

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, AUGUST 18, 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
Candise Newcombe, Deputy Clerk
Dave Grant, CAO

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- June 23, 2021

Moved by: S. Dillabough

Seconded by: H. Cameron

THAT Port Management Committee receives and approves the minutes of Port Management Committee meeting dated June 23, 2021.

Carried

b) Regular Meeting – July 21, 2021

Members noted some typographical errors to be corrected. Approval of minutes to follow at the September Port Meeting.

6. Business Arising from Previous PMC Minutes - None.

7. Discussion Items

There was a general discussion regarding a land parcel owned by the Port. It was confirmed that the land in question is in fact 2 separate parcels. One of which is owned by the Golf Course, and one owned by the Port. It was noted that there is a cellular tower located on one of the lots in question, however, it is unsure which lot and if the Golf Course is receiving payment for the tower placement. It was noted that a report will be prepared following the surveyor's study of the lands.

Members discussed the pending sale of a separate parcel being advertised by Mr. Earle from Culligan Realty Ltd. It was noted that Mr. Earle has advertised the sale of the property in two major publications. Members noted that Mr. Earle is acting as a seller's service representative for the Port and will be receiving a 3% commission as opposed to the standard 6%. It was noted that the land is listed "as is/where is" to ensure sellers protection for the Township and Port.

Members inquired why advertisements had not been placed in local newspapers. It was noted that the outlined terms of the agreement with Culligan Realty stipulated there were to be advertisements of the sale placed in the company's standard publications as well as notifying neighbouring properties of the sale. There was a brief discussion on the effectiveness of a newspaper advertisement, noting most buyers look to the internet to search MLS listing. If members like, a request can be made for Mr. Earle to advertise in the local papers. It was noted that the deadline for submissions to the South Grenville Beacon is tomorrow August 19.

There was consensus from Committee to have an advertisement placed in the South Grenville Beacon and the Recorder & Times for the purpose of full transparency of the sale.

8. Action/Information Items

a) Operation Manager's Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, new spouts operations, monthly traffic, wood timber installation, maintenance and electrical work completed, conveyor belt replacement delay, and Saturday corn shipments for local processor.

Committee reviewed the capital report and there was a general discussion on the following projects: paving projects, wheat processing volumes, repairs to the concrete floor at #6 receiving pit, and the installation/invoicing of the grain analyzer.

There was a brief discussion on the decreasing wheat harvest. It was noted that due to durability, corn and soy harvests are more favourable, and the amount of corn processors in the area are also a contributing factor to the decrease in wheat harvest volumes. Members discussed fungus found on wheat in previous years, noting that climate is likely another factor to the decreasing wheat volume.

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, NTCF application, decreased salt inventory, paving project results, quotes for Greenfield development staging area, revised Twilight fun run route and the golf course property.

Members recommended to move the Recordable Incidents/Injuries Report to the top of the Traffic report.

It was noted that MPAC is to review port tenant property assessments, with the understanding that the Port will notify MPAC and the Township of any tenant status changes, with the Port subsequently notifying the Township and affected tenants of any assessment changes.

Committee reviewed the traffic report.

c) Health & Safety Report

Moved by: H. Cameron
Seconded by: F. McAuley

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) Aquatarium Funding

Committee reviewed the report and inquired how Port Management determined a donation price point of \$180,000. It was noted that the suggested \$180,000 was a base point to start discussions as the requested amount was \$200,000, as noted in an email received from the Aquarium. There was a general discussion on the proposed donation amount, with Members suggesting donation values from \$150,000 to \$180,000. Members noted their flexibility in the total donation amount due to there being an

opportunity for the Port General Manager to negotiate terms with the Aquatarium board.

Moved by: T. Deschamps

Seconded by: J. Hunter

1 Member Opposed

That the Port Management Committee recommends that Council approves:

- Funding to the Brockville Aquatarium in the amount of \$180,000 (includes HST); and
- That the total amount of funding be divided into 3 equal annual payments of \$60,000 with the first being in 2021; and
- That the naming rights include the entire exhibit in addition to the individual exhibits for the Storage (Grain Elevator) and Educational exhibits; and
- That the Port of Johnstown will have input into the names of exhibits and information regarding the educational material; and
- That the Port manager request and receive an agreement from the Brockville Aquatarium stating that the naming rights will be in place for the lifetime of the exhibits and that they will include the Port's name in their literature and notices in social media. Newspaper coverage and announcements; and
- That the Brockville Aquatarium agree to have a ribbon cutting opening ceremony for the exhibit and that the port and township representatives be part of this ceremony.

Carried

e) Port of Johnstown Investment Report

Committee reviewed the report and inquired about the Scotiabank GIC versus the RBC Operating account and whether funds from the RBC operating account would be best invested in the Scotiabank GIC. It was noted that currently the Township is earning 70 basis points on the RBC account, which is as good or better than expected. It was noted that until the Port has a definitive schedule for funds required for future Port projects, the recommendation from Port Staff and Committee to maintain status quo still applies.

9. Approval of Disbursements – Port Accounts

Moved by: J. Hunter

Seconded by: J. Hendricks

That Committee approves payment of Port invoices as updated:

Withdrawals Total:	\$123,292.43
Batch 10	\$1,901,119.69

Total Withdrawals & Batch Listings: **\$2,024,412.12**

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report

Mayor Sayeau reported the following:

- Future opportunities to be discussed with Mr. Dalley. More information to follow in September.

12. Question Period – None

13. Closed Session – None

14. Adjournment

Moved by: H. Cameron

Seconded by: S. Dillabough

That the Committee meeting adjourns at 7:32 pm.

Carried

These minutes were approved by the Port Management Committee this 22 day of September, 2021.

Chair

Deputy Clerk