

**BOARD OF DIRECTORS MEETING**

**October 13<sup>th</sup>, 2021**

**9:00am**

**Kavanagh Room**

**DIRECTORS IN ATTENDANCE:**

Richard Paul	Gerard Shaw
Lindsey MacIntosh	Dan MacDonald
Greg Delaney	James Kerr
David Deane	

Regrets: Sylvie Gerbasi and Alyssia Jeddore

Others:

Marlene Usher, CEO  
Paul Carrigan, GM (for presentation only)  
Nicole MacAulay, Recording Secretary

**CALL TO ORDER**

9:07am James Kerr, Chair of the Board called the meeting to order.

**1. APPROVAL OF AGENDA**

Moved by Greg Delaney, Seconded by Richard Paul

**2. APPROVAL OF MINUTES**

Moved by Gerard Shaw, Seconded by Greg Delaney

**3. Election of Vice Chair**

Dan MacDonald (who arrived late) will be asked to be Vice Chair of the board

**4. Business Arising**

**4.1 Fisherman's Cove-**

Marlene Usher, CEO advised that as part of the Cove project an application has been submitted to the Disaster Mitigation Fund for the repair of the south dock. Directors discussed revenue comparison between the current operation and the proposed. This analysis is continually being updated and will be presented at the next board meeting. Paul Carrigan, General Manager, Port of Sydney Development

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Corporation presented the development plans for the Cove and Pittman Hall with a focus on creating a destination for the local community, tourism, and cruise passengers. He highlighted the south cove area, Pittman Hall redevelopment, and ways to link the community to the port including boardwalk extension and signage. Cove Development- 4 units with waterside and streetside shops for a total of 8 shops of approximately 400 square feet each. This will require slight infill and the construction of a wharf-like wooden platform. For the Urban Market the Port of Sydney plans to redesign the underutilized Pittman Hall and create a year-round market. An update of stakeholder meetings was provided as well as information regarding the upcoming meeting of the CBRM council.

This project is an important step in the Port of Sydney's development plan to become self-sustainable outside of cruise operations and also to improve upon the Sydney waterfront and downtown area.

Paul Carrigan went over the draft of potential tenants, shop sizes, projected revenue, operating expenses in the urban market, and cove. In addition to the new tenants, the Port plans to have existing retail (indoor) spaces operate on a year-round basis beginning in 2022.

The next step is to present to the CBRM council outlining the project and feasibility plan by CBCL and then hopefully move forward with a financing plan. Marlene Usher will be seeking another meeting with CBRM senior management soon.

#### 4.2 Cruise Update-

An update was provided on the status of the cruise industry on a global scale noting Canada will open on November 1st, 2021. The Port of Sydney Development Corporation is participating in several cruise resumption projects including:

- 1.The ACPA (Association of Canadian Port Authorities) Cruise Committee- biweekly cruise meeting of all cruise ports in Canada. This committee is focused on government relations and protocol development for cruise resumption in Canada.
- 2.McEachen Research project for Scenario Planning; - this project is to provide Atlantic Canada Cruise Industry and stakeholders with information and structure on various scenarios and how to respond to short and midterm futures.
- 3.The 5 partner ports of ACCA (Saint John, Halifax, Sydney, Charlottetown, and Corner Brook) are individually working with 5 Senses Consulting (Ionnais Bras) to develop COVID-19 operational health and safety protocols for individual ports. Mr. Bras is also working with other partners on the Canada New England Itinerary.
- 4.Aquila Consulting are engaged by ACCA in preparing our communities for cruise in 2022. 5 partner ports and 1 niche port group are all working with Aquila for a series of workshops in their communities. 2 in-person sessions and 2 virtual sessions will be held over the next 4 weeks in Sydney.

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The 2022 Cruise season- We should anticipate changes to the schedule. There will be challenges in aligning the Canadian and NS governments vaccination policy with the Cruise lines policy. This will affect the cruise line's decision to come, also it will affect their policies and the length of itineraries.

5. Posting of Board Meeting Minutes - the Board discussed this issue and it was unanimously decided to post the Port of Sydney board approved meeting minutes on Port of Sydney's website on a go forward basis.

Motion: The Port of Sydney Development Corporation's approved Board of Directors meeting minutes will be made public on the Port's website beginning with August 2021 (approved today).

Motion made by Richard Paul, Seconded by Lindsey MacIntosh.

## **6. Vaccination Policy**

Marlene Usher, CEO, provided a copy of the draft vaccination policy which aligns with other federally regulated workplaces. The CEO noted that all employees were currently double vaccinated.

Motion: To adopt a mandatory vaccination policy for all staff of the Port of Sydney Development Corporation.

Motion made by Greg Delaney, Seconded by David Deane.

## **7. Meeting with Mayor McDougall**

James Kerr, Chair provided an update on the recent meeting he and Marlene Usher had with Mayor Amanda McDougall noting discussion held regarding a celebration of the opening of Liberty Pier in May 2022 with the first double cruise ship day. Other issues were discussed and there was agreement that the Port should present to Council in the near future on development plans and Cruise update.

## **8. Financial**

The CEO, Marlene Usher provided a financial report with statements to the end of August 2021. The Port is on budget for operating costs, the planned deficit is \$84,000 more than actual. Wharfage and berthage revenue accounts are both up from what was projected, and this is due to more vessels coming into both berths this year. Government grants are up because we had received money from ACOA for the CBCL feasibility study. A total of \$19,000 must be paid back under rent subsidies as Revenue Canada determined that the Port of Sydney Development Corporation are ineligible for the funds received despite being initially approved. This is due to CBRM being the sole shareholder of the Port Corporation. Professional fees are higher due to CBCL fees related to the development projects. Current bank account shows \$557,000 with an additional \$200,000 in reserve for a potential land transaction. Payable to CBRM of \$991,000 originates from the former port board, we have a 10-year commitment to pay back this loan noting a deferral of the \$165,000 payment to CBRM in 2020 due to the Port's financial position. The board expressed an interest in receiving an update from Novaport officials. The CEO will extend an invitation to Mr. Barbusci to meet with the board.

**9. CEO Report**

Navigational Aids- The Canadian Coast Guard is leading this project and they have started to do some work on this project; however, the project will take a minimum of two years to complete.

Novaporte- The Port of Sydney's role with Novaporte is to advocate for the project and create favorable conditions for potential shipping lines to locate in Sydney Harbour. A local committee has been assigned to Novaporte, created by CBRM council and is comprised of a member of the Cape Breton Partnership, CBRM councillors and the CAO. Novaporte has established an office in Sydney and hired one local employee on a consultant basis.

**10. CRA Remittance**

Sylvie Gerbasi advised by email to Marlene Usher, CEO and James Kerr, Chair that the CRA Remittance is up to date.

**11. IN CAMERA (Board Members Only)**

**12. ADJOURNMENT**

**MOTION:** Made by Richard Paul at 10:44am.

Next meeting will be Wednesday, December 8<sup>th</sup> at 4:00pm.

Respectfully submitted,

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**James Kerr, Chair of the Board**  
**Port of Sydney Development Corporation**