

PROVINCIAL CAPITAL COMMISSION
BOARD OF DIRECTORS MEETING
MINUTES
TUESDAY, 30th NOVEMBER 2004

There being due notice given and a quorum present, the November 2004 monthly meeting of the Provincial Capital Commission Board of Directors was called to order at 9:00 a.m. on Tuesday, the 30th of November 2004 at 613 Pandora Avenue, Victoria, British Columbia

DIRECTORS PRESENT

Bill Wellburn, Chair
Barbara Brink (arrived at 9:30 am)
Jane Durante
Chris Fairbank
Rob Fleming
Rob Hunter
Russell Irvine
Pamela Madoff
Bill Oppen
Darwin Robinson (arrived at 9:30 am)
Leif Wergeland

RESOURCES

Ray Parks, CEO
Rick Crosby, CFO
Brian Rowbottom, Director, Programs and Projects
Deborah Eddy, Manager, Finance and Admin
Kathryn MacLean, Policy and Program Analyst
Heather Newbury, Executive Assistant and Secretary to PCC

REGRETS

Beth Campbell, Vice-Chair
Jackie Ngai
Matt Vickers

CALL TO ORDER

The meeting was called to order at 9:00 a.m. by the Chair.

PUBLIC INPUT

The Chair advised the public in attendance of the protocol for presentations to the Board. Scheduled presenters: Shawna Liddicoat, Kamilla Beghetto, Susan Creviston, Rachel McDonnell, and Richard Mills spoke in opposition to the closure of the Crystal Garden Conservation Centre and other related issues. All presenters had presented at past Board Meetings.

APPROVAL OF AGENDA

The Agenda was approved with one change regarding the Governance Committee's reporting.

It was moved and seconded that the Agenda be amended by removing the Governance Committee's report due as the Committee's Chair is unavailable for today's meeting, and that the Committee report at the next Board meeting in January 2005.

CARRIED

VERIFICATION OF MINUTES OF PREVIOUS MEETING

It was moved and seconded that the Minutes of the PCC regular meeting held the 19th October 2004 be adopted as amended by deleting Director "Christopher Nelson, resident of Nelson" as a re-appointed director and inserting "Christopher Fairbank, resident of Nelson" as the re-appointed director.

CARRIED

REVIEW OF BOARD OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and Decisions Summary were reviewed.

CHIEF EXECUTIVE REPORT

The CEO reported on the preparations of the Crystal Garden for the proposed seismic upgrades and new tenant. It is expected that the space occupied by the Conservation Centre will be vacant and ready to receive structural remediation upgrades by mid December. The proposed offer to lease has been signed by Crystal Garden Partners Inc., and is subject to the approval of the PCC Board at today's in-camera session.

It was indicated that planning activity on the Belleville Marine Terminal is proceeding and a high-level business case is being developed by PriceWaterhouse Coopers. Costs to date are being jointly funded by the PCC, Greater Victoria Harbour Authority, and Western Economic Development. PCC Board has committed up to \$150,000 this year. A copy of the Project Charter and Memorandum of Understanding between the parties has been included for Board review and consideration at the in-camera session.

A current status report on Freedom of Information requests was reviewed. The majority of the requests continue to be in regards to the Crystal Garden Conservation Centre closure. Staff resources are being allocated as required to respond to these requests in a timely manner.

The PCC has commenced work on updating its Service Plan for 2005/06 to 2007/08. The updated draft plan is due to Crown Agencies Secretariat in mid-December. A working draft will be circulated for review at the in-camera session. A final draft of the plan will be brought forward to the January 2005 Board meeting for consideration and approval.

CHIEF FINANCIAL OFFICER REPORT

The CFO provided an update on the year to date results as at October 31, 2004 and the full year forecast for PCC operations as reported through the Finance and Audit Committee at its November 9th meeting. He indicated that the year to date results are better than anticipated. The deficit compared to the September six month surplus is due mainly to one time transition costs associated with the closure of the Crystal Garden Conservation Centre and the decline in seasonal revenues. The transition costs for the Crystal Garden

will be offset by the closure of the Conservation Centre and avoidance of the losses typically incurred over the fall/winter period.

The revised full year management forecast deficit of \$325,000 is within the approved budget deficit.

An additional \$100,000 earmarked for the Belleville Marine Terminal Project has been included as a commitment against reserves.

COMMITTEE REPORTING:

EXECUTIVE COMMITTEE

The Committee Chair provided an update of outcomes of the Committee meeting held November 9th, 2004.

FINANCE AND AUDIT COMMITTEE

The Committee Chair noted that the draft minutes will be amended at the Committee's next meeting to reflect that Chris Fairbank was excused because of illness and unable to attend the meeting.

GOVERNANCE COMMITTEE

Due to the Committee Chair's absence, the Committee report will be presented at the next Board meeting in January 2005.

It was requested that consideration be given to appointing a Vice-Chair to PCC's Standing Committees. The Vice Chair would report to the Board in the Committee Chair's absence.

PROGRAM RESOURCE AND COMMUNICATIONS COMMITTEE

The Committee Chair reported on the Committee's November 16th special planning session in Vancouver. The purpose of the session was to focus on outreach program ideas and to develop input for the new Service Plan.

With no further business, the meeting was declared concluded at 9:50 a.m.

Board Chair

Secretary