



Meeting Minutes
Shelburne Port Authority Committee
Thursday, January 18th, 2018
7:00 PM

Committee Members Present

Mayor Mattatall, Council Member / Committee Chair
Councillor Davis, Council Member
Herb Locke, Public Member
Wayne Langthorne, Public Member
Charlie Arcon, Public Member
Karl White, Public Member
John Garland, Public Member
Dylan Heide, CAO / Committee Secretary

Committee Members Absent

Mike O'Callaghan, Public Member (with regrets)
Don Faye, Port Manager (with regrets)

Guests:

None

1) Call to Order

Mayor Mattatall called the meeting to order at 7:02 PM.

2) Approval of Agenda

Davis – Langthorne

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee For January 18th, 2018 be approved as amended to include Resignation of Mike O'Callaghan as item 8) b).

CARRIED

3) Approval of Minutes

- a. **Approval of the Minutes of the Regular Meeting of the Shelburne Port Authority Committee held November 23rd, 2017.**

Herb Locke – White

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee for November 23rd, 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; the CAO reviewed the updates from the Finance Manager.

Davis – White

THAT the Financial Report be approved as presented.

CARRIED

b. Port Manager's Report

The CAO delivered the report in the absence of the Port Manager. The CAO reported on a recent meeting with the Waterfront Development Corporation concerning the Shelburne waterfront. Committee members thanked Wayne Langthorne for assistance with snow removal at the Terminal.

Davis – Herb Locke

THAT the Town submit a request to Transport Canada for information on harbour dues collected for the Shelburne Harbour.

CARRIED

Davis – Herb Locke

THAT the Committee recommend to Council the approval of a new rate for vessels over 30 meters not engaged in loading / unloading, to be determined by a staff review of rates for comparable ports in Atlantic Canada, to take effect no later than February 8th, 2018.

CARRIED

It was agreed that this review would be shared with Committee members for their input ahead of Council's regular meeting on February 7th.

Davis – White

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

CARRIED

7) Old Business: None

8) New Business:

a. Recommendations for 2018

The CAO will gather materials to support the issuance of a Call for Expressions of Interest, to be discussed at the Committee's February meeting.

b. Resignation of Mike O'Callaghan

White – Davis

THAT the Committee accept the resignation of public member Mike O'Callaghan with regret.

CARRIED

9) Adjournment

The meeting was adjourned on motion at 8:26 PM.