

**MINUTES**  
**PORT OF JOHNSTOWN MANAGEMENT COMMITTEE**  
**MUNICIPAL OFFICE – SPENCERVILLE**  
**WEDNESDAY, AUGUST 15, 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  
Rhonda Code, Office Manager

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm and congratulated Councillor Barrett on winning the PC nomination to run in the upcoming federal by-election.

2. Approval of Agenda

**Moved** by: M. Barrett seconded by: P. Taylor that Committee approve the agenda as amended to add 4a) Dust Mitigation at the Port presentation.

Carried

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

4. Delegations & Presentations

a) Dust Mitigation at the Port

Port Staff provided Committee with a presentation in response to concerns raised with respect to grain dust control and risk mitigation efforts at the Port. Staff summarized the hazards of working in a facility that handles grain dusts, highlighting that there is the possibility of a grain dust event in every industry that handles various products that produce dust. Staff compiled a summary of distribution for various combustible dust incidents by industry and material to explain that similar risk factors are always a concern in different industries handling various products. It was noted that there is always a possibility of an event, however with stringent risk mitigation efforts, the Port strives to reduce the probability that an event might occur.

Port Staff summarized the five elements needed for a dust explosion to occur, and how the Port addresses and tries to control the ignition and dispersion factors to limit the risk of a dust explosion. Staff summarized the factors that must be present at the same time in order for an explosion to occur, for example an ignition source, and the concentration level of suspended dust that must be present before the Port would consider it a risk hazard. There was a brief discussion with respect to examples of concentration level of suspended dust. It was noted that at the Port the level would be similar to an inch of dust in a ten-foot cubic area before there was a risk of an explosion. It was noted that with the Port's maintenance standards, an inch of dust would never be present in that small an area.

Port Staff summarized the OSHA recommendations that facilities abide by in order to mitigate events and highlighted how the Port implements each recommendation. It was noted that the buckets in the lofters are now plastic instead of metal to reduce the heat emissions and continually monitors the temperature of the grain bins. It was noted that the system is capable of hazard monitoring, which will be implemented as an ongoing process.

Port Staff highlighted that employees perform annual/monthly/daily maintenance of equipment and systems to ensure that the Port is taking additional steps to reduce the risk of an event. The CGC Sanitary Inspection Report was reviewed and highlighted that the Port usually receives an overall rating between 3.7-3.8 out of 4 rating for their maintenance efforts.

There was a general discussion with respect to the CGC investigating the possibility of applying/spraying food grade mineral oil to grain products which would bond the grain dust to the product to reduce the amount of dust produced when being transported and stored in an elevator. It was noted that the CGC currently does not allow for the use of oil and would require amendments to the Act in order for the widespread usage at grain elevators. Members asked for clarification with respect to the cost and production of the oil. It was noted that Petro Canada is the only company in Canada that currently produces the required product. Members enquired as to how the dust collectors on the roof are emptied. It was noted that the dust is collected and bagged, then transferred down to the ground to be disposed.

Members enquired if the Port has ever encounter issues with the bearings heating up to a hazardous level. It was noted that the equipment is monitored, and the bearings and other materials and equipment is repaired and/or replaced to avoid overheating concerns. Members highlighted that the possibility of an event needs to be quantified, specific to the primary and secondary event, and if the mechanisms in place are enough to manage and control the explosion.

Committee suggested that staff prepare a summary to identify the areas at the Pot that are considered a high risk in order for Members to better understand where the risks are located and how the Port mitigates the risks.

There was a brief discussion with respect to confined spaces and if employees are required to go in to clean the bins. It was noted that employees no longer have to enter the bins, as a hose connection cleaning system has been implemented. It was noted that the employees are continually trained and updated on the confined space program to reduce the risks associated with working at the Port. Port Staff noted that a report is prepared and reviewed annually to identify the hazard areas and are given ratings between 0-125. It was noted that currently there are no hazards ranked above 60, which is partly due to the continual hazard prevention program. There was a general discussion with respect to monitoring of air quality and how the Port only uses intrinsic electric powered equipment when working with confined spaces to eliminate the risk of carbon monoxide emissions and ignition source for dust.

5. Minutes of the Previous POJ Committee Meeting

a) July 18, 2018

**Moved** by: P. Taylor seconded by: M. Barrett that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated July 18, 2018.

Carried

6. Business Arising from Previous PMC Minutes

Committee reviewed the minutes and confirmed that the process risk assessment professional is not interested in preparing a proposal and report for the Port. Members debated if they should seek another person to complete a report and if the Port and Committee would gain any insight from a professional assessment report. It was noted that if such a report is prepared and it identifies any issues, then the Port and Committee is obligated to address the issues.

Committee discussed how staff could provide further information with respect to hazards/risks identified and rated at the Port. Port Staff noted that the suggested list would need to be broken into several discussions for the Committee meetings. Members agreed that the presentation/discussion items could come forward in sections to be reviewed. Members suggested that Committee reviews the suggested items from the Port before they determine if another risk assessment professional is approached.

Members noted that Mr. McAuley would have the PEST analysis prepared in time for the September meeting. It was noted that the stevedore will also be making a presentation at the September meeting.

7. Discussion Items – None

8. Action/Information Items

a) Operations Manager's Report

Committee reviewed the Operation Manager's Report and briefly discussed why three temperature monitoring cables were malfunctioning and if other cables are expected to do the same. It was noted that the cables are old and will need to be changed over time. There was a general discussion with respect to how Horst Systems replaces the cables and if the bins are empty during the process. It was noted that Horst has a team to complete the process and that the bins must be full before the team enters to complete the replacement of the cables.

