

**MINUTES**  
**PORT OF JOHNSTOWN MANAGEMENT COMMITTEE**  
**MUNICIPAL OFFICE – SPENCERVILLE**  
**WEDNESDAY, DECEMBER 20, 2017**  
**1 :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

Guest: Joanne Glaser, Cornerstones Management Solutions Ltd

Staff: Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Deb McKinstry, CAO/Clerk  
Rebecca Williams, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 1:30pm.

2. Approval of Agenda

**Moved** by: G. Morrell seconded by: M. Barrett 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: P. Taylor seconded by: M. Barrett that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated November 22, 2017.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items – None

8. Action/Information Items

a) Operations Manager's Report

The Operation's Manager summarized the report and Committee asked for clarification with respect to the Port reducing the number of available delivery appointments and if the reduction had any negative impacts.

b) General Manager's Report

Committee reviewed the General Manager's Report and noted that OMAFRA will publish an official crop yields report for the 2017 year. Members requested the OMAFRA report be included in an agenda package when it becomes available. There was a brief discussion with respect to the possibility of building a fertilizer holding tank and if there was still interest from the stevedore companies.

c) YTD Stats

Committee reviewed the YTD Stats and noted that the 2017 labour hours has decreased from 2016.

d) Capital Projects Update

Committee reviewed the Capital Projects Update. There was a brief discussion regarding the loading spouts project and timeline. Members confirmed that the final invoices from the new grain bins will stay within the budgeted amount. There was a general discussion regarding the installation of additional roof railings in 2018.

e) MOECC - Industrial Sewage Inspection Report -ECA

Port staff summarized the report and highlighted that the Port met all standards during the onsite inspection. Members enquired if any other local ports have been required to construct a storm water management pond.

**Moved** by: M. Barrett seconded by: P. Taylor that Committee receive and review items 8a) 8b) 8c) 8d) and 8e).

Carried

f) Final Environmental Report to DFO – South Nation Conservation

Committee reviewed the environmental report and commented on the fish habitats and wetland monitoring final results.

**Moved** by: P. Taylor seconded by: F. McAuley that Committee receive and review the Final Environmental Report as compiled and presented by South Nation Conservation.

Carried

g) Recommendation – Capital – Internal Spouts Grain Elevator

Committee reviewed the recommendation and discussed the large difference between the successful bid and the highest bid prices. Members confirmed that all bidding companies inspected the site and provided project plans with their bid. Staff noted that the tender is only for a portion of the project, with additional work planned for the 2018 budget.

**Moved** by: M. Barrett seconded by: K. Smail that the Port Management Committee:

1. Award the transfer chute replacement project to Selleck Mechanical in the amount of \$69,640.66 (excluding HST) plus a 10% contingency.
2. Authorize staff to execute the contract.

Carried

h) Treasurer Report on Township/Port Bank Accounts

Committee reviewed the investment report and noted that staff will be meeting with the RBC account manager in the new year to discuss future bank account management in response to the closure of the Spencerville branch. Committee discussed the investment market and what is considered to be a competitive rate. There was a brief discussion with respect to LAS investment opportunities and if it would be a viable option for Port investments.

9. Approval of Disbursements – Port Accounts

**Moved** by: J. Hendriks seconded by: K. Smail 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:

- Presentation to MP Brown took place at the Port of Johnstown today to provide an overview of investments and future capital and re-investment projects

12. Question Period

The Port GM requested that the January meeting be scheduled on January 24. There was consensus from Committee to reschedule the meeting to January 24, 2018.

13. Closed Session

**Moved** by: F. McAuley seconded by: K. Smail that Port Management Committee proceeds into closed session at 2:42pm in order to address a matter pertaining to:

- Personal matters about an identifiable individual, including municipal or local board employees; Specifically: **Top Management Performance Review**
- A proposed or pending acquisition or disposition of land for municipal or local board purposes; Specifically: **Minutes of Closed Session dated July 19, 2017**

Committee recessed for 10 minutes to clear the chamber.

**Moved** by: P. Taylor seconded by: J. Hendriks that the closed meeting does now adjourn and the open meeting of Port Management Committee does now resume at 3:58pm.

Carried

**Moved** by: M. Barrett seconded by: P. Taylor that Port Management Committee approves the minutes of closed session dated July 19, 2017.

Carried

Mayor Sayeau reported that Committee reviewed the closed session minutes and discussed the Top Management Performance Review process with Ms. Glaser from Cornerstones Management Solutions Ltd.

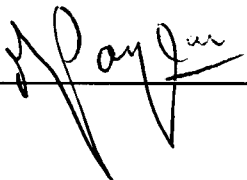
14. Adjournment

**Moved** by: G. Morrell seconded by: M. Barrett that the meeting adjourn at 4:00 pm.

Carried

These minutes were approved by Port Management Committee this 24<sup>th</sup> day of January, 2018.

Chair



Deputy Clerk

