



THE PORT OF JOHNSTOWN MANAGEMENT COMMITTEE

THE TOWNSHIP OF EDWARDSBURGH CARDINAL
Meeting of June 23, 2021 6:30 pm
Council Chambers, Municipal Office – Spencerville, Ont.
Or by Zoom: Contact the Township Office to Register
(613) 658-3055

AGENDA

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest & the General Nature Thereof
4. Delegations and Presentations
5. Minutes of the previous POJ Committee Meeting
 - Meeting May 19, 2021
6. Business Arising from Previous PMC Minutes (if any)
7. Discussion item
 - Aquatorium – Sponsorship/Donation
 - Port Lands purchase – Update
 - Agricultural Clean Technology Funding
 - Investments – Frank McAuley
8. Action/Information Items
 - a) Operation Manager's Report / Capital Report
 - b) General Manager's Report / Traffic Report
 - c) Health & Safety Report
 - d) Lease – Cargill Ltd
 - e) Hill and Knowlton – Agricultural Clean Technology Funding
 - f) Riverfront Paving Contract - Award
9. Approval of Disbursements – Port accounts
10. Council Inquiries or Notices of Motion
11. Chair's Report
12. Question Period
13. In Camera Session
14. Adjournment

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, MAY 19 , 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

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 –April 21, 2021

Moved by: J. Hunter

Seconded by: S. Dillabough

That Port Management Committee receives and approves the minutes of Port Management Committee meeting dated April 21, 2021.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items

a) Aquatarium – Sponsorship/Donation – Mayor's Letter

Committee reviewed the Mayor's draft letter to the Aquatarium and Members noted that the letter outlines that the Port's focus is on capital projects to improve the Port. Members noted that the letter makes the Aquatarium aware of the Port's position and priorities. It was noted that the Port could consider a contribution in a future budget, however, the current 2021 budget has already been approved by Committee.

Members noted that if the Port supported the contribution request, it could be approximately \$93,000 per year, over 4 years, instead of the original \$125,000 over 3 years. Members discussed the requested funding and if the Port should support such an ask. Members debated if the Aquatarium display would help promote Port business or only be useful to attract tourism. Members suggested that the Port could utilize some of the funds to hire a communications employee to promote the Port. Members suggested that the display may not accurately depict and promote the agricultural sector in Eastern Ontario. It was noted that the Port has an annual \$75,000 community capital grants program, where the Aquatarium could request funding, or the Port could consider donating between \$10,000 to \$30,000.

Members noted that Mr. Beatty will match any contribution/donation dollar for dollar. Members noted that the \$75,000 annual Port community capital grant program supports local organizations within the Township, however, supporting a regional approach to incorporate the Aquatarium could be considered.

Port staff noted that the Aquatarium contribution request is substantial, and that money could be utilized for future capital projects at the Port. Port staff noted their concern that the Aquatarium is expecting the Port to be their main donor for the project. It was suggested that the Port could communicate with various business associates that may be interested in sponsoring the project. Committee discussed the display concept and if it would be an accurate representation of the Port.

b) Port Lands Purchase – Appraisal/Next Steps

Committee reviewed the report and noted that the appraisal assumes that there are no environmental issues, however, the appraiser cautions the Port in many instances within the report about legal liability relating to the effect of environmental issues on the property. Members noted that the Port solicitor could draft the purchase and sale document to ensure that the purchaser would assume all liability and risks associated with property, specifically with respect to environmental impacts. There was consensus of Committee to direct Port staff to have the Port solicitor draft the purchase and sale agreement.

Committee discussed how the property can be sold. It was noted that in accordance with the policy, industrial land is exempt from the restrictions within the sale of surplus land policy and therefore can be sold privately. Members noted that other businesses may be interested in the property,

such as the local golf course and telecommunication companies to install new towers. There was a general discussion on potentially acquiring the services of Mr. Earle to advertise and sell the property.

Moved by: J. Hunter

Seconded by: S. Dillabough

That the Port Management Committee recommends that Council declare the parcel of property as surplus to the needs of the Township and Port.

Carried

Committee briefly debated if the property should be available and made public to the open market, or sell to the interested company. It was noted that the Port solicitor would draft the offer to ensure that the Township and Port would not be liable for any environmental risks.

Moved by: S. Dillabough

Seconded by: F. McAuley

That the Port Management Committee recommends that the property to be declared as surplus to the needs of the Township and Port be offered for sale, to the open market place, by public tender as the method of sale.

Carried

c) Port Community Capital Funding Signage

Committee reviewed the draft signage and there was consensus to include the words "a division of" between the logos for the Port of Johnstown and Township of Edwardsburgh Cardinal.

Committee briefly debated if the signage should indicate if the funding provided was "in full/in part". There was consensus to keep the "in full/in part" wording as currently outlined on the drafts.

d) Investments

Mr. McAuley and Port staff provided an overview of the current investment portfolio for the Port and outlined the types of investments, rates, and possible options. There was a brief discussion on how the Township and Port are restricted under the Municipal Act on how funds can be invested. Committee discussed how Port could contact LAS to discuss the investments. It was noted that Port staff will bring a report to the June meeting to further discuss the Port investments.

8. Action/Information Items

a) Operation Manager's Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: inventory, electrical maintenance, and the hiring of a second electrician.

Committee reviewed the capital report and there was a general discussion on the following projects: paving near waterfront dock, dock fenders, and hardware for the temperature monitoring system.

b) General Manager's Report – Traffic Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: monthly revenues versus year to date actuals, National Trade Corridors Funding loading spouts project status, project cargo, tree maintenance, and employee benefits costs. Committee reviewed the traffic report.

c) Health & Safety Report

Moved by: F. McAuley

Seconded by: J. Hunter

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

Carried

d) 2020 Auditor's Report

Committee reviewed the Auditor's report and inquired about the cost to have the annual audit completed by MNP LLP. It was noted that the cost is approximately \$12,000.00. It was noted that the Port is required to complete the audit and the information is then consolidated with the Township's financial statements.

Moved by: H. Cameron

Seconded by: S. Dillabough

That the Port Management Committee:

1. Receives, accepts and approves the auditor's report on the Port of Johnstown's financial statement as provided by MNP LP chartered accountants; and
2. Recommends that Council receives the auditor's report on the Port of Johnstown's financial statement as provided by MNP LLP chartered accountants.

Carried

e) Investments – GIC Maturing on June 7, 2021

Moved by: F. McAuley

Seconded by: H. Cameron

That the Port Management Committee approves the transfer of the Scotia Bank 30-day GIC maturing on the 7th of June, 2021 in the amount of \$2,092,006.32 to the Royal Bank operating account #100-118-9 in name of the Port of Johnstown and directs the Port General Manager to complete this transaction.

Carried

f) Lease Assignment Name Change – Salt Company

Moved by: J. Hunter

Seconded by: S. Dillabough

That the Port Management Committee recommends that:

1. Council approves the assignment of the current lease from K+S Windsor Salt Ltd to Windsor Salt Ltd effective April 16, 2021; and
2. The Mayor, Clerk and Port General Manager be authorized to execute and sign the attached lease assignment.

Carried

g) Dock Fenders

Committee reviewed the report and discussed the rising cost of lumber and how it has impacted the project cost. It was noted that if the Port were to complete the project in house, they may only be able to complete the replacement of 1-2 timbers per day, while Kehoe Marine Construction could likely complete the replacement of 5-10 per day. Members noted that the time saving would help offset the increased cost of the timbers. Committee briefly discussed the installation of the rubber fenders to help protect the docks and vessels. It was noted that a specific type of rubber is required to absorb the movements caused by the vessels rubbing against them when entering and exiting the dock.

Moved by: S. Dillabough

Seconded by: T. Deschamps

That the Port Management Committee:

1. Awards the new fender installation contract to Kehoe Marine Construction Ltd. For an amount of \$4,200.00 per day plus consumables at cost, plus 15% (excluding HST); and
2. That the overall project will not exceed the approved budget amount of \$300,000.00 (excluding HST); and
3. That the Port General Manager sign the contract with Kehoe Marine Construction Ltd on behalf of the Township.

Carried

h) Termination of Operating Agreement with the Federal Government

Moved by: J. Hunter
Seconded by: H. Cameron

That the Port Management Committee recommends that:

1. Council approves the operating agreement between the Township of Edwardsburgh Cardinal and Transport Canada; and
2. Authorize the Township's CAO to sign the document on behalf of the Township/Port.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: H. Cameron
Seconded by: J. Hunter

That Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report – None

12. Question Period – None

13. Closed Session

Moved by: J. Hunter
Seconded by: T. Deschamps

That Committee proceeds into closed session at 8:46 p.m. in order to address a matter pertaining:

- A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Availability of lands that the Port may be interested in purchasing and Minutes of Closed Session dated March 17, 2021.

Carried

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.

