



Meeting Minutes
Shelburne Port Authority Committee
Thursday, May 18th, 2017
7:00 PM

Committee Members Present

Mayor Mattatall, Council Member / Committee Chair
Councillor Locke, Council Member
John Garland, Public Member
Wayne Langthorne, Public Member
Herb Locke, Public Member
Mike O'Callaghan, Public Member
Don Faye, Port Manager
Dylan Heide, CAO / Committee Secretary

Committee Members Absent

Charlie Arcon, Public Member (with regrets)
Karl White, Public Member (with regrets)

Guests:

None

1) Call to Order

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

2) Approval of Agenda

Herb Locke – Harold Locke

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee
For May 18th, 2017 be approved as presented.

CARRIED

**3) In-Camera Session Council meetings and meetings of committees appointed by council
are open to the public. The council may meet in closed session to discuss matters
relating to:**

(c) personnel matters

Harold Locke – O'Callaghan

THAT the Committee go in-camera to discuss matters of personnel.

CARRIED

The Committee went in-camera at 7:06 PM, returning at 7:26 PM. Business arising
from in-camera:

Herb Locke – O'Callaghan

THAT the Committee recommend to Council the extension of the contract for operation of the
Shelburne Marine Terminal for a period of one (1) year with a termination clause of no more than 30
days.

CARRIED

4) Approval of Minutes

- a. Approval of the Minutes of the Regular Meeting of the Shelburne Port Authority Committee held April 20th, 2017.**

Harold Locke – Herb Locke

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee for April 20th, 2017 be approved as presented.

CARRIED

5) Delegations: None

6) Correspondence:

- a. Letter from Minister Zach Churchill**

Committee members acknowledged with disappointment correspondence from NS Municipal Affairs Minister Zach Churchill informing the Committee that the province currently has no funding programs available to support needed capital improvements at the Shelburne Marine Terminal.

- b. Letter from Ken Taylor (Taylor's Sailboat Hauling & Storage)**

Committee members discussed correspondence from Ken Taylor proposing the construction of a fence on Marine Terminal property.

O'Callaghan – Harold Locke

THAT the Committee write to Ken Taylor (Taylor's Sailboat Hauling & Storage) stating that the Committee would consider recommending approval of the requested fence if constructed to an equivalent standard as other fencing at the Shelburne Marine Terminal, and requesting depictions of the proposed location and design for the fence should Ken wish to proceed.

CARRIED

7) Reports

- a. Financial Report**

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

Harold Locke – Langthorne

THAT the Financial Report be approved as presented.

CARRIED

- b. Port Manager's Report**

The Port Manager addressed the highlights of his monthly report. Committee members discussed replacement of light fixtures, improvements to the Terminal's water supply system, replacement of security cameras and compliance with directives resulting from Transport Canada's recent evaluation. The planned EMO exercise was scheduled for June 12th at 5:30 PM.

There was significant discussion of needed emergency repairs to the Terminal stem to improve structural stability and avoid interruption of commercial operations.

Herb Locke – Garland

THAT the Committee recommend to Council that the emergency repairs as outlined by G.W. Doucette Construction Ltd. proceed.

CARRIED

Harold Locke – O’Callaghan

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

CARRIED

8) 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.

b. 2017-18 Capital Projects

It was agreed by Committee members that there had been sufficient discussion under the Port Manager’s Report.

9) New Business:

a. Tallships 2017

The CAO provided a brief report concerning plans for the Tallships 2017 visit in August.

10) Adjournment

The meeting was adjourned on motion at 9:37 PM.