

**MINUTES**  
**PORT OF JOHNSTOWN MANAGEMENT COMMITTEE**  
**MUNICIPAL OFFICE – SPENCERVILLE**  
**WEDNESDAY, NOVEMBER 21, 2018**  
**6:30PM**

Present: Mayor Patrick Sayeau, Chair  
Deputy Mayor Peggy Taylor  
Councillor Gerry Morrell  
Mr. Joe Hendriks  
Mr. Frank McAuley

Regrets: Councillor Michael Barrett  
Councillor Karie Smail

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: F. McAuley seconded by: P. Taylor that Committee approve the agenda as amended to add 7a) Hockey Night in Leeds and Grenville.

Carried

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

4. Delegations & Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) October 25, 2018

**Moved** by: G. Morrell seconded by: J. Hendriks that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated October 25, 2018.

Carried

6. Business Arising from Previous PMC Minutes

Members enquired if Port staff has received any updates with respect to the CN rail crossing bridge over County Rd 2. It was noted that the General Managers Report provides an update with respect to the matter.

7. Discussion Items

a) Hockey Night in Leeds and Grenville

Members noted that an event is being organized in memory of MP Gord Brown on November 28 to support the United Way and the Canada 150 outdoor rink project. Members debated if the Port should donate money to the event. It was noted that the Port already donated \$2000 towards the Canada 150 outdoor rink which has been relocated to Gananoque. It was noted that the Port still has \$500 available and if United Way reaches out for funding then the Port may give the donation directly to United Way.

8. Action/Information Items

a) Operations Manager's Report

Committee reviewed the Operation Manager's Report and highlighted that the amount of grain received in October was the highest recorded total since the Township purchased the Port. There was a general discussion with respect to storage capacity, specifically if additional grain bins would benefit the Port to allow for additional grain unloading requests. It was noted that there were over 260 unload requests per day and the Port is able to accommodate 160. It was noted that there are not enough man hours or time during a single day to be able to unload 260 deliveries, which would require approximately 20 hours. Members enquired if the 100 unload requests that are turned away go to a different Port or storage facility. It was noted that some would go to a different facility while others will understand and make another request. Members suggested that staff prepare a report examining if the Port would make additional revenue if additional grain bins were built.

There was a brief discussion with respect to expected vessels arriving in December and if any grain would be sent out by vessel before the new year. Members confirmed if all the grain bins are equipped with monitors. Staff confirmed that all of the main bins will be equipped with monitors by the end of the year.

Committee discussed fungus that is affecting corn crops in Western Ontario. It was noted that as a result of the fungus, the infected corn is also affected by a price penalty. It was noted that the fungus has not spread to Eastern Ontario and there have been no reports of the fungus at the Port.

b) General Manager's Report

Port staff summarized the report, highlighting that the Port finished off with the highest October on record at \$1.56 million in revenues. It was noted that that October surplus was at \$1.07 million which increases the year to date surplus to \$1.2 million. Members enquired as to the percentage of grain shrinkage occurs at the Port. It was noted that the shrinkage is

approximately 0.5%. It was noted that the engineering consultant is reviewing the reports with respect to the CN rail bridge and will be preparing a tender with cost estimates.

There was a brief summary of the Port presentation at the Economic Development Summit and discussions that took place during the H2O Conference, specifically the new digital/electronic tracking systems available to track vessels and possible delays. It was noted that Logistec is still interested in developing West Uplands 2.

Committee was thanked for their service and dedication to the Port Management Committee over the last four years.

#### c) YTD Stats

Committee reviewed the YTD Stats and discussed concerns raised with respect to salt shortages. Discussion took place with respect to whether additional salt will be brought in by vessel before the seaway closes for the winter season.

Committee discussed the CGC rating, specifically why the Port received a C/AA rating. It was noted that dust was seen during the first inspection and an insect was found in a bin, however during the second inspection the issues were resolved and the Port received an AA rating. It was noted that overall the current rating is 4.8 out of 5, which is considered very good.

Committee reviewed the recordable incidents and discussed if an accident on a person's thumb which didn't require stitches should be considered a recordable.

#### d) Capital Projects Update

Committee reviewed the report and confirmed an item will be prepared with respect to the engineer's assessment on the loading spouts. It was noted that the actual loading spouts project, which is estimated to be \$3-5 million will be done in 2020, and the money spent in 2018 was to complete the engineer's assessment. Members suggested that a business case be developed for Committee to review before committing \$3-5 million on a capital project.

#### e) Health & Safety Report

Committee reviewed the Health and Safety Report and confirmed that the Substance Use in the Workplace Policy has been implemented, however, further training will take place in January. Members confirmed that employees are able to bank their overtime hours to be used at a later date.

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

f) Cruise Ship Opportunity

Committee reviewed the possibility of marketing the Port as a cruise ship stop and discussed possible shore excursions. It was noted that the Committee and Port could develop excursion programs that would be sold on the ship to interested visitors, and the Port could earn additional revenue as a result of the berthage tariff. Members requested that staff review and compare berthage cost calculations for other Ports and docks in the area. It was noted that some Ports charge a wharfage fee which is based on the total number of people on board the ship.

9. Approval of Disbursements – Port Accounts

**Moved** by: J. Hendriks 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:

- Noted that there were councillor elect members in the audience
- Thanked current members of the Committee and Staff for a successful term

12. Question Period

Questions/comments were raised with respect to the following:

- Reason why the Port performs oil sample integrity checks

13. Closed Session – None

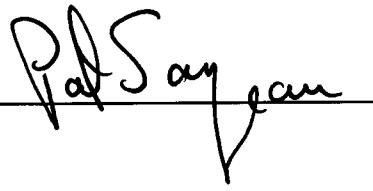
14. Adjournment

**Moved** by: G. Morrell seconded by: P. Taylor that the meeting adjourn at 8:01 pm.

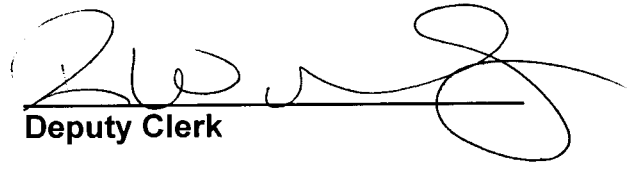
Carried

These minutes were approved by Port Management Committee this 19<sup>th</sup> day of December, 2018.

Chair

A handwritten signature in cursive script, appearing to read "Pat Sweeney", written over a horizontal line.

Deputy Clerk

A handwritten signature in cursive script, appearing to read "Z. Wong", written over a horizontal line.