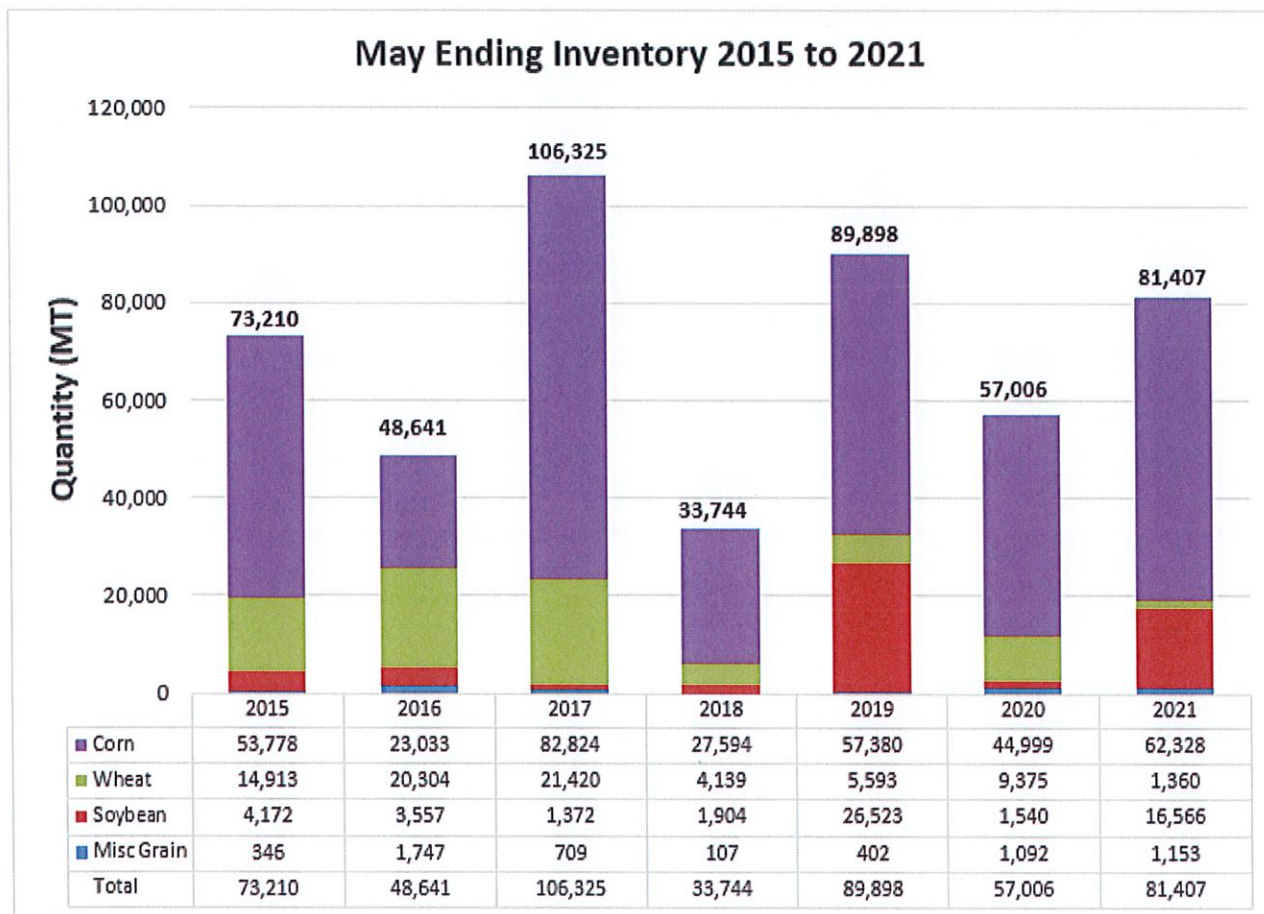
Chair

Clerk

OPERATIONS REPORT

May 2021

Overall grain inventory for the month of May ended at 81,407 MT. This places the inventory level 24,401 MT higher than the previous month.



Summary of traffic for May:

- Received a total of 30 MT of grain in May via truck.
- Shipped a total of 16,684 MT of grain in the month
 - 16,492 MT by truck
 - 192 MT to the mill

The Port was open on Saturday May 22nd and again on May 29th to ship corn to a local processor.

The MV Acadia Desgagnes was loaded with 8,568 MT of corn on June 4th. This was the first vessel loaded using the new spouts. The vessel loading did take a little longer than usual but, this was expected as adjustments had to be made on the conveyor belts in order to run them at full capacity. Overall, the loading system performed as expected and was considered successful.

Work on the loading spout project is nearing completion. There are some minor adjustments to make with the system which are now underway. The new fenders have arrived and are currently being installed by Kehoe Marine (sub-contractor for FWS). The fenders are the last major portion of the project.

Work in the maintenance area during the month included the following:

- Conducted monthly Premise Inspection as per GMP requirements.
- Monthly servicing of air compressor.
- Replaced annex bin #4 sweep auger gearbox.
- Install new crosscut sampler divider for #3 marine lofter.
- Continue sealing air leaks in dust system duct work.
- Replace grain sampling section at the exit of GSI grain dryer.
- Completed fabrication of concrete anchor bolts (200) in preparation for wooden dock fender replacement.
- Annual lubrication of rotating equipment has begun.
- Annual replacement of dust system socks was completed.
- Weekly and monthly dust system inspections and maintenance.

Work in the electrical area included the following:

- Completed conduit relocate in the locations of the new loading spouts.
- Installed a new electrical feed to bin floor lighting panel E.
- Begin this year's phase of bin temperature monitoring upgrades.
- Complete installation of additional lighting on the Rail scale floor.
- Annual inspection and cleaning of GSI grain dryer burner.
- Reinstall electrical conduit and lighting in the area of grain sample collection points in the marine gallery.
- Begin replacement of rail scale PLC's.

Contractors

- QBM had a crew of 4 here to make 2 conveyor belt repairs. They replaced an 80' section of #7 conveyor belt. The new section of belt was installed with hot vulcanized splices rather than the mechanical fasteners which we typically use. They also corrected the tracking of conveyor #4.
- JJ Construction replaced flooring and painted the walls in the CGC office in the marine gallery.
- Upper Canada HVAC serviced the ductless AC unit at annex office.

Update to June 18, 2021

Electrical Savings (Moving to Class A Program)

Period Covered	GA Class A	GA Class B	Savings
YTD 2020	\$ 82,916	\$ 295,088	\$ 212,172
YTD 2021	\$ 28,661	\$ 69,094	\$ 40,433
Total			\$ 252,605

As of July 2020 our new Peak Demand Factor is 0.00000651.

Month	Provincial G.A. \$	Port G.A.	Consumption KWH	Demand KW
May-21	947,837,104	6,170	132,534	847.60

2021 CAPITAL BUDGET

June 23, 2021 Port Meeting

	Capital Spending	2021 Budget Amount	Actual	Status	Est. Completion
1	Paving Projects	\$ 450,000	\$ 18,975.00	Recommend Award	2nd Qtr
2	Rail Repair	\$ 50,000			3rd Qtr
3	New Grain Building	\$ 50,000			3rd Qtr
4	Loading Spouts	\$ 6,890,301	\$ 5,268,841.87	in progress	2nd Qtr
5	New Conveyor belt for basement	\$ 75,000		belt on order	3rd Qtr
6	Dust system	\$ 60,000	\$ 696.00		4th Qtr
7	New Natural Gas generator	\$ 300,000		getting quotes	3rd Qtr
8	Security cameras/fencing	\$ 45,000			3rd Qtr
9	New tooling for cleaning the tops of bins	\$ 7,500			3rd Qtr
10	New motors/dividers for two grain samplers - QC	\$ 40,000	\$ 32,212.00	in progress	2nd Qtr
11	Connect #5 scale to bin 601	\$ 25,000		getting quotes	3rd Qtr
12	New protein analyzer for grain grading	\$ 49,500		unit has been received	2nd Qtr
13	Additional hardware for temperature monitoring system	\$ 45,000	\$ 32,307.78	in progress	2nd Qtr
14	Air conditioning unit for general foreman/scale room	\$ 16,000	\$ 7,895.00	Complete	2nd Qtr
15	Lifter belt for marine lofters (#3 lifter)	\$ 30,000	\$ 24,446.73	belt on order	3rd Qtr
16	Dock Fenders	\$ 300,000	\$ 27,940.52	Action item approved	2nd Qtr
17	Repairs to concrete floor at #6 Receiving Pit	\$ 50,000			3rd Qtr
	Total Capital Budget 2021	\$ 8,483,301	\$ 5,413,314.90		

General Managers Report – June 23, 2021

Finances– Month Ending: May 31, 2021

Summary: The port finished the month with revenues of 420k which exceeds budget by 35k. Grain Services continues to stay strong this month finishing 54k higher than 2020. Harbour services remains steady with continued salt movement along with aggregate, calcium chloride and project cargo.

The port was able to keep expenses under budget and finish the month with a surplus of \$84k as compared to a budgeted loss of (\$25k).

The port is looking towards a positive end to the 2nd quarter with storage staying at a higher level than 2020, harbour activity continuing to take place, the shipment of our first grain vessel, along with anticipated non-gmo corn movement.

The port has transferred \$330,525 (\$325,525+ \$5,000) to the township as of the end of May towards their 2021 payment of \$793,261 (\$781,261k + 12k)

Actuals/Budget/Previous Year

Month Ending: May 31, 2021			
	May 2021 Actual	May 2021 Budget	May 2020 Actual
Revenue	\$ 419,821	\$ 385,000	\$ 443,873
Expenses	\$ 336,218	\$ 410,000	\$ 335,456
Surplus/Deficit	\$ 83,603	\$ (25,000)	\$ 108,416
Year to Date – May 31, 2021			
	YTD 2021 Actual	YTD 2021 Budget	YTD 2020 Actual
Revenue	\$ 1,788,779	\$ 1,760,000	\$ 1,739,690
Expenses	\$ 1,604,477	\$ 1,785,000	\$ 1,643,299
Surplus	\$ 184,302	\$ (25,000)	\$ 96,391

Receivables

The port's receivables are in good shape with outstanding invoices 30 days and under.

