BOARD MINUTES
Boardroom, 100 Port Drive, Nanaimo, BC
Wednesday, August 29, 2018 at 9:00am

ATTENDANCE:

Directors:	M. Corfield, Board Chair D.Hais, Vice Chair R. Ringma J. Manhas R. R. Sinclaire
Management:	E. Moir, President/CEO A.Rolston, Corporate Secretary

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CALL TO ORDER: The meeting was called to order at 9:02am.

AGENDA:
Item 101-18

The agenda of the August 29, 2018 board meeting was reviewed.

Moved: R. Ringma Seconded: J. Manhas

Resolution 18-08-01 That the Nanaimo Port Authority board of directors adopts the agenda of the August 29, 2018 board meeting, as presented.

CARRIED

MINUTES:
Item 102-18

The revised minutes of the board meeting held on June 27, 2018 were reviewed. It was noted that the information items in the previously approved version were omitted in error and a revised copy will be posted on the website.

Moved: D. Hais Seconded: J. Manhas

Resolution 18-08-02 That the Nanaimo Port Authority board of directors adopts the revised minutes of the June 27, 2018 board meeting, as presented.

CARRIED

The minutes of the board meeting held on July 27, 2018 were reviewed.

Moved: D. Hais Seconded: R.Ringma

Resolution 18-08-03 That the Nanaimo Port Authority board of directors adopts the minutes of the July 27, 2018 board meeting, as presented.

CARRIED

REPORT OF DIRECTORS:

AUDIT COMMITTEE REPORT:
Item 103-18

R. Sinclaire provided a verbal update regarding the activities of the audit committee. It was noted that R. Sinclaire was appointed as the new chair of the audit committee. It was noted that the audit committee met to review the responses to the request for proposals for insurance broker services, and that two of the proposals have been short-listed to provide a presentation and for reference checks. The proposed revisions to the audit committee terms of reference were reviewed.

Resolution 18-08-04 That the Nanaimo Port Authority board of directors approves moving forward with presentations from the two short-listed respondents to the request for proposals for insurance broker services, as recommended by the audit committee.

CARRIED

Resolution 18-08-05 That the Nanaimo Port Authority board of directors approves the proposed changes to the audit committee terms of reference, as presented.

CARRIED

HRC COMMITTEE REPORT:
Item 104-18

There was no report from the human resources and compensation committee.

CGC COMMITTEE REPORT:
Item 105-18

There was no report from the conduct and governance committee.

CRC COMMITTEE REPORT:
Item 106-18

R. Ringma provided a verbal update regarding the activities of the community relations committee. It was noted that E. Moir and R. Ringma met with I. Robertson from the Greater Victoria Harbour Authority regarding cruise opportunities, first nations representation on the board of directors and the Coordinated Vision for Ports on Vancouver Island.

MWG REPORT:
Item 107-18

M. Corfield provided an update regarding the activities of the marina development working group. It was noted that the Port has received additional letters of support from MLA Leonard Krog and Vancouver Island University and that additional letters from MLA Michelle Stilwell, MP Sheila Malcolmson, and Vancouver Island Tourism are anticipated. The development of a detailed business plan for the project was discussed.

Moved: D. Hais Seconded: R. Ringma

Resolution 18-08-06

That the Nanaimo Port Authority board of directors approves moving forward with the environmental assessment, detailed design and geotech reports for the marina redevelopment project to a maximum of $220,000 +/- 10% contingency and that the President and CEO be authorized to execute these agreements.

CARRIED

The meeting was in recess from 10:55am – 11:00am.

REPORT OF ADMINISTRATION:

CEO REPORT:
Item 108-18

E. Moir provided an update regarding the activities of the Port.
Updates included:

- Vehicle Processing Centre
- Island Ferries Services Ltd.
- Western Canada Marine Response Corporation
- Leases
- Marina tenant meetings
- Steel / Trestle
- Port drive extension to Front Street
- Tent City / Cruise

R. Sinclaire left the meeting at 11:40am.

CAPITAL AND MAINTENANCE UPDATE:
Item 109-18

E. Moir provided a capital and maintenance update.

FINANCIAL STATEMENTS JULY 31, 2018:
Item 110-18

The financial statements as at July 31, 2018 were reviewed.

PENSION REVIEW:
Item 111-18

E. Moir noted that the pension review requested at the July 27, 2018 board meeting is in process.

PROCUREMENT POLICY REVIEW: Item 112-18	E. Moir noted that the procurement policy and procedures review is in process.			
	Moved:	D. Hais	Seconded:	J. Manhas
Resolution 18-08-07	That the Nanaimo Port Authority board of directors accepts the reports of administration, as presented.			
				CARRIED
CI FUND DONATION: Item 113-18	An application for community involvement funding from the Miss Nanaimo Ambassador Program was reviewed.			
Resolution 18-08-08	That the Nanaimo Port Authority board of directors approves a donation of $500.00 from the 2018 community involvement fund to the Miss Nanaimo Ambassador Program.			
				CARRIED
INFORMATION ITEMS AND CORRESPONDENCE Item 114-18	Information and correspondence items 8 a-h on the August 29, 2018 board agenda were reviewed.			
	Moved:	R. Ringma	Seconded:	D. Hais
Resolution 18-08-09	That the Nanaimo Port Authority board of directors receives information and correspondence items 8 a-h on the August 29, 2018 board agenda, as presented.			
				CARRIED
BOARD TRACKING MATRIX: Item 115-18	The board tracking matrix was reviewed.			
ADJOURNMENT:	The meeting adjourned at 12:24pm.			
IN-CAMERA SESSION:	The board of directors met in-camera from 12:30pm – 1:00pm.			

M. Corfield, Board Chair

E. Moir, President/CEO

A.Rolston, Corporate Secretary