

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, DECEMBER 18, 2019
6:00PM

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

Staff: Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Dave Grant, CAO
Rebecca Williams, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:00pm. It was noted that the meeting is beginning at 6:00pm in order for Council Members to attend another meeting at 7:00pm.

2. Approval of Agenda

Moved by: T. Deschamps seconded by: H. Cameron 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 – November 20, 2019

Moved by: J. Hendriks seconded by: F. McAuley that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated November 20, 2019.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items

a) Wind Energy Project

Committee discussed their concerns with respect to the wind energy project being cancelled by the provincial government. Port staff confirmed that if the rumor of the project being cancelled is confirmed, then within specific conditions of the cargo storage contract, the Port is able to adjust storage fees and request that the cargo be moved within set timeframes so that the cancellation of the project does not negatively impact the Port. It was noted that if the cargo is left at the Port, then it will result in additional increased storage fees and that the cargo could be moved to the West Uplands 2 site to make room for other cargo in 2020.

Members noted that there is a possibility that the cargo may be shipped out to other areas across Canada where wind projects are still approved. Members spoke to their comfort level with respect to Logistec being the stevedore for the project and presuming that they will not abandon the cargo at the Port. It was noted that the companies affected by the cancellation will likely settle the financial issues in court. There was a brief discussion with respect to current monthly cargo storage fees versus the possible increase in storage fees if the cargo is left at the Port for a longer period of time than anticipated.

8. Action/Information Items

a) Operation Manager's Report

Port staff provided an overview of the monthly operations report and touched on the following areas: inventory statistics, summary of traffic, quantity of grain received in November, harvest delays, marine tower demolition project, loading spout RFP, and maintenance/electrical work that has taken place during the month.

There was a brief discussion with respect to the delay in grain harvest and if it has negatively impacted the Port. It was noted that the Port has received approximately 45,000 tonnes of grain, which is an increase of 10,000 tonnes compared to December 2018. Members enquired if Ingredion is interested in bringing grain in from the USA due to the delay in harvest in Ontario. Port staff confirmed that Ingredion has not indicated any interest in importing USA grain at this time.

b) General Manager's Report/Traffic Report

Port staff provided an update to the monthly finances, National Trade Corridor Funding project, salt management with the MECP for best practices, bridge repair update, and a possible stevedore agreement with Logistec.

Committee reviewed the Traffic Report and noted that the Port is expecting a record year for inbound salt delivered to the Port. Committee reviewed and discussed the recordable incidents/injuries summary.

c) Capital Projects

Committee reviewed the capital projects list.

Moved by: T. Deschamps seconded by: H. Cameron that Committee receives and reviews items 8a) Operation Manager's Report, 8b) General Manager's Report/Traffic Report, and 8c) Capital Projects.

Carried

d) 2019 Audit Service Plan

Committee reviewed the audit letter and confirmed with Port staff that there have not been any changes in management's processes for identifying and responding to fraud risks in 2019. Members requested that the Port procedures be provided for review. It was noted that similar to last year, the Mayor will draft and circulate the response letter to the Committee and auditors.

e) Greenfield Global Agreement

Port staff noted that the new contract will recognize and update the agreement with Greenfield's new legal business name and will extend the contract to October 31, 2024 with an option to renew for a further 5 years.

Moved by: F. McAuley seconded by: H. Cameron that the Port Management Committee:

1. Recommend that Council approves entering into the contract agreement; and
2. Authorize the Port General Manager to enter into the agreement as outlined herein on behalf of the Port of Johnstown and the Township of Edwardsburgh Cardinal; and
3. That upon execution of the agreement, the General Manager shall forward a copy of the executed agreement to the Township Clerk for filing.

Carried

f) January 15, 2020 meeting moved to January 22, 2020

It was noted that staff has recommended that the meeting be rescheduled to January 22 in order to accommodate members attending the ROMA conference. There was consensus from Committee that the meeting be scheduled for January 22, 2020.

9. Approval of Disbursements – Port Accounts

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

Carried

10. Councillor Inquiries/Notices of Motion

Councillor Dillabough thanked the Port for sponsoring the Waterfront Improvement Subcommittees open house meeting on December 16.

Councillor Cameron thanked the Port for supplying the wagon for the Cardinal Legion's Children's Christmas party.

11. Chair's Report

Mayor Sayeau reported on the following:

- Thanked staff for all of their work throughout the year
- Attending the Port Christmas Party lunch on December 20
- Interested in attending the Marine conference in January

12. Question Period – None

13. Adjournment

Moved by: S. Dillabough seconded by: F. McAuley that the meeting adjourn at 6:45 pm.

Carried

These minutes were approved by Port Management Committee this 22nd day of January, 2020.

Chair



Deputy Clerk