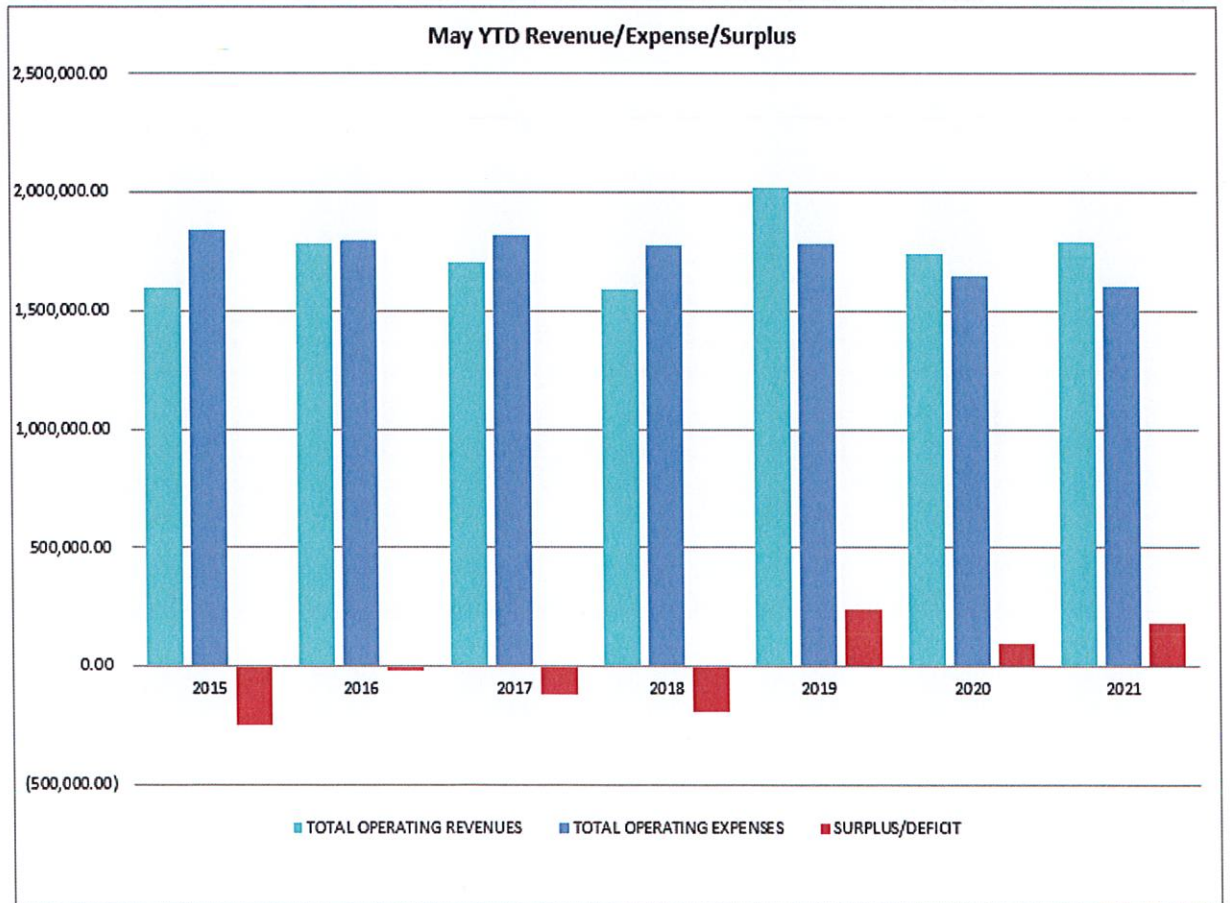
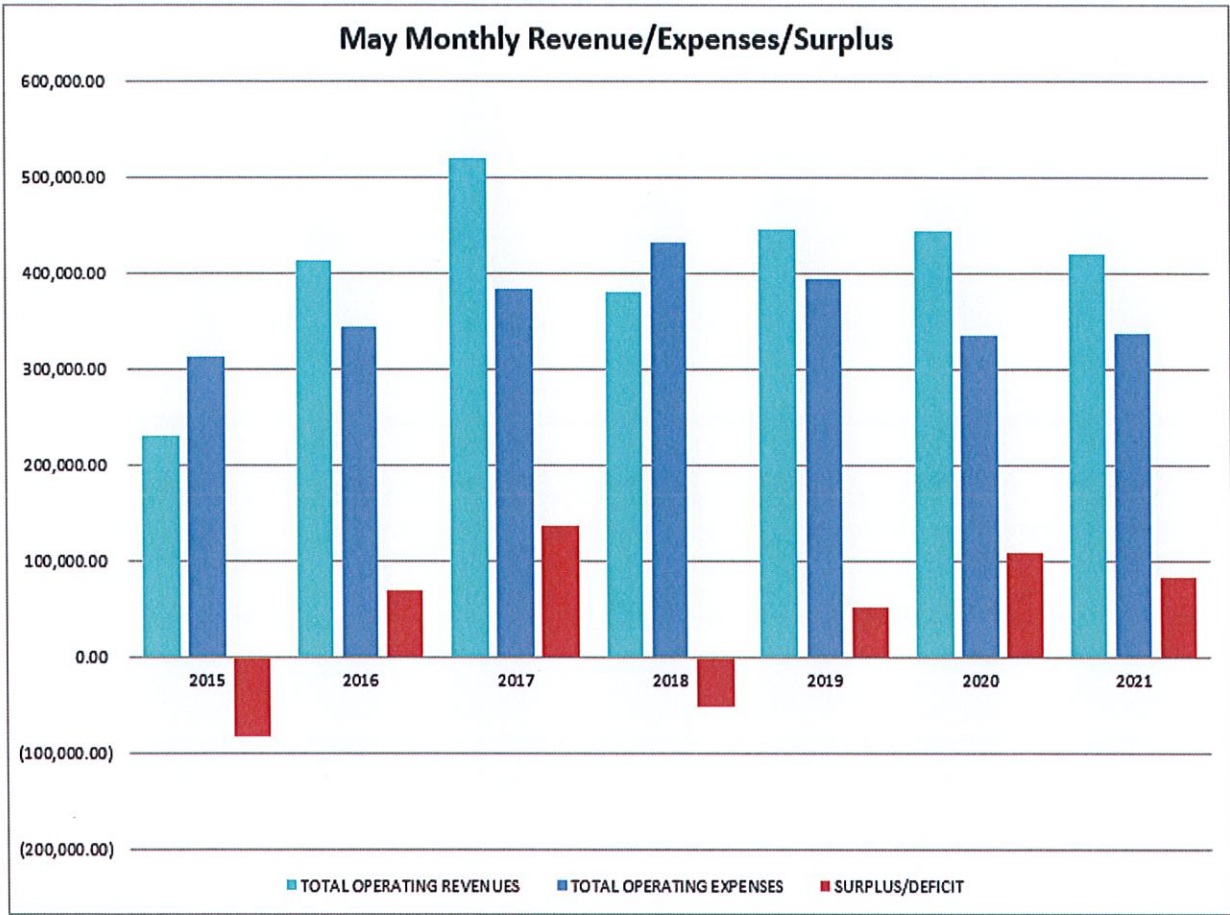
Cash on Hand: \$3,506,926

