



Meeting Minutes
Shelburne Port Committee
Wednesday, September 26th, 2018
7:00 PM

Committee Members Present

Deputy Mayor Harold Locke, Council Member / Committee Chair
Councillor Rick Davis, Council Member
Charlie Arcon, Public Member
John Garland, Public Member
Wayne Langthorne, Public Member
Darren Shupe, CAO / Committee Secretary
Don Faye, Port Manager

Committee Members Absent

Karl White, Public Member (with regrets)
Herb Locke, Public Member (with regrets)

Guests:

Mayor Karen Mattatall

1) Call to Order

Chair Harold Locke called the meeting to order at 7:10 PM.

2) Approval of Agenda

Arcon – Langthorne

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee for September 26th, 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 June 21st, 2018.

Davis - Arcon

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee for June 21st, 2018 be approved as presented.

CARRIED

4) Delegations: None

5) Correspondence: None

6) Reports

a. Financial Report

Committee members discussed requesting a 1-page financial summary versus the current format, Darren Shupe to investigate with Jane Crowell. Darren also to ask Jane to issue cheques to customer accounts in red.

Discussion was held regarding the contract with Ken Taylor with respect maintaining the 50% of the laydown area and that he was doing more than storing boats by providing cleaning services for sail boats and fishing vessels. Darren to invite Kenny to Port Committee meeting.

Davis – Garland

THAT the Committee contact lawyer on procedure to initiate vessel seizure procedures.

CARRIED

Committee members discussed establishing a threshold for taking delinquent port accounts to small claims court (without wasting staff time); the CAO will discuss with the Finance Manager.

b. Port Manager's Report

The Port Manager delivered his report on the past month including his attendance to the annual IMPAC Conference. Committee members discussed highlights. The CAO reported on tendering process for proposed repairs and insurance issues for the facility.

Committee members discussed review of contracts, user agreements, etc. currently underway with insurers / marine lawyers.

7) Old Business: None

8) New Business:

a) Review Secure Port Status

Discussion held over the Port's security status, noted that we are not under the Canada Border Services Agency.

b) Investigate Business/Marketing Plan

Discussion held over the long-term planning for the facility including the potential for development of a marketing plan, current leasing arrangements, potential for new business, and letter of intent to sell the facility.

9) Adjournment

The meeting was adjourned on motion at 8:19 PM.