

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, APRIL 17, 2019
6:30PM**

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

2. Approval of Agenda

Moved by: H. Cameron 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 – March 20, 2019

Moved by: J. Hunter seconded by: H. Cameron that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated March 20, 2019.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items

a) Port Day

Committee confirmed that no naval or coast guard vessels are scheduled to appear for the Port Day. It was suggested that Committee hold off on hosting the event until 2020 due to the lack of vessels and the busy season ahead for Port staff with upcoming projects. There was consensus from Committee that the Port does not hold a 2019 Port Day event.

Members briefly discussed the Port Day event and how much local draw it has had over the past few years. Members briefly discussed the idea to use some of the money that is usually spent to promote the Port during the Port Day event to send Port staff to various networking events to promote the Port at different events and conferences, specifically those attended by the Port's stevedore.

8. Action/Information Items

a) Operation Manager's Report

Port staff summarized the report and noted that the grain inventory is slighted higher than last year by approximately 10,000MT. It was noted that the Port offered extended hours to Ingredion in order to ship corn to meet their production requirements. Members confirmed that the Port is waiting for the GMP audit to receive the technical review before the certification can be officially issued.

Members enquired if Ingredion supports the Port's application for the GMP certification. It was noted that it does not directly affect Ingredion, however if they decided to ship grain to Europe that it will be beneficial to the business.

b) General Manager's Report/Traffic Report

Port staff outlined the report and noted that while the month finished with revenues under budget for the first quarter of 2019, it is the first positive first quarter since 2013, partly as a result of inventory carried over from 2018.

Members highlighted the benefits of engaging consultants to help with the National Trade Corridor Funding project, specifically with respect to promoting and lobbying for the Port's application. There was a general discussion with respect to the MOE discussion for salt management and wind speeds at the Port. It was noted that the Port will be purchasing a wind monitoring system which will then be reviewed in a years' time to determine the average daily wind speed at the Port.

Committee briefly discussed the possibility of project cargo creating a logistics issues with incoming salt vessels. It was noted that some Captains do not like another vessel near them when unloading cargo or salt and it may interfere with truck traffic at the Port. Port staff confirmed that the stevedore would work out the logistics to coordinate all aspects of the vessel and truck

traffic. Committee discussed the upcoming County Road 2 construction and if it will affect the Port. Port staff confirmed that the upcoming rail bridge project on County Road 2 will affect rail traffic in and out of the Port for a period of 10 to 12 weeks.

Committee discussed the government red tape associated with MOE and if the current provincial government would be willing to review their current standards within the MOE. Members noted that the site plan control agreement and building permit for Logistec's project is currently being held up by SNC's review of the storm water management plan.

Committee reviewed the Traffic report and YTD Stats.

c) Capital Projects

Committee reviewed the capital projects report. Port staff provided an explanation with respect to the carry-over error shown under the fire alarm system, specifically noting that the project came in under budget even though the 2019 budget line shows a conflicting statement.

d) Health & Safety

Committee reviewed the health and safety report.

Moved by: H. Cameron seconded by: J. Hendriks that that Committee receives and reviews items 8a) Operation Manager's Report, 8b) General Manager's Report/Traffic Report, 8c) Capital Projects Report and 8d) Health & Safety Report.

Carried

e) Five Mile Light Rebuild Donation

Committee discussed if a donation should be given to help rebuild the five mile lighthouse.

Moved by: T. Deschamps seconded by: H. Cameron that the Port Management Committee supports the five mile lighthouse rebuild project with a \$500 donation from the Port.

Carried

f) Cruising on the Great Lakes

Committee briefly discussed the earlier mentioned idea of promoting cruise ship vessels at the Port with day tour packages organized. It was noted that the Great Lakes Cruising Coalition has had success in promoting and advocating passenger cruising on the Great Lakes and that it may be worthwhile in contacting Mr. Stephen Burnett to discuss expanding cruising ventures in the St. Lawrence River, specifically berthage at the Port.

Members noted various barriers, specifically that many travelers will fly in and out of Toronto for the Great Lakes cruise, however they may not want to travel down the St. Lawrence River for tours when they can just fly into the Ottawa airport. Members noted that day tour products have been drafted and circulated to Committee for the 1000 Islands/Ottawa/Upper Canada area promotion.

g) Approval of 2018 Audited Financial Statements

Members confirmed that the letter to the auditor with the special request to investigate for fraud will be updated and take affect for next year's audit review. There was a brief discussion with respect to the inventory line item, specifically why the amount has not changed from the previous year. It was noted that certain items such as maintenance parts were placed under the "inventory" account because the item/part has not yet been expensed/used. Port staff confirmed that the inventory account will be reviewed for accuracy.

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

1. Receives and approves the financial statement as prepared and presented in the 2018 Year End Report by management on January 16, 2019 and that these financial statements be forwarded to council; and
2. Receives and approves the auditor's report on the Port of Johnstown's financial statement as included in the Port Management Committee meeting package on March 20, 2019 from the MNP LLP chartered accountants.

Carried

h) Air Compressor and Dryer

Moved by: T. Deschamps seconded by: F. McAuley that the Port Management Committee:

1. Recommends that Council award the air compressor and dryer project to PSI Compressors Inc in the Amount of \$82,105.00 (excluding HST) plus a contingency of \$7,895.00; and
2. Authorizes staff to execute the contract.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: J. Hunter seconded by: S. Dillabough that Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion

Port staff requested that the May 15th meeting be rescheduled to May 22nd. There was consensus from Committee that the meeting be held on May 22nd.

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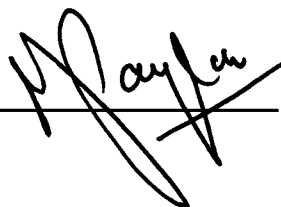
11. Chair's Report
Mayor Sayeau reported on the following:
 - National Trade Corridor Funding requires the Port to complete consultation with the aboriginal community
12. Question Period – None
13. Closed Session – None
14. Adjournment

Moved by: J. Hunter seconded by: H. Cameron that the meeting adjourn at 7:49 pm.

Carried

These minutes were approved by Port Management Committee this 22nd day of May, 2019.

Chair



Deputy Clerk