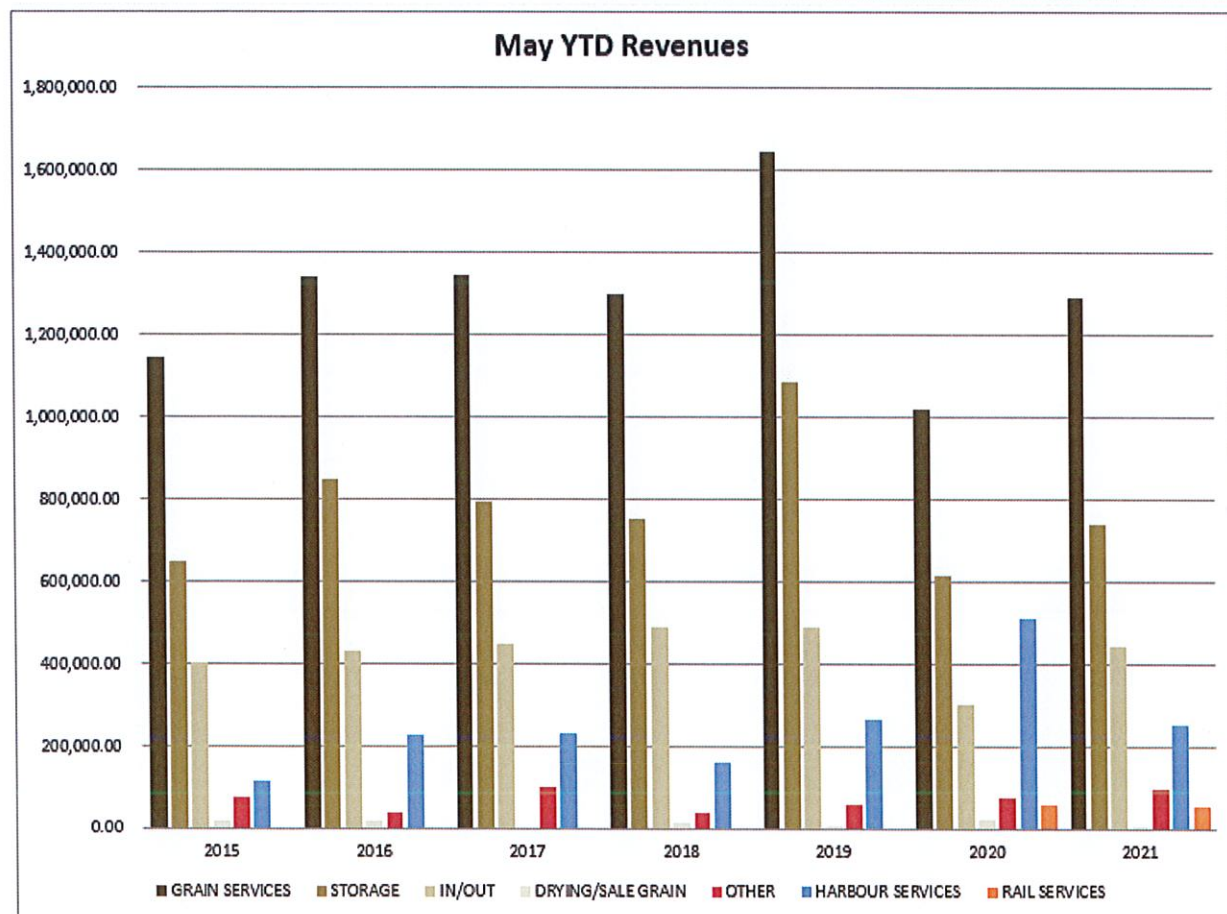
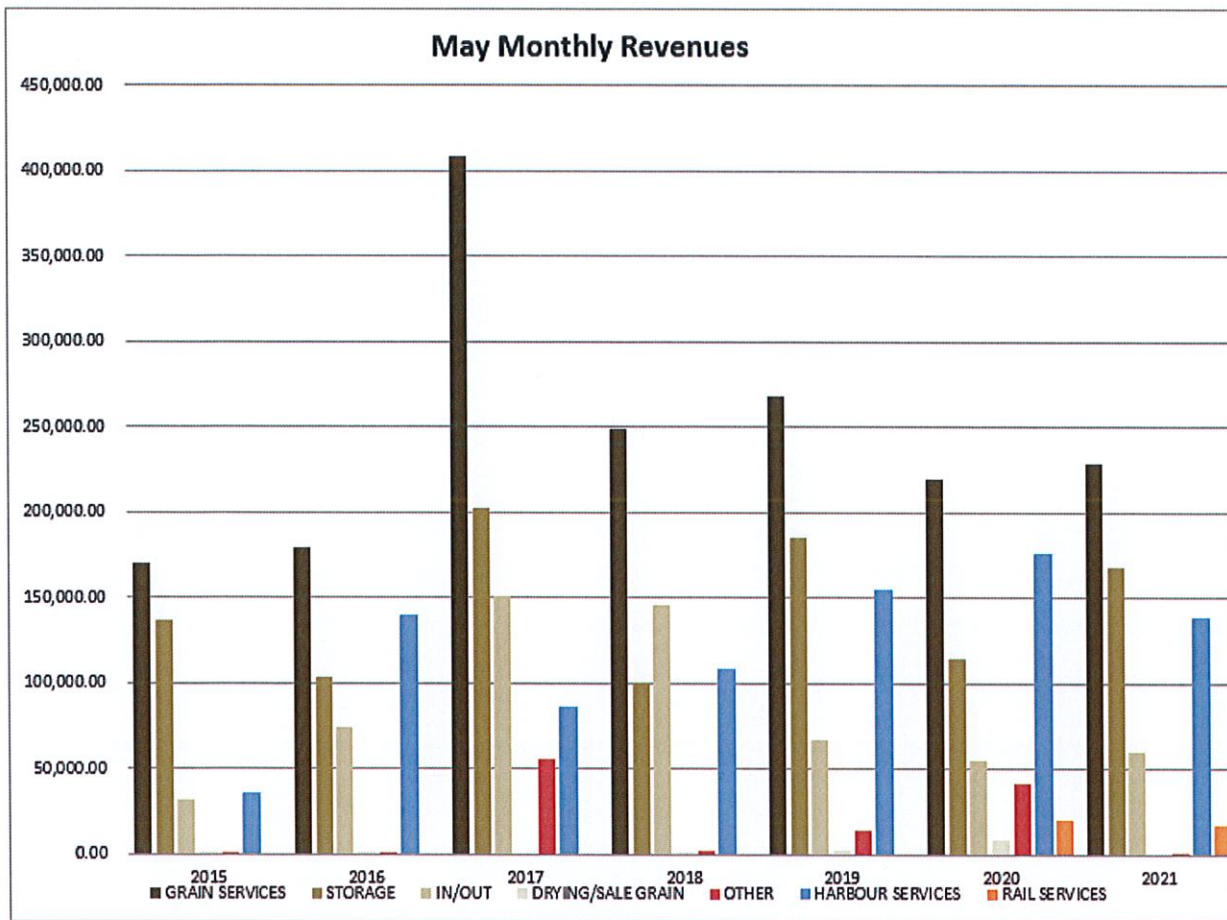
Accounts Receivable: \$755,148

Accounts Payable: \$761,642

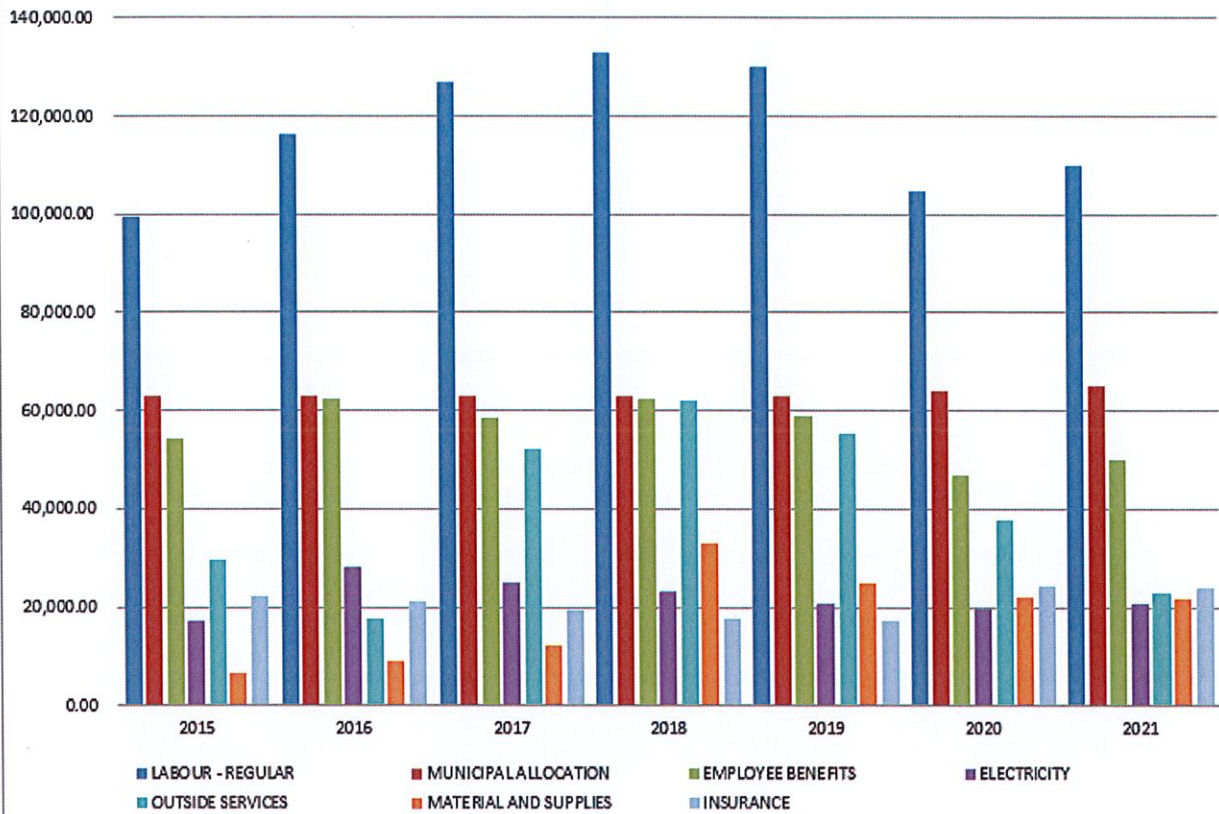
Business Report

- Met with Mayor to discuss parcel of land included in lawyers search on registration title.
- Prepared presentation for virtual tour of the Port of Johnstown as was requested from Agriculture and Agri-food Canada as part of the government's announcement of the Agricultural Clean Technology Program. Prepared action item for hiring consultant Hill and Knowlton.
- Riverfront Paving Project – Conducted Site meeting on June 11, project closed on June 18 – prepared action item for award.
- Received 45 applications for administrative assistant. Review was completed with Office Manager and selected 8 candidates. Interviews began this week.
- Held discussion with Frank McAuley and One Investment representative to discuss Port Investments.
- Expecting two more salt vessels in June and have requested no salt vessels arrive for July/August due to upcoming Riverfront paving project. This will not reduce any salt arriving at the port.
- Received CGC Grain Elevator License – Good through to June 30, 2022.

