

**MINUTES**  
**PORT OF JOHNSTOWN MANAGEMENT COMMITTEE**  
**MUNICIPAL OFFICE – SPENCERVILLE**  
**TUESDAY, NOVEMBER 17, 2015**  
**10:00 A.M.**

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

Staff: Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Melanie Stubbs, Treasurer  
Sheena Earl, Deputy Clerk

1. Call to Order

Chair Mayor Sayeau called the meeting to order at 10:00am.

2. Approval of Agenda

**Moved** by: G. Morrell seconded by: P. Taylor that Committee approve the agenda as presented.

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

4. Business Arising from Previous PMC Minutes (if any) – None

5. Delegations – None

Mayor Sayeau noted that a teleconference with the Township's solicitor Mr. Shelly was scheduled for 10:40am and would take place in closed session.

6. Discussion Items

a) Port of Johnstown – Investment Accounts

Members discussed the types of instruments acquired based on Committee's previous direction to move all investments to RBC Dominion Securities. Concerns were raised with respect to the accessibility of these investments should capital projects or business opportunities arise at the Port. Cash on hand and accounts receivables were reviewed.

Penalties associated with cashing in a GIC prior to maturity were discussed. Staff was requested to include cash flow projections in the meeting package.

7. Action/Information Items

a) General Manager's Report

The General Manager's report was reviewed. Members and staff specifically discussed revenue and expenses for October, the cope wall demolition project, proposed boardwalk project and an expected expansion in interest in fertilizer storage at the Port. Storage capacity and expected vessels were discussed.

b) Operation Manager's Report

The Operation Manager's report was reviewed specifically with respect to storage capacity and inbound rail traffic.

It was noted that the monthly health & safety report from Preventative & Regulatory Solutions had not been included in the package as the firm was not present at the Port during the month of October. Internal health & safety measures were performed.

c) Year to Date Stats

The Year to Date Statistics were reviewed. Clarifications with respect to measures to mitigate time off work were provided. It was noted that a new Project Cargo statistic had been added to the report and was briefly discussed.

d) Project Environmental Report – SNC

Members reviewed the Project Environmental Report as provided by South Nation Conservation.

e) MOE Inspection Report – Salt Management

Staff explained components of the MOE inspection report and process.

**Moved** by: M. Barrett seconded by: P. Taylor that Committee review and receive items 7a) through 7e).

Carried

8. Councillor Inquiries/Notices of Motion – None

9. Mayor's Report (if any)

Mayor Sayeau reported that he may be ready to bring forward a motion with respect to an investment reserve fund for emergency situations at the December Port Management Committee meeting.

10. Question Period – None

Members discussed investments further briefly noting specifically that communication between the Port General Manager, Treasurer and RBC Dominion Securities is crucial. Identification of the investment funds as discretionary or non-discretionary was noted as a task yet to be undertaken.

11. Closed Session

**Moved** by: K. Smail seconded by: P. Taylor that Committee proceeds into closed session at 10:40am in order to address a matter pertaining to Proposed or pending acquisition or disposition of land for municipal or local board purposes specifically Cottage Leases and minutes of the closed session of September 23, 2015.

Carried

Members and staff present moved into the Boardroom to speak to the Township's solicitor via teleconference. They received advice with respect to the cottage leases.

Minutes of the Closed session meeting of September 23, 2015 were reviewed.

**Moved** by: P. Taylor seconded by: K. Smail that the closed session does now adjourn and the open session of the Port Management committee does now resume at 11:21am.

Carried

Members decided to accept advice received from the solicitor with respect to the termination of the cottage leases.

**Moved** by: M. Barrett seconded by: K. Smail that Committee approves the minutes of the closed session of September 23, 2015.

Carried

12. Adjournment

**Moved** by: P. Taylor seconded by: M. Barrett that the meeting adjourn at 11:22 a.m.

Carried

These minutes were approved by Council this 23<sup>rd</sup> day of November, 2015.

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Chair

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Secretary