



**Provincial Capital Commission
Board of Directors Meeting Minutes
November 29th, 2005**

DIRECTORS PRESENT

Bill Wellburn, **Chair**
Beth Campbell *at 10:00*
Russell Irvine
Rob Hunter
Bill Oppen
Jane Durante
Pam Madoff
Darwin Robinson
Matt Vickers
Leif Wergeland
Chris Fairbank

EXCUSED

Barbara Brink
Bob Gillespie

RESOURCES

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

GUEST

Bruce Tanner

CALL TO ORDER

The meeting was called to order at 9:05 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 October 18th, 2005 be approved.

CARRIED

REVIEW OF COMMITTEE OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and Decisions Summary were reviewed.

PUBLIC INPUT

The Chair advised the public in attendance of the protocol for presentations to the Board. Scheduled presenters included Richard Mills and Susan Creviston.

Richard Mills: spoke to his written submission regarding his concerns of ongoing governance issues, financial issues and representation.

The Chair thanked Mr. Mills for his presentation and clarified that bylaw #6 has been rescinded by Order in Council and that his concerns regarding the Crystal Garden project have been noted.

Susan Creviston: spoke to her written submission and raised questions about the removal of restrictions on greenways/beautification projects, the Belleville Terminal Project and the Dawson Creek Outreach exercise.

The Chair thanked Mrs. Creviston and responded to concerns brought forward. The Chair clarified that monies for greenways/beautification projects have not been spent on other PCC projects. The Chair also noted that the PCC's board is made up of 8 provincially appointed members and 6 municipally appointed members who are all required to act in the best interest of the PCC.

CHIEF EXECUTIVE OFFICER REPORT

The CEO provided an update on the following operating activities:

Outreach Activities

The CEO reported that the PCC is currently involved in a number of outreach activities including developing a series of TV vignettes which will be aired around the province beginning March, 2006 and the development of strategies to implement parts of the Capital Connects program.

Belleville Marine Terminal Project

The CEO reported that further planning work has ceased as of the end of June, pending further direction from government. Next steps include providing government with an update on the project status including the business case and transportation study as requested by the Chair of Treasury Board in July.

Crystal Garden

It was reported that the majority of PCC funded work inside the building is substantively complete as of the end of November, including replacement of the glass roof. A summary of remaining work in progress was circulated to directors for information.

The CEO noted that landlord and tenant work continues to be coordinated with a planned opening scheduled for May 2006.

FOI Status Report

A current list of FOI requests were provided to directors for information. The CEO reported that the release of the lease agreement has been delayed pending formal review of the Information and Privacy Office to address privacy concerns raised by the tenant. It was noted that the Information and Privacy Office review is beyond PCC control and is being cued relative to other high priority FOI issues within government.

Kiosk Licences – Program Review

It was reported that the licensing of kiosks on PCC properties in the inner harbour was a new initiative to optimize revenues from its properties. A briefing note containing background and discussion on 2005 and recommendations for 2006 was provided to the Board for consideration.

It was moved and seconded that staff recommendations contained in the ***Kiosk Licences – PCC's Inner Harbour Properties Information Note*** be approved as proposed.

CARRIED

Staff Recognition

The CEO presented a long service award to Bruce Tanner for his dedication and years of service to the PCC, and the valuable contribution he has made to the organization.

CHIEF FINANCIAL OFFICER REPORT

The CFO provided an interim report on year to date results to the end of October for Board information. It was noted that the third quarter report will be presented to the Board in January.

A Management Discussion and Analysis on October results was also circulated to the Board for information along with a status report pertaining to the Crystal Garden Building Remediation Project.

In response to a director's question regarding unused Greenways and Beautification funds for previously approved projects and a potential PCC contribution to the City of Victoria's West Song Way Bridge replacement, the Board discussed the status of those unused funds. It was noted that as a result of a previously approved project not proceeding, an opportunity now existed for the PCC to use some of those funds as a contribution towards this high profile project. It was noted that the Board had previously approved the transfer of unused Greenways and Beautification funds to the Building Remediation Fund.

It was moved and seconded that the Program Resource and Communications Committee develop guidelines around funding special projects for the consideration of the Board.

CARRIED

COMMITTEE REPORTS

Executive Committee

Committee met November 8th. The Committee Chair reported that an options paper regarding St. Ann's Municipal Heritage Designation is attached for Board review. Director Madoff requested additional correspondence related to this item and asked that the matter be tabled for the January 17th Board meeting.

It was moved and seconded that additional correspondence be forwarded electronically to Director's regarding the St. Ann's Municipal Heritage Designation and that the item be tabled and brought forward to the January 17th Board meeting.

CARRIED

Finance and Audit Committee

Committee met November 8th. No issues were brought forward for discussion.

Governance Committee

It was noted that the next committee meeting is December 13th. No issues were brought forward for discussion.

Program Resource and Communications Committee

Director Fairbank reported out in the absence of the Committee Chair that a planning session for Program Committee members was held October 18th. No issues were brought forward for discussion.

CONCLUSION

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

Board Chair

Secretary