



**Meeting Minutes**  
**Shelburne Port Authority Committee**  
**Thursday, November 23<sup>rd</sup>, 2017**  
**7:00 PM**

**Committee Members Present**

Mayor Mattatall, Council Member / Committee Chair  
Councillor Locke, Council Member  
Herb Locke, Public Member  
John Garland, Public Member  
Charlie Arcon, Public Member  
Don Faye, Port Manager  
Dylan Heide, CAO / Committee Secretary

**Committee Members Absent**

Mike O'Callaghan, Public Member (with regrets)  
Karl White, Public Member (with regrets)  
Wayne Langthorne, Public Member

**Guests:**

None

**1) Call to Order**

Mayor Mattatall called the meeting to order at 7:00 PM.

**2) Approval of Agenda**

**Herb Locke – Harold Locke**

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee  
For November 23<sup>rd</sup>, 2017 be approved as presented.

**CARRIED**

**3) Approval of Minutes**

**a. Approval of the Minutes of the Regular Meeting of the Shelburne Port Authority  
Committee held October 19<sup>th</sup>, 2017.**

**Harold Locke – Garland**

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee  
for October 19<sup>th</sup>, 2017 be approved as presented.

**CARRIED**

**4) Delegations: None**

**5) Correspondence: None**

**6) Reports**

**a. Financial Report**

Committee members discussed the Finance Manager's report. Recommendations  
from the Finance Manager were reviewed and the following motions were made:

**Harold Locke – Herb Locke**

THAT the Committee recommend to Council the write-off of interest as follows:

Bill Harris Transport Ltd \$1.98  
CCG Enviromental Response \$35.73  
CCGS Viola M. Davidson \$1.13  
F.K. Warren Ltd \$85.97  
Robicheau's Pumping Services \$7.09  
Scotia Gardens Sea Foods \$0.24  
Scotia Pelagic Inc \$0.36  
Seaboard Liquid Carriers \$4.25  
Sterling Fuels Limited \$5.39  
True North Salmon Co Ltd \$23.63

**CARRIED**

**Herb Locke – Harold Locke**

THAT the Committee recommend to Council sending the following accounts to collections for non-payment:

Acadia First Nations \$150.42 plus interest  
Hammond, Kimball \$371.13 plus interest  
Kelly Cove Salmon \$1,530.31 plus interest  
Langthorne, Robert W. \$518.88 plus interest  
MacDonald, Dave \$131.34 plus interest  
Marr, Jason \$372.60 plus interest  
Ocean Trout Farms \$1,197.61 plus interest

**CARRIED**

**Harold Locke – Arcon**

THAT the Financial Report be approved as presented.

**CARRIED**

**b. Port Manager's Report**

The Port Manager addressed the highlights of his monthly report for October. There was discussion concerning the vessel known as the Swim Sisters belonging to Robert Langthorne; berthage payments for the vessel are significantly in arrears and the vessel's berthing agreement lapsed November 2<sup>nd</sup>.

**Herb Locke - Arcon**

THAT the Committee recommend to Council the removal of the vessel known of Swim Sisters from the Shelburne Marine Terminal to be stored on the Town-owned lands adjacent to the Terminal until payment is received or the vessel is disposed, as per standard practice.

**CARRIED**

**Harold Locke – Garland**

THAT the Port Manager's Report be approved as presented.

**CARRIED**

## 7) Old Business

### a. Land lease revenue

The CAO was asked to check with the Finance Manager to verify that revenue from the lease of port lands adjacent to the Terminal to Taylor's Sailboat Hauling and Storage was accrued to Port Revenue rather than General Revenue.

## 8) New Business:

### a. Recommendations for 2018

Committee members engaged in initial discussion of recommendations to Council for the development of the 2018-19 capital and operating budgets. There was a significant discussion concerning communications with DFO around the value of the Terminal to the local lobster sector. The CAO will be meeting with current and potential port users prior to the Committee's next meeting and will report back to inform the Committee's discussions.

#### **Harold Locke – Herb Locke**

THAT the Committee recommend that Council write to the Acadia First Nation to propose discussions concerning potential cooperation with the Town around the Port of Shelburne.

**CARRIED**

## 9) Adjournment

The meeting was adjourned on motion at 9:03 PM.