

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
WEDNESDAY, AUGUST 17, 2022  
6:30 PM**

Present: Mayor Patrick Sayeau, Chair  
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

Regrets: Deputy Mayor Tory Deschamps

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:** J. Hendriks

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 20, 2022

**Moved by:** F. McAuley

**Seconded by:** J. Hunter

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated July 20, 2022.

Carried

6. Business Arising from Previous PMC Minutes - None

7. Discussion Items

a) Correspondence – Letter

Committee was provided a copy of a letter received from a resident of Ogdensburg, New York who inquired about possible improvements to the esthetics of the Port of Johnstown.

Members discussed an appropriate response to the letter. It was suggested that the response recognize the Port's respect for the St. Lawrence River and highlight the ongoing effort to find a balance between commercial and environmental interests along the St. Lawrence Seaway. Committee highlighted the Port's environmental investments, compared the Port appearance to nearby Port locations and highlighted improvements to the viability of the Port since the Township assumed ownership.

Committee discussed exterior esthetic options, the appropriate response to the letter, specifically outlining the Port of Johnstown's long-term plans for exterior improvements while emphasizing that the Port's priority is functionality.

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, additional hours worked, maintenance and electrical work completed, an overview of capital project progress and electrical savings from 2020 to present.

Members discussed changing ISCC compliance requirements, window replacements and clarification was provided on the Port's monthly Global Adjustment (GA) payments.

Committee reviewed the capital budget report.

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, General Foreman and Operations Manager candidates secured, Tomlinson land purchase, collective bargaining update, estimated timeline for completion of Port warehouse roof repairs and availability of warehouse for lease.

Committee discussed foreign ships at berth and the estimated timeline to complete collective bargaining. It was noted that the Port of Johnstown lawyers were advised to hold off on scheduling subsequent meetings due to the ongoing harvest season.

c) Health & Safety Report

Committee reviewed the health and safety report.

**Moved by:** H. Cameron

**Seconded by:** J. Hunter

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

Carried

d) International Plowing Match Sponsorship

Committee reviewed the report acknowledging the importance of the participation of the Port of Johnstown as a sponsor for the event.

Members discussed levels of sponsorship, organization of the event and value versus cost. Members suggested increasing the contribution above the amount noted within the staff report.

**Moved by:** J. Hunter

**Seconded by:** F. McAuley

That the Port Management Committee approves and recommends to the Council of Edwardsburgh Cardinal to:

- Approve the sponsorship at the Gold Level in the amount of \$30,000.00; and
- That the Township and the Port of Johnstown staff work together to arrange a major announcement to the media and to post on all social media platforms to get as much PR as possible.

Members clarified that Council will be in lame duck as of August 19, following the closing of the 2022 Elections nomination period until the new term of Council begins in November. It was noted that the current term of Council could approve non-budgeted expenditures under \$50,000.00.

**Amendment:**

**Moved by:** S. Dillabough

**Seconded by:** H. Cameron

That the motion be amended to increase the sponsorship to the platinum level in the amount of \$50,000.00

	<b>Yea</b>	<b>Nay</b>
Councillor Cameron	X	
Councillor Dillabough	X	
Councillor Hunter		X
Mayor Sayeau	X	
F. McAuley	X	
J. Henriks	X	
<b>Results</b>	<b>5</b>	<b>1</b>

Carried

**Moved by:** J. Hunter

**Seconded by:** F. McAuley

That the Port Management Committee approves and recommends to the Council of Edwardsburgh Cardinal to:

- Approve the sponsorship at the Platinum Level in the amount of \$50,000.00; and
- That the Township and the Port of Johnstown staff work together to arrange a major announcement to the media and to post on all social media platforms to get as much PR as possible.

Carried

Members discussed the circulation of the promotional flyers for the event and highlighted the additional offering of conveyance from the Township. It was noted that conveyance, tow vehicle and driver arrangements will be arranged.

#### 9. Approval of Disbursements – Port Accounts

Committee reviewed the report and requested additional clarification on the railway tie installation. It was noted that there were 300 wood railway ties installed.

Members discussed frequency of union gas meter readings and the need for dredging in front of the survey slips as a preventative measure.

**Moved by:** H. Cameron

**Seconded by:** S. Dillabough

That Port of Johnstown Management Committee approves payment of Port invoices circulated and numbered as follows:

Withdrawals Total:	\$115,593.09
Batch 11	\$181,192.23
Batch 12	\$10,807.57

Total Withdrawals & Batch Listings: **\$307,592.89**

Carried

10. Councillor Inquiries/Notices of Motion

Councillor Hunter suggested calling a Special Council meeting due to the submission timeline of August 18 to have the Port included as a platinum level sponsor in the IPM promotional flyers.

11. Chair's Report

Mayor Sayeau reported on the following:

- AMO conference meeting with Ministry of Energy and Ministry of Infrastructure, highlighting additional natural gas expansion grant opportunities.

12. Question Period – None

13. Closed Session – None.

14. Adjournment

**Moved by:** J. Hendriks

**Seconded by:** S. Dillabough

That the Committee meeting adjourns at 8:10 p.m.

Carried

These minutes were approved by Port Management Committee this 21 day of September, 2022.

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Chair

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Deputy Clerk