There was a brief discussion with respect to the shipments of railcars for non-GMO corn, specifically why companies use usually prefer to use trucks to transport materials rather than railcars. It was noted that it is currently more cost effective to transport the materials by truck than railcar.

Committee enquired why the Port is currently lower in corn and wheat inventory compared to the past five years. It was noted that the corn and wheat inventory is lower due to the Port missing the start of the corn harvest in 2017 due to the large amount of soybean that came in and occupied space. It was noted that the estimates for corn and wheat are expected to exceed the 2017 inventory.

There was a brief discussion with respect to how the Port and grain companies may have to change their strategy due to the USA tariffs. It was noted that some of the grain that would usually go to the USA is now being transported to China and various countries in the EU. Members enquired if the Port can determine a method to control the grain revenues. Port Staff noted that it is based on the demands of the customers.

b) General Manager's Report

Committee reviewed the general Manager's Report and commented on the electrical savings, specifically how monitoring the peak hours could result in another 45% savings on the global adjustment. Members confirmed that the vessel carrying cargo steel will be utilizing the whole area of West Uplands 1. There was a brief discussion with respect to how long the steel is expected to stay at the Port and highlighted that the rates of storage increase per month. It was noted that the West Uplands 2 Development project is underway and expected to be complete in the next few months.

There was a general discussion with respect to the storage of windmill parts, and how the cancellation of various green energy projects may result in the parts being returned to the Port for storage until a vessel is ready to take the parts back.

c) YTD Stats

Committee reviewed the YTD Stats and noted that the recordable incidents/injuries were prepared in a separate table at the bottom of the page as requested. Members enquired why the total salt in 2018 is less than 2017, however the yards are stocked full. It was noted that the salt is in high demand, however the stock is not being transported out yet due to agreements and overtime costs. It was noted that the salt at the Harbourfront is being transferred to the Riverfront Dock and tarped and will sit there as there is no room available across the road. This will also help with compacting the area before paving begins next year. There was a brief discussion with respect to the difference and demand of white salt versus gray salt which originates from the Quebec mines.

d) Capital Projects Update

Committee reviewed the report and confirmed that the new grain programs and modules is being completed in-house to develop modules specific to the Port's needs instead of purchasing a program that would need to be modified to accommodate the Port's needs. It was noted that the Port costs for a preliminary engineer's report for repairs to the CN bridge are between \$15,000 to \$20,000. It was noted that County Road 2 was partly closed as a result of the engineering company inspecting the bridge.

There was a brief discussion with respect to the replacement of wood dock fenders with rubber fenders and that for now, wooden timbers will be used until additional research is completed to determine the useful lifespan of rubber fenders.

e) Health & Safety Report

Committee reviewed the Health and Safety Report.

**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) Amendment & Assignment of Lease

Mr. McAuley did not participate in the discussion or vote on the matter due to him owning a cottage on Windmill Road.

Members commented on the continuation of the 20-year lease agreement when the lease is assigned.

**Moved** by: K. Smail seconded by: G. Morrell that Port Management Committee recommends that Council approves the following:

1. That an amendment be approved by Council for property known as P37.

2. That an assignment of the current lease held by Yvonne Crich and John Franchi to Joseph Francia and Susan Nielsen identified as P-37 be approved by Council.
3. That the amendment and assignment for the property known as P-37 be brought forward to the Council meeting on August 27 for approval and upon approval executed by the Mayor and Clerk of the Township.

Carried

g) Fire Alarm System

**Moved** by: K. Smail seconded by: P. Taylor that Port Management Committee:

1. Awards the fire alarm system project to Industrial Electric IECBL in the amount of \$137,838.61 plus a 15% contingency.
2. Authorizes staff to execute the contract.

Carried

9. Approval of Disbursements – Port Accounts

Committee asked for clarification with respect to the additional charges for the prevention and regulatory solutions. It was noted that the additional costs were carried forward from June and July.

**Moved** by: G. Morrell seconded by: M. Barrett 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:

- Attending AMO:
  - Invited to sit in on the Great Lakes Cruising Coalition that received \$250,000 grant to complete a research report on growing cruising tourism in Ontario. Will be meeting with the Minister of Tourism, Culture and Sport on Monday. Coalition will be seeking another \$100,00 for 3 years to be matched by the Ports and Federal government
  - Part of a delegation with the UCLG Mayors to seek a top-up of \$100,000,000 for the natural gas expansion project from the Minister of Energy

12. Question Period

Questions/comments were raised with respect to the following:

- It was noted that in the Port of Johnstown has continued to provide safety training and meetings to the employees and that the Health and Safety Consultant looks at the employee's best interests to help keep them safe while on the job.

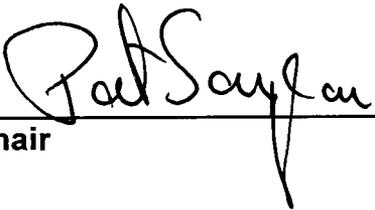
13. Closed Session – None

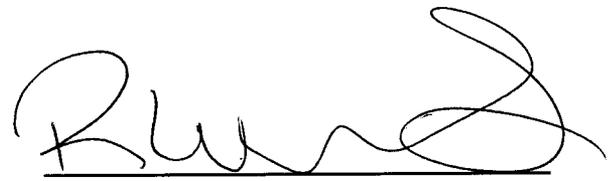
14. Adjournment

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

Carried

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

  
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Chair

  
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Deputy Clerk