

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

**Monday, November 9, 2015
2:00 p.m.
Kavanagh Room
Port of Sydney**

Michael Merritt called the meeting to order.

Present: Michael Merritt, CAO, Board Chair
Mayor Cecil Clarke, Board Member
Deputy Mayor George MacDonald, Board Member
Councillor Kevin Saccary, Board Member
Councillor Jim MacLeod, Board Member
Marlene Usher, CEO, Port of Sydney Development Corporation

Absent: Councillor Clarence Prince, Board Member (Regrets)

Staff: Deanna Best, Recording Secretary

1. Approval of Agenda:

Two additional items added to agenda. Approved by unanimous consent.

2. Approval of Minutes of September 2nd, 2015:

Motion to approve the minutes as previously distributed. **Carried**

3. Financial Report:

For Information Only

4. Port Budget Pressures:

Motion that upon the completion of a satisfactory inspection, the CEO be authorized to continue to negotiate for the building located directly in front of the Port of Sydney.

Carried

It was requested that this issue of lease repayment be brought back to the next Board meeting and provide options for the Board to review. The CEO said she would put together a repayment plan and how it would look to make it clear for everyone.

5. Second Berth Application Update:

It was requested that this issue be brought back to the next meeting of the PSDC.

6. Discussion on a Cruise Advisory Committee:

Motion requesting the formation of a Cruise Advisory Committee, and the establishment of a Terms of Reference outlining the Committees role and responsibility which is to be brought back to the PSDC Board of Directors for review. **Carried**

7. Presentation to Council:

Proposal to have a Council briefing session at the Port to provide an update on the latest developments.

8. Port Presentation by Staff:

The Recording Secretary was excused from the meeting at this point.

The Chair called the meeting to order and proceeded with roll call.

1. **Approval of Agenda:** Chair

The Chair asked if there were any additions or changes requested for the agenda. The Chair asked that "Presentation to Council" be added.

The Mayor requested that "Discussion on a Cruise Advisory Committee" be added as well.

Hearing no other additions or changes, the agenda was approved by unanimous consent.

2. **Approval of Minutes of September 2nd, 2015: Chair**

Motion:

Moved by Councillor MacLeod, seconded by Councillor Saccary, the approval of the PSDC Board of Directors minutes from:

- **September 2nd, 2015**

Motion Carried

3. **Financial Report: CEO**

The CEO provided a review of the operating statement. Overall, the Port has had a fairly successful year. In discussions around the financial statements, the CEO stated that although the Port is a good event venue, it should be noted that Port related activities are highest priority with events being secondary to Port.

For information only.

4. **Port Budget Pressures: CEO**

Several issues were discussed that came out of the CBCL audit. The current office space used by Port staff is in need of repair; however, it is usable at present.

An offer of \$800,000 was made by the PSDC for the building directly in front of the Port;

Motion:

Moved by Councillor Saccary, seconded by Councillor MacLeod, that upon the completion of an appraisal by the CBRM, the CEO be authorized to continue to negotiate for the building located directly in front of the Port of Sydney.

Motion Carried

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The CEO discussed that several expenditures such as the Bechtel and Industreams studies and a portion of the contract for National Communications (for Specific promotion of the POSDC) be sourced from the assumption agreement that is within POSDC's authority.

The CEO stated that she has briefed MP Rodger Cuzner.

Councillor Saccary mentioned the lease agreement and the possibility of tweaking it in terms of the agreement itself now that it is owned by CBRM but still independent.

It was requested that this issue be brought back to the next Board meeting and provide options for the Board to review. .

5. Second Berth Application Update: CEO

The Minister of Municipal Affairs, Zach Churchill, has requested a briefing on the project, which will take place in the coming weeks.

It was suggested that Minister Geoff McLellan also be contacted regarding the presentation.

6. Discussion on a Cruise Advisory Committee:

Motion:

Moved by Mayor Clarke, seconded by Councillor MacLeod, that Ms. Bernadette MacNeil be requested to establish a Cruise Advisory Committee and to develop a Terms of Reference outlining the Committee's roles and responsibilities to be brought back to the PSDC Board of Directors for review.

Motion Carried

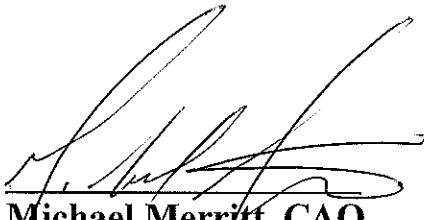
7. Presentation to Members of Council:

The CAO proposed providing an update to CBRM Council on the latest developments with the PSDC, noting the various trips that have taken place, the rail situation, update on any new partners, as well as a budget update.

It was suggested that the briefing be held at the Port in December. Council had previously given the mandate to the Board to take on the responsibility of the Port.

8. Port Presentation by Staff: All Staff

The Recording Secretary was excused from the meeting at this point.



Michael Merritt, CAO
Chair – Port of Sydney Development Corporation

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