



Meeting Minutes
Shelburne Port Committee
Thursday, December 20th, 2018
7:00 PM

Committee Members Present

Deputy Mayor Harold Locke, Council Member / Committee Chair
Charlie Arcon, Public Member
Wayne Langthorne, Public Member
Herb Locke, Public Member
Councillor Rick Davis, Council Member
Darren Shupe, CAO / Committee Secretary

Committee Members Absent

Don Faye, Port Manager (with regrets)
Karl White, Public Member (with regrets)
John Garland, Public Member (with regrets)

1) Call to Order

Chair Harold Locke called the meeting to order at 7:00 PM.

2) Approval of Agenda

Davis – Arcon

THAT the Agenda of the Regular Meeting of the Shelburne Port Committee for December 20th, 2018 be approved as presented.

CARRIED

3) Approval of Minutes

a. Approval of the Minutes of the Regular Meeting of the Shelburne Port Committee held November 15th, 2018.

Davis - Langthorne

THAT the Minutes of the Regular Meeting of the Shelburne Port Committee for November 15th, 2018 be approved as presented.

CARRIED

4) Delegations: None

5) Correspondence: None

6) Reports

a. Financial Report

Committee members reviewed the monthly financial report.

Herb Locke – Davis

THAT the Financial Report for the Shelburne Port Committee for December 20th, 2018 be accepted as presented.

CARRIED

b. Port Manager's Report

The Port Manager delivered his monthly report via email, Committee members discussed highlights. CAO to ask Richard Balcombe to investigate electrical issue. Further discussion was held on accommodating the public safely at the Marine Terminal facility.

Davis - Langthorne

THAT Council approve the purchase 15 concrete barricades and appropriate signage to allow for the opening of the Shelburne Marine Terminal to the public providing that the structure can hold the weight of the barricades safely.

CARRIED

Davis – Arcon

THAT the Port Manager's Report for the Shelburne Port Committee for December 20th, 2018 be accepted as presented.

CARRIED

7) Old Business

a. Investigate Business/Marketing Plan

The CAO updated the Committee on the direction for future management of the marine terminal through a Request for Proposals process to be issued December 21st as well as the tendering process for proposed repairs, progress with respect to insurance issues for the facility, and the impending visit from Develop Nova Scotia.

As a more detailed review of the Request for Proposals process was discussed, Wayne Langthorne declared a conflict of interest and excused himself from the remainder of the meeting.

8) New Business:

- a) Discussion was held on the Port website to ensure that the new fees and other information was updated.

9) Adjournment

The meeting was adjourned on motion at 7:58 PM.

Next Meeting: January 17th