



BOARD MINUTES
Boardroom, 100 Port Drive, Nanaimo, BC
Friday, July 27, 2018 at 10:00am

ATTENDANCE:

Directors: M. Corfield, Board Chair
D. Hais, Vice Chair
R. Ringma
J. Manhas
R. Sinclair

Management: E. Moir, President/CEO
I. Marr, SVP Finance and Administration
A. Rolston, Corporate Secretary

Guests: D. Bissell, Mercer

Excusals: None

INTRODUCTIONS: M. Corfield greeted R. Sinclair and welcomed her to the Port of Nanaimo board of directors, as the newly appointed federal representative.

MERCER PENSION PRESENTATION: D. Bissell from Mercer provided a presentation regarding the Port pension plan.
Item 082-18

*D. Bissell and I. Marr left the meeting at 10:55am.
The Board met in-camera from 10:55am to 11:05am.*

CALL TO ORDER: The meeting was called to order at 11:05am.
Item 083-18

Moved: R. Ringma Seconded: J. Manhas

Resolution 18-06-27 That the Nanaimo Port Authority board of directors accepts the written report of operations presented at the July 27, 2018 board meeting.

CARRIED

WESTERN STEVEDORING FL 410 LEASE/JWA:
Item 089-18 E. Moir summarized the recent developments in the land lease FL 410 and joint works agreement negotiations between the Nanaimo Port Authority and Western Stevedoring regarding the vehicle processing centre project.

Moved: J. Manhas Seconded: D. Hais

Resolution 18-06-28 That the Nanaimo Port Authority board of directors approves the lease agreement FL 410 between the Nanaimo Port Authority and Western Stevedoring,

and;

That the Board Chair and the President/CEO be authorized to review and duly execute the land lease and joint works agreements with Western Stevedoring on behalf of the Port.

CARRIED

WCMRC FL 081 LEASE:
Item 090-18 E. Moir presented the lease agreement with Western Canada Marine Response Corporation who plan to build a marine spill response base at the Nanaimo Assembly Wharves dated July 24, 2018.

Moved: J. Manhas Seconded: R. Ringma

Resolution 18-06-29 That the Nanaimo Port Authority board of directors approves the lease agreement FL 081 between the Nanaimo Port Authority and the Western Canada Marine Response Corporation dated July 24, 2018,

and;

That the Board Chair and the President/CEO be authorized to duly execute the agreement on behalf of the Port.

CARRIED

IFSL ENVIRO ASSESSMENT:
Item 091-18 E. Moir presented the environmental effects review for the Island Ferries Services Ltd. proposal for a passenger ferry from downtown Vancouver to downtown Nanaimo – 100 Port Drive. Under the Canadian Environmental Assessment Act 2012, the Port is responsible to ensure the works and activities proposed will not cause significant adverse environmental effects. The report of

the consultant hired to perform an environmental effects review was summarized, and the third party review the consultant's report was reviewed. A record of engagement with Snuneymuxw First Nation on this matter was also reviewed.

Moved: J. Manhas Seconded: D. Hais

Resolution 18-06-30 That the Nanaimo Port Authority board of directors approves the Island Ferries Services environmental determination under section 67 of the Canadian Environmental Assessment Act 2012 that the project will not cause significant adverse environmental effects, as presented.

CARRIED

*PROTECTION
ISLAND FL255
LEASE:
Item 092-18*

E. Moir presented the lease agreement number FL 255 between the Nanaimo Port Authority and the Protection Island Neighbourhood Association dated January 1, 2018.

Moved: D. Hais Seconded: J. Manhas

Resolution 18-06-31 That the Nanaimo Port Authority board of directors approves the lease agreement number FL 255 between the Nanaimo Port Authority and the Protection Island Neighbourhood Association dated January 1, 2018

and;

That the Board Chair and the President/CEO be authorized to duly execute the agreement on behalf of the Port.

CARRIED

*NANAIMO YACHT
CLUB FL081 LEASE:
Item 093-18*

E. Moir presented the lease agreement number FL 400 between the Nanaimo Port Authority and the Nanaimo Yacht Club dated January 1, 2018.

Moved: D. Hais Seconded: J. Manhas

Resolution 18-06-32 That the Nanaimo Port Authority board of directors approves the lease agreement number FL 081 between the Nanaimo Port Authority and the Nanaimo Yacht Club dated January 1, 2018

and;

That the Board Chair and the President/CEO be authorized to duly execute the agreement on behalf of the Port.

CARRIED

*SIGNING
AUTHORITY
CHANGES:
Item 094-18*

It was noted that following the appointment of Robbin R. R. Sinclair as the Federal representative on the Board of Directors, signing authority changes are required at the bank, removing Audrey Cope and adding Robbin R. R. Sinclair.

Moved: R. Ringma Seconded: J. Manhas

Resolution 18-06-33

That the Nanaimo Port Authority board of directors approves removing Audrey Cope and adding Robbin R. R. Sinclair as signors on the Nanaimo Port Authority bank accounts.

CARRIED

*LOU NANAIMO
ABORIGINAL
CENTRE:
Item 095-18*

A draft Letter of Understanding and Agreement between the Nanaimo Port Authority and the Nanaimo Aboriginal Centre was reviewed.

Moved: D. Hais Seconded: R. Ringma

Resolution 18-06-34

That the Nanaimo Port Authority board of directors approves the letter of understanding and agreement with the Nanaimo Aboriginal Centre, as presented.

CARRIED

*INTERIM BOARD
COMMITTEES:
Item 096-18*

The proposed interim board committee composition dated July 27, 2018 was reviewed.

Moved: D. Hais Seconded: J. Manhas

Resolution 18-06-35

That the Nanaimo Port Authority board of directors approves the proposed interim board committee composition dated July 27, 2018, as presented.

CARRIED

*ATTENDANCE
2018 ACPA
CONFERENCE:
Item 097-18*

Attendance at the Association of Canadian Port Authorities conference in Saint John, New Brunswick Sept 10 – 13, 2018 was discussed.

Moved: D. Hais Seconded: J. Manhas

Resolution 18-06-36

That the Nanaimo Port Authority board of directors approves sending two directors and one member of the management team to the 2018 Association of Canadian Port Authorities conference Sept 10 – 13, 2018.

CARRIED

NEW BUSINESS:

*PENSION
MODEL:*

During the pension presentation at the beginning of the meeting, the board of directors requested a report from the pension provider modelling the various

Item 098-18 plan options over a summary of the associated risks, fees and financial impact for each option.

Resolution 18-06-37 Moved: J. Manhas Seconded: D. Hais

That the Nanaimo Port Authority board of directors approves proceeding with a request of the pension provider to model the various plan options and a summary of the associated risks, fees and financial impact for each option.

CARRIED

*INFORMATION
ITEMS AND
CORRESPONDENCE:*

Information and correspondence items 8 a-h on the July 27, 2018 board meeting agenda were reviewed.

Item 099-18 Moved: J. Manhas Seconded: D. Hais

Resolution 18-06-38 That the Nanaimo Port Authority board of directors receives information and correspondence items 8 a – h on the July 27, 2018 board agenda, as presented.

CARRIED

*BOARD TRACKING
MATRIX:*

The board tracing matrix dated July 27, 2018 was reviewed.

Item 100-18 Moved: J. Manhas Seconded: D. Hais

Resolution 18-06-39 That the Nanaimo Port Authority board of directors accepts the board tracking matrix dated July 27, 2018, as presented.

CARRIED

ADJOURNMENT: The meeting adjourned at 12:30pm.



M. Corfield, Board Chair



E. Moir, President and CEO



A. Rolston, Corporate Secretary