



BOARD MINUTES

**Boardroom, 100 Port Drive, Nanaimo, BC
Friday, November 23, 2018 at 10:00am**

ATTENDANCE:

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

Management: I.Marr, Interim Co-CEO/ SVP Finance and Administration
M.Davidson, Interim Co-CEO /VP Real Estate
A.Rolston, Corporate Secretary

CALL TO ORDER: The meeting was called to order at 10:05am.

AGENDA: The agenda of the November 23, 2018 board meeting was reviewed.
Item 131-18

Moved: D. Hais Seconded: J. Manhas

Resolution 18-11-01 That the Nanaimo Port Authority board of directors adopts the agenda of the November 23, 2018 board meeting, as presented.

CARRIED

BOARD

MINUTES: The minutes of the October 17, 2018 board meeting were reviewed. It was noted that on page 2, under audit committee report that the term of the insurance broker appointment ends November 1, 2023.
Item 132-18

Moved: D. Hais Seconded: J. Manhas

Resolution 18-11-02 That the Nanaimo Port Authority board of directors adopts the minutes of the October 17, 2018 board meeting, as amended.

CARRIED

*PRELIMINARY
2019 OPERATING
BUDGET:
Item 133-18*

I. Marr presented the preliminary 2019 operating budget.

*PRELIMINARY
2019 CAPITAL
BUDGET:
Item 134-18*

I. Marr presented the preliminary 2019 capital budget.

It was noted that the 2019 operating and capital budgets will be brought forward to the December 2019 board meeting for approval.

The meeting was in recess from 12:00pm – 12:05pm.

NEW BUSINESS:

*D & O
INDEMNIFICATION
FORMS:
Item 135-18*

The updated November 2018 director and officer indemnification forms were reviewed.

*D & O
CODE OF CONDUCT
& CONFLICT OF
INTEREST FORMS:
Item 136-18*

The updated November 2018 director and officer code of conduct and conflict of interest forms were reviewed.

Resolution 18-11-03

Moved: J. Manhas Seconded: D. Hais

That the Nanaimo Port Authority board of directors adopts the November 2018 director and officer code of conduct and conflict of interest forms, as presented.

CARRIED

INFORMATION ITEMS:

Item 137-18

The information items on the November 23, 2018 agenda were reviewed.

Resolution 18-11-04 Moved: J. Manhas Seconded: D. Hais

That the Nanaimo Port Authority board of directors receives the following information items:

- Record of board email resolution 2018-08 VPC
- Financial statements as at October 31, 2018
- Capital maintenance update as at October 31, 2018
- Director appointment Municipal – M. Corfield
- Director appointment Federal User Group Ancillary Cargo – B. Coe

CARRIED

BOARD TRACKING The board tracking matrix was reviewed.
MATRIX:
Item 138-18

NEXT MEETING: The next meeting of the board is scheduled on December 12, 2018.

ADJOURN: The meeting adjourned at 12:20pm.

The Board met in-camera from 12:20pm – 1:20pm with I. Marr and M. Davidson.