



Freedom of Information and Protection of Privacy Act (FOIPPA) – The personal information on this form is collected for the purpose of administering a variety of statutes that authorize the appointment of individuals to public sector organizations under the authority of section 26(a) of the FOIPPA. Questions about the collection or use of this information can be directed to the Crown Agencies and Board Resourcing Office by email at abc@gov.bc.ca or by telephone at 604 660-0465.

Business and Structure

The Nanaimo Port Authority is one of 18 Federal Port Authorities in Canada, established under the Canada Marine Act, and our letters patent. The Port has a mandate to administer, control, and manage the harbour, waters and foreshore of the Georgia Strait in an area adjacent to Nanaimo, British Columbia. More information is available on our website at www.npa.ca.

Strategic Direction

The Port of Nanaimo's vision is to be the Vancouver Island Port connecting the island to the world via the Salish Sea, providing safe and sustainable movement of people and goods while delivering economic growth that benefits Canada, British Columbia, and the Island.

Governance Structure

Canada Port Authorities (CPA) operate at arm's length from the federal government. CPAs are governed by a board of directors appointed by the municipal, provincial and federal governments and in consultation with port users.

CPAs:

- set the business direction and make commercial decisions for the port
- set their own fees (for example, berthage and wharfage fees) but such fees must be fair
- are responsible for maintaining and dredging commercial shipping channels
- act as landlords, leasing their port operations to private operators

As set out in the *Canada Marine Act*, the CPAs must be financially self-sufficient. They do not receive federal funding to meet operating costs or deficits. CPAs finance their capital projects using their own revenues. But they can also partner with the private sector, borrow from a commercial lender or apply for certain federal grants related to infrastructure, the environment or security.

The Board is comprised of seven Directors appointed as follows:

- the Governor in Council appoints one individual nominated by the Federal Minister of Transport;
- the municipalities mentioned in the letters patent (Nanaimo) appoint one individual;
- the province or provinces (British Columbia) mentioned in the letters patent appoint one individual in consultation with the Minister of Transportation; and
- the Governor in Council appoints the remaining individuals nominated by the Federal Minister of Transport in consultation with Port Users.

The Directors of a port authority shall have generally acknowledged and accepted stature within the transportation industry or the business community and relevant and extensive experience related to the management of a business, to the operation of a port or to maritime trade.

All Directors shall comply with the Governor in Council of Canada's *Ethical and Political Activity Guidelines for Public Office Holders* and the *Conflict of Interest Act*.

The Canada Marine Act stipulates that the following individuals may not be directors of a port authority (statutory):

- an individual who is a mayor, councillor, officer or employee of a municipality mentioned in the letters patent;
- an individual who is a member of the legislature of a province, or an officer or employee of the public service or of a Crown corporation of a province, mentioned in the letters patent;
- a Senator or a member of the House of Commons;
- an officer or employee of the federal public administration, a federal Crown corporation or a port authority;
- an individual who is not a resident Canadian, as defined in subsection 2(1) of the [*Canada Business Corporations Act*](#);
- an individual who is a director, officer or employee of a person who is a user of the port;
- an individual who is under eighteen years of age;
- an individual who has been declared mentally incompetent by a court in Canada or elsewhere; or
- an undischarged bankrupt.

Board Responsibilities and Accountabilities

Role

The Board's broad role is that of:

- Leader - set strategic direction and empower management;
- Overseer - evaluate performance measures and hold management accountable;
- Steward - shepherd resources of others; and
- Reporter - report to government, stakeholders, public, others.

Responsibilities and Accountabilities

Board responsibilities fall into the following general categories:

Managing Board Affairs: Establish the processes and structures necessary to ensure the effective functioning and renewal of the board. This includes: monitoring and improving the quality of the board and ensuring appropriate board committees are in place; ensuring appropriate board orientation and ongoing professional development; articulating roles and responsibilities for the board, committees, and chair individual governors; defining board process and guidelines; evaluating the board, committees, directors and chair; and identifying potential director candidates.

Organization's Mandate: Fully understand the organization's mandate set by government, review, and make recommendations to government regarding the mandate to reflect changing circumstances.

Strategy and Plans: Participate in the development, review and approval of the organization's strategic plan to ensure consistency with the organization's mandate as set by government.

Human Resources: Subject to government legislation and guidelines, select, appoint, compensate, evaluate and terminate the Chief Executive Officer (the President); oversee management succession and development.

Financial and Corporate Issues: Review financial, accounting and control systems to ensure appropriate risk management systems, code of ethical conduct and conflict of interest guidelines are set in place.

Monitor and Report: Monitor organizational performance against strategic plans and compliance with applicable legislation and government direction; account to government and stakeholders through appropriate reporting.

Communications: Oversee organization's communications policy.

Board Composition

The individuals who make up the Board of Directors should, collectively, have the necessary personal attributes and competencies required to:

- add value and provide support for management in establishing strategy and reviewing risks and opportunities;
- effectively monitor the performance of management and the organization; and
- account for the performance of the organization.

