

**MINUTES  
PORT MANAGEMENT COMMITTEE  
WEDNESDAY, MARCH 16, 2016  
6:30 PM  
COUNCIL CHAMBERS, SPENCERVILLE**

**Present:** Pat Sayeau, Mayor (Chair)  
Michael Barrett, Councillor  
Gerry Morrell, Councillor  
Karie Smail, Councillor

**Regrets:** Peggy Taylor, Deputy Mayor

**Staff:** Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Debra McKinstry, CAO/Clerk  
Sheena Earl, Committee Secretary

1. Call to Order

Mayor Sayeau called the meeting to order at 6:45 p.m. and apologized for the late start to the meeting due to the Special Council meeting which preceded it.

2. Approval of Agenda

**Moved** by M. Barrett seconded by: G. Morrell that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest – None

4. Business Arising from Previous Port Management Committee Minutes (if any) – None

5. Delegations & Presentations – None

6. Discussion Items

a) Port Day Update

Councillor Smail provided members with an update regarding the Port Day festivities planned for June 4<sup>th</sup>, 2016.

7. Action/Information Items

a) General Manager's Report

The General Manager's report was reviewed specifically concerning year to date revenues and expenses, roof repairs, storage capacity and requirements and capital projects.

**Moved** by: G. Morrell seconded by: K. Smail that Port Management Committee receives and reviews the General Manager's Report as presented.

Carried

b) Operations Manager's Report (Including YTD Statistics)

The Operations Manager provided highlights of his report. In response to a request from committee, staff reviewed health and safety incidents in somewhat more detail than provided in the report.

**Moved** by M. Barrett seconded by: K. Smail that Port Management Committee receives and reviews the Operation Manager's Report as presented.

Carried

c) Health and Safety Report

Members noted the performance of working-at-heights and confined-space training and an ergonomic assessment of office equipment. The implementation of a new, globalized WHMIS system was discussed briefly by Committee and staff.

**Moved** by: G. Morrell seconded by: K. Smail that Port Management Committee receives and reviews the Health and Safety Report as presented.

Carried

d) Donation – Spencerville Agricultural Society

Councillor Barrett provided members with an update regarding a recent request that the Port Management Committee consider a donation to the Spencerville Agricultural Society for capital upgrades to install a generator at the Drummond Building which could then serve as an emergency shelter for residents and animals. Members briefly discussed potential methods of recognition for the Port should a donation be made.

**Moved** by: M. Barrett seconded by: K. Smail that the Port Management Committee recommends to Council that a donation be made to match the Township's donation to the Spencerville Agricultural Society up to a maximum of \$7,000 and that the Port of Johnstown Operating Budget account "Advertising/Sponsorships/Donations" be amended to reflect this change.

Carried

e) Automation of Grain Trips

Members reviewed the staff report outlining the safety concerns associated with the existing grain trips. In response to questions raised concerning the reduction of labour hours as a result of automation, staff said it is difficult to estimate at this time, however, it could result in a reduction of 750 to 1,000 labour hours per year which could impact seasonal employees of the Port. Statistics relating to full-time and seasonal employees rejection of overtime at 41% and 33% respectively were mentioned.

Committee asked whether the automatic trips would be in operation all of the time or only during peak times to which staff responded that they would be used at all times.

**Moved** by: G. Morrell seconded by: M. Barrett that the Port Management Committee recommends that Council:

- 1) award the Grain Trip Automation Project #300-301 to Industrial Contracting Solutions Inc. in the amount of \$378,000 (excluding HST) with a 15% contingency;
- 2) authorize the Port General Manager to sign the purchase order on behalf of the Township;
- 3) approve adjusting the 2016 capital budget to include the total amount of \$470,000 for completion of this project in 2016.

Carried

8. Inquiries/Notices of Motion

An inquiry was made with respect to fill including clay which had been generated from capital work at the Port and whether it would be suitable for use as cover for the Scot Road landfill site. Township staff indicated that they would investigate this option.

9. Question Period – None

10. Closed Session – None

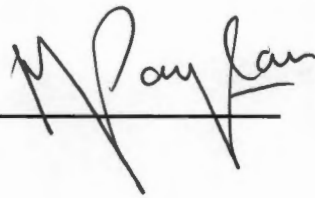
11. Adjournment

**Moved** by: M. Barrett seconded by: K. Smail that Committee does now adjourn at 7:30 p.m.

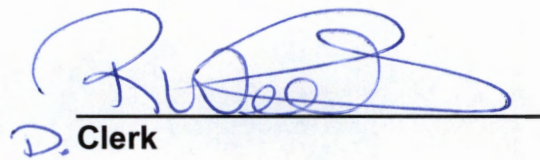
Carried

These minutes were approved in open Council this 28<sup>th</sup> day of March, 2016.

Chair

A handwritten signature in black ink, appearing to read "M. Paylan", written over a horizontal line.

D. Clerk

A handwritten signature in blue ink, appearing to read "D. Clerk", written over a horizontal line.