

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, APRIL 21, 2021
6:30 PM**

Present: Mayor Patrick Sayeau, Chair
Deputy Mayor Tory Deschamps
Councillor Hugh Cameron
Councillor Stephen Dillabough
Councillor John Hunter
Mr. Joe Hendriks
Mr. Frank McAuley

Staff: Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Rebecca Williams, Clerk
Rhonda Code, Port Office Manager

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: F. McAuley

That Committee approve the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof – None

4. Delegations & Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – March 17, 2021

Members noted a typographical error under section 13.

Moved by: H. Cameron

Seconded by: S. Dillabough

That Port Management Committee receives and approves the minutes of Port Management Committee meeting dated March 17, 2021.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items

a) Aquatarium Donation

Committee discussed the Aquatarium's donation request of \$125,000 for 3 years, totaling \$375,000. It was noted that the \$375,000 donation would be equally matched by a private donor. Members highlighted that the Aquatarium noted that displays similar in nature are usually around for 9 to 10 years. It was noted that the Port could possibly fund the request by drawing from investments.

Members suggested that the Port could recommend other businesses that may help sponsor the project. It was noted that the Port should take into consideration that if the Committee considers and supports the request, that it is setting a precedence for other donation requests. Members noted that if the Aquatarium requests a donation worth 50% of the overall cost of the project, then the Port should be involved in the design and construction to ensure that it is an accurate representation of the Port.

Due to unstable internet connection, the Committee agreed to discuss the item at a future meeting.

b) Port Lands Purchase – Update

It was noted that Port staff are currently negotiating with the federal government with respect to the pay back percentages outlined in the original agreement. Port staff will have an appraisal of the land prepared.

8. Action/Information Items

a) Operation Manager's Report

Committee reviewed the report.

b) General Manager's Report – Traffic Report

Committee reviewed the report and confirmed that they would review and discuss the Port Community Capital funding signage at a future meeting.

c) Health & Safety Report

Members requested that a copy of the updated hazard assessment development under the workplace harassment and violence policy be circulated.

Moved by: J. Hunter

Seconded by: H. Cameron

That Committee receives and reviewed items 8a) Operation Manager's Report, 8b) General Manager's Report- Traffic Report and 8c) Health & Safety Report.

Carried

d) 2020 Auditor's Report

Committee reviewed the reports and noted that the reports indicate that the Port is a Board of Directors. Members requested that the reports be corrected to reflect the Port Management Committee. It was noted that the corrected reports would be provided for the May meeting.

Moved by: H. Cameron

Seconded by: S. Dillabough

That the Port Management Committee receives, accepts, and approves the Port of Johnstown's financial statement for the year ending on December 31, 2020, with the necessary wording changed from Board of Directors to Port Management Committee, as provided by MNP LLP chartered accountants.

Carried

e) Investments – GIC Maturing on May 6, 2021

Committee reviewed the report and discussed how the Port could reinvestment or leave the investment for 30 days until Port staff have had time to continue negotiations with the federal government.

Moved by: J. Hunter

Seconded by: H. Cameron

That the Port Management Committee directs the Port General Manager to ensure that the GIC be rolled over with Scotia Bank for 30 days and to bring the report back for further discussion during the May meeting.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion

There was a brief discussion to determine if Committee members could provide feedback to Port staff to compile into a chart to move along the Aquarium discussion at the next meeting. The Committee was cautioned on how emails could be seen and interpreted as furthering the business of

the Committee and Council. Members suggested that the discussion should take place in open session at a future meeting.

11. Chair's Report

The Mayor reported the following:

- Noted the importance of tracking investments to show financial progress

12. Question Period – None

13. Closed Session – None

14. Adjournment

Moved by: J. Hunter

Seconded by: H. Cameron

That the Committee meeting adjourns at 7:18 pm.

Carried

These minutes were approved by Port Management Committee this 19 day of May, 2021.

Chair

Clerk