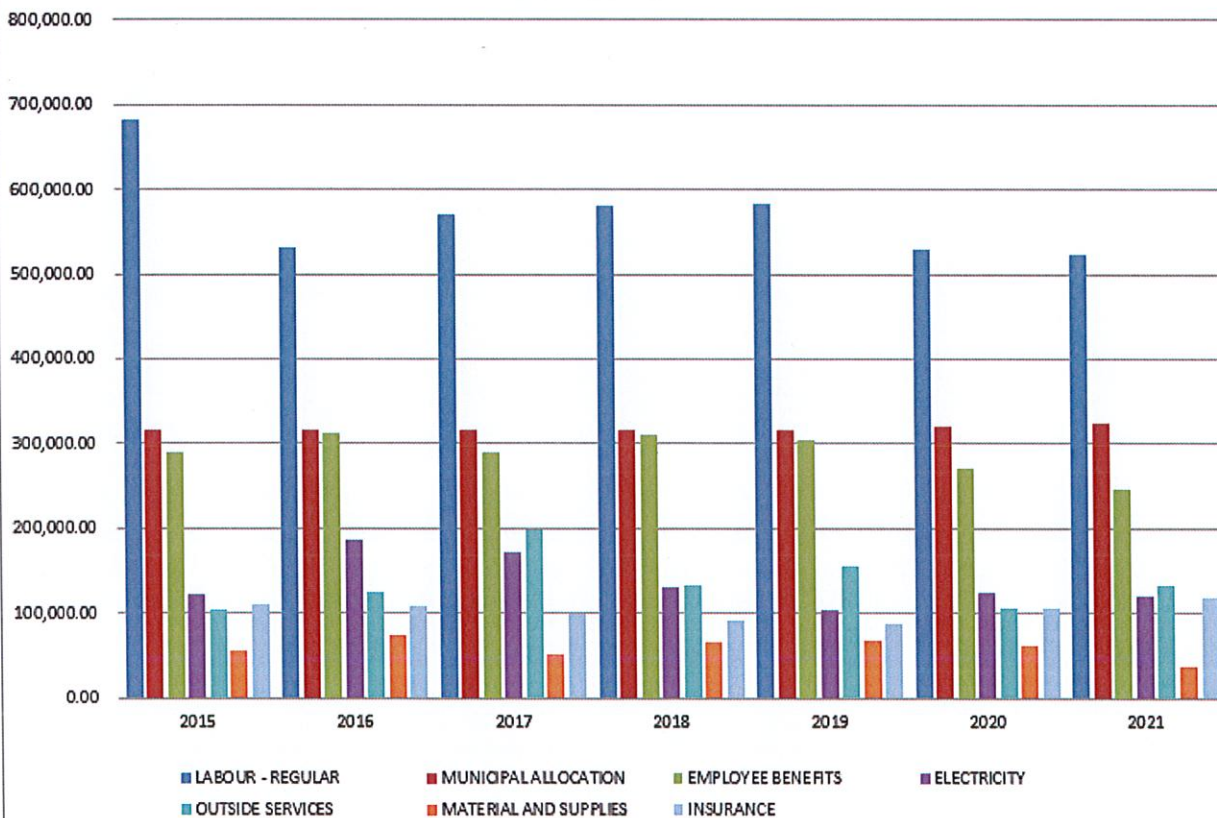




May Monthly Expenses



May YTD Expenses



PORT OF JOHNSTOWN - YEAR TO DATE REPORT

Month Ending: May 31, 2021

GRAIN TERMINAL REPORT

ELEVATOR TRAFFIC	INWARD	OUTWARD	TOTAL	PREVIOUS YEAR
SHIP	24,963		24,963	
RAIL	-	-	-	
TRUCK	33,479	49,079	82,558	71,273
MILL	-	930	930	242
TOTAL	58,442	50,009	108,451	71,515
TOTAL INVENTORY AT ELEVATOR (TONNES)			81,407	57,007

HARBOUR TERMINAL REPORT

WHARF TRAFFIC		INWARD	OUTWARD	TOTAL	PREVIOUS YEAR
GRAIN	OVERSEAS			-	
	DOMESTIC	24,926		24,926	
SALT	RAIL			-	
	SHIP	95,700		95,700	134,414
AGGREGATE/WHITE STONE			36,356	36,356	
LIQUID BULK		5,850	-	5,850	
TOTAL		126,476	36,356	162,832	134,414.07
PROJECT CARGO		22	-	22	
BREAKBULK		2,005		2,005	

SHIPS AT BERTH

	MISC	UNLOADING	LOADING	TOTAL	PREVIOUS YEAR
FOREIGN		3		3	
DOMESTIC		5	2	7	5
TOTAL	0	8	2	10	5

LABOUR REPORT

CATEGORY	CURRENT YEAR		PREVIOUS YEAR	
	MONTH	YEAR	MONTH	YEAR
LABOUR HOURS (OPER.)	2,279	10,588	2,025	10,149

QUALITY REPORT

		1	2	3	4	5	6	7
CGC RATING	CURRENT YR	FEB - AAA	APR-AAA					
	PREVIOUS YEAR	FEB - AA	MAY - AA	JULY - A	SEPT-AA	OCT-B	NOV-AAA	DEC-A

RECORDABLE INCIDENTS/INJURIES

	LOST WORK	RESTRICTED WORK	MEDICAL TREATMENT	TOTAL RECORDABLES	FIRST AID	NEAR MISS	LEARNING EVENT
2021	0	0	0	0	0	0	0
2020	1	0	3	3	1	1	3
2019	1	1	0	2	2	1	3
2018	1	0	1	2	1	1	2
2017	1	3	0	4	2	1	6
2016	0	1	1	2	2	7	10

June 11, 2021

Memo to: Mr. Robert Dalley, General Manager
From: Mr. John McGeough, P.Eng.

Re: Port of Johnstown Health, Safety, & Environmental Activity Report

The following health, safety, and environmental activities were conducted by Prevention and Regulatory Solutions Ltd. during 2 days of support from May 15 until June 11, 2021.

- Arranged for rental instrument and conducted on-site respirator fit testing for all employees who may wear the new style and supply of 3M 9205+ respirators (made in Brockville). Sent all personnel test reports to Port Office Manager for filing.
- Completed development of a draft employee training program supporting the new Harassment & Violence policy.

Port of Johnstown – Action Item

Committee: Port of Johnstown Management Committee

Date: June 23, 2021

Division: Port of Johnstown

Topic: Salt Storage lease

Purpose: To authorize and execute a lease for the storage of salt at the Port of Johnstown with Cargill Ltd.

Background: Currently the Port receives and stores salt for various salt owners. The practice of receiving salt and storing at the port began in 1967.

Cargill Ltd. has requested a guaranteed storage of 20,000 metric tons of salt. Port staff has determined that the port can accommodate this amount.

The term of the Cargill Ltd. agreement is for 1 year with no option to renew. The lease is the same as our long term salt lease and has been vetted by legal.

Financial: The port will receive a guaranteed storage fee of \$20,000 (\$1.00 per metric ton) payable in monthly installments of \$1,666.67 plus Hst.

Policy: As the lease is only one year, it can be approved by the Port Management Committee.

Recommendations:

- That the Port Management Committee approves a storage lease with Cargill Ltd. for a duration of 1 year with no option to renew.
- That the Mayor, Clerk and General Manager of the port, execute the lease agreement once approved by the Port Management Committee.

Robert Dalley

General Manager, Port of Johnstown

Port of Johnstown – Action Item

Committee: Port of Johnstown Management Committee

Date: June 23, 2021

Division: Port of Johnstown

Topic: Agricultural Clean Technology Program – Adoption Stream

Purpose: To authorize an upper limit of \$15,000 plus HST to secure professional services to help with the Project Application for the Agricultural Clean Technology program.

Background: The Port of Johnstown has applied for funding to Agriculture and Agri-Food Canada's "Agriculture Clean Technology Program". The program is divided into two funding streams as outlined in the attached communication paper that was sent to the Port Management Committee on June 16, 2021. The Port is applying for funding for grain drying which is covered under the Adoption Stream. The program was opened on June 17, 2021 and extends to 2026 with \$50 million dollars allocated to the Adoption stream which is specifically set up for grain dryers. There are two parts to the application process.

1. Project Summary Form – This is a 3-page application project summary form to demonstrate your interest in receiving funding from the program. It basically outlines what area of the program that you are applying under and the estimated cost of the project. Applications were open for submission on June 17, 2021, and the Port of Johnstown sent in their application on June 21, 2021. **If the government accepts your project summary, you move on to the next part of the process.** This is similar to the NTCF "Expression of Interest".
2. Project Application Form – This is an in-depth breakdown of the project and includes:

Work Plan, Budget, Business Plan, Financial statements, Cert. of Incorporation, Letters of financial support, project endorsement letters/letters of support.

The port would like to enlist the services of Hill and Knowlton to set up key stakeholder meetings to ensure our project generates as much attention as possible. We have used this company twice in the past for securing funding and were successful both times.

This funding is under continuous call and is only available while the money is there, therefore there is no time to send out RFPs and advertise for the professional expertise required, consequently, we are single sourcing for this work.

Policy Implications: As this was not budgeted for, this requires approval from both the committee and council.

Financial Considerations: The port is requesting an upper limit of \$15,000, plus HST to secure the professional expertise required to prepare and submit the comprehensive business proposal.

Recommendations:

That the Port Management Committee recommends that council approves an upper limit of \$15,000 be allotted to secure the professional services required to help with the Comprehensive Project Application Form submission under the Agricultural Clean Technology Program – Adoption Stream.

That the Port Management Committee recommend that council approve this spending only if the port is successful in its Project Summary application on June 21, 2021.

