

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, FEBRUARY 21, 2018
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
Jeff Wright, Maintenance Manager (left at 8:17pm)
Rebecca Williams, Deputy Clerk
Rhonda Code, Office Manager (left at 8:17pm)
Kevin Shannon, General Foreman (left at 8:17pm)

1. Call to Order

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

2. Approval of Agenda

Moved by: P. Taylor seconded by: M. Barrett that Committee approve the agenda as amended to include action item 2 with agenda item 8f), action item 1 with item 8g) and action items 3 and 4 to be addressed after closed.

Carried

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

4. Delegations – None

5. Minutes of the Previous POJ Committee Meeting

a) January 24, 2018

Moved by: G. Morrell seconded by: M. Barrett that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated January 24, 2018.

Carried

6. Business Arising from Previous PMC Minutes

Members asked if the Port or Mayor has received a response from the auditors with respect to the fraud risk confirmation letter. Members noted it is

possible to contract an auditing firm to perform a fraud risk assessment, however the Ports auditor on record would not be able to perform the task due to the conflict of interest. Committee requested that an item be added to the March agenda to address fraud risk assessment. Members enquired about the Port researching possible IT services. Committee requested that a report be completed for the March meeting with respect to IT services. The Port GM noted that an item with respect to IT services would be prepared for the March meeting.

7. Discussion Items – None

8. Action/Information Items

a) Operations Manager Report

Committee reviewed the Operation Managers Report.

b) General Manager's Report

Committee reviewed the General Manager's Report and noted the continued electrical savings achieved in 2017 by moving to a Class A program.

c) YTD Stats

Committee reviewed the YTD Stats.

d) Health and Safety Report

Committee reviewed the Health and Safety Report noted that the Port participated in an audit and site inspection done by the federal labour program. There was a brief discussion with respect to provincial versus federal labour and health and safety requirements.

Moved by: K. Smail seconded by: P. Taylor that Committee receive and review items 8a) 8b) 8c) and 8d).

Carried

e) Revenue and Expenses Budget 2018

Port staff summarized the revenue and expenses budget, highlighting the outside services and materials and supplies account summary. It was noted that revenues may be down in 2018 due to no vessels being scheduled to bring in grain in the spring, as was the case in 2017. It was noted that a vessel is due in the spring to take out soybean. Port staff noted that both factors will impact the inventory revenues, as compared to 2017.

There was a general discussion with respect to the drying process for soybean and corn and how the availability of the drier can affect overall

commodity and storage levels. Port staff noted that they will be investigating ways to mitigate loss due to the corn dust being swept up with cleaning instead of it staying with the product output.

f) Capital Budget 2018

Port staff summarized the capital budget, highlighting the property, marine terminal, grain elevator and new business expansion projects that are included within the capital budget. There was a brief discussion with respect to bulk/steel cargo and how the Port may be able to better utilize the west uplands land area for storage.

Committee reviewed the major and minor capital budget items and noted that the Port is carrying forward \$310,000 from 2017. Committee reviewed the cash flow chart and confirmed that the Port will not require to take money from the investment account for the 2018 budget year. There was a brief discussion with respect to total storage capacity and how much of the total storage is as a result of the additional grain bins.

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

1. Council approves the Port of Johnstown's 2018 Budget Revenues and Expenses as presented.
2. Council approves the Port of Johnstown's 2018 Capital Budget as presented.

Carried

g) Loftter Pit Repairs

Committee reviewed the report and enquired about the level of completeness achieved from Selleck Mechanical.

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

1. Council awards the transfer chute replacement project to Eastern Ontario Millwrighting in the amount of \$57,400.00 (excluding HST) plus a 10% contingency.
2. Council authorize staff to execute the contract.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: F. McAuley 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 – None
12. Question Period – None
13. Closed Session

Moved by: G. Morrell seconded by: M. Barrett that Port Management Committee proceeds into closed session at 8:17pm in order to address a matter pertaining to:

- A proposed or pending acquisition of disposition of land for municipal or local board purposes; Specifically: **Industrial Land**
- 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 and Minutes of Closed Session dated January 24, 2018**

Carried

Committee recessed for 10 minutes to clear the chamber.

Moved by: M. Barrett seconded by: G. Morrell that the closed meeting does now adjourn and the open meeting of Port Management Committee does now resume at 9:06pm.

Carried

Moved by: F. McAuley seconded by: P. Taylor that Port Management Committee approves the minutes of closed session dated January 24, 2018.

Carried

Mayor Sayeau reported that Committee discussed matters with respect to a potential business opportunity and business agreement with a commercial customer. Mayor Sayeau noted that Committee reviewed the minutes of closed session dated January 24, 2018 and briefly discussed the mission statement for the Port.

Moved by: P. Taylor seconded by: J. Hendriks that Port Management Committee recommends that:

1. Council approves entering into an agreement with Ingredion Canada Corporation for the guaranteed storage and identity preservation of their Non-GMO corn.
2. The term be for a period of 2 years 8 months
3. The Mayor and the Port GM execute the signing of this agreement on behalf of the Township.

Carried

Moved by: M. Barrett seconded by: G. Morrell that Port Management Committee recommends that action items #1 Loft Pit Repair, #2 2018 Budgets, and #3 Ingredion Contract Agreement be directly referred to Council on February 26, 2018 for approval.

Carried

14. Adjournment

Moved by: K. Smail seconded by: F. McAuley that the meeting adjourn at 9:11 pm.

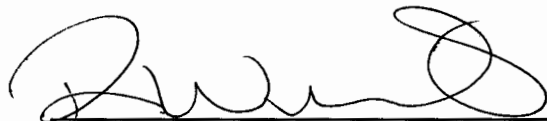
Carried

These minutes were approved by Port Management Committee this 21st day of March, 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 "F. McAuley", written over a horizontal line.