

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
SOUTH EDWARDSBURGH COMMUNITY CENTRE - JOHNSTOWN
TUESDAY MARCH 20, 2024
7:00 PM

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

Zoom: Frank McAuley, Advisory Member
Councillor Joseph Martelle

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

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 7:01 p.m.

2. Approval of Agenda

Moved by: T. Deschamps

Seconded by: C. Ward

That Committee approves the agenda as amended to add discussion item
7.b) Parking/Watching the Solar Eclipse at West Uplands parking lot.

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 – February 20, 2024

Moved by: W. Smail
Seconded by: C. Ward

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated February 20, 2024.

Carried

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

7. Discussion Items

a) Port Day Update – Regina Hernandez/Joe Martelle

Committee was provided a summary of the most recent Port Day meeting, highlighting confirmation on vendor/activity bookings, completion of the advertising flyer and distribution plans, and the intent to schedule grain elevator access by advance booking only. It was noted that the number of volunteers required for the event is still to be confirmed.

b) Parking/Watching the Solar Eclipse at West Parklands Parking Lot

The potential demand for additional parking in the area due to the influx of visitors anticipated for the viewing of the upcoming solar eclipse was outlined. It was noted that the intent is not to advertise the area as a viewing location, but to provide additional parking options to mitigate parking along County Road 2.

There was discussion regarding the following: insurance liability implications, additional manpower to oversee the parking area, the predicted influx of visitors to the area, and the advantages/disadvantages of deploying the Municipal Emergency Control Group (MECG) and volunteer firefighters to oversee parking. It was noted that deploying the MECG to oversee parking preoccupies them from their main task of emergency management, highlighting the intent was to have members of the MECG and firefighters on call in the case of an event.

Members discussed if the current density of the ground in West Uplands would accommodate parking and the availability of Port staff to accommodate parking oversight.

Committee reached a general consensus to support the opening of the West Uplands lot on April 8 for general parking/viewing of the solar eclipse. Committee requested staff to contact the Ontario Provincial Police to advise of their intentions and possibly enlist aid in directing traffic from County Road 2.

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, upcoming grain elevator inspection, and reasoning for the labour hour variances from 2023 to 2024.

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, number of AED units and locations, staff AED training, dust system maintenance schedule and the use of scale weights during routine maintenance of the 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 the commendable job on labour reduction.

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 and highlighted the continual updating of confined spaces training.

e) General Manager's Report

Committee was provided an overview of the report and discussed the following: 5 quotes from stevedores received, salt management requirements by the MECP officer, future budget to meet evolving MECP requirements, and recruiting input and support from the salt companies on the proposed MECP requirements.

It was noted that \$1 million was bookmarked in 2025 to address salt management, and exploring the idea of pumping the salt contaminated pond water onto the dock to be evaporated. This would reduce the cost of pumping the pond out when cleaning.

f) 2024 Budgets

- Revenue and Expense Budget
- Capital Budget

The Port General Manager provided a summary of the 2024 Revenue and Expense Budget and the 2024 Capital Budget and there was discussion

regarding the following: the approval process for budgeted/unbudgeted items, capital paving projects, the tender process, collaboration of paving projects with lessees, and the enforcement of leased property maintenance standards.

Committee discussed bin repairs, concrete repairs, concrete colour matching repairs on sections of the grain elevator, bulk purchase pricing, spouting repair timelines, increased efficiencies resulting from capital projects, anticipated operation interruptions, and the anticipated return on investment (ROI) on spout repairs.

There was discussion regarding costs associated with development of the Port of Johnstown warehouse lands, the current demand for the development of the lands, and the availability of West Uplands should a laydown area be required.

Committee reached general consensus to remove item #6 – POJ Warehouse - Land Development with a budget value of \$750,000.00 from the 2024 Capital Budget.

Members discussed interest in pursuing the remaining listed Capital Budget projects, highlighting that all budgeted capital projects exceeding \$75,000 will be presented to Committee for approval prior to project commencement. There was consensus to approve the 2024 Capital Budget, omitting project #6 – POJ Warehouse – Land Development at an estimated cost of \$750,000.00, which brings the proposed 2024 Capital Budget from \$10,852,990.00 to \$10,102,990.00.

Committee suggested the Port of Johnstown make future use of dedicated reserves committed for future capital projects and requested staff be diligent in recognizing ways of reducing operational costs.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port Management Committee recommends that Council:

1. Approve the Port of Johnstown's 2024 Operation's Revenue and Expense Budget as presented; and
2. Approves the Port of Johnstown's 2024 Capital Budget as amended to remove the capital project item #6 – POJ Warehouse Land Development of \$750,000.00 to reduce the overall total Capital budget from \$10,852,990.00 to \$10,102,990.00; and
3. Receives the 2025-2029 Future Capital 5 Year Forecast as presented.

Carried

Moved by: C. Ward

Seconded by: T. Deschamps

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; and e) General Manager's Report.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: C. Ward

Seconded by: J. Martelle

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

Withdrawals Total:	\$111,769.12
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Batch 5 CHEQUES	\$21,617.11
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Batch 6 EFT PAYMENTS	\$66,758.51
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Batch 7 CHEQUES	\$2,596.18
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Batch 8 EFT PAYMENTS	\$650,121.97
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Total of Direct Withdrawal & Batch Listings:	\$852,862.89
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Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

Commended Port staff on the presentation of the budget.

12. Question Period – None

13. Adjournment

Moved by: T. Deschamps

Seconded by: C. Ward

That the Committee meeting adjourns at 9:32 p.m.

Carried

These minutes were approved by Port Management Committee this 22 day of April, 2024.

Chair

Deputy Clerk