

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

Regrets: Mr. Frank McAuley

Staff: Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Debra McKinstry, CAO/Clerk (left at 7:30pm)  
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: M. Barrett that Committee approve the agenda as amended to remove item 4b) and place it as an information item on 8f).

Carried

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

4. Delegations

a) Greenergy

Mr. Jones with CREWS Johnstown introduced Mr. Healey from Greenergy Canada to the Committee and outlined how CREWS and Greenergy would be working together to bring Greenergy fuel distribution to Edwardsburgh Cardinal. Mr. Healey gave a presentation to Committee which outlined; Greenergy's mission of delivering fuel to long-term customer partnerships, the company overview, locations of offices and the evolution of volume sales, and described how the fuel would be received and distributed at the Johnstown site.

Mr. Healey provided a project overview, highlighting that the site would have a maximum capacity of 500,000m<sup>3</sup> litres per annum, with 4 above ground

tanks which the rail cars will discharge directly into the tanks and 2 truck loading bays, with the ability to offload via truck. Mr. Healey and Mr. Jones outlined the facility location and noted the approximate site plan location within the CREWS property lines. Mr. Healey provided Committee with information about Greenergy's current "cargoflo" facility in Toronto as an example of their facilities in Ontario.

Committee commented on the facility site location and confirmed the approximate value of the proposed facility and total acreage that would be used on the CREWS owned land. Members asked Mr. Healey about the proposed timeframe of the project and when he will be organizing a public consultation process for the surrounding residents. Committee discussed the number of rail cars and total truck traffic that could be expected on an average day. Mr. Healey noted that Greenergy may be interested in working with the Port of Johnstown and other industrial organizations in Johnstown to expand their business. Staff noted that under the current zoning a fuel depot facility is permitted and would not require re-zoning.

**Moved** by: P. Taylor seconded by: G. Morrell that the Port Management Committee recommends that Council approves in principal the proposed Greenergy project, subject to a public consultation process.

Carried

Committee thanked Mr. Healey and Mr. Jones and crew for the presentation.

5. Minutes of the Previous POJ Committee Meeting

a) February 21, 2018

**Moved** by: K. Smail seconded by: M. Barrett that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated February 21, 2018.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items – None

8. Action/Information Items

a) Operations Manager Report

Committee reviewed the Operation Managers Report and briefly discussed the repairs made to the fire alarm system.

b) General Manager's Report

Committee reviewed the General Manager's Report and discussed the year to date storage and revenue trends.

c) YTD Stats

Committee reviewed the YTD Stats.

**Moved** by: J. Hendriks seconded by: M. Barrett that Committee receive and review items 8a) 8b) and 8c).

Carried

d) Health and Safety Report

Committee reviewed the Health and Safety Report and discussed the need to review the Ports smoking policy. There was a brief discussion with respect to the enforcement of the current smoking policy. Committee requested that the Ports smoking policy be reviewed at the April meeting.

**Moved** by: P. Taylor seconded by: G. Morrell that Committee receive and review the Health and Safety Report.

Carried

e) 2017 Financial Audit

Committee reviewed the 2017 draft financial statements for the Port of Johnstown and asked for clarification with respect to the amortization of capital contributions and property/plant and equipment. There was a brief discussion with respect to the pension benefits defined in the financial statements summary notes and confirmed with staff that the pension benefits and contributions are sufficient to the contractual agreement.

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

- Port Management Committee receives and approves the financial statement as prepared as presented by management and that these financial statements be forwarded to council.
- That the Port Management Committee recommends that Council receive and approve the 2017 audited financial statement as presented by CKDM.

Carried

There was consensus from Committee to request that the auditor presents the financial statements at the April Council meeting, scheduled for April 23.

f) Lame Duck Councils and Restricted Acts

Committee reviewed the report.

9. Approval of Disbursements – Port Accounts

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

- Township just received site plan applications for 3 different locations
- Met with Giant Tiger and the owners of Angelo's

12. Question Period – None

13. Closed Session

**Moved** by: G. Morrell seconded by: M. Barrett that Port Management Committee proceeds into closed session at 8:35pm in order to address a matter pertaining to:

- A proposed or pending acquisition or disposition of land for municipal or local board purposes; Specifically: **Fraser House and Minutes of Closed Session dated February 21, 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 8:53pm.

Carried

**Moved** by: P. Taylor seconded by: J. Hendriks that Port Management Committee approves the minutes of closed session dated February 21, 2018.

Carried

Mayor Sayeau reported that Committee discussed a potential draft motion with respect to Fraser House to be brought forward to Council and reviewed the minutes of February 21, 2018.

14. Adjournment

**Moved** by: K. Smail seconded by: J. Hendriks that the meeting adjourn at 8:55 pm.

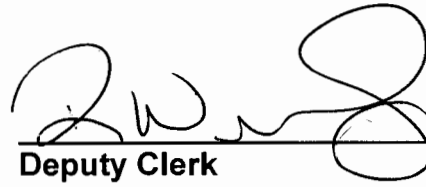
Carried

These minutes were approved by Port Management Committee this 18<sup>th</sup> day of April, 2018.

Chair

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

Deputy Clerk

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

