



Shelburne Port Committee

25 February 2021

7:00 pm Community Centre

Minutes

Present:

Chair: Town Mayor Harold Locke

Town Council: Rick Davis

Municipal Council: Terry McIntyre

Municipal CAO: Trudy Payne

Port Manager: Wayne Langthorne

Public Members: Percy Cox, Karl White, John Garland and Herb Locke

CAO/Committee Secretary: Sherry Doane

Regrets:

Public Members: Charlie Arcon

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: Terry McIntyre, Seconder: Karl White

3) Approval of Minutes from Shelburne Port Committee meeting held on 7 January 2021 *Agenda*

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

4) Delegations:

None

5) Correspondence:

None

6) Reports:

i. Town of Shelburne Port Terminal Budget (Town CAO on behalf of Town Treasurer)

Town CAO took the committee through the monthly breakdown of income, expenses and current profit/loss statement as well as the Town of Shelburne FY2021-22 Port Terminal Budget. Highlighting the shift of the Kelly Cove from berthage in the Commercial Fishing category to the Lease category now that the contract is signed, showing the overall increased revenues by over 30% whilst expenses were up only 20%. This included a \$90,806 transfer to Port Reserve (versus last year of only \$59,606). All signs indicate a positive financial direction for the Shelburne Port.

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

The Port Manager (PM) presented his report, highlighting the positive financial trend with hosting 22 vessels in the month of January. Concern was raised regarding streetlights and security cameras that are being addressed promptly.

iii. Marine Terminal Fee Changes (PM Wayne Langthorne)

Having studied nearby port s' fees against the Shelburne Marine Terminal pricing, the Port Manager highlighted the need for increasing (and in some cases, simplifying) our prices to be more in line with costs. Furthermore, some usage fees were eliminated (such as the Trades annual fee), others combined (such as the fishing fleets access to self-serve power and port dumpsters). The PM and CAO felt the price changes were firm but fair.

7) Old Business:

None

8) New Business:

Member Herb Locke asked about the Terms of Reference draft spoken about during the last meeting to which the Town CAO responded that little action has occurred on this task however, it remains on the list of outstanding items.

9) Next Meeting:

18 March 2021 **at 6pm** (one hour earlier)

10) Outcoming Recommendations for Town Council to consider:

THAT the Port Committee recommends Town of Shelburne Council accepts the FY202122 Budget, as presented by the Town CAO.

White/Herb Locke

CARRIED

THAT the Port Committee recommends the Town of Shelburne Council accepts the Shelburne Marine Terminal Fees, as presented by the Port Manager, effective 1 April 2021.

Davis/McIntyre

CARRIED

11) Adjournment

Meeting adjourned. Mover: Rick Davis