

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
MONDAY APRIL 17, 2023
6:30 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

Zoom: Frank McAuley, Advisory Member

Staff: Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Rebecca Williams, Clerk
Candise Newcombe, Deputy Clerk
Rhonda Code, Office Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 6:30 p.m. Committee clarified that the second agenda page included within the agenda was provided as an example for proposed changes in future agenda formatting.

2. Approval of Agenda

Moved by: T. Deschamps

Seconded by: W. Smail

That Committee approves 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 – March 20, 2023

Committee noted corrections required on page 3, capitalization of “Parliamentary Assistant”; and page 4, noting the request was for a long-range strategic plan not a long-range capital plan.

Moved by: T. Deschamps
Seconded by: C. Ward

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated March 20, 2023.

Carried

6. Business Arising from Previous PMC Minutes

Committee announced a subsequent meeting with Parliamentary Assistant Hardeep Grewal scheduled for April 20 at the Port of Johnstown and highlighted topics that may be covered and that appropriate preparation measures are taken prior to the meeting.

7. Discussion Items

a) Port Tour for Committee Members

Committee was provided with an overview of the proposed arrangements to facilitate a tour of the Port of Johnstown for Members of Council and Committee. Concerns were raised with the number of people participating in the tour due to the limited size of the elevator in the facility.

Members discussed tour group size options, implications of quorum of Council/Committee, options to facilitate the tour while adhering to procedural requirements and personal protective equipment (PPE) during the tour.

Committee reached consensus to arrange the closed session tour for May 23 at 5:00 p.m. prior to the regular Port Management Committee meeting.

b) Agenda Item

Committee was provided with an overview of a proposed format change to the Port Management Committee meeting agenda to present Committee the option of approving items under a consent agenda. It was noted that some items currently reported monthly may be reported on a quarterly basis.

Committee discussed which reports could be quarterly, the effectiveness of the proposed format changes and reviewed the consent agenda process.

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, grain received/shipped, first vessel of 2023 loaded March 30, two additional vessels anticipated for corn distribution, attended collective bargaining

sessions on March 2 and 3, preparations for the annual GMP and surveillance audit May 4, maintenance and electrical work completed.

Committee discussed grain trends, soybean stock trends, effects of early wheat planting in Ontario, potential grain yields for 2023, storage capacity and market prices of various grains.

Members discussed the delay in capital projects for the first quarter, a multi-year capital plan, a proposed pre-budget approval process, categorization of capital projects based on priority and projects started to date.

Committee reviewed the progress to date of each of the capital projects listed. There was discussion regarding budget timeline implications and the use of work in progress (WIP) projects to complete Port of Johnstown capital projects in the first 2 quarters of the following year prior to the passing of the budget.

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: labour hour overages, labour shortages, proposed discussions with the Port of Montreal for collaboration on storage space issue, and a scheduled meeting with the Mohawk Council of Akwesasne in April.

Committee reviewed the traffic report and discussed the intent of the meeting with CN, Logistec, Crews Rail and the Port of Johnstown to collaborate efforts on the steel pipe project, the source of the additional labour required at the Port and the storage agreement and revenue received from salt.

Moved by: W. Smail

Seconded by: J. Martelle

That Committee received and reviewed items 8a) Operation Manager's Report – Capital Report, 8b) General Manager's Report - Traffic Report

Carried

c) Financial Quarterly Report/Investments

Committee was provided with a brief overview of the Port of Johnstown's investments to date and discussed current bank rates, a possible recession, adequate financial liquidity, the unrecorded excess grain inventory and its value and the transfer of remaining funds from the Royal Bank trust account to the Scotiabank HISA.

Moved by: C. Ward

Seconded by: W. Smail

That Committee recommends that the remaining funds from the Royal Bank Trust account be transferred to the Port of Johnstown Operating account.

Amendment:

Moved by: W. Smail

Seconded by: C. Ward

That the motion be amended to delete the “Port of Johnstown Operating account” and be replaced with the Scotiabank HISA.

Carried

Moved by: W. Smail

Seconded by: C. Ward

That Committee recommends that Council directs that the remaining funds in the Royal Bank Trust account be transferred to the Scotiabank HISA.

Carried

Moved by: W. Smail

Seconded by: C. Ward

That the Port of Johnstown Management Committee received and reviewed item 8 c) Financial Quarterly Report/Investments.

Carried

d) Health & Safety Report

Committee reviewed the health and safety report.

Moved by: T. Deschamps

Seconded by: W. Smail

That the Port of Johnstown Management Committee received and reviewed item 8 d) Health and Safety Report.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: T. Deschamps

Seconded by: J. Martelle

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

Withdrawals Total:	\$215,510.17
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Batch 5	\$538,537.12
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Total of Direct Withdrawals
& Batch Listings:

\$754,047.29

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report

Deputy Mayor Dillabough reported on the following:

- Announced that there will be two additional Township staff members present for future Port of Johnstown Management meetings; Treasurer Sean Nicholson and CAO Dave Grant.

12. Question Period – None

13. Closed Session – None

14. Adjournment

Moved by: C. Ward

Seconded by: W. Smail

That the Committee meeting adjourns at 8:21 p.m.

Carried

These minutes were approved by Port Management Committee this 23 day of May, 2023.

Chair

Deputy Clerk