

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, July 20, 2022
6:30 PM

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
Rebecca Williams, Clerk
Candise Newcombe, Deputy Clerk

Regrets: Kevin Saunders, Operations Manager

1. Call to Order

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

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 & Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – June 22, 2022

Moved by: F. McAuley

Seconded by: J. Hunter

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated June 22, 2022.

Carried

6. Business Arising from Previous PMC Minutes - None

7. Discussion Items

a) IPM Sponsorship

Committee confirmed the reservation of a 10' x 10' booth for the upcoming IPM to be held in North Grenville, noting Council direction to Township staff to attain an additional 10' x 10' booth adjoining the Port's booth.

Member's discussed sponsorship involvement, past IPM's, event organization and booth set up.

b) Capital Funding Update

Committee was informed that funding was distributed to the Legion and South Grenville minor hockey. Members were informed of the unsuccessful nature of the application for the rejuvenation of the Johnstown tennis courts through the Ontario Trillium Foundation. Committee discussed including the funds for the tennis court project in next year's budget and deferring the project.

8. Action/Information Items

a) Operation Manager's Report – Capital Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, additional hours worked, maintenance and electrical work completed, an overview of capital project progress and electrical savings from 2020 to present.

Members discussed progress with the warehouse roof repairs, material delays, the planned execution of the project and the estimated timeline to complete the work.

b) General Manager's Report – Traffic Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: monthly revenues versus year-to-date actuals, General Foreman position interviews, lease and license revenues, continuation of the CN military contract, union bargaining and an additional vessel carrying steel pipe coming in September.

There was a brief discussion on the parameters of the CN rail contract and the revenue it generated for the Port.

Concerns with an increased request for salt storage from a salt company coinciding with planned riverfront dock paving were discussed.

c) Investments – Quarterly Report/ Port of Johnstown Investments

Committee was provided a brief overview of current investment rates and discussed current Port account balances, penalties on early redemption and anticipated rate trends.

It was noted that the \$2 million from the Port operating account had not been allocated to the HISA account as directed by Committee as the rate was only available through the One Investment account. It was noted that the rate of 3% was extended from July 31 to August 31.

Committee reached consensus to remain status quo and monitor changing rates for August.

d) Health & Safety Report

Committee reviewed the health and safety report.

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

That Committee received and reviewed items 8a) Operation Manager's Report – Capital Report, 8b) General Manager's Report - Traffic Report and 8c) Investments – Quarterly Report/ Port of Johnstown Investments, 8d) Health & Safety Report.

Carried

e) Dock Pavement Rehabilitation Project # 320-002

Committee reviewed the report and discussed conditions of the agreement for additional dedicated space and movement of the supplementary salt.

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

That the Port Management Committee awards the Dock Pavement Rehabilitation contract #320-002 to R W Tomlinson in the amount of \$259,230.64 excluding HST with a contingency of 15% for engineering and potential overages.

Carried

9. Approval of Disbursements – Port Accounts

Committee received and reviewed the report.

Moved by: T. Deschamps
Seconded by: H. Cameron

That Port of Johnstown Management Committee approves payment of Port invoices circulated and numbered as follows:

Withdrawals Total: \$129,607.24

Batch 10 \$231,203.93

Total Withdrawals & Batch Listings: **\$360,811.17**

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report - None

12. Question Period – None

13. Closed Session

Moved by: F. McAuley

Seconded by: S. Dillabough

That Committee proceeds into closed session at 7:25 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Succession Planning
- Section 239(2)(d) Labour relations or employee negotiations; Specifically: Collective bargaining
- Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Minutes of Closed Session dated December 15, 2021.

Carried

Committee recessed for 5 minutes to clear the chambers.

Moved by: J. Hunter

Seconded by: H. Cameron

That the closed meeting does now adjourn and the open meeting of Committee does now resume at 8:02 p.m.

Carried

Moved by: H. Cameron

Seconded by: J. Hunter

That Committee approves the minutes of closed session dated December 15, 2021.

Carried

Moved by: J. Hunter

Seconded by: J. Hendricks

That Committee receives and approves the organizational structure chart presented by the Port General Manager dated July 20, 2022.

Carried

Mayor Sayeau reported that Committee reviewed the December 15, 2021 minutes and received an update on objectives from the Port General Manager concerning succession planning and an update on ongoing union negotiations.

14. Adjournment

Moved by: F. McAuley

Seconded by: T. Deschamps

That the Committee meeting adjourns at 8:25 p.m.

Carried

These minutes were approved by Port Management Committee this 17 day of August, 2022.

Chair

Deputy Clerk