

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
SOUTH EDWARDSBURGH COMMUNITY CENTRE - JOHNSTOWN
MONDAY NOVEMBER 20, 2023
6:30 PM

Present: Deputy Mayor Stephen Dillabough, Chair
Tory Deschamps, Mayor
Councillor Chris Ward
Councillor Joseph Martelle
Councillor Waddy Smail
Randy Stitt, Advisory Member
Frank McAuley, Advisory Member
Regina Hernandez, Advisory Member

Zoom: Clint Cameron, Advisory Member

Staff: Dave Grant, CAO
Sean Nicholson, Treasurer
Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Mike Moulton, Operations Manager
Rebecca Crich, Clerk
Candise Newcombe, Deputy Clerk
Rhonda Code, Office Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by: T. Deschamps
Seconded by: W. Smail

That Committee approves the agenda as presented.

Carried

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

4. Delegations and Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – October 23, 2023

Moved by: C. Ward
Seconded by: W. Smail

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated October 23, 2023.

Carried

6. Business Arising from the Previous PMC Minutes (if any) – None
7. Discussion Items – None
8. Action/Information Items

a) Grain Operations Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, storage capacity available at the Port, and current storage levels.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: weekly and monthly maintenance/electrical work completed, in-house maintenance work, benefits of the new dust suppressant system and the estimated arrival time for the new bobcat.

c) Capital Projects Report

Committee was provided a summary of the report and discussed the lack of bids received for the Track Shed project – repairs and modifications and if re-tendering is the best course of action. It was noted that there are companies interested in the bid, however, they have varying conditions for the proposed project.

There was discussion regarding the garage roof modification project and members suggested consideration of the development of a coverall instead of replacing the entire garage.

Committee discussed the parameters of use of the federal grant received for the new grain dryer, the specifications desired for the new dryer and the capacity of the old dryer versus the proposed new dryer.

d) Financial Report

Committee was provided with a brief overview of the monthly revenue and expenses and year to date budget to actual numbers. Committee discussed current cash on hand amounts and possible investment options.

e) Vessel Traffic Report

Committee reviewed the traffic report and members highlighted the improved reconfiguration of the vessel traffic report.

f) Health and Safety

Committee reviewed the health and safety report.

g) General Manager's Report

Committee reviewed the report and discussion was held on natural gas supply expansion options and costs, possible emission reductions, priority of economic growth, alternate salt shipping routes, use of rail for shipping and including rail spur expansion into the 2024 budget, MECP salt regulations, expansion of the natural gas supply pipeline project, and the benefits and anticipated return on investment for drying services.

h) 2023 Financial Audit

Committee was provided with a summary of the report and discussed the following areas: increases to fees for service year over year since 2013, change to monitoring agency requirements for Port audits, possible future tendering of auditing services, and the number of years the Port has been working with MNP LLP Ltd.

Moved by: T. Deschamps

Seconded by: W. Smail

That the Port Management Committee recommend that Committee and Council receives and approves the 2023 Audit Service Plan presented by MNP LLP Chartered Accountants.

Carried

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port Management Committee received and reviewed items 8. a) Grain Operations Report; b) Maintenance Report; c) Capital Projects Report; d) Financial Report; e) Vessel Traffic Report; f) Health and Safety Report; and g) General Manager's Report.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: C. Ward

Seconded by: W. Smail

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

Withdrawals Total:	\$212,287.17
Batch 22 CHEQUES	\$40,054.52
Batch 23 EFT PAYMENTS	\$533,572.75
Batch 24 EFT PAYMENTS	\$27,083.84

Total of Direct Withdrawal & Batch Listings:	\$812,998.28
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Carried

10. Councillor Inquiries/Notices of Motion

Mayor Deschamps thanked the Port of Johnstown for the use of their trailer for the participation in the Light Up the Night parade in Prescott and noted the future intended use of the trailer to participate in the upcoming Johnstown Christmas parade.

11. Chair's Report

The Chair reported on the following:

- Noted the conflict of the scheduled January Port of Johnstown meeting with the upcoming ROMA conference. There was consensus to reschedule the January Port Management Committee meeting to January 30, 2023.

12. Question Period – None

13. Closed Session

Moved by: T. Deschamps

Seconded by: C. Ward

That Committee proceeds into closed session at 7:58 p.m. in order to address a matter pertaining to:

- Section 239(2)(d) Labour relations or employee negotiations; Specifically: Collective Bargaining Update and minutes of Closed session dated June 19, 2023.

Carried

Moved by: J. Martelle

Seconded by: W. Smail

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 9:13 p.m.

Carried

14. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss collective bargaining progress and direction was provided to the Port General Manager.

Moved by: T. Deschamps

Seconded by: C. Ward

That Committee receives and approves the minutes of Closed Session dated June 19, 2023.

Carried

15. Adjournment

Moved by: C. Ward

Seconded by: W. Smail

That the Committee meeting adjourns at 9:14 p.m.

Carried

These minutes were approved by Port Management Committee this 18 day of December, 2023.

Chair

Deputy Clerk