

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, MAY 20, 2020
9:00AM**

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, Clerk
Rhonda Code, Port Office Manager

1. Call to Order

Mayor Sayeau called the meeting to order at 9:00am.

2. Approval of Agenda

Moved by: J. Hunter

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 – April 15, 2020

Moved by: S. Dillabough

Seconded by: H. Cameron

That Port Management Committee receives and approves the minutes of Port Management Committee meeting dated April 15 2020.

Carried

6. Business Arising from Previous PMC Minutes

There was a brief discussion with respect to if Port staff were able to receive protection on the foreign exchange rate from the bank. Members noted that

Port staff followed up on the concern raised about the MECF report indicating “no” when it should indicate “n/a or non-applicable”. It was noted that “n/a” is not a valid field on the MECF report form.

7. Discussion Items

a) BFL Insurance Brokers - Mayor

A detailed background summary was provided to Committee with respect to the recent insurance renewal process for the Port and how members of Committee and Port staff interpreted the renewal differential with BFL. Members noted their concerns with respect to the following: retirement of BFL main contact, increase in premiums, timeframe of meeting with BFL, timeframe of renewal and insurance proposal presented to the Mayor and Port staff, and relationship with BFL.

Port staff noted that businesses and municipalities across the province have seen an increase in premiums, partly due to the increase in overall claims. There was a general discussion with respect to BFL presenting the Port with a proposal of how the premiums may be reduced in the Port would be willing to take on additional risk by increasing the deductible. Members briefly discussed changes in the insurance markets and the limited companies that are interested or willing to provide insurance to a Port.

Committee discussed the proposed motion and sought clarification with respect to Mr. Stephen White’s professional background.

Moved by: J. Hunter

Seconded by: S. Dillabough

WHEREAS Broker of Record BFL renewed the Port of Johnstown insurance coverage on March 3, 2020 without Notice of Premium due; and
WHEREAS the renewal premium was presented on March 11, 2020 with a \$40,000 increase in premium and no alternative options; and
WHEREAS the BFL appointment as Broker of Record expires on June 30, 2020.

NOW THEREFORE BE IT RESOLVED THAT the Port Management Committee recommends that Council meeting with Mr. Stephen White, an Independent Insurance Advisor, to:

1. Investigate the services he provides in assisting his clients to place insurance coverages with reliable, experience and financially sound insurance underwriters;
2. Receive his advice on our continued relationship with BFL;
3. Solicit his recommendations on ways and means of reducing annual Port and Township insurance premiums while maintaining existing coverages; and
4. Determine his fee for services provided.

Carried

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: repairs to drag conveyor and the lofters, progress of loading spout project, fire alarm system testing, and the fuel tank and generator.

Committee reviewed the capital budget year to date report and asked for clarification with respect to grain bin project being over budget. It was noted about an error on the chart, which resulted in the carryover amount being included in the total. The grain bin project actually came in under budget.

b) General Manager's Report & Traffic Report

Port staff provided an overview of the monthly General Manager's report and noted that there may be an item ready for the June meeting with respect to a lease agreement for salt storage. There was a general discussion with respect to various companies looking to utilize the Port of Johnstown instead of the Picton Port for salt storage. Committee discussed the condition of the Port grounds, specifically improved use of available area and the possibility of bringing in more stone to manage the surface water concerns.

Committee was provided an update with respect to the NTCF grant, specifically regarding the construction status, cost of project, and that an updated cash flow report will be prepared for the June meeting.

Committee reviewed the traffic report and a discussion took place respecting grain available in Eastern Ontario and vessels expected to arrive at the Port in June.

c) Quarterly Investment Update

Committee reviewed investment summary and discussed the overall cost of the load out spouts project. This project will span over into 2021. A report will be prepared for the June meeting to determine Committee direction on the GIC that matures on July 7, 2020.

d) Health & Safety Report

Committee reviewed the report.

Moved by: H. Cameron

Seconded by: S. Dillabough

That Committee receives and reviewed items 8a) Operation Manager's Report, 8b) General Manager's Report/Traffic Report, 8c) Quarterly Investment Update and 8d) Health & Safety Report.

Carried

e) Approval of 2019 Audited Financial Statements

Committee was provided an overview of the auditor's opinion letter, audit plan, audit findings report, and the Port financial statements. Members confirmed that Port staff will address the auditor's concern on managing the collection of petty cash.

Moved by: F. McAuley

Seconded by: H. Cameron

That the Port Management Committee:

1. Receives and approves the financial statements as prepared and presented in the 2019 Year End Report by management on January 22, 2020 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 meeting package on February 19, 2020 from MNP LLP chartered accountants.

Carried

f) COVID 19 Rent Relief

Committee reviewed the requests and discussed at length about federal and provincial programs that are available to business owners impacted by the COVID 19 pandemic. It was noted that the Bridgeview Restaurant and St. Lawrence Marina would not qualify for the federal or provincial relief due to businesses being tenants on Port property.

Moved by: S. Dillabough

Seconded by: H. Cameron

That the Port Management Committee:

1. Recommends that Council approves that the Port of Johnstown lower rental fees for the Bridgeview Restaurant for the months of March, April, May and June of 2020 to \$0; and
2. Recommends that Council approves that the Port of Johnstown lower rental fees for the St. Lawrence Marina for the months of March, April and May of 2020 by 50%; and
3. Review the COVID 19 pandemic and its impacts on the Port's business tenants again at the June meeting.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: T. Deschamps
Seconded by: S. Dillabough

That Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion

Councillor Hunter inquired if any community organizations have submitted applications for the Port Community Capital Project funding. There was a brief discussion with respect to the Akwesasne project granted.

11. Chair's Report

Mayor Sayeau reported the following:

- Great Lakes - Seaway magazine – full column highlighting the Port of Johnstown
- Thanked staff and committee members for setting up the zoom meeting

12. Question Period – None

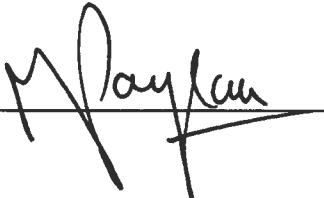
13. Adjournment

Moved by: H. Cameron
Seconded by: J. Hendriks

That the Committee meeting adjourns at 10:41 pm.

Carried

These minutes were approved by Port Management Committee this 17 day of June, 2020.

Chair 

Clerk 