

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, JANUARY 24, 2017
6:30PM**

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

Staff: Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Rebecca Williams, Deputy Clerk
Rhonda Code, Office Manager

1. Call to Order

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

2. Approval of Agenda

Moved by: M. Barrett seconded by: G. Morrell that Committee approve the agenda as presented.

Carried

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

4. Delegations – None

5. Minutes of the Previous POJ Committee Meeting

a) Special Meeting – December 20, 2017

Moved by: F. McAuley seconded by: G. Morrell that Port Management Committee receives and approves the minutes of Port Management Committee special meeting dated December 20, 2017.

Carried

b) Regular Meeting – December 20, 2017

Moved by: K. Smail seconded by: P. Taylor that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated December 20, 2017.

Carried

6. Business Arising from Previous PMC Minutes

Members enquired about the CBSA easement and if the funds from the divestiture agreement could be used for repairs to the CN Rail.

7. Discussion Items

a) Auditors Letter/Response

The Mayor presented the auditor's letter to Committee and noted that they are requesting a response letter with respect to identifying risks of fraud within the Port of Johnstown. There was a general discussion with respect to fraud protection, specifically what policies and procedures are currently in place at the Port to protect the Committee and Township against fraudulent acts. Members suggested that a semiannual review and exercise to measure risk factors be considered with the auditors.

Moved by: P. Taylor seconded by: G. Morrell

WHEREAS Port Management Committee has received, reviewed and discussed the auditor's audit planning letter dated January 15, 2018; and **WHEREAS** Port Management Committee has reviewed the response letter addressing the questions pertaining to risks of fraud;

THEREFORE BE IT RESOLVED THAT the Port Management Committee approves the response letter and authorizes the Chair of the Port Management Committee to execute the response letter to the auditor.

Carried

b) Cruise Ships – Mayor Sayeau

Mayor Sayeau provided a presentation to Committee with respect to potential cruise ship berthage at the Port and how the Port and Township can benefit from allowing cruise ships to berth at the Port. Committee discussed the idea of building short day excursions that hit key tourist locations within the Township.

Members noted the possibility of accessing production development funding through the RTO 9 tourism fund with the Ministry of Tourism. It was noted that examples of the excursions will be available at a future meeting.

c) Port Day

Port staff confirmed if any Committee members would be interested in attending the Port Day planning meetings.

8. Action/Information Items

a) Year End Report

Port staff provided Committee with an overview of the Year End Report, highlighting break bulk cargo, number of vessels, total metric tons of cargo processed, transportation trends, overall grain business, weather and how it affected the growing/harvest season, grain handling per month, non-GMO corn handling, capital projects, maintenance (Hydro One Class "A"), health and safety, training of employees and staff, and the 2017 budget summary.

Committee commented on the harvest season and clarified if there were any lingering concerns with businesses that were affected due to storage shortage. There was a general discussion with respect to general maintenance of the Port and the frequency of false fire alarms. There was a brief discussion regarding the frequency and process for reporting injuries at the Port. Members commented on why the Committee does not see every single employee injury report and how the Port Management handles the reporting.

Committee discussed the trends in utility expenses over the past 6 years, specifically the steady increase of electrical expenses. Members noted the impact of enrolling into the Hydro One Class "A" Industrial Conservation Initiative had on electrical expenses at the Port for 2017. Committee requested that trending reports on a quarterly and year to date basis be provided to Committee for review. Members suggested that a depreciation expense report be incorporated into budget and the year-end report to more accurately to avoid overstating expenses and lead to inaccurate financial reporting.

b) General Manager's Report

Committee reviewed the General Manager's Report and noted that the Port server was down for 1.5 days. Members suggested that the Port consult with OnServe to review their IT services for replacement.

c) YTD Stats

Committee reviewed the YTD Stats.

d) YTD Investments

Committee reviewed the YTD Investments chart and discussed the Scotia Bank 14-month GIC which was invested on November 6, 2017. Members commented on the formatting and layout of the chart, specifically how both the Scotia Bank 14-month GIC and the RBC Dominion Securities 1-year GIC were displayed. Members suggested that an accrual summary be provided in note format below the investment chart.

Moved by: M. Barrett seconded by: G. Morrell that Committee receive and review items 8a) 8b) 8c) and 8d).

Carried

9. Approval of Disbursements – Port Accounts

Moved by: K. Smail seconded by: F. McAuley that Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report

Mayor Sayeau reported the following:

- Attended the Marine Club lunch on January 18 in Toronto where he received the 2017 Year in Review Report which mentioned the Port of Johnstown
- Jones Rail will be holding a reception on February 2 at 2:30pm
- Air Liquide will be holding their official opening in Johnstown on February 9

12. Question Period – None

13. Closed Session

Moved by: M. Barrett seconded by: G. Morrell that Port Management Committee proceeds into closed session at 8:32pm in order to address a matter pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees; Specifically: **Port Performance Management**
- A trade secret or scientific, technical, commercial, financial or labour relations, information, supplied in confidence to the municipality or local board, which, if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; Specifically: **Business Agreement**

Carried

Committee recessed for 10 minutes to clear the chamber.

Moved by: K. Smail seconded by: F. McAuley that the closed meeting does now adjourn and the open meeting of Port Management Committee does now resume at 9:29pm.

Carried

Moved by: G. Morrell seconded by: M. Barrett that Port Management Committee approves the minutes of closed session dated December 20, 2017.

Carried

Mayor Sayeau reported that Committee reviewed the closed session minutes and that the Port GM would bring back the full business agreement for review at the February meeting. There was consensus from Committee for the Port to proceed with the Performance Management Program.

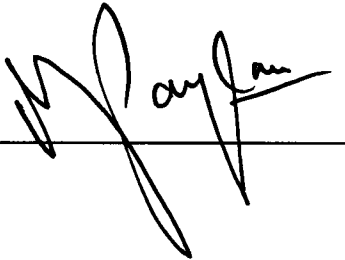
14. Adjournment

Moved by: M. Barrett seconded by: J. Hendriks that the meeting adjourn at 9:32 pm.

Carried

These minutes were approved by Port Management Committee this 21st day of February 2018.

Chair

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

Deputy Clerk

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