



**Meeting Minutes**  
**Shelburne Port Committee**  
**Thursday, January 16, 2020**  
**7:00 PM**

**Committee Members Present**

Councillor Harold Locke, Council Member / Committee Chair  
Councillor Rick Davis, Council Member  
Wayne Langthorne, Interim Port Manager  
Darren Shupe, CAO / Committee Secretary  
John Garland, Public Member  
Herb Locke, Public Member  
Percy Cox, Public Member  
Trudy Payne, CAO District of Shelburne

**Regrets:**

Deputy Warden David Levy, MDS Council Member  
Karl White, Public Member  
Charlie Arcon, Public Member

**1) Call to Order**

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

**2) Approval of Agenda**

**Davis – Herb Locke**

THAT the Agenda of the Regular Meeting of the Shelburne Port Committee for January 16<sup>th</sup>, 2020 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 27<sup>th</sup>, 2019.**

**Davis – Garland**

THAT the Minutes of the Regular Meeting of the Shelburne Port Committee for November 27<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. CAO to review Fundy Spray with Finance Manager.

**Herb Locke – Davis**

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.

**Herb Locke - Garland**

THAT the Port Manager's Report for the Shelburne Port Committee for January 16<sup>th</sup>, 2020 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 and business 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 7:30 PM.

**Next Meeting: February 20, 2020**