



**Meeting Minutes**  
**Shelburne Port Authority Committee**  
**Thursday, March 28<sup>th</sup>, 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**

None

**Guests:**

Councillor Locke

**1) Call to Order**

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

**2) Approval of Agenda**

**Davis – Locke**

THAT the Agenda of the Regular Meeting of the Shelburne Port Authority Committee for March 28<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 1<sup>st</sup>, 2018.**

**Locke – Langthorne**

THAT the Minutes of the Regular Meeting of the Shelburne Port Authority Committee for March 1<sup>st</sup>, 2018 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 and reported on the status of accounts receivable.

**Davis – Garland**

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 potential business for the port and it was agreed that targeted advertising would be advisable to boost revenues in 2018-19, particularly in light of increasing debt service costs.

Port manager to provide quotations on needed concrete work and repairs to the power building roof for presentation to Council in the 2018-19 capital budget.

**Locke – Davis**

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

**CARRIED**

**7) Old Business:**

**a. Recommendations for 2018**

Mayor Mattatall and the CAO reported on efforts to reach out to port stakeholders concerning potential capital work for 2018-19. Committee members discussed a draft Call for Expressions of Interest concerning development of the port area and provided feedback on the draft and supporting documentation; the CAO and Town staff will continue to develop the draft and supporting documentation for the Committee's April meeting. Committee members discussed needed capital work at the Shelburne Marine Terminal, as per prior condition assessments.

**Locke – Langthorne**

THAT the Committee recommend to Council the inclusion of remaining major capital work at the Shelburne Marine Terminal – as identified in prior condition assessments – in the Town's 2018-19 Capital Budget.

**CARRIED**

Committee members also discussed fishing boat berthage rates, wharfage charges, etc. and agreed to discuss further at the Committee's April meeting; the Port Manager and CAO will compile comparative rate information from similar facilities for review.

**8) New Business: None**

**9) Adjournment**

The meeting was adjourned on motion at 8:48 PM.