

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
SOUTH EDWARDSBURGH COMMUNITY CENTRE - JOHNSTOWN
TUESDAY FEBRUARY 20, 2024
6:30 PM

Present: Deputy Mayor Stephen Dillabough, Chair
Mayor, Tory Deschamps
Councillor Chris Ward
Councillor Waddy Smail
Councillor Joseph Martelle
Regina Hernandez, Advisory Member

Regrets: Randy Stitt, Advisory Member

Zoom: Frank McAuley, Advisory Member
Clint Cameron, Advisory Member

Staff: Dave Grant, CAO
Sean Nicholson, Treasurer
Candise Newcombe, Deputy Clerk
Rebecca Crich, Clerk
Robert Dalley, General Manager
Sean Fisher, Operations Manager
Jeff Wright, Maintenance Manager
Rhonda Code, Office Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 6:31 p.m.

2. Approval of Agenda

Moved by: C. Ward

Seconded by: W. Smail

That Committee approves the agenda as presented.

Carried

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

4. Delegations and Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – January 30, 2024

Moved by: J. Martelle
Seconded by: T. Deschamps

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated January 30, 2024.

Carried

6. Business Arising from the Previous PMC Minutes (if any) – None
7. Discussion Items

Port Day Update – Regina Hernandez/Joe Martelle

Ms. Hernandez noted the first meeting of the Port Days Committee was held on Friday February 16th where members reviewed past practices for the event and discussed ideas for activities proposed in 2024. There was discussion regarding the proposed time of the event, the political invitation list, and timeline for open ceremonies and speeches.

Committee confirmed that invitations should be distributed to political representatives that were in attendance at the Agricultural Clean Technology grant award ceremony and their counterparts, representatives from the Ministry of Transportation, and the members of the Mohawk Council of Akwesasne.

There was discussion regarding how to organize activities to facilitate the best attendance for the speeches, representatives being requested to speak, and reviewed alternate options for providing the traditional port tour.

It was noted that due to the aging grain elevator, limitations to the number of people restricts the ability to provide a tour to all who are in attendance. Limiting the tour to draw winners or ticket holders was suggested to permit limited tours through the port.

Attendance of an upcoming SERA meeting was noted, highlighting an opportunity to enlist volunteers for the Port Days event. Members suggested requisitioning volunteers from other local community groups as well such as the Optimus Club. It was noted that the next meeting for the Port Days committee will be Friday February 23.

8. 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, vessels loaded, and revenue fluctuations due to decreased storage compared to previous years.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: weekly and monthly maintenance/electrical work completed, parts ordered versus parts kept in-house, and reviewed monitoring and replacement of gear boxes on the bin system.

c) Financial Report

Committee was provided with a brief overview of the monthly revenue and expenses and year to date budget to actual numbers. Committee discussed reasoning for the increased labour expenses and decreased rail services.

d) Health and Safety Report

Committee was provided with a summary of the health and safety report which outlined various training and inspections performed throughout the month.

e) General Manager's Report

Committee was provided an overview of the report and discussed the following: salt management requirements by the MECP officer and possible amendments required to the Port's ECA, collaborative efforts with Rideau Bulk and Prysmian, salt storage practices of neighbouring Ports, and reviewed current practices at the Port in Picton.

Members discussed alternate pond filtration options at the Port and costs associated, concentration and discharge of the pond into the St. Lawrence, salt revenues, and the possible availability of government funding to meet increased regulations.

There was discussion regarding the regulations for the tarping of salt while being stored, permissions for leaving 1-working face open, and costs and best practices for salt storage. Members discussed salt storage timelines, transportation, and dock maintenance to date.

f) Distribution of Income Update - Treasurer

The Treasurer provided a summary of the history of the Capital Reserve Fund and how it has contributed to alleviating the Township's growing infrastructure deficit. It was noted that a possible dedicated capital levy on taxpayers was avoided through the implementation of the Capital Reserve fund following the procurement of the Port of Johnstown by the Township and highlighted that the funds are allocated solely to capital projects throughout the Township.

There was discussion regarding the following: examples of capital projects funded at least partially from the Capital Reserve fund, future Township capital requirements, and signage options promoting the Port of Johnstown's contributions to Capital Infrastructure throughout the Township.

There was discussion regarding incorporating promotional signage for the Port in a broader communications strategy for the Township, concerns with timing of the required Capital Reserve fund payments and budgeting commitments of the fund.

Members noted that due to the contributions to the Capital Reserve Fund the Port of Johnstown, the Township was able to undertake an aggressive roads rehabilitation capital project throughout the Township in 2024.

g) 2024 Budgets – Revenue and Expense Budget

Committee was provided with a summary of the report and discussed the following: inclusion of the sale of excess inventory within the presented budget, changes to labour code regarding allotted personal/sick days, and general labour force challenges.

Moved by: C. Ward

Seconded by: W. Smail

That the Port Management Committee received and reviewed items 8. a) Grain Operations Report; b) Maintenance Report; c) Financial Report; d) Health and Safety Report; e) General Manager's Report; f) Distribution of Income Update; and g) 2024 Budgets – Revenue and Expenses.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: C. Ward

Seconded by: T. Deschamps

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

Withdrawals Total:	\$166,879.15
Batch 3 CHEQUES	\$9,508.45
Batch 4 EFT PAYMENTS	\$201,018.59
Total of Direct Withdrawal & Batch Listings:	\$377,406.19

Carried

10. Councillor Inquiries/Notices of Motion – None.
11. Chair's Report - None
12. Question Period – None
13. Closed Session

Moved by: W. Smail

Seconded by: C. Ward

That Committee proceeds into closed session at 8:29 p.m. in order to address a matter pertaining to:

- Section 239(2)(c) Proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Industrial Property and Closed session minutes from January 30, 2024.

Carried

Moved by: W. Smail

Seconded by: C. Ward

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:44 p.m.

Carried

14. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss Sale of Land and no further direction was provided to the Port General Manager.

Moved by: C. Ward

Seconded by: W. Smail

That Committee receives and approves the minutes of Closed Session dated January 30, 2024.

Carried

15. Adjournment

Moved by: J. Martelle

Seconded by: C. Ward

That the Committee meeting adjourns at 8:46 p.m.

Carried

These minutes were approved by Port Management Committee this ___ day of _____, 2024.

Chair

Deputy Clerk