



**Provincial Capital Commission
Board of Directors Meeting Minutes
March 16, 2010**

DIRECTORS PRESENT

Bill Wellburn, **Chair**
Barbara Brink
Chris Coleman
Jane Durante
David Everett
Chris Fairbank
Lynda Hundleby
Lynn Hunter
Wayne Hunter
Russell Irvine
Susan Marsden, *by phone*

RESOURCES

Ray Parks
Rick Crosby
Jan Norman, (A/Secretary)

EXCUSED

Allan Cassidy
Dean Murdock
Bill Oppen

GUESTS

Honorary Captain (N) Cedric Steele, *Homecoming Statue Program Committee*
Rear Admiral (retired) Ken Summers, *Homecoming Statue Program Committee*
Cdr. A. Derosenroll, *Canadian Naval Centennial Project Coordinator*

CALL TO ORDER

The meeting was called to order at 9:35 am.

PUBLIC PRESENTATIONS

There were no public presentations or comments.

CANADIAN NAVAL CENTENNIAL/HOMECOMING STATUE PRESENTATIONS

The CEO introduced Honorary Captain Steele, Rear Admiral (retired) Summers and Cdr. Derosenroll. Captain Steele and Rear Admiral Summers expressed their gratitude to the PCC for the donation of the site for the Homecoming Statue and for the support of PCC staff. Significant community interest in the statue project has garnered both public and business financial support. Fund raising efforts were described. The site will be prepared and ready by mid-April for the installation of the statue on May 4. Details regarding on-site recognition of the PCC and other sponsors were provided. Captain Steele presented the Board Chair with a cheque in the amount of \$165,000 for site upgrades which includes an amount of up to \$30,000 for ongoing maintenance of the site.

Cdr. Derosenroll, Maritime Forces Pacific (MARPAAC), described the activities planned for June 9-14 in celebration of the Canadian Navy Centennial. Events across Canada are being coordinated with local celebrations such as the Freedom of the City Parade on May 4, the Parade of Nations June 11 and the International Fleet Review on June 12. In appreciation for the contributions of the PCC, Cdr. Derosenroll presented the Board with a Commemorative Booklet and 2 invitations to view the Fleet Review and to attend the Admiral's Reception on June 12.

APPROVAL OF AGENDA

The agenda was approved as circulated.

APPROVAL OF MINUTES OF PREVIOUS MEETING

It was moved and seconded that the Minutes of the PCC regular meeting held January 19, 2010 be adopted.

CARRIED

REVIEW OF BOARD OUTPUTS AND PREVIOUS DECISIONS

The Board Outputs and meeting schedule were reviewed. May & June meeting dates times were confirmed.

Action: Staff to re-issue Meeting Schedule to reflect new dates and times of Board and Committee meetings.

CHIEF EXECUTIVE OFFICER REPORT

Outreach Activities

The CEO updated the Board on a number of outreach activities including the destination of the next Community Outreach Visit (Cariboo Development Region), the work of the St. Ann's Grounds Committee, a rebuild of the PCC website and the placement of banners on PCC property along Wharf Street celebrating the Canadian Naval Centennial.

- **St. Ann's Academy Grounds Committee** – the committee is revising draft 4 of its report.

Action: Staff to forward the most recent draft of the Grounds Report to all Directors.

- **Aboriginal Guide to the Capital** – This is a working title for the guide. There have been ongoing consultations with First Nation groups during the preparation of the guide.

Property Activities

- **2010 Commemorative Naval Statue Project** – A detailed budget for the project has been developed for the funds contributed by the Statue Committee. The amount allocated for site maintenance will be identified as a restricted budget item. An indemnification insurance policy for the site has been purchased and will be renewed annually.

CHIEF FINANCIAL OFFICER REPORT

An update on current activities and upcoming reporting requirements was reported for information. Property issues reported by the CEO report is the dominant activity heading into 2010/11. A teleconference or special meeting of the Board may be required mid-May and mid-June to obtain approval for reporting documents due to the Shareholder.

COMMITTEE REPORTS

- **Executive Committee** - The minutes of the February 9 and March 9, 2010 meetings were provided for information.

It was moved and seconded that the appointment of the Board Chair to the GVHA be extended another term.

CARRIED

- **Finance and Audit Committee** - The draft minutes of the March 9 meeting were provided for information.
- **Governance Committee** - The Committee Chair reported that work is nearing completion on the draft of the Board of Directors Manual – Corporate Governance. There was discussion concerning the appropriate protocols for reporting in-camera Committee minutes.

Action: Governance Committee to establish policy regarding what matters are discussed and recorded in-camera.

It was moved and seconded that the Board approve the Board of Directors Manual – Corporate Governance subject to legal advice and revision on Section 2.6 regarding closed/in-camera status of Committee meetings.

CARRIED

The Committee Chair will canvas Board members concerning Committee assignments.

- **Program Resource and Communications Committee** – The draft minutes of the January 18, 2010 meeting were provided for information.

OTHER BUSINESS

None.

CONCLUSION

With no further business, the meeting was declared concluded at 11:05 am.

Board Chair

Secretary