

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, JUNE 20, 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: K. Smail 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

a) May 17, 2018

Moved by: J. Hendriks seconded by: P. Taylor that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated May 17, 2018.

Carried

6. Business Arising from Previous PMC Minutes

It was noted that Port staff will be including the OSHA “recordables” on the YTD Stats report in the future.

7. Discussion Items

a) Port Day

Committee discussed the 2018 Port Day event, specifically the attendance, speeches, availability of naval and coast guard vessels, elevator tours, publicity of event in various journals, and yearly trends. Members debated if the Port should continue to hold an annual Port Day event or to take a year off and build an event around when vessel(s) may be available to berth at the Port.

b) Navy Vessel July 26-28, 2018

Committee noted that there may be a naval vessel coming to the area from July 26-28, 2018. There was a brief discussion with respect to where the vessel may be berthing. Committee requested that staff confirm if the vessel will be berthing at the Port of Johnstown or Town of Prescott waterfront dock.

c) Strategic Planning – SWOT Analysis – Mr. McAuley

Mr. McAuley provided Committee with an update with respect to the strategic plan process and informed Members that he had spoken with Port employees to gather information on what they thought of when they were asked about the Ports values, strengths, weaknesses, opportunities and potential threats.

The following information was gathered with respect to each category.

Values: safety, efficiency, flexibility, sense of community

Strengths: capacity, capability, non-urban setting

Weaknesses: capital concerns, loading spouts, exterior cosmetics, weather delays

Opportunities: CREWS, Giant Tiger, options to expand area/land

Threats: Picton Terminals, farm storage areas, other Ports in area potential expansion

Members commented on the helpful feedback provided by Port employees. Mr. McAuley noted that he will continue to work on the SWOT Analysis and will be gathering information and feedback from Committee at a future meeting.

8. Action/Information Items

a) Operations Manager's Report

Committee reviewed the Operation Manager's Report and briefly discussed the restoration of an air compressor and the value of scrap steel components.

b & c) General Manager's Report & YTD Stats

Committee reviewed the General Manager's Report and YTD Stats and discussed the Port's current deficit. There was a brief discussion with respect to the absence of incoming vessels during the spring months and what is expected over June/July timeframe.

Committee discussed the available land for future at the Port and the potential of a business being interested in leasing a portion of available land to develop tanks to hold liquid fertilizer. Committee debated how the Port should best use/lease the land, specifically because of the limited amount of land left at the Port to be developed.

There was a general discussion with respect to the comparison of the grain and harbor terminal reports from 2017 to current 2018. Port staff expanded on how they will be modifying the health and safety portion of the YTD Stat report to include the "recordables". Members asked for clarification with respect to short-term versus long-term injury rates.

d) Capital Projects Update

Committee reviewed the report and briefly discussed the progress of the repairs to the CN bridge on County Road 2.

Committee debated the development of the west uplands area, specifically asking how the developments will generate revenue to support the Ports development. Port staff noted that information with respect to how development of the west uplands will generate revenue for the Port will be provided to Committee at a future meeting. Members discussed why no business case or analysis has been presented for various development projects. It was noted that Port staff presented a business case regarding installation of the two new grain bins for the agreement with Ingredion in order to segregate the nonGMO corn which was finalized in 2017. Committee debated about the benefits of the newly installed annex grain bins and whether they are bringing in enough revenue for the Port. Members discussed the level of development needed at west uplands to attract business.

e) Health and Safety Report

Committee reviewed the Health and Safety Report.

Moved by: F. McAuley seconded by: K. Smail 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) Port Tariffs

Committee reviewed the recommended increases to the Port grain tariffs and noted that they haven't been increased or reviewed by the Committee since 2010. It was noted that Port staff reviewed other ports and made comparisons through the Canadian Grain Commission to determine the percentage to increase the tariffs.

Members enquired as to why a full review of similar ports tariffs has not been completed to give the Committee a more fulsome view and understanding of how the Port of Johnstown compares to other ports in Ontario. Port staff noted that private firms do not share their tariffs and advised Committee that the tariffs published by CGC elevators are not always the real picture as these elevators are privately owned by brokers who buy and sell grain. Members discussed the possible outcomes if the Port sets the tariffs too high and if the Port is missing out on income due to the low increase.

Moved by: M. Barrett Seconded by: K. Smail that Port Management Committee:

1. Approves and recommends to Council a 1.5% tariff increase effective August 1, 2018.
2. This action item be brought forward to Council at the next meeting on June 25, 2018.
3. Upon approval by Council, Port staff prepare and submit the new schedule to the Canadian Grain Committee.

Carried

g) Business Agreements (after closed session)

Committee noted that 8g) will be dealt with after the closed session discussion regarding the business agreements.

9. Approval of Disbursements – Port Accounts

Moved by: P. Taylor 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:

- Thanked staff and volunteers for help at the Port Day event
- Highlighted press coverage for the Port Day event
- Provided status update with respect to the CBSA easement agreement
- Gave out plaques for Port Day vessel

- Informed Committee that Coco Paving purchased Cruickshank Construction Ltd. Mentioned the possible opportunity for the Port to discuss the sending/receiving of aggregate
- Gave a presentation at the Brockville Museum for the ship group

12. Question Period – None

13. Closed Session

Moved by: K. Smail seconded by: F. McAuley that the Port Management Committee proceeds into closed session at 8:30pm in order to address matters pertaining to:

- A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Minutes of Closed Session dated March 21, 2018
- A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; Specifically: Port Business Agreements

Carried

Committee recessed for 5 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 the Port Management Committee does now resume at 8:56pm.

Carried

Moved by: J. Hendriks seconded by: K. Smail that Port Management Committee approves the minutes of closed session dated March 21, 2018.

Carried

8.g) Business Agreements

Moved by: K. Smail seconded by: J. Hendriks that Port Management Committee recommends:

1. That Council approves the Port of Johnstown, a division of the Township of Edwardsburgh Cardinal, entering into a Vacant Land Lease Agreement and Master Agreement with Da-Lee Dust Control Ltd.
2. That this action be brought forward directly to Council for approval at the June 25th, 2018 meeting.
3. That once approved by Council, the Mayor and Clerk are authorized to sign the agreement on behalf of the Township and Port.

Carried

14. Adjournment

Moved by: G. Morrell seconded by: M. Barrett that the meeting adjourn at 8:59 pm.

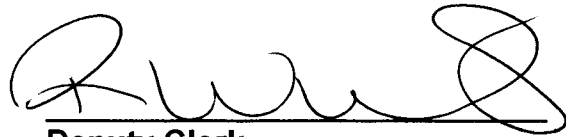
Carried

These minutes were approved by Port Management Committee this 18th day of July, 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 "G. Morrell", written over a horizontal line.