

*Port of Sydney Development Corporation  
Board of Directors  
Meeting – Minutes*

**Tuesday, June 23, 2015  
1:30 p.m.**

**Mayor's Boardroom  
4<sup>th</sup> Floor, Civic Center  
320 Esplanade, Sydney, NS**

**Michael Merritt called the meeting to order.**

**Present:** Michael Merritt, CAO - Chair  
Mayor Cecil Clarke, Board Member  
Deputy Mayor George MacDonald, Board Member  
Councillor Kevin Saccary, Board Member  
Councillor Jim MacLeod, Board Member

**Staff:** Marlene Usher, CEO, Port of Sydney Development Corporation  
Deanna Best, Senior Administrative Assistant

**Absent:** Councillor Clarence Prince, Board Member (Regrets)

**1. Approval of Minutes – April 22, 2015:**

**Motion** to approve the April 22, 2015 Minutes as presented. **Carried**

**2. Aboriginal Consultation:**

It was noted that Marlene Usher and Michael Merritt are now members of the Aboriginal Consultation Committee.

**For Information Only**

**3. Budget for 2015/16:**

**Motion** to accept the 2015/16 Port of Sydney Development Corporation budget as presented. **Carried**

**4. Update on Cruise to Date:**

A report was provided to the Board on the Cruise Season.

**For Information Only**

**5. Asset Transfer Agreement:**

**Motion** to approve the asset transfer agreement as presented. **Carried**

**6. Future Board Member Process:**

A process and a guide to attract new Board members will be brought to a future Board of Directors Meeting for discussion.

**For Information Only**

**7. Harbour Development Update:**

The Board was advised of a meeting attended with the Chiefs of the First Nations Communities, the CEO, and Harbour Port Development Partners.

**For Information Only**

**8. Human Resources Issues:**

An organizational chart of the current staffing complement at the Port of Sydney was provided.

**For Information Only**

**9. Other:**

The idea of a retreat with current Board was discussed.

**For Information Only**

**Adjournment**

## **Roll Call**

### **1. Approval of Minutes – April 22, 2015:**

**Motion:**

Moved by Councillor MacLeod, seconded by Deputy Mayor George MacDonald, the approval of the minutes of the Port of Sydney Development Corporation for:

- April 22, 2015

**Motion Carried**

### **2. Aboriginal Consultation:**

It was noted that Marlene Usher and Michael Merritt are now members of the Aboriginal Consultation Committee.

Phase I of the consultation in regards to the Second Berth is close to completion.

**For Information Only.**

### **3. Budget for 2015/16:**

The CEO for the Port of Sydney Development Corporation presented the proposed budget for 2015/16 for approval, noting the total revenue is projected to be \$1.589 million.

**Motion:**

Moved by Councillor MacLeod, seconded by Deputy Mayor George MacDonald, to accept the 2015/16 Port of Sydney Development Corporation budget as presented.

**Motion Carried**

### **4. Update on Cruise to Date:**

Ms. Bernadette MacNeil, Manager, Marketing and Development, provided a report to the Board. In her report, she discussed the following:

- Cruise Season
- Tour Buses

**For Information Only.**

### **5. Asset Transfer Agreement:**

The CEO for the Port of Sydney Development Corporation presented the Asset Transfer Agreement to the Board for consideration.

**Motion:**

Moved by Councillor Jim MacLeod, seconded by Deputy Mayor George Macdonald to approve the asset transfer agreement as presented.

**Motion Carried**

**6. Future Board Member Process:**

The CEO of the Port of Sydney Development Corporation stated she will be coming back with a process and a guide to attract new members to the Board.

**For Information Only.**

**7. Harbour Development Update:**

The CEO of the Port of Sydney Development Corporation advised the Board of a meeting she attended with the Chiefs of the First Nations Communities.

**For Information Only.**

**8. Human Resources Issues:**

The CEO of the Port of Sydney Development Corporation provided an organizational chart of the current staffing complement at the Port of Sydney.

The Board was advised Mr. Mike Moore has been seconded to September 1<sup>st</sup>. Once the budget is in place, there will be a requirement to post the position for a Business Development Manager. The process will be open.

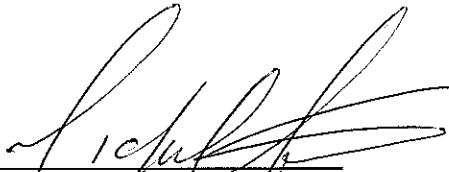
**For Information Only.**

**9. Other:**

The Mayor discussed the idea of a retreat with the current Board.

**For Information Only**

**Meeting adjourned 3:30 p.m.**



**Michael Merritt, CAO**

**Chair – Port of Sydney Development Corporation**

/db