

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

Wednesday, September 2, 2015
1:15 p.m.
Mayor's Boardroom
4th Floor, City Hall
320 Esplanade, Sydney, NS

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 Clarence Prince, Board Member
Councillor Kevin Saccary, Board Member
Councillor Jim MacLeod, Board Member
Marlene Usher, CEO, Port of Sydney Development Corporation

Absent: N/A

Staff: Deanna Best, Recording Secretary

1. Attendance and Call to Order

2. Approval of Minutes – June 23rd, 2015

Motion to approve the June 23rd, 2015 Minutes as presented. **Carried**

3. Reports:

3.1	Port Operations and Cruise	Marlene Usher
3.2	Financial Update	Marlene Usher
3.3	Greenfield Project	Marlene Usher
3.4	Port Development Update	Marlene Usher
3.5	Transfer of Assets	Marlene Usher
3.6	CBRM Budget Allocation	Michael Merritt

For Information Only

4. Business Arising:

- 4.1 Human Resources Presentation Date
- 4.2 Retreat for Current Board

For Information Only

5. New Business:

- 5.1 Approval for Banking Resolution

Motion to approve the Banking Resolution as presented. **Carried**

- 5.2 Approval of ACOA Project

Motion to approve the ACOA project as presented. **Carried**

6. Next Meeting Date

7. Adjournment

1. **Roll Call**

2. **Approval of Minutes – June 23rd, 2015**

Motion:

Moved by Councillor Jim MacLeod, seconded by Councillor Saccary, the approval of the Port of Sydney Development Corporation minutes for June 23rd, 2015.

Motion Carried

3. **Reports:**

3.1 **Port Operations and Cruise: Marlene Usher**

The CEO advised there have been 31 ships to Port since the 2015 Cruise Season started, with a surplus of 3000 passengers above what was expected. There were also 20 other vessels, mostly tankers, that were in port.

The Business Manager position was recently posted, and is expected to be filled permanently in the near future.

3.2 **Financial Update: Marlene Usher**

The Board of Directors was advised of the current budget. It is exactly what had been previously presented and approved for year to date to July 31st.

The CEO stated she is hopeful some Transport Canada funding will be used for business development.

3.6 **CBRM Budget Allocation: Michael Merritt**

It was agreed by unanimous consent to move agenda item CBRM Budget Allocation to this part of the discussion.

The Board's budget presented here has been based on past activities. There hasn't been any discussion on the budget and how to deal with the new mandate or dealing with the marketing of the Port. For 2016-17, this will be presented as part of the budget deliberations. For the current year the CEO is looking into the Assumption Agreement on the dredge.

The debt owed to the CBRM needs to be discussed along with a repayment schedule in advance of the next Board of Directors meeting. The Board of Directors discussed having a meeting to strictly deal with the budget.

3.3 Greenfield Project: Marlene Usher

The CEO advised this is the biggest priority in terms of her work. She noted that they are meeting with a lot of success and the project is advancing. The meetings in China were successful.

3.4 Port Development Update: Marlene Usher

The CEO advised that a reputable developer in Canada, is looking to be a partner in the port development project.

3.5 Transfer of Assets: Marlene Usher

This issue was discussed previously. There will be a formal request put forward to defer this with an amortization period over ten years.

4. Business Arising:

4.1 Human Resources Presentation Date

The Board of Directors will be invited to the Port for a Human Resources presentation regarding roles and responsibilities of those currently employed with the Port of Sydney.

4.2 Retreat for Current Board

This issue was discussed amongst the members.

5. New Business:

5.1 Approval for Banking Resolution

Motion:

Moved by Councillor MacLeod, seconded by Councillor Prince, to approve the Banking Resolution as presented.

Motion Carried

5.2 Approval of ACOA Project

The CEO advised this is a small project; however it was not included in the budget.

Motion:

Moved by Councillor MacLeod, seconded by Councillor Sacarry to approve the ACOA project as presented.

Motion Carried

6. **Next Meeting Date**

The date for the next meeting was discussed. Members of the Board will decide at a later date.

7. **Adjournment**



Michael Merritt, CAO
Chair – Port of Sydney Development Corporation

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