

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
WEDNESDAY, JANUARY 25, 2023  
6:30 PM**

Present: Mayor Tory Deschamps, Chair  
Deputy Mayor Stephen Dillabough  
Councillor Joseph Martelle  
Councillor Waddy Smail  
Councillor Chris Ward

Staff: Rebecca Williams, Clerk  
Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Candise Newcombe, Deputy Clerk

1. Call to Order

Mayor Deschamps called the meeting to order at 6:39 p.m.

2. Approval of Agenda

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee approves the agenda as presented.

Carried

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

4. Delegations & Presentations

a) Aquatarium – Tom Harder

Mr. Harder provided a presentation outlining the engineering, fabrication and construction progress of the interactive display to date. A copy of the presentation is held on file.

Committee discussed exhibit colours, display installation, contributing donors, naming rights, funding goals and tentative grand opening dates. Mr. Harder noted February 17 as the unofficial grand opening date intended for all new Aquatarium displays.

Committee noted their ongoing support of the project and intention of participating in the grand opening event and promotion on social media.

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – December 19, 2022

**Moved by:** S. Dillabough  
**Seconded by:** W. Smail

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated December 19, 2022.

Carried

6. Business Arising from Previous PMC Minutes - None

7. Discussion Items

a) Terms of Reference

Committee reviewed the Port Terms of Reference by-law 2017-02 and discussed current terms of reference, means used to streamline the approval process, the desired number, skillset and voting rights of committee members, process of appointing a chair, committee honorarium review process, budget process and proposed meeting schedule. It was noted that the revised draft changes will be reviewed during the February meeting.

b) Sharing of Surplus

Committee requested that due to the inclement weather the item be deferred to the February meeting. Consensus was reached to include the item in the Port budget meeting discussions intended for February.

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, grain received/shipped, additional rail cars ordered according to customer supplied schedule, final sanitary inspection results, maintenance and electrical work completed, an overview of capital project progress and electrical savings from 2020 to present.

Committee inquired about anticipated completion time of the guard on the motor shafts and removing the electrical savings chart on future reports.

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: collective bargaining negotiation date, estimated timeline of completion of steel pipe project, Port warehouse property remaining renovations and lease agreement, report on surplus sharing, meeting with engineering consulting company regarding potential

major project at the Port, annual salt management report and the current Port financial audit.

Committee reviewed the traffic report.

c) Investments – 4<sup>th</sup> Quarter update

Committee reviewed the investment report.

**Moved by:** S. Dillabough

**Seconded by:** W. Smail

That Committee received and reviewed items 8a) Operation Manager's Report – Capital Budget Report and 8b) General Manager's Report - Traffic Report and 8c) Investment – 4<sup>th</sup> Quarter update.

Carried

d) Year End Presentation/ Pre-audited Financial Statement (package presented at meeting)

Committee discussed receiving the report and deferring the discussion to the February Committee meeting due to the inclement weather.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That the Port Management Committee receives the 2022 Year End Review report, and that this includes receiving the financial statement as per By-Law 2017-02 Schedule "A" and that these financial statements be submitted and interpreted to Council.

Carried

e) Port of Johnstown Warehouse Lease

Committee discussed conditions of the lease, future extension options and intent to lease to a single tenant.

Carried

**Moved by:** J. Martelle

**Seconded by:** S. Dillabough

That the Port Management Committee recommends that Council:

1. Approve a lease agreement with Greenfield Global Inc. for a duration of 5 years with two options to renew for an additional 3 years each; and
2. That the Mayor, Clerks and the Port General Manager, execute the lease agreement once approved by Council.

f) Marine Port & Terminal Market Update H1 2023

Committee was provided an overview of the report and consensus was reached to request a representative from BFL Insurance to provide a presentation at the February meeting, detailing the current Port insurance coverage and available options.

The Port General Manager requested that the February meeting be moved to February 22. Consensus was reached to move the date of the February meeting.

9. Approval of Disbursements – Port Accounts

**Moved by:** C. Ward

**Seconded by:** J. Martelle

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

Withdrawals Total:	\$348,848.37	
Batch 1	\$195,166.18	
Batch 2	\$16,950.00	
Total:	\$212,116.18	
Total of Direct Withdrawals & Batch Listings:	\$560,964.55	Carried

10. Councillor Inquiries/Notices of Motion - None

11. Chair's Report

- Mayor Deschamps and Port General Manager advised Committee of a fatal accident that occurred at the Port involving a Logistec employee during operations on January 24. The Port GM noted that the circumstances of the incident are still under investigation and that the Port and the Township will continue to cooperate fully with the investigation.

12. Question Period – None.

13. Adjournment

**Moved by:** S. Dillabough

**Seconded by:** C. Ward

That the Committee meeting adjourns at 9:05 p.m.

Carried

These minutes were approved by Port Management Committee this 22 day of February, 2023.

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**Chair**

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**Deputy Clerk**