



**Meeting Minutes**  
**Shelburne Port Authority Committee**  
**Thursday, June 22<sup>nd</sup>, 2017**  
**7:00 PM**

**Committee Members Present**

Mayor Mattatall, Council Member / Committee Chair  
Councillor Locke, Council Member  
John Garland, Public Member  
Mike O'Callaghan, Public Member  
Charlie Arcon, Public Member  
Karl White, Public Member  
Don Faye, Port Manager  
Dylan Heide, CAO / Committee Secretary

**Committee Members Absent**

Herb Locke, Public Member (with regrets)  
Wayne Langthorne, Public Member

**Guests:**

Faye's Marine Services Staff (George Nash and Gerald Davis)

**1) Call to Order**

Mayor Mattatall called the meeting to order at 7:05 PM.

**2) Approval of Agenda**

**White – Harold Locke**

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee  
For June 22<sup>nd</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 May 18<sup>th</sup>, 2017.**

**Harold Locke – White**

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee  
for May 18<sup>th</sup>, 2017 be approved as presented.

**CARRIED**

**4) Delegations:**

- a. EMO Exercise (with Faye's Marine Services)**

Committee members were joined by staff from Faye's Marine Services (port manager/security provider) to participate in a 1 hour Transport Canada-mandated tabletop security/EMO exercise administered by Port Manager/Marine Facility Security Officer Don Faye. Members agreed the exercise was valuable and resulted in recommendations for Don including looking into the provision of a free "911" phone on the Tee of the Shelburne Marine Terminal.

## 5) Correspondence:

### a. Letter from Ken Taylor

Committee members discussed correspondence from Ken Taylor concerning his prior request to construct a fence on Marine Terminal property and responding to the Committee's direction at its May meeting.

#### **Harold Locke – White**

THAT the Committee recommend to Council the acceptance the proposal from Ken Taylor of Taylor's Sailboat Hauling & Storage to construct a fence on Marine Terminal property. The fence to be chain-link, 8 feet in height and built to an equivalent standard as other fencing located on the property. The fence to be located along the north side of the property only as demarked by the Town of Shelburne Public Works Department, allowing vehicle access at one point; no permission is given for fencing elsewhere on the property at this time. The fence to be constructed within 60 days.

**CARRIED**

## 6) Reports

### a. Financial Report

Committee members discussed the Finance Manager's report; the CAO reviewed the updates from the Finance Manager.

#### **Harold Locke – O'Callaghan**

THAT the Financial Report be approved as presented.

**CARRIED**

### b. Port Manager's Report

The Port Manager addressed the highlights of his monthly report.

#### **Harold Locke – Garland**

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

**CARRIED**

## 7) Old Business

### a. MV Farley Mowatt

The CAO and Mayor provided brief updates on the status of legal actions and discussions with the federal government concerning the MV Farley Mowatt. It was announced by MP Bernadette Jordan on June 15<sup>th</sup>, 2017 that the Canadian Coast Guard would be taking responsibility for the removal and proper disposal of the MV Farley Mowatt and that this would take place within "a few weeks". The CAO outlined the Town's Ship-source Oil Pollution Fund Claim to be submitted June 23<sup>rd</sup>.

### b. 2017-18 Capital Projects

The CAO and Port Manager updated the Committee concerning the emergency repairs by G.W. Doucette Construction Ltd. which were recently completed.

**c. Tallships 2017**

The CAO and Port Manager provided a brief report concerning plans for the Tallships 2017 visit in August. Volunteers are needed to assist with the Tallships event August 14 – 15 and Committee members were encouraged to contact Tourism Coordinator Chris Abbott in this regard.

**8) New Business:**

**a. Committee Summer Meeting Schedule**

Committee members discussed the Committee's summer meeting schedule.

**Garland – Arcon**

THAT the regular meetings of the Shelburne Port Authority Committee for July and August 2017 be cancelled.

**CARRIED**

**9) Adjournment**

The meeting was adjourned on motion at 9:05 PM.