Robert Dalley General Manager,

Port of Johnstown

**Township of Edwardsburgh/Cardinal
Action Item**

Committee: Port Management

Date: June 23, 2021

Division: Port of Johnstown

Topic: Dock Pavement Rehabilitation Project # 320-001

Purpose: To award a contract for the paving of the Riverfront Dock

Background: The Riverfront dock was paved in 2014 and since this time there has been major consolidation of the soils and stone underneath the paving. In October of 2017, Gem Tec Engineering, based out of Ottawa, were hired to conduct an investigation into the settlement issue and present their findings and recommendations. This was presented to the Port Management Committee at the November 22, 2017, meeting. I have included a portion of the minutes from that meeting as it was a previous council that was in office at the time. The current mayor and public appointed representatives were present for that meeting. I have included a portion of the minutes taken from that meeting.

Geotechnical Assessment of New Riverfront Dock – GEMTEC and Steve Housemen

Mr. Housemen provided Committee with a historical overview of the Port construction and how he has been monitoring the riverfront dock over the past couple of years for settlement and depressions in the asphalt. Mr. Housemen noted that there is currently 16-18 inches of settlement in specific depression areas that are a result of where stockpiles sat for long periods of time.

The Port of Johnstown hired GEMTEC through an RFP to perform a geotechnical assessment of the riverfront dock and provide a new construction timeline to repair the settlement and asphalt concerns. Mr. Bourque with GEMTEC presented the Committee with a PowerPoint presentation which outlined the scope of work, the geotechnical assessment program, construction timeline, explanation of original riverfront dock design, the investigation and stability results, recommended dock usage and future maintenance. Mr. Bourque explained the original design from the 2011 construction and how the geotechnical assessment and stability investigation further clarified why the dock is now experiencing settlement and depression areas.

Committee discussed the bore test holes and how the majority of original support cells did not hit the till layer. Members commented on the rock fill/mud mixture from the original design and how it did not settle the way that it was expected. There was a general discussion with respect to sliding resistance and load stability, specifically as to location and height of salt piles. It was noted that next year the stock piles will be moved to different areas and monitored to see if it will assist in stopping the creep by adding more weight to new areas.

Committee enquired as to the total estimated cost of the project with GEMTEC and how this will help the life cycle of the riverfront dock. Staff noted that the total project, over the course of a few years, will be approximately \$2.4 million. It was noted that if GEMTEC can correct the areas of concerns, the dock should have an approximate 20-year life cycle. Mr. Bourque noted that the full project is expected to take 2 years to complete.

Committee thanked Mr. Housemen and Mr. Bourque for the information and presentation.

Since the original assessment the port has engaged Ron Jason Surveying to provide annual elevation readings of the dock which were sent to Gem Tec analysis. Gem Tec is the design engineer and quality assurance for the project.

Scope of work:

Surface Preparation, edge saw cutting, full dept reclamation of existing asphalt, grading and compaction. Two layers of paving includes new hot mix asphalt 60mm of Superpave Traffic Level D with PG 64-34 asphalt cement. Base 60mm followed by a surface course of 40mm.

Policy Implications: Township Procurement Policy to be followed. This item is over \$50,000 and must be approved by the Port Management Committee

Financial Considerations: There were 6 bids received. One bid was rejected as the company was not at the mandatory site meeting. This is a unit price contract, and the total bids are based on the estimated aggregate and paving material required and do not include HST.

Tomlinson	\$329,057.00 - rejected
Blair Asphalt	\$319,248.40
Ottawa D Squared	\$276,561.80
Brenning Const.	\$316,900.30
Aecon	\$316,000.20
Coco Paving	\$343,709.55

Recommendations:

That the Port Management Committee awards the Dock Pavement Rehabilitation contract #320-001 to Ottawa D Squared Construction Ltd in the amount of \$276,561.80 excluding HST with a contingency of 15% for potential overages incurred.

That the Port Manager does not exceed the 2021 approved budget amount of \$450,000 (excl. HST).

That the Port Manager and Mayor execute the contract on behalf of the Township.

Robert Dalley
General Manager
Port of Johnstown

June 1, 2021

File: 100712.001-REV01

Port of Johnstown
3035 County Road 2
Johnstown, Ontario
K0E 1T1

Attention: Robert Dalley, General Manager

**Re: Summary of Yard Settlements 2014 to 2021
Port of Johnstown, Johnstown, Ontario**

INTRODUCTION

As requested, GEMTEC Consulting Engineers and Scientists Limited (GEMTEC) processed the April/May 2021 topographic survey data from Meldrum Jason Surveyors (formerly Ron M. Jason Surveying Ltd). The April/May 2021 data was compared to the 2020, 2018, 2017 and 2014 surveys presented on attached Figures:

- Figure 1: Settlement between 2021 and 2020
- Figure 2: Settlement between 2021 and 2018
- Figure 3: Settlement between 2021 and 2017
- Figure 4: Settlement between 2021 and 2014
- Figure 6: Settlement between 2021 and 2017

The minor and major contour lines on the attached Figures 1 and 2 are 50 and 100 millimetre elevation increments, respectively.

Three (3) cross sections of the yard showing ground profiles from 2014, 2017, 2018, 2020 and 2021 are presented in attached Figure 7.

SUMMARY OF YARD SETTLEMENTS

Between April 2020 and April/May 2021 the majority of the site settled between 0 and 40 millimetres. It should be noted that the April 2021 survey data provided contained a number of vertical anomalies and has been filtered as such. GEMTEC contacted Meldrum Jason Surveyors to discuss these anomalies, and they did not have an explanation to why these anomalies were present in their survey data. These anomalous areas were resurveyed in May 2021 and combined with the April 2021 survey data.

The largest settlements measured in the last year (April 2020 to April/May 2021) are summarized below and presented in attached Figure 1:

- Area A1/A2 (20 to 100 millimetres)
- Area behind A2 (50 to 80 millimetres)
- Area A3 (80 millimetres)
- Area A4 (35 millimetres)
- Area A5 (100 to 250 millimetres)
- Area between B1 and B2 (25 to 75 millimetres)

Since paving in 2014, the yard has experienced maximum settlements in excess of 600 millimetres as shown in attached Figure 4. A summary of the maximum settlements measured in the loaded areas is presented below:

- Area A1 = 600 millimetres
- Area A2 = 630 millimetres
- Area A3 = 400 millimetres
- Area A4 = 450 millimetres
- Area A5 = 540 millimetres
- Area B2 = 540 millimetres


Cross sections presented in attached Figure 7 show that most of the settlements occurred between 2014 and 2017, with isolated high points being flattened out in the 2020 survey. Between 2020 and 2021, the measured settlements are generally less than 15 millimetres.

DISCUSSION AND RECOMMENDATIONS

The majority of the settlement in the yard has slowed down in the past year and is generally behaving as predicted with a few anomalies, which may be related to survey errors, and/or filling in low areas in the yard between surveys.

It is understood that a portion of the RFD yard (Areas A1, A2 and A3) will be re-paved in 2021. It should be noted that these areas will continue to experience creep settlements, in the order of 75 millimetres \pm , but it is our opinion that the major settlements should now be complete with the exception of a few anomalies.

We trust that our 2021 settlement summary letter is suitable for your current purposes. Do not hesitate to contact the undersigned if you have any questions or require clarification.



Serge Bourque, M.Sc.E., P.Eng.
VP Operations Atlantic East

Enclosures
N:\Projects\100700\100712.001\Deliverables\100712.001_LTR01_REV1_(2021 Settlement Summary)_2021-06-01.docx

Plotted: May 31, 2021 09:59 AM - By: ANDREW DEMERCHANT - File: n:\projects\100712001\drafting\sheets\10071200101-settlement2021.dwg



Elevations Table				
Number	Min.	Max.	Color	Area
1	-0.65	-0.60		0.00
2	-0.60	-0.54		0.00
3	-0.54	-0.49		0.00
4	-0.49	-0.44		0.00
5	-0.44	-0.38		0.00
6	-0.38	-0.33		0.00
7	-0.33	-0.28		0.00
8	-0.28	-0.22		76.01
9	-0.22	-0.17		245.01
10	-0.17	-0.12		396.91
11	-0.12	-0.06		2212.15
12	-0.06	0.00		23525.37
13	0.00	0.04		24629.90
14	0.04	0.10		5241.87
15	0.10	0.15		617.14
16	0.15	0.20		90.43
17	0.20	0.26		51.37
18	0.26	0.31		51.37

- NOTES:
- 2020 survey data from Ron M. Jason Surveying Ltd. drawing 20-15-09-3 (survey file 20-10-09).
 - 2021 (April and May) survey data from Ron M. Jason Surveying Ltd.
 - Cell locations from Portha drawing M7 PTPE2010-04-20.
 - July 3 2018 aerial photo from Google Earth.

