



Meeting Minutes
Shelburne Port Authority Committee
Thursday, June 21st, 2018
7:30 PM

Committee Members Present

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

Committee Members Absent

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

Guests:

None

1) Call to Order

Chair Harold Locke called the meeting to order at 7:32 PM.

2) Approval of Agenda

Davis – Langthorne

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee for June 21st, 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 May 17th, 2018.

Arcon – Langthorne

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee for May 17th, 2018 be approved as presented.

CARRIED

4) Delegations: None

5) Correspondence: None

6) Reports

a. Financial Report

Committee members discussed the Financial Report including Finance Manager Jane Crowell's recommendations concerning the writing-off of interest charges.

Davis – Langthorne

THAT the Committee recommend to Council the write-off of the following interest charges:

CCGS Corporal McLaren MMV (CCGSC002)	\$25.33
CCGS G. Peddle SC (CCGSG001)	\$32.62

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.

Committee members discussed cruise passenger charges receivable from the May 2nd visit and it was agreed that in the future billing in advance on estimated numbers would be advisable.

Langthorne – Davis

THAT the Committee recommend to Council to direct staff to develop a draft policy for future cruise visits specifying how passenger charges will be applied.

CARRIED

b. Port Manager's Report

The Port Manager delivered his report on the past month. Committee members discussed highlights. The CAO reported on plans to have the engineering firm that completed the 2016 condition assessment return to develop tender documents for approved rehabilitation project anticipated for the fall of 2018; some emergency work is currently underway on bollards with additional concrete work expected soon.

The Port Manager and Chair Harold Locke reported on attending a recent Department of Fisheries & Oceans meeting in Barrington concerning the local small craft harbours. There was a discussion of options to improve signage at the terminal, which the Port Manager will follow-up on. Committee members discussed review of contracts, user agreements, etc. currently underway with insurers / marine lawyers.

7) Old Business: None

8) New Business:

a. IMPAC Member Ports Survey

Committee members provided information for response to survey from consultants Gardener Pinfold, contracted by the Independent Marine Ports of Atlantic Canada - of which the Port of Shelburne (Town) is a member – to assess the economic impact of member ports. This survey updates a similar study conducted several years ago.

b. Committee Meetings for July, August 2018

Committee members discussed the Committee's meeting schedule for July and August.

Davis – Arcon

THAT the Committee will not hold regular meetings in July and August 2018.

CARRIED

9) Adjournment

The meeting was adjourned on motion at 8:23 PM.