



Shelburne Port Committee

7 January 2021

7:00 pm Community Centre

Minutes

Present:

Chair: Town Mayor Harold Locke

Town Council: Rick Davis

Town CAO/Committee Secretary: Sherry Doane

Municipal CAO: Trudy Payne

Port Manager: Wayne Langthorne

Town Treasurer: Jane Crowell

Public Members: Charlie Arcon, John Garland and Herb Locke

Regrets:

Public Members: Percy Cox and Karl White

Municipal Council: Terry McIntyre

1) Call to Order (*Chair Harold Locke*)

Meeting was called to order at 7:00pm by the Chair

2) Approval of Agenda

Agenda approved as presented. Mover: Rick Davis, Seconder: Herb Locke

3) Approval of Minutes from Shelburne Port Committee meeting held on 15 September 2020 Agenda

Approved as presented. Mover: Herb Locke, Seconder: Rick Davis

4) Delegations:

None

5) Correspondence:

None

6) Reports:

i. Operations Financial Report (*Town Treasurer Jane Crowell*)

Town Treasurer asked for any questions on the report after highlighting the low revenues due to one client not completing the contract process as of yet, suggesting that once completed, there should be back-charges to "as of" date. CAO offered to help Port Manager (PM) with getting traction with this organization.

ii. Port Manager's Report (*Port Manager Wayne Langthorne*)

The PM presented the report, highlighting the positives (port is near full and sometimes we are turning business away) and his concerns (fees are not keeping up {see 8.ii. below}). A committee member asked about the doubling up occurrences and capacity concerns, suggesting this will bode well for the next phase of port project (another member suggested asking the Coast Guard for a support letter).

iii. Marine Terminal Upgrade Report (*CAO Sherry Doane*)

A summary of the state of the project was offered. Outstanding tasks were impeded by onset of poorer weather conditions alongside the need to continue to follow covid-19 rules and the impact both would have had on the launch of the fishing season. The Interim CAO reminded the committee that the stem component of the project created the biggest concern for overrun as the engineer needed to see what was below the cement surface before assessing what needed to be done to meet safety standards. For the most part, the outcome was more positive than expected and therefore the project tasks and funding could be better measured. Another committee member raised concerns about town taxpayers footing this “tremendous” bill for the first phase of the project and the Chair and Town Treasurer clarified that it was not the case for phase one (ACOA, the Province and the Municipality along with Port Reserve [granted by Canadian Government]) were the source.

7) Old Business:

None

8) New Business:

i. Terms of Reference (ToR) Review (*Chair Harold Locke*)

Chair Locke highlighted that the ToR are outdated and need to be reviewed and redrafted to more appropriate conditions. The CAO committed to work with this committee (and other committees) to standardize all Town-run committees’ parameters, including ToR.

ii. Marine Terminal Fee changes (*Port Manager Wayne Langthorne*)

The PM spoke to the need (to help make the Port more profitable) of updating the pricing for fees. The PM, Town Treasurer and Town CAO will sit down and sort out appropriate pricing and look to build efficiencies into the invoicing process at the same time. For now, the CAO will have the rates page of the Port website temporarily down whilst new pricing is established. Suggestion from the floor is to include “prices can be adjusted at any time” be added.

9) Upcoming Meetings:

- i. Committee discussed holding future meeting on third Thursday of each month (18 Feb, 18 Mar, 15 Apr, 20 May, 17 Jun, 15 Jul, 16 Sep, 21 Oct, 18 Nov and 16 Dec). Agreed.

10) Outcoming Recommendations for Town Council to consider:

None applicable

11) Adjournment

Meeting adjourned. Mover: Herb Locke, Seconder: Rick Davis