

**MINUTES**  
**PORT OF JOHNSTOWN MANAGEMENT COMMITTEE**  
**SOUTH EDWARDSBURGH COMMUNITY CENTRE - JOHNSTOWN**  
**MONDAY MAY 23, 2023**  
**5:00 PM**

Present: Deputy Mayor Stephen Dillabough, Chair  
Mayor Tory Deschamps  
Councillor Joseph Martelle  
Councillor Waddy Smail  
Councillor Chris Ward  
Regina Hernandez, Advisory Member  
Randy Stitt, Advisory Member  
Clint Cameron, Advisory Member  
Frank McAuley, Advisory Member

Staff: Dave Grant, CAO  
Sean Nicholson, Treasurer  
Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Mike Moulton, Operations Manager  
Rebecca Williams, Clerk  
Candise Newcombe, Deputy Clerk  
Rhonda Code, Office Manager  
Jeff Wright, Maintenance Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 5:00 p.m.

2. Approval of Agenda

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee approves the agenda as amended to receive item 9 as an information item to be discussed at the June Port Management Committee meeting.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof – None

4. In Camera Session

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee proceeds into closed session at 5:00 p.m. in order to address a matter pertaining to:

1. Section 239 (3.1) Educational or training session; Specifically: Port Committee Orientation Tour

Carried

**Moved by:** W. Smail

**Seconded by:** C. Ward

That the closed meeting does now adjourn and the open meeting of Committee does now resume at 6:04 p.m.

Carried

5. Report Out of In Camera Session – Short Recess to Follow to Relocate –

Committee met in closed session under Section 239(3.1) for educational or training session; Specifically: Port Committee Orientation Tour. The Chair noted the Mayor was able to join the tour a few moments after going into closed session and the Chair called for a recess to allow the Committee to relocate for the remainder of the meeting at the Johnstown Community Centre.

6. Delegations & Presentations – None

7. Minutes of the Previous POJ Committee Meeting

- a) Regular Meeting – April 17, 2023

Attendance of the Township CAO and Treasurer at future Port Management Committee meetings was noted.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated April 17, 2023.

Carried

8. Business Arising from Previous PMC Minutes – None.

9. Discussion Items

- a) Grain Shrinkage – Committee received the presentation and directed staff to provide a report at the June Port Management Committee meeting.

10. Action/Information Items

- a) Grain Operations Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, corn shipped to local processor over Easter weekend, labour wage overages, recordable incidents/injuries and results of the annual GMP and surveillance audit.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: monthly premise inspection, weekly and monthly maintenance/electrical work completed.

c) Capital Projects Report

Committee was provided a summary of the report and discussed reasons for delays/deferral in capital projects, project budgets to date, remaining aspects and budget of the automate basement bin valves project. Committee directed staff to provide an up-to-date capital project budget sheet at the June Port Management Committee meeting.

d) Financial Report

Committee was provided with a brief overview of the Port of Johnstown's investments to date and discussed current monthly Port expenses, municipal allocations, year-to-date revenues, management fee amount paid to date, receivables and comparison of actuals/budget for 2022/2023.

e) Vessel Traffic Report

Committee reviewed the traffic report and clarified the location of the liquid calcium chloride storage tanks on the Port property.

f) Health & Safety Report

Committee reviewed the health and safety report.

**Moved by:** C. Ward

**Seconded by:** T. Deschamps

That the Port of Johnstown Management Committee received and reviewed item 10 a) Grain Operations Report; b) Maintenance Report; c) Capital Projects Report; d) Financial Report; e) Vessel Traffic Report; and f) Health and Safety Report.

Carried

g) General Managers Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: met with Environmental Services representative and Environmental Assessment Officer from the Mohawk Council of Akwesasne, met with Ministry of Transportation of Ontario representatives to discuss the challenges and priorities of the Port, clarified MECP concerns regarding salt operations, met with South Nation Conservation Representatives regarding environmental regulations for the Port land development project, attended collective bargaining sessions on May 9 and 10, overview of Port efforts in the Earth Day cleanup organized by Greenfield Global Inc., and discussed future collaborations with the Canadian Grain Commission for controlling pests in the grain.

Committee discussed impending salt operation requirement changes from the Ministry of Environment, Conservation and Parks (MECP). It was noted that following consultation with neighbouring Port representatives, similar concerns were shared regarding the proposed MECP changes and their impact to the distribution of salt cargo in Ontario.

