

DEFINITION OF "PORT USER"

As outlined in the *Canada Marine Act*, a "user" of a port is defined as a person (including a partnership, an association, a body corporate or an individual) who makes commercial use of, or provides services at the Port. The classes of users set out in the Port Alberni Port Authority Letters Patent, Schedule D, are:

- **Class 1 – Commodity Shippers**
- **Class 2 - Carriers**
- **Class 3 – Service Providers**
- **Class 4 – Other Port Related Businesses**

Note: while port user companies or agencies are invited to submit nominations for directors, their own directors, officers or employees are **not** eligible for appointment as a director of PAPA.

ROLE OF THE NOMINATING COMMITTEE

The Nominating Committee consists of seven members recruited or appointed from the port user group categories to represent each of the four classes. Pursuant to the Letters Patent, the Nominating Committee receives nominations for members of the Board of Directors. After reviewing the nominations, the Nominating Committee provides recommendations to the Minister of Transport and is available to be consulted by the Minister with respect to the Minister's nomination of these directors as described in the Letters Patent.

PROCESS FOR NOMINATIONS

Once the process to fill upcoming vacancies has been initiated, typically four months prior to the expiry of a current Port User director, invitations to submit nominations are sent to port users in the appropriate class/port user group (this aspect of the process is administered by PAPA's executive office.)

The nominator or applicant must forward (mail, fax or email) a completed nomination form, the nominee's/applicants qualifications in a cover letter and resume and confirmation the nominee/applicant meets the eligibility criteria to the Port Advisory Nominating Committee Chair before an established deadline.

BOARD OF DIRECTORS

There are seven positions on the Port Alberni Port Authority's board of directors. One federal position, one provincial position and one municipal position. Each of these positions are appointments made by the respective governing body. The remaining four positions are user

group positions and are recommendations solicited by the Port Advisory Nominating Committee process and forwarded to the Minister of Transport for final selection.

Currently the federal position on the Port Alberni Port Authority's board is vacant and is expected to be filled by the Minister of Transport. In May of 2017 two of the user group directors will complete their terms. The Port Advisory Nominating Committee is currently in the recruitment process for these two positions on the board. The annual stipend for directors is \$10,000; the Chairperson's annual stipend is \$14,000 and the Vice Chair's annual stipend is \$12,000. Directors may claim expenses for Port Authority business travel as follows: \$0.53 per km for mileage, hotels, flights, other transportation fees paid by the Port Authority and a per diem of \$270 for a full day or \$135 for a half day out-of-town conference or meeting representation.