

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, OCTOBER 18, 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

1. Call to Order

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

2. Approval of Agenda

Moved by: P. Taylor seconded by: K. Smail 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

Moved by: F. McAuley seconded by: J. Hendriks that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated September 20, 2017.

Carried

6. Business Arising from Previous PMC Minutes

Members enquired about the ownership of CN subway and if the Port has received any further inquiries with respect to winter vessel berthage. It was noted that the 2018 budget should include a line item for public relations materials.

7. Discussion Items

a) Fraser House

The Port GM noted that the house has been boarded up and secured to prevent further access into the house and garage. It was noted that the house inspection report highlighted structural issues and the presence of asbestos.

There was consensus from Committee to review and discuss the Fraser house inspection in the New Year.

b) Port Day

It was noted that a letter was sent to Rear Admiral Baines requesting a naval frigate class vessel for the 2018 Port Day event. There was consensus from Committee to set a date for the 2018 Port Day in early spring.

c) 2017 Harvest

Port staff provided Committee with an update of the 2017 harvest, highlighting that the soybean harvest is underway and due to the large inventory of corn on site, some of the product will be moved to accommodate the soybean harvest.

d) Natural Gas Purchases

Port staff noted that LAS pricing was higher when comparing to Union gas and 3rd party pricing. Staff requested that the item be revisited in 2018 due to the limited savings and other priorities at this time of year.

e) Staff Reviews

Committee debated if a full review of the Port GM performance appraisal process was needed and if the Port GM should be reviewed by Members of the Port Management Committee. Members proposed that anyone who has suggested changes to the policy should email them to staff to be compiled for review at the November meeting.

8. Action/Information Items

a) Operations Manager's Report

Port staff summarized the Operations Manager's Report and noted that the two new grain bins are expected to be complete by mid-November.

b) General Manager's Report

Port staff summarized the General Manager's Report, noting that the Port is providing security for the project cargo and has increased the savings on

hydro costs as a result of opting into Hydro One's "Class A" Industrial Conservation Initiative. There was a general discussion with respect to winter vessel berthage requests and the possibility of barricading Windmill Road up to the Fraser House. The Port GM stated that he will have to look into the plowing on Windmill road with the township so that the trucks have an area to turn around.

Committee briefly discussed the land from the previously demolished cottages, specifically the next steps to developing the area for Port proposes.

c) YTD Stats

Committee reviewed the YTD Stats and noted that the breakbulk steel cargo has resulted in \$4,673 revenue.

d) Capital Projects Update

Committee reviewed the Capital Projects Update. There was a brief discussion with respect to contractor delays and the closure of a local welding business.

e) Budget 3rd Quarter Update

Port staff summarized the 3rd Quarter Budget Update. There was a general discussion regarding the yearly review of electricity costs and savings.

f) Investments 3rd Quarter Update

Port staff provided an overview of the cash flow chart and noted that the Port does not need to access any of the funds currently in investment GIC's. Members noted that the RBC Dominion Securities 1-year GIC reaches its maturity date on November 2, 2017. Committee discussed the length of term to reinvest the GIC and what investment companies have more favourable interest rates.

Moved by: K. Smail seconded by: P. Taylor that Port Management Committee recommends that Council direct Township staff to invest the RBC Dominion Securities – 1 Year GIC, in accordance with the Township's investment policy, in a 14-18 month GIC at the best available rate that does not conflict with any other Port GIC maturity date.

Carried

There was a general discussion with respect to the 0.95% interest rate with the Royal Bank Account and if that rate can be renegotiated. There was consensus from Committee to request that Council direct the Township Treasurer to prepare a report with respect to the agreement with the Royal Bank and the negotiated 0.95% interest rate.

Port staff requested that the November meeting be reschedule to November 22. There was consensus from Committee to reschedule the Port Management Committee meeting to November 22, 2017.

Moved by: K. Smail seconded by: M. Barrett that Committee receive, review and approve items 7a) 7b) 7c) 7d) 7e) and 7f).

9. Approval of Disbursements – Port Accounts

Moved by: K. Smail seconded by: G. Morrell 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:

- Invited to the South Grenville Food Bank presentation on October 20, however due to a scheduling conflict has asked if other members of Council could attend.

12. Question Period – None

13. Closed Session – None

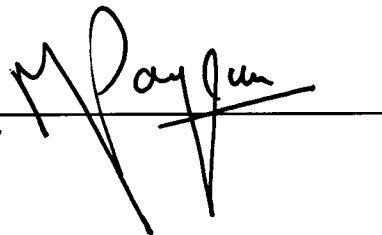
14. Adjournment

Moved by: M. Barrett seconded by: G. Morrell that the meeting adjourn at 7:47 pm.

Carried

These minutes were approved by Port Management Committee this 22nd day of November, 2017.

Chair



Deputy Clerk

