



**Provincial Capital Commission
Board of Directors Meeting Minutes**
October 18th, 2005

DIRECTORS PRESENT

Bill Wellburn, **Chair**
Beth Campbell, Vice Chair
Russell Irvine
Rob Hunter
Barbara Brink
Jane Durante
Pam Madoff
Bob Gillespie
Darwin Robinson
Matt Vickers
Leif Wergeland
Chris Fairbank

RESOURCES

Ray Parks, CEO
Rick Crosby, CFO
Kathryn MacLean, A/ Director Outreach
Sean Nacey, Policy Analyst/ Secretary

EXCUSED

Bill Oppen

CALL TO ORDER

The meeting was called to order at 9:10 am by Board Chair, Bill Wellburn.

APPROVAL OF AGENDA

The agenda was approved without change or additions.

APPROVAL OF MINUTES OF PREVIOUS MEETING

It was moved and seconded that the Minutes of the PCC regular meeting held September 27th, 2005 be approved.

CARRIED

REVIEW OF COMMITTEE OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and Decisions Summary were reviewed.

CHIEF EXECUTIVE OFFICER REPORT

The CEO provided an update on the following operating activities:

Outreach Activities

The CEO reported that the Program Resource and Communication Committee is scheduled to have a planning session as a follow up to the Dawson Creek exercise following the Board meeting.

It was also stated that the development of strategies to implement parts of the Capital Connects program is in progress and that staff are formulating ideas to celebrate the PCC's 50th anniversary.

Belleville Marine Terminal Project

The CEO reported that work by contract resources have ceased, as of the end of June, Next steps include providing government an update on the project status including the business case and transportation study.

Crystal Garden

It was reported the majority of the PCC funded work inside the building is substantively complete and that the replacement of the glass roof is well underway with a target completion date by the end of November.

FOI Status Report

The CEO reported that there are several FOI request outstanding for the lease agreement between the PCC and Crystal Garden Partners. The lease agreement has been delayed pending a formal review of the Information and Privacy Office to address privacy concerns raised by the tenant.

Annual Operating Plan Quarterly Report

The CEO circulated the Quarter 2 Performance Measures Status Report and Accomplishments Summary to Directors. It was noted that the PCC is on track to meet all of its goals outlined in the Service Plan.

Action:

- Staff to circulate Municipal Update to all Directors.

CHIEF FINANCIAL OFFICER REPORT

Forecast and Year to Date Operating Results

The CFO provided a second quarter forecast update and year to date operating results to September 30th, 2005. The CFO reported that the year to date surplus of \$0.25 million is up slightly from August. The updated forecast surplus of \$65,000 remains on budget. It was reported that the forecast assumes the \$200,000 Outreach budget will be utilized, includes a contingency provision for remaining staff placements and an allowance for potential current year amortization of building remediation work at the Crystal.

The CFO provided a brief overview of the Management Discussion and Analysis, consolidated operating summary and reserves summary for Board information.

Directors discussed St. Ann's Academy and requested staff to report why rentals are down at St. Ann's.

Action:

- Staff to report why rentals are down at St. Ann's Academy at the November 8th Finance and Audit Committee.

COMMITTEE REPORTS

Executive Committee

Committee met October 11th. The Committee Chair circulated a contracting policy for Board consideration.

It was moved and seconded that the PCC "Contracting Policy" be approved as proposed.
CARRIED

Finance and Audit Committee

The Committee Chair reiterated that the current financial performance of the PCC is driven by revenues from tenant leases and parking lots.

Governance Committee

No issues were brought forward for discussion.

Program Resource and Communications Committee

The Committee Chair reported that a planning session for Program Committee members would be held in the afternoon following the Board meetings.

The Committee Chair proposed that a policy concerning applications for municipal support with regards to centennial celebrations be considered by the Board.

It was moved and seconded that the following policy be approved as proposed.
"That the Provincial Capital Commission will acknowledge the centennials of incorporated municipalities in British Columbia through an award or recognition but not as a cash donation".
CARRIED

CONCLUSION

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

Board Chair

Secretary