



**Provincial Capital Commission  
Board of Directors Meeting Minutes  
January 30, 2007**

---

**DIRECTORS PRESENT**

Bill Wellburn, **Chair**  
Beth Campbell, **Vice Chair**  
Basil Boulton  
Barbara Brink  
Allan Cassidy @ 10:00  
Jane Durante  
Chris Fairbank  
Bob Gillespie  
Rob Hunter  
Bill Oppen  
Matt Vickers  
Leif Wergeland  
Geoff Young

**EXCUSED**

Pam Madoff

**RESOURCES**

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

**CALL TO ORDER**

The meeting was called to order at 9:05 am.

**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 November 21, 2006 be adopted.

***CARRIED***

**REVIEW OF COMMITTEE OUTPUTS AND PREVIOUS DECISIONS**

The Board Outputs and Decisions Summary were reviewed.

**CHIEF EXECUTIVE OFFICER REPORT**

**Outreach Activities**

The CEO updated the Board on a number of outreach activities the PCC is currently involved in including: “Capital Connections” TV Vignettes, Student Travel Subsidies and Youth Connects – the Capital Online in BC Schools. The CEO also noted that staff are working towards establishing a new volunteer gardening program to commence Spring 2007 at St. Ann’s Academy. Samples of two “Capital Connections” TV vignettes were presented at the meeting.

## **Property Issues**

### ***Crystal Garden***

The CEO reported that since the November Board meeting, the PCC continues to work with the Trustee in securing a new tenant to assume the lease for the BC Experience and gift shops. It was noted that the current listing period is due to expire January 31, 2007.

### ***Tourist Information Centre – 812 Wharf Street***

The CEO reported that the replacement of the handicapped lift is in progress and should be completed shortly. It was noted that the proposal for Milestone's restaurant to run a seasonal operation on a portion of the upper deck went to the City of Victoria for approval on January 25. More detailed information is to be brought forward to the City at a later date for further review.

## **CHIEF FINANCIAL OFFICER REPORT**

The CFO spoke to the third quarter financial report and stated that for the nine months ending December 31, 2006 there is a net surplus of \$324,931, consistent with the surplus reported for the six months ending September 30. It was noted that the tenant income year to date includes rent paid up to September 30 for the Crystal Garden gift shops and BC Experience. It was stated that rent in arrears for BC Experience is currently covered by the prepaid rent and the security deposit while the Trustee is in the process of securing a new tenant. The CFO reported a forecast surplus of \$100,000 based on a conservative outlook of revenues and expenditures for the balance of the year and includes an operating contingency allowance of \$50,000. It was noted that reserves at December 31 total \$1.0 million, with an additional \$1.1 million in funds restricted for the Belleville Port Facility.

## **COMMITTEE REPORTS**

### **Executive Committee**

The Chair reported that Executive Committee met December 12, 2006 and January 23, 2007 and that draft minutes of the meeting were attached.

### **Finance and Audit Committee**

The Committee Chair reported that committee met January 23 and that draft minutes were attached for information. It was reported that the third quarter update on the 2006/07 capital maintenance plan was reviewed at the January 23 meeting. It was noted that capital maintenance is being pursued on a priority basis within a budget of \$100,000. Budgeted costs include the PCC share of the handicapped lift replacement at the Tourist Information Centre, replacement of the oil tank at 613 Pandora and operational requirements for IT and office equipment. The current management forecast of \$120,000 includes an additional provision to replace the wood stairs at the Reid Site Parking Lot by March 31, 2007.

**It was moved and seconded** to revise the capital maintenance budget allowance from \$100,000 to \$120,000 in order to proceed with the replacement of the Reid Site Parking Lot stairs by March 31, 2007.

***CARRIED***

**Governance Committee**

The Committee Chair reported that committee met January 23 and that draft minutes were attached for information.

***Regional Snapshots***

The Committee Chair referred members to the document titled *BC Regional Snapshots* and noted that the document was developed by the committee for Board information on each of BC’s six major regions.

***Terms of Reference Review***

It was reported that Governance Committee completed its annual review of the terms of references for the Board, Directors and Chair. Governance Committee did not recommend any changes to the terms of references at this time.

**It was moved and seconded** that the terms of references for the Board, Directors and Chair be reaffirmed.

***CARRIED***

***Draft Presentation Policy***

The Committee Chair brought forward a draft Presentation Policy for Board review and feedback as requested by the Board at its October Board meeting. Board feedback included: 1) adding a bullet noting that presentations to the Board without advance notice be heard by the Board at the Chair’s discretion, 2) adding a bullet noting that all correspondence addressed to the Board and all public input presentation material be distributed to the Board prior to each board meeting, and 3) revising the language of the document into a less prescriptive guideline format. It was noted that the revised policy be brought back for formal approval at the March Board meeting.

***Teleconference Policy***

As requested by the Board at its October meeting the Committee Chair brought forward the PCC’s teleconference policy for Board information. The policy notes that directors may attend Board meetings and committee meetings via conference call for purposes of quorum and full participation in the meeting.

**Program Resource and Communications Committee**

Committee met January 29. New Committee Outputs were brought forward for Board review.

**It was moved and seconded** that 2007/08 PRAC Committee Outputs be approved as revised by Committee.

***CARRIED***

**CONCLUSION**

With no further business, the meeting was declared concluded at 10:20 am.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary