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Business and Structure

The Port was created in 1947 as the Port Alberni Harbour Commission and was continued as the Port Alberni Port Authority on July 1, 1999 under the Canada Marine Act.

The Port is a Federal agency whose mandate is to administer, control, manage and protect navigation, safety and environment of the Alberni Inlet.

In the most recently completed financial year, the Port Alberni Port Authority had total operating revenue of approximately \$5 million, total assets of \$16.3 million and 10 full time equivalent staff. The Port office is located at 2750 Harbour Road, Port Alberni, BC V9Y 7X2.

Port facilities include Port Alberni Terminals, Port Authority Administration Head Office, Harbour Quay Marina, Clutesi Haven Marina under lease with the City of Port Alberni, Fisherman's Harbour under lease with Small Craft Harbours, and China Creek Campground and Marina, under lease with the province of BC and the Alberni-Clayoquot Regional District. Website: <http://www.alberniport.ca>.

Strategic Direction

The Port Alberni Port Authority is committed to promoting and developing maritime trade to serve the economic interest of Canada. This commitment is our promise to be a leader in the marine industry to ensure profitability of the Port while respecting the social and environmental needs of our community. The Port Authority works to address the commercial, environmental and transportation infrastructure challenges to create a stronger port system. An essential part of this work is consultation with stakeholders, community leaders, governments and First Nations communities.

Governance Structure

The Port Alberni Port Authority is governed by a Board of Directors whose members are appointed by the three levels of government (Federal, Provincial, Municipal). The Canada Marine Act and the Letters Patent of the Port Authority provide the fundamental basis for the terms of reference for the Board.

Board committees include: Audit Committee, Conduct Committee, Governance Committee, and Personnel and Compensation Committee.

Board Responsibilities and Accountabilities

Role

The Board's broad role is to oversee the conduct of the business, supervise management and endeavour to ensure that all major issues affecting the business and affairs of the Port Authority are given proper consideration. The Board guides the overall growth and policy making of the Port Authority

The Board's broad role is that of:

- Leader - set strategic direction and empower management;
- Overseer - evaluate performance measures and hold management accountable;
- Steward - shepherd resources of others; and
- Reporter - report to government, stakeholders, public, others.

Responsibilities

In carrying out its work, the Board operates and reports to Transport Canada within the terms of the *Canada Marine Act* and the Letters Patent of the Port Alberni Port Authority.

Board responsibilities fall into the following general categories:

Managing Board Affairs: Establish the processes and structures necessary to ensure the effective functioning and renewal of the board. This includes: monitoring and improving the quality of the board and ensuring appropriate board committees are in place; ensuring appropriate board orientation and ongoing professional development; articulating roles and responsibilities for the board, committees, chair and individual governors; defining board process and guidelines; evaluating the board, committees, directors and chair; and identifying potential director candidates.

Organization's Mandate: Fully understand the organization's mandate set by government, review, and make recommendations to government regarding the mandate to reflect changing circumstances.

Strategy and Plans: Participate in the development, review and approval of the organization's strategic plan to ensure consistency with the organization's mandate as set by government.

Human Resources: Subject to government legislation and guidelines, select, appoint, compensate, evaluate and terminate the Chief Executive Officer (the President); oversee management succession and development.

Financial and Corporate Issues: Review financial, accounting and control systems to ensure appropriate risk management systems, code of ethical conduct and conflict of interest guidelines are set in place.

Monitor and Report: Monitor organizational performance against strategic plans and compliance with applicable legislation and government direction; account to government and stakeholders through appropriate reporting.

Communications: Oversee organization's communications policy.

Accountabilities

In carrying out its work, the Board operates and reports to Transport Canada within the terms of the Canada Marine Act and the Letters Patent of the Port Alberni Port Authority.

Board Composition

The Board should have a balanced mix of knowledge, skills and experience among the directors and reflect the demographics of the Port's communities. (The 2016 Board Composition Grid is attached).

The individuals who make up the Board of Governors should, collectively, have the necessary personal attributes and competencies required to:

- add value and provide support for management in establishing strategy and reviewing risks and opportunities;
- effectively monitor the performance of management and the organization; and
- account for the performance of the organization.

