



Meeting Minutes
Shelburne Port Committee
Tuesday September 15th, 2020
3:30 PM

Committee Members Present

Councillor Harold Locke, Council Member / Committee Chair
Councillor Rick Davis, Council Member
Councillor Norman Wallet, Municipality of District of Shelburne Representative
Wayne Langthorne, Interim Port Manager
Ken Smith, Interim CAO/Committee Secretary
Herb Locke, Public Member
Karl White, Public Member
Trudy Payne, CAO, Municipality of the District of Shelburne
Jane Crowell, Finance Manager, Town of Shelburne
Will Butler, Supervisor of Public Works, Town of Shelburne

Regrets:

John Garland, Public Member
Percy Cox, Public Member
Charlie Arcon, Public Member

1) Call to Order

Chair Harold Locke called the meeting to order at 3:30 PM.

2) Approval of Agenda

Davis –White

THAT the Agenda of the Regular Meeting of the Shelburne Port Committee for September 15th, 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 January 16th, 2020

Davis – H. Locke

THAT the Minutes of the Regular Meeting of the Shelburne Port Committee for January 16th, 2020 be approved as presented.

CARRIED

4) Delegations: None

5) Correspondence: None

6) Reports

a. 2020-21 Operating Budget

Ms. Crowell verbally updated the members, along with a written report on the operating budget for the 2019/2020 and the operating fund balance sheet. She noted that the audited financial statements for the Town were just being finalized by the external auditors, but she didn't foresee any adjustments impacting the Port

Authority. Furthermore, it was highlighted that \$60,811 would be transferred to the Operating reserve. Mr Langthorne updated the members regarding leases confirmed with 3 companies and their impact on the 2020-21 budget. Ms. Crowell and Mr. Langthorne responded to questions regarding the operating budget for 2020-21.

Herb Locke-White

THAT the 2020-21 Operating Budget as presented be approved.

CARRIED

b. Update on Marine Terminal Upgrades Project

Mr. Smith and Mr. Butler updated the members regarding the progress to date noting that the stem area had been completed without impacting the contingency which had been allotted in the capital budget to ensure this core area is completed. The members were updated as to the smaller areas which could now be completed within the overall budget.

7) Old Business: None

8) New Business

- a. Request for update to the MDS Council on October 15th, 2020 was made by the 2 representatives from MDS. Chairperson Locke, Interim CAO Smith and Interim Port Manager Langthorne agreed to attend as a delegation,

9) Adjournment

The meeting was adjourned on motion by H. Locke and seconded by White at 4:30pm

Next Meeting: Thursday December 3, 2020