



Meeting Minutes
Shelburne Port Committee
Thursday, January 17th, 2019
7:00 PM

Committee Members Present

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

Committee Members Absent

Don Faye, Port Manager (with regrets)
Herb Locke, 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 January 17th, 2019 be approved as presented.

CARRIED

3) Approval of Minutes

a. Approval of the Minutes of the Regular Meeting of the Shelburne Port Committee held December 20th, 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. Discussion was held over the format and purpose of the report.

Davis - Arcon

THAT the Financial Report for the Shelburne Port Committee for January 17th, 2019 be accepted as presented.

CARRIED

b. Port Manager's Report

The Port Manager delivered his monthly report via email, Committee members discussed highlights. Committee reviewed placement of concrete barriers.

Davis – Arcon

THAT the Port Manager's Report for the Shelburne Port Committee for January 17th, 2019 be accepted as presented.

CARRIED

7) Old Business

a. Investigate Business/Marketing Plan

The CAO updated the Committee on the results of the Request for Proposals for Port Operations which closed on January 11th as well as 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 was discussed, Wayne Langthorne declared a conflict of interest and excused himself from the remainder of the meeting. Committee members were asked to review the proposal documents and provide feedback to the CAO by Friday, January 25th, it was decided that a sub-committee to review submissions would not be required.

8) New Business:

- a) Discussion was held on the Port Committee mandate; terms of reference to be reviewed at next meeting.

9) Adjournment

The meeting was adjourned on motion at 7:35 PM.

Next Meeting: February 21, 2019