



**Provincial Capital Commission  
Board of Directors Meeting Minutes  
March 21, 2006**

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**DIRECTORS PRESENT**

Bill Wellburn, **Chair**  
Basil Boulton  
Barbara Brink  
Beth Campbell  
Allan Cassidy  
Jane Durante  
Chris Fairbank  
Bob Gillespie  
Rob Hunter  
Pam Madoff  
Bill Oppen  
Geoff Young

**RESOURCES**

Ray Parks, CEO  
Rick Crosby, CFO  
Denis Johnston, Director Outreach  
Sean Nacey, Policy Analyst/ Secretary

**ABSENT**

Matt Vickers  
Leif Wergeland

**CALL TO ORDER**

The meeting was called to order at 3:00 pm.

**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 January 17, 2006 be approved.

***CARRIED***

**REVIEW OF COMMITTEE OUTPUTS AND PREVIOUS DECISIONS**

The Board Outputs and Decisions Summary were reviewed.

**CHIEF EXECUTIVE OFFICER REPORT**

The CEO reported on several outreach activities the PCC is currently involved in including an update on Youth Connects, PCC 50<sup>th</sup> Anniversary, TV Vignettes, Nelson Event and Heritage Fairs.

**Inner Harbour Plan**

It was reported that a meeting with Minister Ilich was held March 7<sup>th</sup> that included the PCC CEO, Deputy Minister Virginia Greene, Mayor of Victoria Alan Lowe and other key stakeholders in the project. The CEO reported that two action items came out of the meeting including finding out the costs associated with environmental and geotechnical work of the Belleville site and an acknowledgement by key stakeholders of their continued support for the project.

## **Crystal Garden**

The CEO reported that the project continues on track towards a late spring opening. It was noted that the landlord work inside the building is substantively complete and that the gift shops are currently closed at the request of the tenant. The PCC is closely monitoring the revised scheduling with Campbell Construction to ensure business operations inside the restaurant are not disrupted.

## **FOI Status Report**

A current list of FOI requests were provided to directors for information. The CEO reported that the status to release the lease agreement has not changed and that the release is still pending formal review by the Information and Privacy Office to address privacy concerns raised by the tenant.

## **2006/07 Annual Operating Plan**

The CEO referred directors to the draft 2006/07 Annual Operating Plan that was presented earlier in the day at the PCC planning session and explained that the purpose of the plan is to focus PCC business efforts during the 2006/07 year on activities directly related to achievement of the Service Plan goals.

Discussion took place on the plan and directors determined that the first bullet under goal two be amended to read "Securing provincial government support for the re-development of the Belleville Street property on the Inner Harbour with required studies to proceed." It was also determined that a second bullet be added to goal two to read "Consulting with the community in the forum of the proposed development."

**It was moved and seconded** that the 2006/07 Annual Operating Plan be adopted as amended.

***CARRIED***

## **GVHA Presentation**

Stuart Johnston from the Greater Victoria Harbour Authority (GVHA) gave a presentation to the Board on what the GVHA does and what property the organization controls. It was reported that the organization was formed as a not-for-profit society in February 2002, and began operating its four port facilities, divested from Transport Canada, in April 2002. The GVHA acts as an advocate for the harbour, and works to improve its function as a working harbour, and a marine transportation centre with a strong focus on tourism and the ongoing success of other businesses that depend on the harbour.

## **CHIEF FINANCIAL OFFICER REPORT**

The CFO provided a 2005/06 Interim Financial Report with year to date operating results to February 28. It was reported that for the 11 months ending February 28, the net year to date surplus is \$234,254, compared to \$228,867 at December 31.

The status of reserves, greenways and beautification projects was also reviewed. The CFO reported that the total reserves at February 28 are \$0.8 million, excluding federal funds of approximately \$1.2 million restricted for the Belleville Port Facility which are accounted for as deferred revenue contributions.

## COMMITTEE REPORTS

### Executive Committee

Committee met February 24 and March 14.

It was reported that the Executive Committee reviewed the initiative from the City of Victoria for Municipal Designation for St. Ann's Academy. The Chair noted that the Executive Committee recommend to the Board that the PCC should not apply municipal heritage designation at this time as heritage buildings owned by the provincial government do not generally come under municipal heritage designation. It was also noted that St. Ann's Academy currently has both national and provincial heritage designation. Discussion on the recommendation took place and it was determined that the PCC should work towards municipal heritage designation for St. Ann's Academy and grounds. It was noted that applying municipal heritage designation is a positive step to protecting the historical significance of St. Ann's Academy.

**It was moved and seconded** to communicate to the City of Victoria that the PCC will work towards municipal heritage designation for St. Ann's Academy and its grounds.

***CARRIED***

### Finance and Audit Committee

Committee met March 14. No additional issues were brought forward for discussion.

### Governance Committee

Committee met February 21. The Committee Chair reported that the Governance Committee reviewed the Directors Disclosure form at its last meeting and moved that municipal representatives on the PCC Board might voluntarily attached the completed statement of disclosure used by elected local government officials if the so desire.

The Committee Chair referred directors to the updated terms of references for the Board, Directors and Chair and noted that the terms include the recent board-approved communications policy.

**It was moved and seconded** that the Governance Committee terms of reference be adopted as proposed.

***CARRIED***

The Committee Chair reported that the Governance Committee is considering a diversity training workshop for the Board to be held in May. The Chair polled the board to see who would be interested in the training and who would be able to attend a half day session in May. Based on the Board poll it was determined not to go ahead with the diversity training workshop.

### Program Resource and Communications Committee

Committee met February 21 and March 20.

A draft Sponsorship Policy was circulated to the Board and members of the public for information. The Committee Chair reported that the Program Committee reviewed the policy and determined that the policy be brought forward to the Board for consideration.

**It was moved and seconded** that the proposed sponsorship policy be adopted as proposed.

***CARRIED***

The Committee Chair referred the Board to the PRAC terms of reference for consideration.

**It was moved and seconded** that the proposed PRAC committee terms of reference be adopted as proposed.

***CARRIED***

**PUBLIC INPUT**

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

Susan Creviston: expressed opinions on the PCC’s governance, public accountability and disclosure of assets.

Richard Mills: expressed opinions on the Belleville Terminal project.

**CONCLUSION**

With no further business, the meeting was declared concluded at 4:50 pm.

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Board Chair

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Secretary