

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
WEDNESDAY, FEBRUARY 15, 2017  
6:30PM**

Present: Mayor Patrick Sayeau, Chair  
Deputy Mayor Peggy Taylor  
Councillor Michael Barrett  
Councillor Gerry Morrell  
Councillor Karie Smail  
Joe Hendriks  
Frank McAuley

Staff: Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Debra McKinstry, CAO/Clerk  
Melanie Stubbs, Treasurer  
Rhonda Code, Office Manager  
Rebecca Williams, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm.

Mayor Sayeau introduced and welcomed the new committee members Joe Hendriks and Frank McAuley.

2. Approval of Agenda

**Moved** by: K. Smail seconded by: G. Morrell that Committee approve the agenda as amended to remove item 7d).

Carried

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

4. Business Arising from Previous PMC Minutes – None

5. Delegations – None

6. Discussion Items

a) Port Day

Committee discussed having the Business Fair and Port Day both on Saturday June 10, and how that may affect the number of people attending the events. Members briefly discussed the potential to change the Business Fair date. Members made the suggestion to keep both events on the same date and have the Business Fair promote the Port Day event by offering

tours of the Port of Johnstown to people that attend the Business Fair in the morning of June 10. Members asked if the poker run at the Port Day event was discussed during the last subcommittee meeting held on February 6 at the Port of Johnstown.

7. Action/Information Items

a) General Manager's Report

The Port GM reviewed the report, noting that the overall inventory is down by approximately 30,000mt which has resulted in a decrease of \$36,000 in storage revenues for January. It was noted that the majority of expense increases were due to increases in utility costs, labour, and outside services related to a repair project. The Port GM highlighted the networking opportunities and marine shipping industry discussions that he attended at the Marine Club event in Toronto. The Port GM noted that he meet with potential future clients in early February to discuss the facilities and possible future project cargos.

b) Operation Manager's Report

The Operations Manager's report was reviewed, noting that the inventory is 31,971mt lower than in January 2016. It was noted that the first shipments of non-GMO corn are expected to arrive mid-February and will take up approximately 2 grain bins of storage. Committee highlighted the AAA rating from the first CGC inspection of the year.

The maintenance and electrical work was reviewed, with Committee commenting on the temperature monitoring hardware. Committee noted that the Electrical Safety Authority made its first visit to the Port and reported zero issues with the electrical maintenance.

c) Health and Safety Report

Committee reviewed the Health and Safety report, noting that health and safety risk assessment and hazard prevention plan was updated to include the 2016 activities. It was noted that the workplace violence and harassment program and the substance use policy were updated.

**Moved** by: M. Barrett seconded by: G. Morrell that Committee receive and approve items 7a) 7b) and 7c).

Carried

d) 2016 Pre-audited Financials

Item was removed from the agenda.

e) EODP Grant

Committee confirmed that the short timeline for the project will be completed by the March 31 deadline.

**Moved** by: M. Barrett seconded by: F. McAuley that Committee recommends that:

1. The Port Management Committee recommends that Council approve the purchase of the Benshaw soft starts from John Wilson Electric at a cost of \$42,560 plus HST.
2. The Port Management Committee recommends that Council accept that available grant from the Grenville Community Futures Development Corporation in the amount of \$20,893.
3. That the Port Management Committee recommends that Council approve the CAO of the Township to sign the EODP contract on behalf of the Township.

Carried

f) Budget: Revenue/Expense

The Port GM summarized the 2017 Operations Revenues and Expenses Budget. Committee asked for clarification with respect to the labour total line item. Staff noted that the labour total included training that was previously reported under benefits. Committee highlighted the decrease in the cargo storage leases, with a budget of \$75,000 for 2017. Staff noted that the decrease is due to the compaction complication on the dock, which will need to be repaired in 2017. It was noted that the salt companies pay a monthly charge to the Port, which may not be received if they are unable to store the salt on the dock.

Committee reviewed the Operational Expenses, noting that the labour line items are dependent on the harvest each year. Committee asked for clarification with respect to the increases of utilities, specifically the electricity increase of 12% and gas increase of approximately 54%. Members enquired if the Port has researched the possibility of hedging the gas purchased in order to decrease costs. Committee briefly discussed the potential savings in electricity costs through various government programs and possible reduction on the global adjustment charges.

