



**Provincial Capital Commission
Board of Directors Meeting Minutes
March 18, 2008**

DIRECTORS PRESENT

Bill Wellburn, **Chair**
Barbara Brink
Allan Cassidy
Jane Durante
Chris Fairbank
Hy Freedman
Bob Gillespie
Rob Hunter
Pam Madoff
Geoff Young

RESOURCES

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

EXCUSED

Beth Campbell
Wayne Hunter
Bill Oppen

CALL TO ORDER

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

CONDOLENCES FOR DIRECTOR PAMELA CHARLESWORTH

Chair Wellburn expressed deep sympathy on behalf of the PCC in acknowledging the recent passing of former PCC Director and Chair Pamela Charlesworth. Ms. Charlesworth will be remembered by the PCC and Victoria residents for her dedication and commitment to her community.

PUBLIC PRESENTATIONS

There were no public presentations or comments.

APPROVAL OF AGENDA

The agenda was approved with two additions regarding the draft design policy and 2008 committee appointments.

APPROVAL OF MINUTES OF PREVIOUS MEETING

It was moved and seconded that the Minutes of the PCC regular meeting held January 29, 2008 be adopted.

CARRIED

REVIEW OF COMMITTEE OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and Decisions Summary were reviewed. It was noted that the next board meeting is scheduled for May 20, 2008.

CHIEF EXECUTIVE OFFICER REPORT

Outreach Activities

The CEO updated the Board on a number of outreach activities the PCC is currently involved in including:

- ◆ **PCC BC150 Banners** – The CEO reported that about 60 celebratory banners are in the process of being installed on PCC properties at the Crystal Garden, St. Ann’s Academy, 812 Wharf Street, 613 Pandora and the Ship Point and Enterprise Wharf parking lots.
- ◆ **TV Vignettes** – The CEO reported that rebroadcast of the PCC’s BC150 Years series began in early March and continues for 12 weeks.
- ◆ **Royal BC Museum** – The CEO noted that staff are working with RBCM to fine-tune the PRAC-approved Marketing sponsorship for the RBCM’s new exhibition “Free Spirit: Stories of You, Me and BC,” which opened on March 13.
- ◆ **Cowichan 2008** – It was reported that staff have finalized the terms of the PRAC-approved sponsorship for NAIG.
- ◆ **National Aboriginal Day 2008** – The CEO reported that staff is in conversation with organizers to follow up on last year’s very successful PCC-sponsored concert on National Aboriginal Day.
- ◆ **Student Travel Subsidies** – The CEO noted that a new version of the PCC’s Travel Guide has been posted to the PCC website. It was further noted that the next application deadline for the student subsidies is May 8.
- ◆ **BC150 poster contest** – The CEO reported the poster contest is being operated by the Legislature’s Office of Public Education and Outreach, with some financial support from the PCC. It was noted that the contest closed in early March and that entries were currently being adjudicated. The Legislature will mount a display of these posters in the spring, and four winners will have a “day in the Capital” with their families.
- ◆ **St. Ann’s Academy** – The CEO reported that staff continue to support the Friends of St. Ann’s in their work toward producing a teachers’ resource guide, a city walking tour, and an event filled “Educate and Celebrate” weekend (June 5-8) celebrating the 150th anniversary of the founding of St. Ann’s Academy.
- ◆ **CCCO Conference** – The CEO noted that staff continue to plan details for this conference, to take place June 25-28, 2008.

Property and Leasing Issues

Crystal Garden – Victoria Conference Centre

The CEO reported that the City of Victoria is proceeding with interior and exterior demolition and that issues attached to the January 29 Board approval have been substantively resolved, including parking and commercial loading. It was further noted that detailed construction plans have been recently received and are pending PCC review and sign-off.

Action:

- Staff to arrange a tour of the conference centre for directors at the May 20 board meeting.

Causeway Building – 812 Wharf St

The CEO reported that the remaining seismic upgrades will commence March with the balance of repairs to the Clock Tower and restoration of the Sperry Beacon planned for completion in 2008.

Other Operational Issues

Service Plan

The CEO reported that the PCC’s Service Plan for 2008/09-2010/11 was released in February and is now posted on the PCC website.

CHIEF FINANCIAL OFFICER REPORT

The CFO reported that the financial statements for the year ending March 31, 2008 will be prepared and completed in April/May. The statements will be included in the Board approved Annual Report for public release by the end of June in accordance with Government’s timelines. It was further noted that Grant Thornton has been retained as auditor.

COMMITTEE REPORTS

No recommendations were brought forward.

OTHER BUSINESS

Draft Design Policy – a draft Design Policy was circulated for board information. Director Durante highlighted the main sections of the policy and requested board feedback prior to the May board meeting.

Committee Membership 2008 – The Chair requested directors review the recommended 2008 committee membership list assigning directors to respective committees.

It was moved and seconded that 2008 committee membership list be adopted as proposed. **CARRIED**

CONCLUSION

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

Board Chair

Secretary