Drawn By	AGSD	Checked By	SB
Calculations By		Checked By	

Date
MAY, 2021

Project
PORT OF JOHNSTOWN

Drawing
PLAN SHOWING SALT PAD LOCATIONS AND SETTLEMENT BETWEEN 2021 AND 2020

Scale
1:2000
0 40 80 120m

File No. 10071200101	Drawing FIGURE 1	Revision No. 1
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Plotted: May 31, 2021 09:59 AM - By: ANDREW DEMERCHANT - File: n:\projects\100712001\drafting\sheets\10071200101-settlement2021.dwg



Elevations Table				
Number	Min.	Max.	Color	Area
1	-0.65	-0.60		0.00
2	-0.60	-0.54		0.00
3	-0.54	-0.49		0.00
4	-0.49	-0.44		0.00
5	-0.44	-0.38		0.00
6	-0.38	-0.33		0.00
7	-0.33	-0.28		266.16
8	-0.28	-0.22		467.69
9	-0.22	-0.17		1029.77
10	-0.17	-0.12		2351.08
11	-0.12	-0.06		7029.55
12	-0.06	0.00		29341.59
13	0.00	0.04		13779.06
14	0.04	0.10		2034.75
15	0.10	0.15		271.76
16	0.15	0.20		116.38
17	0.20	0.26		21.24
18	0.26	0.31		5.39

NOTES:

1. 2018 survey data from Ron M. Jason Surveying Ltd.
2. 2021 (April and May) survey data from Ron M. Jason Surveying Ltd.
3. Cell locations from Portha drawing M7 PTPE2010-04-20.
4. July 3 2018 aerial photo from Google Earth.

Drawn By	AGSD	Checked By	SB
Calculations By		Checked By	

Date	MAY, 2021
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Project	PORT OF JOHNSTOWN
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Drawing	PLAN SHOWING SALT PAD LOCATIONS AND SETTLEMENT BETWEEN 2021 AND 2018
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Scale	1:2000

File No.	Drawing	Revision No.
10071200101	FIGURE 2	1





Elevations Table				
Number	Min.	Max.	Color	Area
1	-0.65	-0.60		0.00
2	-0.60	-0.54		0.00
3	-0.54	-0.49		0.00
4	-0.49	-0.44		0.00
5	-0.44	-0.38		0.00
6	-0.38	-0.33		88.63
7	-0.33	-0.28		637.45
8	-0.28	-0.22		1558.77
9	-0.22	-0.17		2637.67
10	-0.17	-0.12		4279.97
11	-0.12	-0.06		9479.36
12	-0.06	0.00		35551.64
13	0.00	0.04		4803.00
14	0.04	0.10		136.06
15	0.10	0.15		34.33
16	0.15	0.20		9.73
17	0.20	0.26		8.78
18	0.26	0.31		6.60

NOTES:

1. 2017 survey data from Ron M. Jason Surveying Ltd. drawing 17-15-28.
2. 2021 (April and May) survey data from Ron M. Jason Surveying Ltd.
3. Cell locations from Portha drawing M7 PTPE2010-04-20.
4. July 3 2018 aerial photo from Google Earth.

Drawn By	AGSD	Checked By	SB
Calculations By		Checked By	

Date
MAY, 2021

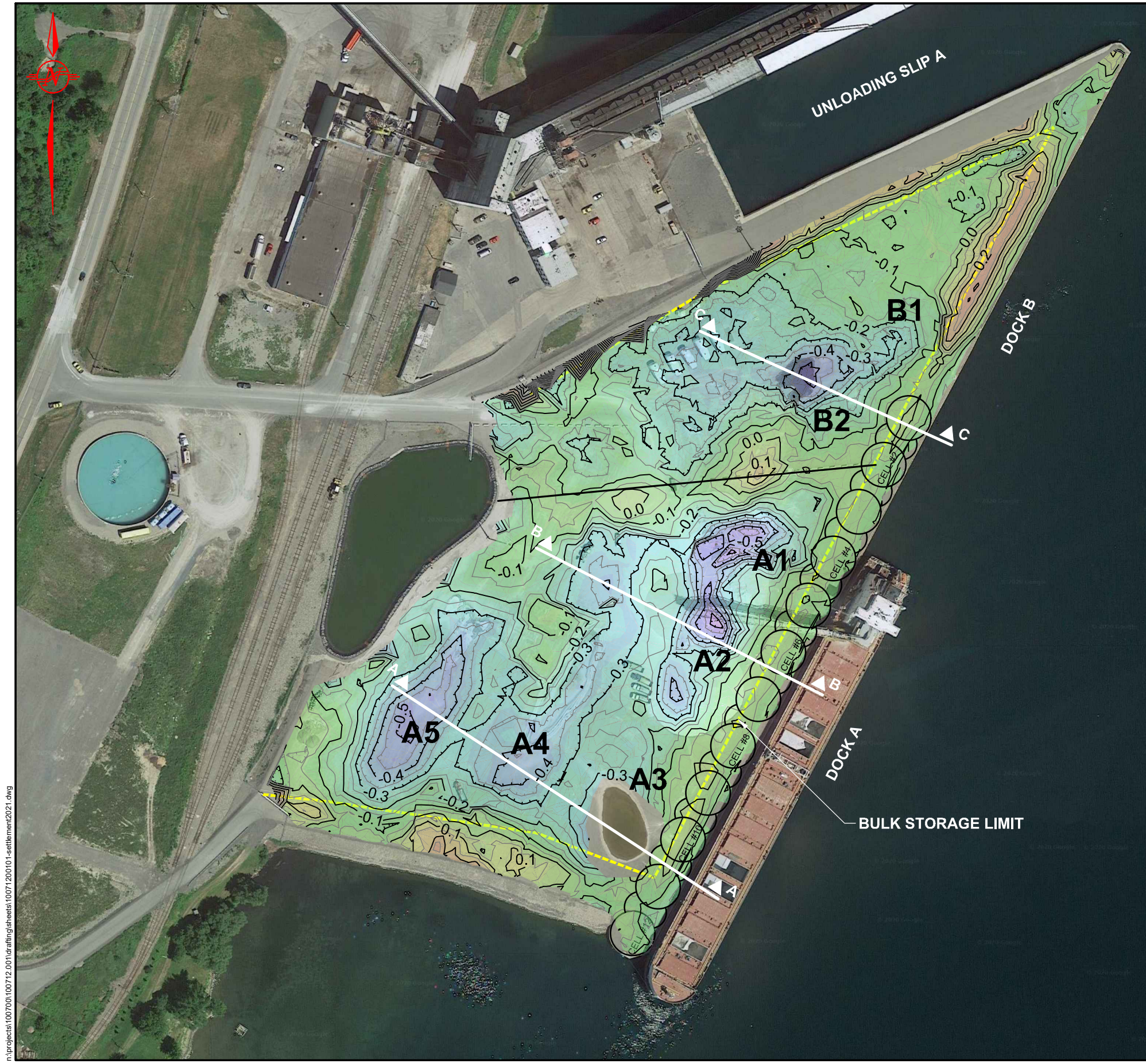
Project
PORT OF JOHNSTOWN

Drawing
PLAN SHOWING SALT PAD
LOCATIONS AND SETTLEMENT
BETWEEN 2021 AND 2017

Scale
1:2000
0 40 80 120m

File No.	Drawing	Revision No.
10071200101	FIGURE 3	1





Elevations Table				
Number	Min.	Max.	Color	Area
1	-0.65	-0.60		24.71
2	-0.60	-0.54		157.14
3	-0.54	-0.49		566.07
4	-0.49	-0.44		1151.77
5	-0.44	-0.38		2083.23
6	-0.38	-0.33		4088.03
7	-0.33	-0.28		6263.26
8	-0.28	-0.22		7605.40
9	-0.22	-0.17		5504.95
10	-0.17	-0.12		6718.28
11	-0.12	-0.06		9859.89
12	-0.06	0.00		7409.56
13	0.00	0.04		1734.74
14	0.04	0.10		1519.59
15	0.10	0.15		902.87
16	0.15	0.20		788.28
17	0.20	0.26		587.21
18	0.26	0.31		263.14

NOTES:

1. 2021 (April and May) survey data from Ron M. Jason Surveying Ltd.
2. As-built from 2014 survey data from Ron M. Jason Surveying Ltd. drawing 14-15-17 and raised by 0.1m for pavement structure.
3. Cell locations from Portha drawing M7 PTPE2010-04-20.
4. July 3 2018 aerial photo from Google Earth.

Drawn By	Checked By
AGSD	SB
Calculations By	Checked By

Date
MAY, 2021

Project
PORT OF JOHNSTOWN

Drawing
PLAN SHOWING SALT PAD
LOCATIONS AND SETTLEMENT
BETWEEN 2021 AND 2014

Scale
1:2000
0 40 80 120m

File No.	Drawing	Revision No.
10071200101	FIGURE 4	1





NOTES:

1. Cell locations from Portha drawing M7 PTPE2010-04-20.
2. July 3 2018 aerial photo from Google Earth.

Drawn By	AGSD	Checked By	SB
Calculations By		Checked By	

Date	MAY, 2021
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Project	PORT OF JOHNSTOWN
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Drawing	PLAN SHOWING SALT PAD LOCATIONS JULY 3, 2018 AERIAL PHOTO
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Scale	1:2000

File No.	Drawing	Revision No.
10071200101	FIGURE 5	1





Elevations Table				
Number	Min.	Max.	Color	Area
1	-0.33	-0.08	Blue	14328.04
2	-0.08	0.00	Cyan	39816.81
3	0.00	0.20	Red	4983.13

- NOTES:
- 2021 (April and May) survey data from Ron M. Jason Surveying Ltd.
 - As-built from 2014 survey data from Ron M. Jason Surveying Ltd. drawing 14-15-17 and raised by 0.1m for pavement structure.
 - Cell locations from Portha drawing M7 PTPE2010-04-20.
 - July 3 2018 aerial photo from Google Earth.

