the restoration/renovation is undertaken in order to include tenant(s) requirements in a comprehensive building and restoration permit package for the City of Victoria and the Heritage Advisory Board.

It was requested that a rendering of the outside of the building depicting the proposed restoration be provided to Directors.

Directors discussed the City of Victoria's zoning requirements for public facilities and staff was directed to investigate whether temporary washroom facilities located on the property might fulfill the re-zoning agreement with the City until the International Terminal is built. Also discussed were easement issues with respect to the adjoining PCC park, vehicle parking and environmental standards for building restoration.

It was suggested that the City be notified of the proposed uses for the building in advance of the issuance of the RFP and a heritage architect be involved in the restoration process.

It was moved and seconded that management proceed with preparation of RFP's for leasing of the Stores Building and Wharf for the Board's consideration and the required funds for the project be appropriated from the restricted Federal contribution for use at the Belleville Port Facility.

CARRIED

INNER HARBOUR VISIONING SESSION

It was agreed that the matter be tabled until all Directors have had an opportunity to review the summary document. A telephone conference call was scheduled to discuss approval of the Inner Harbour Visioning Report for Monday, January 26, 2004 at 12:00 noon .

COMMITTEE REPORTING

EXECUTIVE COMMITTEE

Bill Wellburn reported on the meeting held January 13, 2004.

FINANCE & AUDIT COMMITTEE

Rob Hunter reported on the meeting held January 13, 2004. The Chair said there were no budget discrepancies for November and December other than what was reported at previous board meetings and there were no unusual items to report for November or December.

PCC Chair Reimbursement of Expenses

Following a review of a request from Bill Wellburn for reimbursement of office and local travel expenses incurred by him while carrying out his duties as Chair of the PCC the Finance and Audit Committee recommended that the PCC Chair be reimbursed for office and local travel expenses incurred in the discharge of his duties as Chair of the PCC effective January 1, 2003 subject to clarification of Section 8(2) of the Capital Commission Act.

At this point, Bill Wellburn excused himself from the meeting and Beth Campbell assumed the duties of Chair.

It was moved and seconded that the PCC Chair be reimbursed for office and local travel expenses incurred in the discharge of his duties as Chair of the PCC effective January 1, 2003 at 20% of his actual expenses and further that the PCC pay to the Chair a monthly amount of 20% of the Chair's expenses.

Following discussion of the motion, **the motion was withdrawn.**

It was moved and seconded that PCC Chair be reimbursed for office and local travel expenses incurred in the discharge of his duties as Chair of the PCC effective January 1, 2003 at 20% of his actual expenses of \$15,314.

CARRIED

It was agreed that the matter of the Chair's reimbursement of actual expenses be reviewed in six months.

Bill Wellburn assumed the duties of the Chair.

PCC's Internally Restricted Funds

The Chair reported that the Committee reviewed PCC's internally restricted funds for Greenways, Beautification and the Belleville Port Facility. It was indicated that staff will be submitting a status report on outstanding restricted Greenways and Beautification Partnership funds that have not be expended to date for the next Finance and Audit Committee Meeting.

Following discussion of the Greenways Partnership Fund allocation for the fiscal year 2003-04 and a communications strategy relating to the Greenways Program and PCC's new direction,

It was moved and seconded that the resolution of April 22, 2003 appropriating \$62,500 from the 2003-04 budget to the Greenways Partnership Fund be rescinded and that an appropriation of \$62,500 be appropriated from Greenways internally restricted funds for utilization in the 2004-05 Greenways Partnership Program.

CARRIED

Staff was directed to forward Greenways Partnership applications for 2004-05 to municipalities and agencies within the C.I.D.

Risk Management Plan

The CEO reported that KPMG has been asked to provide a cost estimate to assist staff in developing an Enterprise-wide Risk Management Plan for the PCC.

The meeting temporarily adjourned to the in-camera session at 11:55 a.m.

The meeting reconvened at 11:57 a.m.

GOVERNANCE COMMITTEE

Beth Campbell reported on the meeting held January 19, 2004.

Procedural Bylaw No. 6

It was reported that Procedural Bylaw No. 6 was reviewed by staff and that most of what was contained in the bylaw is either covered in the Board Manual or will be included in the Operations Handbook that is being developed by staff.

It was moved and seconded that approval be given in principle to rescind Bylaw No. 6 following development of a PCC Operations Handbook.

CARRIED

New Board Director Appointee – Northern Region

Three applications were received and the Committee reported that they needed more information regarding the candidates before a recommendation could be made to the Minister responsible. Bill Wellburn indicated that he will be contacting the Board Resourcing office and the Minister’s office regarding the candidates.

Size of the Board

The Committee reviewed several options relating to the size and composition of other boards and agencies and recommended that the PCC Board be downsized by 2 municipal directors, one from Victoria and one from Saanich.

It was moved and seconded that the Chair of the PCC be directed to discuss the matter of Municipal Appointments to the PCC with the Mayors of the City of Victoria and the District of Saanich.

CARRIED

Frequency of Meetings

It was moved and seconded that PCC Board and Committee Meetings will be held once a month except for July and August which will be at the call of the Chair.

CARRIED

Board Attendance

A recommendation with respect to PCC Board and Committee meeting attendance will be brought forward to the February Board meeting for the Board’s consideration.

On behalf of Rob Fleming, Pam Madoff indicated that Rob cannot attend the PCC meeting because of other commitments and has requested that the Mayor appoint someone else to the PCC.

Remuneration

Following review of rating levels for other Crown entities,

It was moved and seconded that Section 8 of the Capital Commission Act with respect to remuneration of Commission members be repealed and that staff continue to work with Crown Agency Secretariat to ensure a successful appeal of the ABC Remuneration Committee’s rating of the PCC from Level 8 to Level 7.

CARRIED

With no further business, the meeting was declared concluded at 12:20 p.m.

Board Chair

Secretary