

**MINUTES**  
**PORT OF JOHNSTOWN MANAGEMENT COMMITTEE**  
**SOUTH EDWARDSBURGH COMMUNITY CENTRE - JOHNSTOWN**  
**TUESDAY JANUARY 30, 2024**  
**6:30 PM**

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

Zoom: Frank McAuley, Advisory Member

Staff: Dave Grant, CAO  
Sean Nicholson, Treasurer  
Candise Newcombe, Deputy Clerk  
Rebecca Crich, Clerk  
Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Jeff Wright, Maintenance Manager  
Mike Moulton, Operations Manager  
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:** C. Ward

**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 – December 18, 2023

**Moved by:** C. Ward  
**Seconded by:** T. Deschamps

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated December 18, 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, vessels loaded, labour report and the final quality inspection rating for December.

Members clarified the learning events as slip and falls due to icy areas.

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, and clarified what a concentrator is on the bin system.

c) Capital Projects Report

Committee was provided with a summary of the report and discussed re-evaluation of the mineral oil applicator for lofters in the 2024 budget, reason bin valve project exceeded budget, and delay in parts for the generator repairs.

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 retroactive labour payments as per the Collective Agreement, grain revenue growth, Township management fees, clarified the term dividend within the same corporation, reasoning for discrepancies in advertising expenses, administrative expenses in 2023, and reviewed the procedure for local farmers to request storage at the Port of Johnstown.

e) Vessel Traffic Report

Committee reviewed the traffic report.

f) General Manager's Report

Committee was provided an overview of the report and discussed the following: potential impacts to the Port following the change in ownership of Logistec, Transport Canada signage requirements, and the class 5 quote from Enbridge for the supply of natural gas. Committee reviewed the Port dock improvements to date, drainage plan requirements for Port lands, and clarified organic matter cleared on Port lands. Committee noted the importance of seizing opportunities to advocate with Ministers on the importance of the natural gas expansion project at the Port.

g) Port of Johnstown Investments

Committee was provided with a summary of the report and discussed the anticipated steady decline to interest rates in the coming months.

h) Year End Presentation – Pre-Audited Financial Statements

Committee was provided with an overview of the Year End Presentation and discussed the total cargo for 2023, tri-modal transport, marine business, bulk and break-bulk cargo, marine business, and vessel traffic, schedule and quantity.

A summary of the Grain Business report was provided to Committee and there was discussion regarding the decrease in corn during the 2022 harvest season and retroactively reviewed the development and diversification of operations at the Port of Johnstown since it's opening in 1931.

Committee was provided with a summary of the Capital Projects for 2023 and Members discussed the following: rail car safety inspection frequency and onus, efficiencies and additional costs with the automated bin system and benefits of future expansion plans for bin automation.

Committee reviewed the year end maintenance report.

A summary of the Health and Safety/Training/Environment report was provided and Members confirmed the name and location of the rescue specialist used for training and commended the Port for maintaining confined spaces training. Members inquired about progress with MECP salt run-off regulations and proposed mitigation plans.

The year end pre-audit financial report was provided to Committee and there was discussion highlighting the continued improvements to the Port and its services to the Township residents and local farmers.

A summary of the highlights from 2023 for the Port was provided and the suggestion was made for members to review the annual revenues of neighbouring Port's; highlighting the need for continued investment into

capital and operational aspects with future consideration provided to the composition of the management team and succession planning.

**Moved by:** C. Ward

**Seconded by:** W. Smail

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) General Manager's Report; and g) Port of Johnstown Investments – 4<sup>th</sup> Qtr.

Carried

**Moved by:** T. Deschamps

**Seconded by:** C. Ward

That the Port Management Committee receives the 2023 Year End Review report, and that this includes receiving the Financial Statement as per By-Law 2023-14 Schedule "A" and that these Financial Statements be submitted and interpreted to Council.

Carried

**Moved by:** T. Deschamps

**Seconded by:** C. Ward

That the Port Management Committee does now recess at 7:48 p.m for 5 minutes.

Carried

- i) Procurement and Construction of a New Grain Dryer – Annex Expansion (Project #300-069)

Committee was provided with a detailed summary of the report and discussed removing the natural gas option, convertibility of fuel supply in future, current corn drying demands, and compliance with Agricultural Clean Technology (ACT) funding requirements with the use of propane to fuel the dryer.

Members clarified wet corn storage capacity, reviewed the purchase and operational history of the current grain dryer, reasoning for significant increase to capacity, and requests for a breakdown of parts costs for the new grain dryer.

It was noted that the tender document indicated a design/build package to incorporate the costs of the parts as well as installation of the dryer and storage bins.

There was discussion regarding performance guarantees, project completion dates, implications to revenue should the project be delayed, design and layout of the renovated annex area, and the estimated return on investment

from this project of 6-12 years. Members inquired about cost differences between propane and natural gas, the value of an added service at the Port, fuel source conversion cost estimates, and overall investment risk.

Committee noted there is no funding source identified in the recommendation and discussed the advantages and disadvantages of various funding options. There was discussion regarding the benefits of investing in infrastructure, the approval status of the project in the current budget, and invoice payment frequency.

Members suggested a friendly amendment to include the presentation of alternate funding options to the Port Management Committee at a future meeting.

**Moved by:** T. Deschamps  
**Seconded by:** C. Ward

That the Port Management Committee recommend that Council:

- 1) Award the new Grain Dryer at the Annex – Project #300-069 to Earl Horst Systems Ltd. in the amount of \$5,778,869.00 (excluding HST) plus a 5% contingency; and
- 2) Authorize the Port General Manager to sign the contract with Earl Horst Systems Ltd. on behalf of the Township; and
- 3) Present alternate funding options to the Port Management Committee for consideration.

Carried

9. Approval of Disbursements – Port Accounts

Members clarified that the first payment installment was made to the auditor.

**Moved by:** C. Ward  
**Seconded by:** T. Deschamps

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

Withdrawals Total:	\$515,216.12
Batch 1 CHEQUES	\$37,800.53
Batch 2 EFT PAYMENTS	\$205,531.86
Total of Direct Withdrawal & Batch Listings:	\$758,548.51

Carried

10. Councillor Inquiries/Notices of Motion

Councillor Smail inquired about repairing the light out at the entrance east of the bins.

Deputy Mayor Dillabough requested a report on progress with plans for Port Days 2024 be added to the February Port Management meeting.

11. Chair's Report - None

12. Question Period – None

13. Closed Session

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee proceeds into closed session at 8:58 p.m. in order to address a matter pertaining to:

- Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Sale of Land and minutes of Closed session dated December 18, 2023.

Carried

**Moved by:** W. Smail

**Seconded by:** C. Ward

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 9:25 p.m.

Carried

14. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss Sale of Land and direction was provided to the Port General Manager.

**Moved by:** J. Martelle

**Seconded by:** C. Ward

That Committee receives and approves the minutes of Closed Session dated December 18, 2023.

Carried

15. Adjournment

**Moved by:** W. Smail

**Seconded by:** C. Ward

That the Committee meeting adjourns at 9:26 p.m.

Carried

These minutes were approved by Port Management Committee this 20 day of February, 2024.

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Chair

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Deputy Clerk