Members asked for clarification with respect to the arena contribution of \$88,000 to the Township. Committee agreed to review 7g) before considering the recommendation.

g) Capital Budget/Cash Flow

The Port GM and Operations Manager summarized the 2017 Capital Budget, noting that any project below \$50,000 does not require the approval of Committee or Council so long as the budget is approved. The Port GM highlighted that the budget is subdivided by major projects (over \$50,000) and minor projects (under \$50,000).

The Operations Manager summarized the Major Projects list. Members confirmed that the Major Projects list was compiled by priority, then listed by the contemplated reserve category on the spreadsheets provided. Members briefly discussed the loading spouts, noting that the worn spouts will be addressed in a two phase project. Members confirmed that the spouts are long enough to reach the different types of marine vessels that visit the Port. Committee discussed the need to purchase an oil boom which would assist in the containment of any potential spills from vessels. Staff confirmed that it is the responsibility of the vessel for any spills that occur and the following clean-up that may be needed.

Committee briefly discussed the upgrades to the personnel elevators, noting that the project will include the updating of the elevators in accordance with new TSSA safety regulations.

The Operations Manager summarized the Minor Projects list, noting that the gear box replacement should be included in the Major Project list. Members asked if the LED lighting upgrade would be completed all together or in sections for increased cost savings. Staff confirmed that the project will be completed in sections. Committee noted the list of carry over projects from 2016. Members discussed the possibility of a barge unloading system in the future. The Cash Flow Projection was reviewed, noting that operating account cash balance for 2017 will be \$3,243,685.

Members discussed the cost associated with the updating of the personnel elevators and the cost of implementing a water system to the Port. It was noted that Masterfeeds currently has a water line from the river that the Port may be able to access. Members highlighted the monitoring period on specific items and suggested that the Port GM confirm that the Port is in compliance with the agreement.

**Moved** by: G. Morrell seconded by: P. Taylor that Committee approves the recommendations pending monitoring compliance:

1. That the Port Management Committee recommends that Council approves the Port of Johnstown's 2017 Budget Operation Revenues and Expenses as presented.
2. That the Port Management Committee recommends that Council approved the Port of Johnstown's 2017 Capital Budget as presented.
3. That the Port Management Committee receives the 2017 Cash Flow projection as presented.

Carried

8. Approval of Disbursements – Port Accounts

Committee reviewed the Port disbursements.

**Moved** by: M. Barrett seconded by: K. Smail that Committee approves payment of Port invoices circulated.

Carried  
Page 4 of 6

9. Councillor Inquiries/Notices of Motion

Deputy Mayor Taylor requests that the Port GM review the transfer agreement and contact Ports Canada to clarify the contribution amount and what the Port can access. Members noted their caution of requesting the Port GM to review the agreements and requirements. The Port GM noted that he will confirm before the demolition project begins.

10. Chair's Report – None

11. Question Period – None

11. Closed Session

**Moved** by: M. Barrett seconded by: G. Morrell that Port of Johnstown Management Committee proceeds into closed session at 8:58pm in order to discuss a matter pertaining to:

- Labour relations or employee negotiations: Specifically; **Union Negotiations**
- A proposed or pending acquisition or disposition of land for municipal or local board purposes: Specifically; **Minutes of Closed Session dated November 23, 2016**

Carried

Committee recessed for 5 minutes to clear the chamber.

Committee discussed the Port of Johnstown's negotiation position

Minutes of the November 23, 2016 closed session were reviewed.

**Moved** by: K. Smail seconded by: P. Taylor that the closed meeting does now adjourn and the open meeting of Port Management Committee does now resume at 9:55pm.

Carried

**Moved** by: P. Taylor seconded by: G. Morrell that Port Management Committee approves the minutes of the Closed Session of November 23, 2016.

Carried

**Moved** by: P. Taylor seconded by: G. Morrell that the Port Management Committee appoints General Manager Robert Dalley, Operations Manager Kevin Saunders and the Port's labour lawyer Steven Williams as the negotiating committee for the upcoming PSAC collective agreement and that Councillor Barrett or other members of council be selected to act as a resource to the negotiating committee.

Carried

Mayor Sayeau reported that the Committee reviewed the Port of Johnstown's outline of negotiating position and regarded the proposal as a soft mandate.


12. Adjournment

**Moved** by: J. Hendriks seconded by: K. Smail that the meeting adjourn at 9:59 pm.

Carried

These minutes were approved by Council this 27<sup>th</sup> day of February, 2017.

  
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Chair

  
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Deputy Clerk