



BOARD MEETING MINUTES
Boardroom, 100 Port Drive, Nanaimo, BC
Thursday, June 27, 2019 at 10:00am

ATTENDANCE:

Directors: D. Hais, Chair
 F. Denning, Vice Chair
 M. Corfield
 R. Sinclair
 B. Coe
 D. White

Management: I. Marr, President & CEO
 A. Rolston, Corporate Secretary

Excusals: M. Davidson, Chief Operating Officer

CALL TO ORDER: The meeting was called to order at 10:00am. D. Hais welcomed D. White the new director appointed by the Province of British Columbia to his first meeting.

AGENDA:
Item 92-19 The agenda of the June 27, 2019 board meeting was reviewed. An update regarding the 2018 certificate of good standing was added under new business.

Moved: M. Corfield Seconded: D. White

Resolution 19-06-01 That the Nanaimo Port Authority board of directors approves the agenda of the June 27, 2019 board meeting, as amended.
CARRIED

MINUTES:
Item 93-19 The minutes of the April 25, 2019 hr and compensation committee meeting were reviewed. It was noted that the Board Chair will sign these minutes as J. Manhas is no longer on the board of directors.

Moved: M. Corfield Seconded: B. Coe

Resolution 19-06-02 That the Nanaimo Port Authority board of directors accepts the minutes of the April 25, 2019 hr and compensation committee meeting, as presented.
CARRIED

The proposed changes to update the 2019 board governance manual were discussed.

Moved: M. Corfield Seconded: B. Coe

Resolution 19-06-07 That the Nanaimo Port Authority board of directors approves the proposed changes to the 2019 board governance manual, as presented.

CARRIED

Moved: B. Coe Seconded: R. Sinclair

Resolution 19-06-08 That the Nanaimo Port Authority board of directors accepts the report of directors, as presented.

CARRIED

REPORT OF ADMINISTRATION:

CEO UPDATE:
Item 96-19

I. Marr provided an update regarding the Port's recent activities. Topics included:

- Financial statements at May 31, 2019
- Deep sea report at May 31, 2019
- Capital maintenance report at May 31, 2019
- 2018 annual report
- 2019 board/committee meeting schedule
- Personnel updates: Harbour Master, VP Finance, Real estate clerk
- NTCF application update – Duke Point terminal modernization
- Port/City protocol agreement update
- Port open house update
- APP conference 2010 in Nanaimo update
- Passenger ferry update

COO UPDATE:
Item 97-19

The June 20, 2019 consent to mortgage of lease agreement with WCMRC was discussed.

Moved: M. Corfield Seconded: F. Denning

Resolution 19-06-09 That the Nanaimo Port Authority board of directors approves the consent to mortgage of lease between the Nanaimo Port Authority, The Toronto-Dominion Bank and Western Canada Marine Response Corporation, dated June 20, 2019 and that the President and CEO , be authorized to duly execute the above agreement on behalf of the Nanaimo Port Authority.

CARRIED

Moved: R. Sinclair Seconded: F. Denning

Resolution 19-06-10 That the Nanaimo Port Authority board of directors accepts the June 27, 2019 report of administration, as presented.

CARRIED

NEW BUSINESS:

CERTIFICATE OF GOOD STANDING: It was noted that the 2018 certificate of good standing has been received from Transport Canada.
Item 98-19

DIRECTOR SEASPAN TOUR: It was noted that a walking tour of the Seaspam facilities located at Duke Point has been arranged for the Directors on July 23, 2019 at 1:30pm.
Item 99-19

DIRECTOR PORT TOUR/ MDA DEMO: It was noted that the new directors would benefit from a waterside tour of the Port aboard the patrol vessel, and also a demonstration of the marine domain awareness system.
Item 100-19

INFORMATION ITEMS AND CORRESPONDENCE:

Item 101-19 The following information and correspondence items were reviewed:

- a. Letter from Boating BC RE: Marina lease rates Jun 4 2019
- b. Port Press Release Chair, Vice Chair and Provincial Appointment Jun 5 2019
- c. World Oceans Day poster (Port, SFN, City, DFO) Jun 8 2019
- d. SFN letter of support NTCF application Duke Point Modernization Jun 6 2019
- e. Province letter of support NTCF application Duke Point Modernization Jun 14 2019
- f. Thank you letter Federation of Canadian Municipalities – gift bags Jun 6 2019
- g. Thank you letter Hospice for Community Involvement Fund donation Jun 13 2019
- h. Reminder: ACPA Early Bird Registration deadline Jun 30 2019

Moved: M. Corfield Seconded: R. Sinclair

Resolution 19-06-11 That the Nanaimo Port Authority board of directors receives the June 27, 2019 items under new business and information and correspondence items 8 a-h for information.

CARRIED

*BOARD ACTION
ITEMS AND
TRACKING MATRIX:
Item 102-19*

The May 23, 2019 board action items and tracking matrix were reviewed.

ADJOURNMENT:

The meeting adjourned at 12:35pm.

The Board met in-camera from 12:20pm to 12:35pm.