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That the Port of Johnstown Management Committee received and reviewed item 10 g) General Manager's Report.

Carried

h) Land Development POJ Warehouse Grubbing Project #334-02

Committee was provided with a summary of the report, in which the amount of the tender was clarified to be \$248,530.00 and discussed the company's experience, timeline for completion, maintenance, the proposed scope of the project, implications of expanding the project, presenting a business plan for the cleared land, planned prospective clients and alternate access options to the land.

Members noted their support for phase 1 of the project, that includes clearing of approximately 22 acres of the lands for future laydown cargo area. This will be followed by a drainage study prior to the next phase of completion.

**Moved by:** C. Ward

**Seconded by:** T. Deschamps

That the Port Management Committee:

1. Approves the award of the contract for project 334-02 "POJ Warehouse Grubbing" in the amount of \$248,530.00 with a contingency of 15% excluding HST, to R.W Tomlinson Ltd.; and
2. That the Port General Manager and Mayor of the Township execute the contract on behalf of the Port of Johnstown.

Carried

i) Dock Pavement Rehabilitation Project #320-003

Committee was provided with brief overview of the project and discussed additional dock compaction anticipated, budget versus proposed project scope, the condition of the Masterfeeds parking lot and onus of responsibility to replace and liability should issues arise.

**Moved by:** C. Ward

**Seconded by:** W. Smail

That the Port Management Committee awards the 2023 Paving Project #300-003 to R.W. Tomlinson Ltd. in the amount of \$356,895.00 excluding HST with a contingency of 15% for engineering and potential overages incurred.

That the Port General Manager and Mayor execute the contract on behalf of the Port of Johnstown.

Carried

j) Electrical Work for Bin Automation Project #300-507

Committee received a brief summary of the report and discussed future automation expansion plans, grant availability, current vessel loading times and timeline for completion of phase 1 of the automation project.

**Moved by:** W. Smail

**Seconded by:** C. Ward

The Port Management Committee recommends that Council award the Electrical Work for the Bin Automation Project #300-507 to Industrial Contracting Solutions Inc. in the amount of \$374,165.00 (excluding HST) with a 15% contingency.

That the Port Management Committee recommends that Council approve the Port General Manager to sign the purchase order on behalf of the Township.

Carried

k) 2022 Audited Financial Statements

Committee was provided with an overview of the report and discussed the appropriate procedures for receiving and reviewing the financial statements during the Port meeting and waiting to accept and approve the report and

financial statement until the meeting with the auditors., however, discussed the appropriateness of approving the report prior to meeting with the auditors.

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That the Port Management Committee receives and reviews the auditor's report on the Port of Johnstown's financial statement as provided by MNP LLP chartered accountants.

That the Port Management Committee recommends that Council receives and approves the auditor's report on the Port of Johnstown's financial statement as provided by MNP LLP chartered accountants.

Carried

11. Approval of Disbursements – Port Accounts

**Moved by:** J. Martelle

**Seconded by:** C. Ward

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

Withdrawals Total:	\$271,037.31
Batch 6	\$182,034.30
Batch 7	VOID
Batch 8	\$64,988.32
Total of Direct Withdrawals & Batch Listings:	\$518,053.93

Carried

12. Councillor Inquiries/Notices of Motion –

Deputy Mayor Dillabough noted that the new Yellow Pages phone book still lists the Port of Johnstown as the Port of Prescott.

The Mayor inquired about Port Days 2023. It was noted that it would be deferred to 2024.

13. Chair's Report – None

14. Question Period – None

15. In Cameral Session

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That Committee proceeds into closed session at 8:20 p.m. in order to address a matter pertaining to:

- B) Section 239(2)(d) Labour relations or employee negotiations – Collective Bargaining Update
- Closed session minutes from July 20, 2022
- Closed session minutes from February 22, 2023
- Closed session minutes from March 20, 2023

Carried

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That the closed meeting does now adjourn and the open meeting of Committee does now resume at 9:16 p.m.

Carried

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee approves the closed session minutes dated July 20, 2022, February 22, 2023 and March 20, 2023.

Carried

16. Report Out of In Camera Session -

Deputy Mayor Dillabough reported that Committee met in closed session to discuss collective bargaining progress and review closed session minutes.

17. Adjournment

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That the Committee meeting adjourns at 9:19 p.m.

Carried

These minutes were approved by Port Management Committee this 19 day of June, 2023.

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Chair

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Deputy Clerk