Personal Attributes

All directors should possess the following personal attributes:

- high ethical standards and integrity in professional and personal dealings;
- appreciation of the responsibilities to the public;
- able and willing to raise potentially controversial issues in a manner that encourages dialogue;
- flexible, responsive and willing to consider others' opinions;
- capable of a wide perspective on issues;
- ability to listen and work as a team member;
- no direct or indirect conflict of interest with the member's responsibility to the organization;
- strong reasoning skills;
- able and willing to fulfill time commitment required to carry out responsibilities;
- may include personal attributes relevant to organization; and
- commitment to continuous learning about the organization and the relevant sector or industry.

Competencies

Collectively, the Board should comprise the following core competencies:

- operational or technical expertise relevant to the operation of the organization including:
 - strategic management and organizational change,
 - operations,
 - internal control and accounting,
 - technology,
 - communications,
 - public sector administration,
 - human resources,
 - labour relations

- risk management.
- financial expertise;
- legal expertise;
- knowledge of government and the public sector environment;
- knowledge of current and emerging issues affecting the organization and its industry or sector; and
- knowledge of the community served by the organization.

Governance Experience

While previous experience as a governor is not required, it is important that candidates for positions understand the roles and responsibilities of a member of a governing board and have the necessary experience and demonstrated skills to enable them to contribute to board decision-making and oversight. Part of the organization's commitment to good governance includes the provision of provide a comprehensive orientation for new board members and ongoing professional development for new members.

Other Considerations

The appointment process is merit-based, transparent, strives for gender parity, and ensures that indigenous peoples and minority groups are properly represented in positions of leadership so that the composition of the Board is reflective of Canada's diversity.

Directors should reside in Nanaimo or within reasonable travelling distance from Nanaimo.

Vacant Position(s)

There are currently vacancies on the Board. The following are the attributes sought for the vacant positions currently under consideration:

- understanding of the mandate and business activities of the Nanaimo Port Authority
- understanding of the local Indigenous context
- corporate governance and best practices
- human resources management
- financial literacy
- international trade
- legal/legislative understanding
- project management practices
- accounting designation, finance, business administration, commerce or economics
- real property management and real estate
- political expertise

- strategic planning
- information technology and cyber security in a marine environment, and
- innovation
- superior communication skills – both written and oral

Additional consideration will be given to individuals with proven ability to:

- anticipate emerging issues and lead organizational change
- develop effective working relationships with other Board members, the Port's business partners and stakeholders
- develop and maintain effective working relationships with local indigenous groups

Time Commitment

Normally, the Board meets six times a year. The 2018 schedule of meetings is as follows:

- January 31st - Regular Board Meeting
- March 14th & 15th - Strategic Planning Session
- April 25th - Regular Board Meeting
- June 28th - Regular Board Meeting & Annual General Meeting
- October 17th - Regular Board Meeting
- December 12th - Regular Board Meeting

Board meetings take place in the Nanaimo Port Authority Boardroom located on the second floor of the Administration offices at 100 Port Drive, Nanaimo, BC and occur between 8:30am – 2:00pm. Additional meetings may be added to the schedule, as required.

In addition, most board members serve on at least one board committee. Board committees typically meet 2-4 times a year at a time convenient to all members of the Committee. Board members also attend various organization functions such as: NPA Open Houses (3-4 times/year), the Annual Port Users Reception, and other community related events. A recognition lunch for past board members is held annually.

Term

According to the Canada Marine Act, A director shall serve no more than nine consecutive years on the board. Directors are appointed to hold office for any term of not more than three years that will ensure as far as possible the expiry in any one year of the terms of office of not more than one half of the directors, the terms being renewable twice only. Directors remain on the Board after the expiry of their term (ie. in hold over) until they resign/die, another Director is appointed in their place or they reach the maximum nine years.

Compensation

Directors receive \$14,000 per year, and the Board Chair receives \$21,000 per year.

List of Current Governors and Senior Executives

	First Appointed	Term Ends	Occupation
Appointed:			
Michelle Corfield	July 1, 2015	June 30, 2018	Board Chair Municipal Representative
Jeet Manhas	June 30, 2010	June 30, 2018	Provincial Representative
Donna Hais	Oct 30, 2014	Oct 27, 2017 *in hold over	Vice Chair Federal Lessee User Group Representative
Richard Ringma	Sept 29, 2011	Nov 19, 2016 *in hold over	Federal Domestic Coastal Trade Representative
Audrey Cope	Feb 5, 2015	Feb 5, 2018 *in hold over	Federal Representative
Vacant			Federal Ancillary Cargo Related Representative
Vacant			Federal International Trade Representative

Senior Executives:

President and CEO – Ewan Moir
Corporate Secretary – Arlene Rolston

See NPA website for more information www.npa.ca

Process for Submitting Expressions of Interest

You may submit an Expression of Interest in serving on this board by clicking on the “Apply Online Now” button at the bottom of this page. For more information on the board, refer to the Crown Agencies and Board Resourcing Office website (gov.bc.ca/cabro).

British Columbia Appointment Guidelines

Appointments to British Columbia’s public sector organizations are governed by written appointment guidelines. For more information about the appointment process, and to view a copy of the guidelines, refer to the Crown Agencies and Board Resourcing Office website (gov.bc.ca/cabro).