

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
THURSDAY, OCTOBER 25, 2018
6:30PM**

Present: Mayor Patrick Sayeau, Chair
Councillor Michael Barrett
Councillor Gerry Morrell
Councillor Karie Smail
Mr. Joe Hendriks
Mr. Frank McAuley

Regrets: Deputy Mayor Peggy Taylor

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: G. Morrell that Committee approve the agenda as amended to add 7a) Investment Renewal Options.

Carried

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

4. Delegations & Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) September 19, 2018

Moved by: M. Barrett seconded by: F. McAuley that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated September 19, 2018.

Carried

6. Business Arising from Previous PMC Minutes

It was noted that Councillor Morrell had to leave the September 19 meeting at approximately 8:15pm.

7. Discussion Items

a) Investment Renewal Options

Committee reviewed the current investment schedule and discussed what Committee would like to do with the RBC Dominion Securities investment that is up for renewal and reinvestment on November 5. Members discussed the Ports financial forecast and if any of the money in the RBC Dominion Securities portfolio would need to be accessed for capital projects within the near future. It was noted that the Port may need to access the One Investment for projects scheduled for the 2019 budget.

Committee discussed if the money should be invested in a shorter or longer term, specifically a 1, 2, or 3-year term. Members noted that with the fluctuating Bank of Canada rates, it may be best to reinvest the RBC Dominion portfolio in a 1-year investment and see if the rates continue to increase over the next 12 months. Members reviewed the current 1 to 3-year rates available online and commented on how the investments should be staggered so they all don't come due within a few months of each other.

It was noted that the new council will need to review the investment schedule and Port cash flow information to determine if money will need to be available for the upcoming budget. There was consensus from Committee that the RBC Dominion Securities portfolio due for reinvestment on Nov 5, 2018 should be invested for a 1-year term at the best possible rate available.

Moved by: K. Smail seconded by: F. McAuley that the Port Management Committee recommends that Council direct staff to reinvest all the monies under the RBC Dominion Securities Portfolio, coming due on November 5, 2018, for 1-year at the best possible rate.

Carried

8. Action/Information Items

a) Operations Manager's Report

Committee reviewed the Operation Manager's Report and briefly discussed the grain inventory levels and available storage space. There was a brief discussion with respect to if the Port will need to stop up or shorten the receiving timeframe due to the shortage of storage and if additional grain bins would help to alleviate the shortage concerns. It was noted that the Port received over 260 requests to unload, which had to be trimmed back to 160 per day due to storage and timing constraints.

Committee asked for clarification with respect to the sludge in the retention pond, specifically about what makes up the sludge. It was noted that the sludge is composed of the run off salt in the retention pond, which was designed with a 1% slope to capture the sludge. It was noted that the pond is currently 4-5 years old and Port staff have been in contact with professionals to determine a timeframe when the sludge may need to be

disposed of and an approximate cost for the project. There was a brief discussion with respect to various companies that are qualified to complete the project and the environmental costs and protocols that will need to be followed.

b) General Manager's Report

Port staff summarized the report, highlighting that the Port finished off with the third highest September since the Township purchased the Port. It was noted that the increase is primarily due to the earlier start to the soybean harvest and additional harbor service revenues due to layups to unload cargo. It was noted that year to date surplus is below 2017 due to the 5-year inventory adjustment of \$200,000.

Committee discussed the salt shortages and enquired where the salt is being shipped from. It was noted that the salt being unloaded at the Port is primarily from Chile. There was a brief discussion with respect to if the salt coming in from overseas is creating any additional opportunities for the Port, specifically future storage opportunities. Members discussed possible future revenue from bulk cargo and windmill farm projects.

c) YTD Stats

Committee reviewed the YTD Stats and highlighted the current CGC quality reporting for the year.

d) Capital Projects Update

Committee reviewed the report and confirmed that various projects will be deferred until 2019, including items 1, 7, 12, and 29. Members highlighted that all of the completed projects for 2018 have come in under budget.

e) Health & Safety Report

Committee reviewed the Health and Safety Report.

Moved by: J. Hendriks seconded by: G. Morrell 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) Substance Use in the Workplace Policy

Committee reviewed the policy and asked for clarification with respect to if the policy would be approved at the administrative level or formalized at Council. Members requested that staff discuss the policy and approval with the Port solicitor. There was a general discussion with respect to specific terms and whether an issue with an employee would be considered a

medical concern when impaired with a prescription from a medical professional or impaired due to addiction/substance use and how each scenario would be dealt with at the Port. There was a brief discussion with respect to notification requirements from both the employee and employer, specifically impairment level, fit for duty standards, and if the employee is in a safety sensitive position. Port staff highlighted that it is the responsibility of the employee to report their impairment or another person's suspected impairment to the supervisor.

Committee discussed the requirements surrounding contractors at the Port adopting the Port policy or having their own policy in place. Members suggested that a section should be included in future tender documents to confirm if the contractor has a substance use policy or would be willing to adopt the Port policy.

Committee discussed the Port's duties with respect to return to work testing for employees who have previously tested positive for substance use. There was a brief discussion regarding the treatment program and additional required testing of the employee for up to 2 years after the impairment incident. Members commented on the possible grievances and legal challenges that may result from workplaces implementing substance use policies.

g) Chamber of Marine Commerce – Economic Impact Study

Port staff summarized the findings of the economic impact study and highlighted the number of direct and indirect jobs that are a result of the Port being in operation. Committee reviewed the study and discussed the impact in the area, specifically with respect to marine versus trucking transportation methods.

h) Nomination Process for Appointed Members

Committee reviewed the information and provided clarification with respect to the timeframe for committee appointment in December with the new council. Members were encouraged to submit their application to the Deputy Clerk and Port staff.

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

Mayor Sayeau reported the following:

- The Port GM will be attending the H2O conference
- Attending the Chamber of Marine Commerce Conference in January

12. Question Period

Questions/comments were raised with respect to the following:

- Overall meeting information
- Chamber of Marine Commerce communication advisor position

13. Closed Session – None

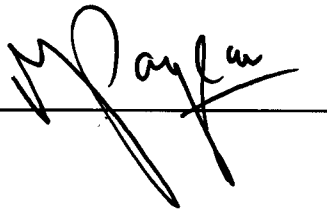
14. Adjournment

Moved by: K. Smail seconded by: M. Barrett that the meeting adjourn at 8:02 pm.

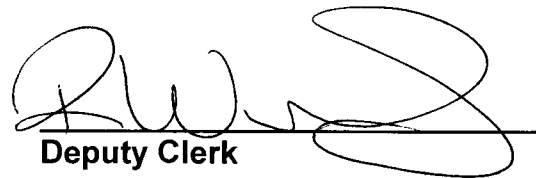
Carried

These minutes were approved by Port Management Committee this 21st day of November, 2018.

Chair

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

Deputy Clerk

A handwritten signature in black ink, written over a horizontal line.