

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, FEBRUARY 19, 2020
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
Jeff Wight, Maintenance Manager
Dave Grant, CAO
Rebecca Williams, Clerk
Rhonda Code, Port Office Manager

1. Call to Order

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

2. Approval of Agenda

Moved by: F. McAuley

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 – January 22, 2020

Moved by: H. Cameron

Seconded by: J. Hunter

That Port Management Committee receives and approves the minutes of Port Management Committee meeting dated January 22, 2020.

Carried

6. Business Arising from Previous PMC Minutes

Members noted a typographical error.

7. Discussion Items – None
8. Action/Information Items

a) Operation Manager's Report

Port staff provided an overview of the monthly operations report and there was a general discussion on the following topics: inventory levels, electrical safety authority inspections, dust collection system, and storage of rail cars for CREWS during the protests that have halted rail transportation.

b) General Manager's Report

Port staff provided an overview of the monthly General Manager's report and there was a general discussion on the following areas: electrical savings, logistics of the wind project cargo location on Port property and the potential for additional salt storage requirements, and the volume of incoming salt. Committee reviewed the traffic report.

c) Health & Safety

Committee reviewed the health and safety report.

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) Health & Safety Report.

Carried

d) Management Fees

Committee reviewed and discussed the increase of 1.5% in the management fees to the Township. Members commented on the total amount the Township would receive as a result of the 1.5% increase and compared it to the accumulated increase in the management fees.

Moved by: J. Hunter

Seconded by: H. Cameron

That the Port Management Committee recommends that:

1. Council approves an annual increase of 1.5% in management fees to the Township of Edwardsburgh Cardinal; and

2. This increase be retroactive to January 1, 2020 and carry through to 2029.

Carried

e) 2020 Capital/Revenue & Expense Budgets

2020 Budget – Revenue & Expense:

Port staff provided an overview for the revenue and expenses budget summary report and highlighted that the Port exceeded the budgeted surplus for 2019. Members commented on the summary report, specifically with respect to the surplus in 2019 and growth trends. It was noted that part of the increased revenue for 2019 was due to the cargo storage for the wind project.

2020 Capital Budget:

Port staff provided Committee with a detailed overview of the 2020 capital budget. The following areas were highlighted and resulted in discussion from Committee:

- Upcoming repairs to the Port and elevator dock
- Property: Land & Office Building Infrastructure
 - Paving projects
 - Rail repairs
- Marine Terminal: Equipment & Infrastructure
 - Loading spouts
 - There was a general discussion with respect to the Port delaying the removal of the old marine tower due to it not directly affecting the loading spout project. It was noted that due to the proposed location of the new loading spouts, there is no need to incur additional expenses to removal the marine tower if it doesn't negatively impact the project.
 - Dock fenders
- Grain Elevator: Equipment & Infrastructure
 - Concrete repair work - #6 receiving pit
 - Conveyor belt replacement
 - Dust system upgrades
 - Grain program replacement
- New Business: Expansion
- Community Capital Project Funding
 - Public boardwalk and future community capital project fund
 - There was a general discussion with respect to the proposed new community capital project funding from the Port, specifically with respect to the need for Port staff and the Committee to develop a policy with detailed eligibility parameters for the application process.

Members suggested that only organizations within the Township should be able to apply for grant funding. Members spoke to the community projects grant and how it may be a mechanism for the community to recognize how the Port contributes to the community and area.

- Committee noted that the community capital project fund would be geared to assist capital project applications. Members suggested that the applicant would be required to have a certain percentage of the capital project funded, and not expect the Port grant to cover 100% of the project cost. It was noted that all application requests would be reviewed and approved by the Committee.
 - There was a brief discussion with respect to if funds that are not used in a specific year would be carried forward to the next year. It was noted that the intention was that grant would not be cumulative. Members confirmed that if a community project was in progress, that the funding would continue over to the following year. Members confirmed that the Port staff will prepare a draft policy for the March meeting.
- Minor Capital Projects
 - There was a brief discussion with respect to if threshold for a capital project was \$5,000 or \$10,000. It was noted that the threshold, as per the procurement policy, is \$5,000.
 - Grain Elevator
 - Concrete repair work & window replacement
 - New tooling for cleaning
 - Automated switch for dryer office
 - Small conveyor for bin601
 - Fuel tank for backup generator
 - New belting & bucket for dryer legs
 - Air pump for dust system
 - Floating guide rollers
 - Combination starters for hydraulic scale controls
 - Carryover from 2019 Budget
 - 2020 Capital budget summary
 - Cash flow projections – 5 years
 - Investment allocation

f) 2020 Capital Budget & 2020 Revenue & Expense Budget

Moved by: F. McAuley

Seconded by: H. Cameron

That the Port Management Committee recommends that:

1. Council approves the Port of Johnstown's 2020 Budget Revenue and Expenses as presented; and
2. Council approves the Port of Johnstown's 2020 Capital Budget, including the 2019 carryover, as presented.

Carried

g) 2019 Audited Financial Statements

Committee debated if a separate presentation from the auditors was necessary for the Port Management Committee since the auditors prepare a fulsome presentation to the Committee of the Whole/Council. It was noted that the presentation held during the Committee of the Whole meeting would have an early special closed session for Committee of the Whole to review in detail all aspects of the Township and Port financials, with a brief presentation during the regular open session meeting.

9. Approval of Disbursements – Port Accounts

Moved by: S. Dillabough

Seconded by: H. Cameron

That Committee approves payment of Port invoices as amended to include Batch 3.

Carried

10. Councillor Inquiries/Notices of Motion

It was noted that a business that leases land from the Port is potentially looking to sell the business. The business has approached the Port, requesting a new 5 or 10 year lease with renewal options for up to 20 years. It was noted that the overall lease would accumulate to a total of 20 years, not an additional 20 years on top of the initial 5 or 10 year lease.

There was a general discussion with respect to if the Port should maintain the right of first refusal clause within the lease agreement. Members suggested that further discussion should take place in closed session as legal advice is required. It was noted that a closed session will be added to the March meeting to receive advice from the Port solicitor.

Deputy Mayor Deschamps inquired about the Fort Town Night Run accessing Port property in order to extend the run to 15km. There was a brief discussion with respect to Members concerns regarding public safety and Port liability. It was noted that the path will be clearly marked with lights and flags to avoid runners from veering off the approved path.

11. Chair's Report – None

12. Question Period – None

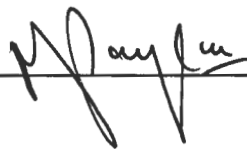
13. Adjournment

Moved by: S. Dillabough
Seconded by: F. McAuley

That the Committee meeting adjourns at 8:12 pm.

Carried

These minutes were approved by Port Management Committee this 18 day of March, 2020.

Chair 

Clerk 