

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
THURSDAY, MAY 17, 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  
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: M. Barrett seconded by: P. Taylor 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) April 18, 2018

**Moved** by: G. Morrell seconded by: P. Taylor that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated April 18, 2018.

Carried

6. Business Arising from Previous PMC Minutes

Committee enquired if the Port has received any updates with respect to the Greenergy presentation and proposed public consultation process. There was a brief discussion with respect to Greenergy's proposed consultation process, specifically the use of social media and their website as a consultation forum.

## 7. Discussion Items

### a) Ice Pad Donation

Committee discussed if a portion of the allotted Port budget for donations should be donated towards MP Brown's vision to build an ice pad in Gananoque. Members noted that MP Brown was instrumental in assisting the Port to receive the Canada Action Plan funding. It was noted that the Port donated annually to CPHC through MP Brown's all-star hockey night in Leeds-Grenville. Members debated whether the Port should make a donation directly to the ice pad vision or use the money for something that would positively affect all of Leeds-Grenville.

Members noted that the donation would be going towards a vision of the late MP Brown and that as a Township and Port that benefitted from his assistance, a donation to support his legacy would be a worthy cause. Members suggested that the donation be increased to \$2,000. There was a brief discussion with respect to the donation presentation, specifically if the presentation would be done at the Township office or in Gananoque. There was consensus from Committee to donate \$2,000 towards MP Brown's ice pad fund.

### b) Strategic Plan

Mr. McAuley provided Committee with an update with respect to the review of the current 5-year strategic plan, noting that he has completed the SWAT analysis. Mr. McAuley noted that he will be looking for input and feedback from Committee Members and Port staff in order for him to complete the PEST analysis which will give him a more fulsome picture to report back to Committee next month.

## 8. Action/Information Items

### a) Operations Manager's Report

Committee reviewed the Operation Manager's Report and briefly discussed berthage fees and the limit of the St. Lawrence Seaway draft. Members briefly discussed when additional tariff fees are added, specifically with respect to Port staff overtime to complete the job.

### b) General Manager's Report

Committee reviewed the General Manager's Report and noted that the reduction of inventory in the grain elevator will result in lower storage revenues for May to July. Members noted Greenergy's potential future interest in having storage tanks at the Port.

c) YTD Stats

Committee reviewed the YTD Stats and asked for clarification with respect to wharfage versus layover charges for vessels at the Port. It was noted that Port staff will include the "recordables" for the health and safety portion of the report in order for Committee to easily compare the statistics from year to year. Committee confirmed that Morris Chemicals has been purchased by Da-Lee Dust Control and will be entering into a new lease agreement with the Port. There was a brief discussion as to whether the Port could buy the existing pipeline and then have the new company maintain the line through a maintenance agreement.

There was a general discussion with respect to Greenergy's possible interest of having storage tanks located at the Port. Committee discussed the potential logistics of storing and moving the materials, specifically how it may be cost beneficial to Greenergy.

d) Capital Projects Update

Committee reviewed the report and confirmed which projects are carryover from 2017.

e) Health and Safety Report

Committee reviewed the Health and Safety Report and discussed the Port's response to Labour Canada's assurance of voluntary compliance. Port staff noted that Labour Canada issued compliance work orders which have since been completed.

**Moved** by: F. McAuley seconded by: P. Taylor that Committee receive and review 8a) Operation Manager Report, 8b) General Manager Report, 8c) YTS Stats, 8d) Capital Projects Update, and 8e) Health and Safety Report.  
Carried

f) Grain Elevator Roof Repair

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

1. Port Management Committee award the roof repair project to D.L. Construction and Roofing Ltd. at the unit price of \$6.06/sq. ft. to a ceiling limit of \$175,000.00 plus HST.
2. Port Management Committee authorizes staff to execute the contract.

Carried

g) OnServe Inc. Managed Services

**Moved** by: K. Smail seconded by: M. Barrett that:

1. Port Management Committee recommends that Council hire OnServe Inc. to provide a managed service program for the Port of Johnstown

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as per the attached contract at \$1319.00 plus HST per month plus an additional \$90 plus HST per month for performing backups.

2. This action item be brought to the next Council meeting on May 28, 2018.
3. Once approved by Council, Port staff be authorized to execute the contract as presented.

Carried

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 – None

12. Question Period – None

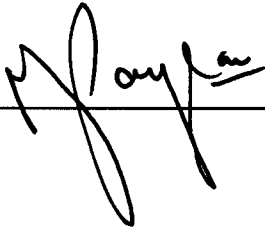
13. Adjournment

**Moved** by: K. Smail seconded by: M. Barrett that the meeting adjourn at 7:30 pm.

Carried

These minutes were approved by Port Management Committee this 20<sup>th</sup> day of June, 2018.

Chair



Deputy Clerk

