

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, SEPTEMBER 22, 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: F. McAuley

Seconded by: J. Hendricks

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- July 21, 2021

b) Regular Meeting- August 18, 2021

Moved by: H. Cameron

Seconded by: S. Dillabough

THAT Port Management Committee receives and approves the minutes of the Port Management Committee meetings dated July 21, 2021 and August 18, 2021.

Carried

6. Business Arising from Previous PMC Minutes

Members inquired if there had been any follow-up from the Aquatarium. It was noted that the Aquatarium Board of Directors had expressed appreciation for the Port's support in this project and inquired if the Port could seek additional donations of support from stevedoring companies. It was noted that the Port would provide the Aquatarium with some of the stevedore company names, but the Aquatarium would be required to seek their own donations.

Members noted that the Aquatarium has a history of underestimating project costs and requiring additional funding. Members suggested that no funds should be released until the project is fully supported and commissioning of construction is started. Committee inquired if they still have naming rights with the current dedicated donation of \$180,000 (\$60,000 per year, over 3 years) if the Port does not donate the full \$375,000.00 request for funding. It was noted that the Port has been in ongoing contact with the Aquatarium, however, no response has been received with respect to confirming the naming rights.

7. Discussion Items - None

8. Action/Information Items

a) Operation Manager's Report - Capital Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, opening of corn for local processor, MV Algoma Niagara discharge/load timeline, monthly traffic, loading of grain on larger vessel with the new spouts and fenders, maintenance and electrical work completed, tuning system of new loading spouts.

Members inquired about health and safety or environmental implications with U.S corn harvests as they create significantly more dust. It was noted that employees are equipped with appropriate PPE.

Committee reviewed the capital report and there was a general discussion on the following projects: CREWS to complete rail repair work, minor adjustments to the loading spouts, new conveyor belt in the basement, and dock fender installation.

Members inquired about budget to actual differential for the load spout project. It was noted that the overall actual is expected to be slightly over the approved budget, however, a portion of the dock fender cost was incorporated into the overall cost. It was noted that the overall cost of the dock fenders came in below budget, therefore, the overall loading spout and dock fender projects will be within budget. There was a general discussion on fixing the current generator to be compliant with TSSA requirements rather than purchasing new equipment. Members inquired if the generator was in close enough proximity to the pumping station to be utilized for the

Job Site Challenge. It was noted that the generator is too far away from the pumping station for additional electrical wiring to be useful.

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, Agriculture Clean Energy Program submission, Transport Canada inspection, use of cargo storage area by Greenfield, tour of Spencerville Mill, opening of the Johnstown dog park, and the implementation of a new vaccination policy.

There was a general discussion on the development and implementation of a vaccination policy, specifically with respect to individuals that have not been vaccinated. Committee inquired about the cost of employee benefits. It was noted that the employee benefit package had changed suppliers subsequently changing the cost to provide the benefits.

Committee reviewed the traffic report. Members noted that a request was made during the last meeting for the Recordable Incidents/Injuries Report be moved to the top of the Traffic report. There was a brief discussion on previous "near miss" incidents and how they can be translated into learning events.

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) Sale of Lands

Committee reviewed the report and discussed the advertising campaign for the sale of the land to ensure that the information was available via a number of resources. There was a brief discussion on the offer, specifically with respect to the "in trust" company.

Moved by: J. Hunter

Seconded by: H. Cameron

1. That the Port Management Committee recommends that Council approves the property legally described as PT LT 36 CON 1 EDWARDSBURGH PT1, 15R9899; EDWARDSBURGH/CARDINAL to be sold to "Clayton Jones in Trust" in the amount of \$95,000 plus applicable taxes; and

2. That Council approves that the Mayor, Clerk and Port General Manager sign the Agreement of Purchase and Sale on behalf of the Township of Edwardsburgh Cardinal; and
3. That the money received for the lands be transferred to the Port of Johnstown operating account.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: F. McAuley

Seconded by: S. Dillabough

That Committee approves payment of Port invoices as updated:

Withdrawals Total:	\$150,113.40
Batch 11	\$131,463.60
Total Withdrawals & Batch Listings:	\$281,577.00

Carried

10. Councillor Inquiries/Notices of Motion

Members inquired about the number of registered participants for the Twilight Run being held at the Port of Johnstown on September 25th. It was noted that the event currently has over 70 runners scheduled to participate. It was noted that the Port provided the participants with swag bags, which included promotional materials of the Port. Shirts outlining the run along the Port were provided to each participant and provided substantial promotion for the Port. It was noted that the organizer of the event indicated the potential for another run to be organized in the near future.

11. Chair's Report

Mayor Sayeau reported the following:

- Ribbon cutting ceremony to signify the grand opening of Price Point on September 25th at 3:00 p.m.

12. Question Period – None

13. Closed Session

Moved by: J. Hunter

Seconded by: T. Deschamps

That Committee proceeds into closed session at 7:21 p.m. in order to address a matter pertaining to:

- A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Purchase of property to be used as Port cargo lay down area – discussion only – and Minutes of Closed Session dated May 19, 2021

Carried

Moved by: J. Hunter

Seconded by: T. Deschamps

That the closed meeting does now adjourn and the open meeting of Committee does now resume at 8:09 p.m.

Carried

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee approves the minutes of closed session dated May 19, 2021.

Carried

14. Adjournment

Moved by: J. Hunter

Seconded by: S. Dillabough

That the Committee meeting adjourns at 8:11 p.m.

Carried

Chair

Clerk