Personal Attributes

All directors should possess the following personal attributes:

- high ethical standards and integrity in professional and personal dealings;
- appreciation of the responsibilities to the public;
- able and willing to raise potentially controversial issues in a manner that encourages dialogue;
- flexible, responsive and willing to consider others' opinions;
- capable of a wide perspective on issues;
- ability to listen and work as a team member;
- no direct or indirect conflict of interest with the member's responsibility to the organization;
- strong reasoning skills;
- able and willing to fulfill time commitment required to carry out responsibilities;
- may include personal attributes relevant to organization; and
- commitment to continuous learning about the organization and the relevant sector or industry.

Competencies

Collectively, the Board should comprise the following core competencies:

- operational or technical expertise relevant to the operation of the organization including:
 - strategic management and organizational change,
 - operations,
 - internal control and accounting,
 - technology,
 - communications,
 - public sector administration,
 - human resources,
 - labour relations, and
 - risk management.

- financial expertise;
- legal expertise;
- knowledge of government and the public sector environment;
- knowledge of current and emerging issues affecting the organization and its industry or sector; and
- knowledge of the community served by the organization.

Governance Experience

While previous experience as a governor is not required, it is important that candidates for positions understand the roles and responsibilities of a member of a governing board and have the necessary experience and demonstrated skills to enable them to contribute to board decision-making and oversight.

Part of the organization's commitment to good governance includes the provision of a comprehensive orientation for new board members and ongoing professional development for new members.

Other Considerations

Within the context of the required board skills requirements, consideration is given to diversity of gender, cultural heritage and knowledge of the communities served by the organization.

Vacant Position(s)

There is currently one (1) vacancy on the Board. The following are the attributes sought for the vacant position currently under consideration:

- Accounting
- Financing
- Engineering
- Legal/Lawyer

Time Commitment

Normally the Board meets 12 times per year, generally on the last Wednesday of the month from approximately 9:00 am to 12:00 pm. Meetings take place at the boardroom of the Port Authority.

In addition, all board members serve on a board committee, planning sessions, and the local

Chamber of Commerce. They also have the option of attending such events as annual port conferences, a governance seminar, a port/government interface seminar and various community functions.

Term

Pursuant to the Canada Marine Act, the term for the appointee of the Province of British Columbia is not more than three years and is renewable twice only for a maximum of nine consecutive years.

Compensation

Compensation for a Director is \$10,000, the Vice-Chairman receives \$12,000 and the Chairman receives \$14,000 per fiscal year.

List of Current Governors and Senior Executives

	First Appointed	Term Ends	Occupation
Appointed:			
Rhonda Johnson-Federal Appointee	February 26, 2015	February 25, 2018	Lawyer/Solicitor
Dianna St. Jacques-Provincial Appointee	July 1, 2010	June 30, 2018	Retired
Ken McRae – Municipal Appointee	July 1, 2012	June 30, 2021	Retired
Gillian Trumper – User Group Appointee	September 9, 2009	September 8, 2018	Retired
Allan Haggard – User Group Appointee	May 28, 2015	May 27, 2017	Business Owner
Dennis Jonsson – User Group Appointee	May 28, 2015	May 27, 2017	Ambulance Attendant
Ron Crema – User Group Appointee	June 21, 2012	June 20, 2018	Business Owner

Senior Executives:

Name	Role
Zoran Knezevic	Port Manager/CEO
Dave McCormick	Director of Public Relations and Business Development
Bianca Filipchuk	Manager of Administration and Properties

Mike Carter	Director of Operations
Ron Kyle	Operations Manager
Leslie Martin	Director of Finance
Cecilia Addy	Manager Marina Services
Dianna Stubbs	Corporate Secretary

Process for Submitting Expressions of Interest

You may submit an Expression of Interest in serving on this board by clicking on the “Apply Online Now” button at the bottom of this page. For more information on the board, refer to the Crown Agencies and Board Resourcing Office website (gov.bc.ca/cabro).

British Columbia Appointment Guidelines

Appointments to British Columbia’s public sector organizations are governed by written appointment guidelines. For more information about the appointment process, and to view a copy of the guidelines, refer to the Crown Agencies and Board Resourcing Office website (gov.bc.ca/cabro).