

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
MONDAY JUNE 17, 2024
6:30 PM**

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

Zoom: Randy Stitt, Advisory Member

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

1. Call to Order

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

2. Approval of Agenda

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

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) Meeting of May 21, 2024

Moved by: J. Martelle
Seconded by: C. Ward

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated May 21, 2024.

Carried

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

7. Discussion Items – None.

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 the reasoning for the increase in corn intake.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: Canadian Grain Commission rail and marine certifications, the preventive replacement of the urethane liner, reason for ongoing window breaking occurrences, and the annex bin maintenance process.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the accuracy of the estimated schedule for the new grain dryer installation project, increased costs associated with the propane hook-up, and the project budget to date including contributions from the Federal Grant received for the project.

Members sought clarification on the steam and weed process.

d) Financial Report

Committee was provided with a summary of the monthly revenue and expenses and year-to-date budget to actual numbers. There was discussion regarding the following: decrease to outside service costs, savings in utilities due to decreased use, decreases to advertising expenditures, and a recovery plan for the anticipated revenue losses in 2024.

There was a brief discussion regarding storage revenues experienced with the contract to store windmill parts at the Port and the possibility of additional storage required for the project.

e) Vessel Traffic Report

Committee was provided with summary of the report and discussed the presence of a vessel docked at the Port of Johnstown during the Port Days event.

f) Health and Safety Report

Committee was provided with a summary of the health and safety report and noted the timely nature of the posting of the Heat Stress Awareness posters throughout the Port prior to the current heat wave.

g) General Manager's Report

Committee was provided an overview of the report and discussed the following: donation of leftover food from the Port Days event to the South Grenville Food Bank, restrictions to container importing, and the succession planning process for the Port General Manager position.

There was further discussion on container imports regarding the following: the restrictions to Ports along the St. Lawrence and the great lakes, limitations these restrictions cause to importing in the Country, the estimated investment costs to equip the Port for this type of business and the return on investment.

Members discussed the Port membership with the Marine Council, insurance premium increases and their causes, additional revenue experienced with the storage of windmill parts, and scheduling for upcoming salt vessels.

Moved by: T. Deschamps

Seconded by: W. Smail

That the Port Management Committee received and reviewed items 8. a) Grain Operations Report; b) Maintenance Report; c) Capital Projects; d) Financial Report; e) Vessel Traffic Report, f) Health and Safety Report; and g) General Manager's Report.

Carried

h) Port of Johnstown Investments

Committee was provided with an overview of the report and discussed the following: the estimated remaining capital spending, liquidity of the Scotiabank HISA, and hedging investment vulnerability against fluctuating interest rates by spreading out the maturity dates.

There was discussion regarding an appropriate amount of cash on hand for the Port and impending costly repairs to the underwater support walls on the grain elevator in future years.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port of Johnstown Management Committee approves the following investment recommendations:

1. That the Port General Manager and Township Treasurer find the best possible rate for:
 - a. a 12-month non-redeemable GIC on or about July 2, 2024
 - b. a 24-month non-redeemable GIC on or about July 2, 2024
2. That the Port General Manager:
 - a. take 50% of the full maturity amount of the Scotia bank 12-month GIC maturing on July 2, 2024, and purchase a new 12-month non-redeemable GIC from the identified banks with the best possible rate.
 - b. take 50% of the full maturity amount of the Scotia bank 12-month GIC maturing on July 2, 2024, and purchase a new 24-month non-redeemable GIC from the identified banks with the best possible rate.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: W. Smail

Seconded by: C. Ward

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

Withdrawals Total:	\$100,374.20
Batch 17 CHEQUES	\$319,704.85
Batch 18 EFT PAYMENTS	\$1,048,478.56
Batch 19 EFT PAYMENTS	\$1,500,000.00
Total of Direct Withdrawal & Batch Listings:	\$2,968,557.61

Carried

10. Councillor Inquiries/Notices of Motion

The Mayor noted the closing date of July 11 for the South Nation Conservation Authorities wetlands mapping public consultation period and requested a discussion topic be added to the June Council agenda.

11. Chair's Report

The Chair reported on the following:

- Thanked and commended all involved in organizing and running the upcoming Port Days on June 22 from 11am -3pm.

14. Question Period – None.

15. Adjournment

Moved by: T. Deschamps

Seconded by: W. Smail

That the Committee meeting adjourns at 7:40 p.m.

Carried

These minutes were approved by Port Management Committee this 15 day of July, 2024.

Chair

Deputy Clerk