

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, MARCH 20, 2019
6:30PM**

Present: Mayor Patrick Sayeau, Chair
Deputy Mayor Tory Deschamps
Councillor Hugh Cameron
Councillor Stephen Dillabough
Councillor John Hunter
Mr. Frank McAuley

Regrets: Mr. Joe Hendriks

Staff: Robert Dalley, General Manager
Rebecca Williams, Deputy Clerk
Rhonda Code, Office Manager

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm.

2. Approval of Agenda

Moved by: J. Hunter seconded by: F. McAuley 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) Regular Meeting – February 20, 2019

Moved by: H. Cameron seconded by: T. Deschamps that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated February 20, 2019.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items

a) Funding - Ontario

It was noted that the Committee discussed the Rural and Northern Ontario Infrastructure funding available during the Public Works/Environmental Services/Facilities meeting on March 18 and decided to select a Township roads project as the candidate for application. It was noted that the Township may only submit one application for funding and due to the Port of Johnstown being owned by the Township, would exclude the Port from submitting a separate application for funding.

There was a brief discussion with respect to other possible funding options, specifically the Port's efforts in acquiring a National Trade Corridor Funding grant. It was noted that the expression of interest was submitted on March 1, 2019 and should be receiving a response within 2-4 weeks. It was noted that the review of the National Trade Corridor Funding application would receive additional points if the Port is able to receive Provincial funding and support.

8. Action/Information Items

a) Operation Manager's Report

Port staff summarized the report and highlighted that the overall grain inventory for the month of February ending at 119,045MT, which is 29,558 MT higher than February 2018. It was noted that this results in an increase in storage revenue compared to February 2018. It was noted that the majority of shipments to the Port in February were non-GMO corn as the bins were recharged once the production grind had ended. Port Staff noted that the Port offered extended hours to Ingredion and Greenfield in order to meet their production requirements.

There was a general discussion with respect to the GMP audit. It was noted that the audit took place on March 20 and once the Port receives the required certification, the Port will be able to export grain for the European market. Port staff reported that the audit information is being sent to the Netherlands for review and will take approximately 6-8 weeks before the Port receives the certification.

b) General Manager's Report/Traffic Report

Port staff outlined the report and noted that there was an overall deficit of \$26,000 for the end of February and revenues reaching \$302,000. It was noted that the deficit was due to the GMP audit and associated costs. It was noted that the receivables are slightly down due to delays with various vendors. Port staff outlined the business report and noted that the Port needs to review stevedore licensing and fees.

There was a discussion with respect to the Port receiving an inspection compliance report from MOE regarding the handling of loading/unloading salt during a designated maximum wind speed. It was noted that the issue was discussed during the February meeting. Port staff noted that they will be

meeting with MOE and the stevedore to discuss options. It was noted that Morrisburg recently purchased a device to measure wind speed, which may be an option for the Port to review and consider installing depending on discussions with MOE. It was noted that MOE needs to clarify why they selected 17km/h as the wind speed limit.

Committee reviewed the Traffic report and YTD Stats and noted that two vessels are expected in April.

c) Capital Projects

Committee reviewed the capital projects report. It was noted that Port staff have begun to prepare tender documents for the load spouts. Members confirmed that staff plan to have the rail bridge tender document available to the public for bids by mid-April.

Moved by: H. Cameron seconded by: S. Dillabough that Committee receives and reviews items 8a) Operation Manager's Report, 8b) General Manager's Report/Traffic Report and 8c) Capital Projects Report.

Carried

d) Health & Safety

Committee reviewed the health and safety report and confirmed that the Port will begin the substance use training for employees in the coming months.

Moved by: F. McAuley seconded by: J. Hunter that Committee receives and reviews the Health & Safety Report.

Carried

e) Pre-Audit Package & Audited Financial Statement (Draft)

Committee discussed the audit letter, specifically if the letter should be drafted by the Mayor and brought back to Committee for review. There was a brief discussion with respect to making the auditors responsible to look for fraudulent activity when completing the annual audit. There was consensus from Committee to direct the Mayor to draft and circulate the response letter to Committee and the auditors. It was noted that the Financial Statement will be actioned during the April meeting.

f) Comprehensive Project Proposal

Members noted that the Port will have approximately 6 weeks to complete and submit a comprehensive project proposal for the National Trade Corridor Fund. There was a brief discussion with respect to the professional services and lobbying that would need to take place to support the Ports submission.

Moved by: S. Dillabough seconded by: H. Cameron that the Port Management Committee recommends that:

1. Council approves an upper limit of \$150,000 be allotted to secure the professional services required to help with the comprehensive project proposal submission under the National Trade Corridor Fund; and
2. Council approve this spending only if the Port is successful in its Expression of Interest submitted on March 1, 2019.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: H. Cameron seconded by: F. McAuley 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. Closed Session

Moved by: T. Deschamps seconded by: J. Hunter that Committee proceeds into closed session at 7:16pm in order to address a matter pertaining to:

- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; Specifically: **Stevedoring at the Port**
- 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: **Minutes of closed session dated June 20, 2018**

Carried

Committee recessed for 5 minutes to clear the chamber.

Moved by: F. McAuley seconded by: J. Hunter that the closed meeting does now adjourn and the open meeting of Committee does now resume at 8:34pm.

Carried

Moved by: S. Dillabough seconded by: H. Cameron that Committee approves the minutes of closed session dated June 20, 2018.

Carried

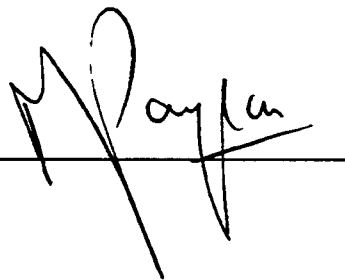
Mayor Sayeau reported that Committee reviewed the minutes of June 20, 2018 and discussed business opportunities and trade secrets. Mayor Sayeau noted that further discussion will take place in April and that no decisions were made during the closed session discussion.

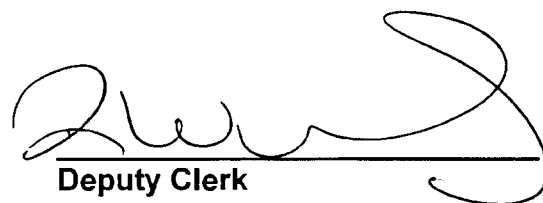
14. Adjournment

Moved by: H. Cameron seconded by: S. Dillabough that the meeting adjourn at 8:40 pm.

Carried

These minutes were approved by Port Management Committee this 17th day of April, 2019.

Chair 


Deputy Clerk