



**Meeting Minutes**  
**Shelburne Port Committee**  
**Wednesday, November 27, 2019**  
**7:00 PM**

**Committee Members Present**

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

**Regrets:**

Deputy Warden David Levy, MDS Council Member  
Percy Cox, Public Member

**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 November 27<sup>th</sup>, 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 September 26<sup>h</sup>, 2019.**

**Davis – Arcon**

THAT the Minutes of the Regular Meeting of the Shelburne Port Committee for September 26<sup>th</sup>, 2019 be approved as presented.

**CARRIED**

**4) Delegations: None**

**5) Correspondence: None**

**6) Reports**

**a. Financial Report**

Discussion was held regarding the aged receivables section of the financial report.

**White – Davis**

THAT reverse interest charges be applied to Scotia Pelagic Inc and Clearwater Fleet Operations accounts for Fiscal 2018 and 2019 as per the Aged Receivables report issued on October 31, 2019. **CARRIED**

**Davis - Arcon**

THAT the Financial Report for the Shelburne Port Committee for November 27<sup>th</sup>, 2019 be accepted as presented.

**CARRIED**

**b. Port Manager's Report**

The Port Manager delivered his monthly report, Committee members discussed highlights including the marine terminal upgrades, collaboration opportunities with Develop Nova Scotia, potential for new lease development, and revision of port fees structure.

**Davis - Arcon**

THAT the Port Manager's Report for the Shelburne Port Committee for September 26<sup>th</sup>, 2019 be accepted as presented.

**CARRIED**

**7) Old Business**

**a. Update on Port Operational Planning**

The CAO and Interim Port Manager updated the Committee on the long-term planning efforts.

**8) New Business**

**a) Update on Marine Terminal Upgrades Program**

The CAO provided an update on the progress of the Marine Terminal Upgrades project.

**9) Adjournment**

The meeting was adjourned on motion at 8:05 PM.

**Next Meeting: December 19, 2019**