



**Meeting Minutes**  
**Shelburne Port Committee**  
**Thursday, October 18th, 2018**  
**7:00 PM**

**Committee Members Present**

Deputy Mayor Harold Locke, Council Member / Committee Chair  
Councillor Rick Davis, Council Member  
Charlie Arcon, Public Member  
Wayne Langthorne, Public Member  
Karl White, Public Member  
Herb Locke, Public Member  
Darren Shupe, CAO / Committee Secretary  
Don Faye, Port Manager

**Committee Members Absent**

John Garland, Public Member (with regrets)

**1) Call to Order**

Chair Harold Locke called the meeting to order at 7:03 PM.

**2) Approval of Agenda**

**Davis – White**

THAT the Agenda of the Regular Meeting of the Shelburne Port Committee for October 18<sup>th</sup>, 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 September 26<sup>th</sup>, 2018.**

**Arcon - Davis**

THAT the Minutes of the Regular Meeting of the Shelburne Port Committee for September 26<sup>th</sup>, 2018 be approved as presented.

**CARRIED**

**4) Delegations: None**

**5) Correspondence: None**

**6) Reports**

**a. Financial Report**

Committee members reviewed the monthly financial report.

**White - Davis**

THAT the Financial Report for the Shelburne Port Committee for September 26<sup>th</sup>, 2018 be accepted as presented.

**CARRIED**

**b. Port Manager's Report**

The Port Manager delivered his monthly report. Committee members discussed highlights. The CAO updated the Committee on the results of tendering process for proposed repairs and insurance issues for the facility.

**Davis – Herb Locke**

THAT the Port Manager's Report for the Shelburne Port Committee for September 26<sup>th</sup>, 2018 be accepted as presented.

**CARRIED**

**7) Old Business**

**a. Investigate Business/Marketing Plan**

Committee discussed various marketing opportunities and the revision of the existing Port Brochure.

**8) New Business: None**

**9) Adjournment**

The meeting was adjourned on motion at 7:23 PM.

**Next Meeting: November 15<sup>th</sup>**