Drawn By	AGSD	Checked By	SB
Calculations By		Checked By	

Date	MAY, 2021
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Project	PORT OF JOHNSTOWN
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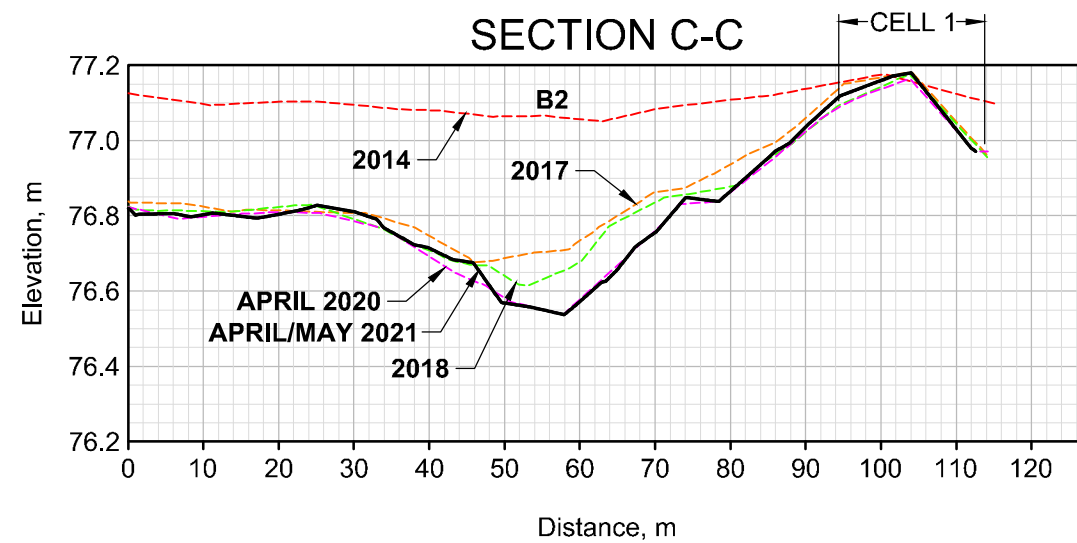
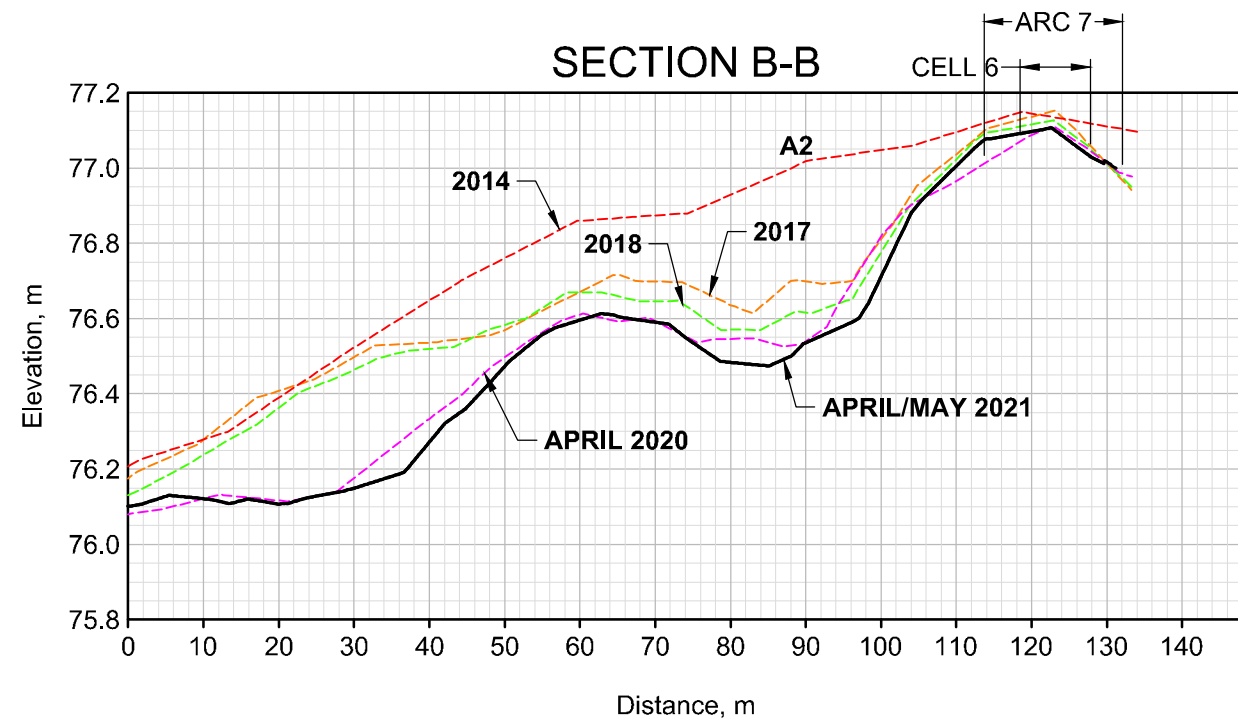
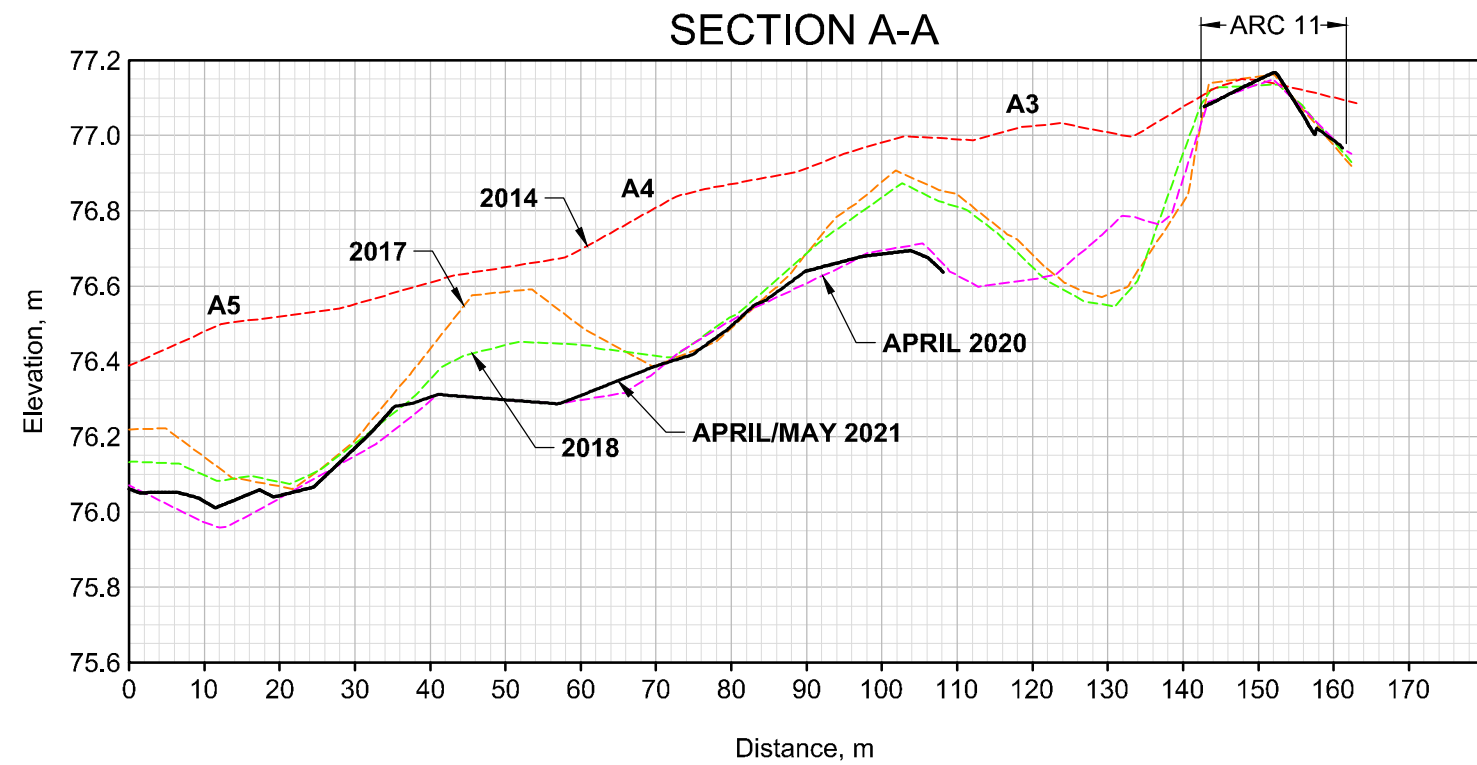
Drawing	PLAN SHOWING SALT PAD LOCATIONS AND SETTLEMENT BETWEEN 2021 AND 2017
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Scale	1:2000

File No.	Drawing	Revision No.
10071200101	FIGURE 6	1



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NOTES:

1. 2021 (April and May) survey data from Ron M. Jason Surveying Ltd.
2. 2020 survey data from Ron M. Jason Surveying Ltd. drawing 20-15-09-3 (survey file 20-10-09).
3. As-built from 2014 survey data from Ron M. Jason Surveying Ltd. drawing 14-15-17 and raised by 0.1m for pavement structure.
4. 2017 survey data from Ron M. Jason Surveying Ltd. drawing 17-15-28.
5. 2018 survey data from Ron M. Jason Surveying Ltd.

Drawn By	AGSD	Checked By	SB
Calculations By		Checked By	

Date	MAY, 2021
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Project	PORT OF JOHNSTOWN
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Drawing	SECTIONS
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Scale	1:1000 (50x VERT)

File No.	Drawing	Revision No.
10071200101	FIGURE 7	1

