



**Meeting Minutes**  
**Shelburne Port Authority Committee**  
**Thursday, April 26<sup>th</sup>, 2018**  
**7:00 PM**

**Committee Members Present**

Deputy Mayor Harold Locke, Council Member / Committee Chair  
Councillor Rick Davis, Council Member  
Herb Locke, Public Member  
Charlie Arcon, Public Member  
Karl White, Public Member  
John Garland, Public Member  
Dylan Heide, CAO / Committee Secretary  
Don Faye, Port Manager

**Committee Members Absent**

Wayne Langthorne, Public Member

**Guests:**

None

**1) Call to Order**

Chair Harold Locke called the meeting to order at 7:02 PM. At its regular meeting for April 4<sup>th</sup> the Shelburne Town Council appointed Deputy Mayor Harold Locke to replace Mayor Mattatall as Chair of the Shelburne Port Authority Committee.

**2) Approval of Agenda**

**Davis – White**

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee for April 26<sup>th</sup>, 2018 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 March 28<sup>th</sup>, 2018.**

**Herb Locke – Davis**

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee for March 28<sup>th</sup>, 2018 be approved as amended to reflect that Don Faye, Port Manager, was present.

**CARRIED**

**4) Delegations: None**

**5) Correspondence: None**

## 6) Reports

### a. Financial Report

The Financial Report for April was not available due to the fiscal year-end / annual budget process for 2018-19.

### b. Port Manager's Report

The Port Manager delivered his report on the past month. Committee members discussed highlights. There was discussion among members regarding the status of various proposed mining ventures in the area which might utilize the Port.

**Davis – Herb Locke**

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

**CARRIED**

## 7) Old Business:

### a. 2018-19 Rates Review

Committee members discussed rates for berthage, power, etc. at the Port of Shelburne which have not been updated for several years. The Port Manager supplied comparative rate information for nearby / comparable ports.

**Herb Locke – Davis**

THAT the Committee recommend to Council the approval of the proposed rate schedule as attached.

**CARRIED**

### b. Call for Expressions of Interest

The CAO updated the Committee on staff preparations for the issuance of a Call for Expressions of Interest in the Port. It was agreed that the Call would be issued following the award of the contract for capital work at the Shelburne Marine Terminal.

### c. Port Advertising

The CAO reported on staff intention to continue looking into how to most cost effectively advertise the Port of Shelburne to potential users.

## 8) New Business: None

## 9) Adjournment

The meeting was adjourned on motion at 8:02 PM.

## Proposed Rate Schedule – Shelburne Port Authority

2018-04-26

Berthage	Daily Rate
Fishing Vessels under 15.4 M in length / 6.1 M in width	\$0.49 /metre
Non-Fishing Vessels under 15.4 M / 6.1 M in width	\$0.99 /metre
All Vessels over 15.4 M / 6.1 M in width	\$2.64 /metre
All Vessels Loading / Offloading	\$3.38 /metre

**Notes:** Berthage less than one (1) day will be charged at the rate for one (1) day; vessels loading or offloading for any portion of a day will be charged the loading/offloading rate for the day; there is a maximum charge of twenty (20) days berthage per month after which there will be no charge for berthage for the remainder of the month.

### Cruise Passenger Charges

Adults	\$5.00	<b>Notes:</b> Passenger charges will be reduced to \$3 per adult and \$1 per child under 12 for the second and subsequent visits by the same cruise line in one calendar year.
Children under 12	\$2.50	

### Service Charges

Water / Power Connection or Disconnection Fee	\$40.00
After-Hours Connection or Disconnection Fee	\$100.00
Water	\$8.32 /cubic metre
Power	
30 AMP	\$10 /day
50 AMP	\$30 /day
100 AMP	\$45 /day
Security	\$25 /hour

### Wharfage

Transport Canada wharfage rates apply

### Surcharges

Waste Oil/Filters/Rags Surcharge	\$8 /invoice
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### Licensing Fees

Deliveries	\$500 /year
Trades	\$100 /year

### Penalties & Fines

Garbage Clean-Up Penalty	\$200 /offence
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