



Meeting Minutes
Shelburne Port Authority Committee
Thursday, May 17th, 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
Wayne Langthorne, Public Member
Dylan Heide, CAO / Committee Secretary
Don Faye, Port Manager

Committee Members Absent

John Garland, Public Member

Guests:

None

1) Call to Order

Chair Harold Locke called the meeting to order at 7:00 PM.

2) Approval of Agenda

Davis – White

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee for May 17th, 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 April 26th, 2018.

Herb Locke – White

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee for April 26th, 2018 be approved as presented.

CARRIED

4) Delegations: None

5) Correspondence: None

6) Reports

a. Financial Report

Committee members discussed the Financial Report, heeding Finance Manager Jane Crowell's note concerning certain 2018-19 budget information not being reflected.

Davis – Arcon

THAT the Financial Report be approved as presented.

CARRIED

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 power rates and clarification of connection / disconnection practices. It was agreed that amendment of the Fee Schedule would be required to clarify and to add a self-service option for fishing boats; additional signage was also discussed.

Davis – Langthorne

THAT the Committee recommends to Council the amendment of the Fee Schedule as attached.

CARRIED

Herb Locke – Arcon

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

CARRIED

7) Old Business: None

8) New Business:

a. May 2nd Cruise Visit Debrief

Committee members discussed the recent visit the Shelburne by the cruise ship Marina and the potential for increased cruise visits in the future. The need for more transit options and public washrooms / port-a-potties (potentially on Water Street) during such visits was noted by some. The Marina captain and the ship's agent were said to be satisfied and noted there was no need for a harbour pilot in their experience. Committee members wondered what could be done to estimate the economic impact of the visit and the CAO agreed to discuss with the Town's economic development staff.

9) Adjournment

The meeting was adjourned on motion at 7:42 PM.

Proposed Rate Schedule – Shelburne Port Authority

2018-05-17

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	Notes: 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

Self-Service Charge (30 AMP service only - at own risk)	\$100 / month
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
----------------------------------	--------------

Licensing Fees

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

Penalties & Fines

Garbage Clean-Up Penalty	\$200 /offence
--------------------------	----------------