

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
MONDAY SEPTEMBER 23, 2024
6:30 PM**

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

Regrets: Mayor Tory Deschamps

Staff: Candise Newcombe, Deputy Clerk
Rebecca Crich, Clerk
Robert Dalley, General 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: W. Smail

Seconded by: C. Ward

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 July 15, 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 July 15, 2024.

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

7. Discussion Items

a) Month ending July 31 meeting package – questions (August meeting was cancelled)

No questions or comments were received from Committee

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 noted a recordable incident that included the use of a Humphrey man lift. It was noted that the equipment involved in the incident has been taken out of service pending further investigation into the future use of the system.

There were discussions regarding the fluctuating inventory levels of wheat and corn, and speculations for the fluctuations. It was noted that over the past month the Port has loaded an average of 80-100 loads of corn per day.

b) Maintenance Report

Port staff provided an overview of the monthly report and there was a discussion on the following topics: monthly maintenance/electrical work completed, conveyor belt start alarm requirements/placement as identified by the Labour Canada inspection report, the replacement of #7 lofter belt and buckets and the anticipated life expectancy, and reviewed the back guarding practices at the Port.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the following: timeline for the completion of the new grain dryer, the demand for the planned bulk cargo covered storage project, completed budgeted capital projects in 2024, new grain dryer ceremonial plans, and anticipated timeline for completion of the track-shed project.

There were discussions regarding re-assessing the scope of the covered storage – bulk cargo project to provide for multi-use storage. It was noted that a variety of building plan options along with possible revenue streams would be presented at a future meeting.

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: good management of expenses to offset decline in revenues, reasons for decline in revenues, rail shipments, variables that affect Port revenues, and Port revenue amounts year over year.

It was noted that while the first quarter of 2024 was slow, much of the lost revenues have already been made up. Staff is also anticipating a positive September at the Port.

e) Vessel Traffic Report

Committee was provided with summary of the report and discussed efficiencies in loading times with the automated system versus past practices, factors contributing to efficient vessel loading, and the general positive response to the increased loading efficiencies of the Port.

f) Health and Safety Report

Committee was provided with a summary of the health and safety report.

g) General Manager's Report

Committee was provided an overview of the report and discussed the following: the review process for Port lease agreements, possible impacts the new bulk agricultural marine terminal at Picton may have to Port operations, the benefits of maintaining a competitive edge over competitors, fire hydrant performance test overview, and the timeline for work suggested by the Labour Canada Assurance of Voluntary Compliance report.

Councillor Smail left the table at 7:21 p.m.; returned at 7:23 p.m.

There was a brief discussion regarding the response from Ingredion representatives regarding the impacts of the Ports new grain dryer, which were noted to be positive.

Moved by: C. Ward

Seconded by: J. Martelle

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

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: J. Martelle
Seconded by: W. Smail

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

Withdrawals Total:	\$165,701.35	
Batch 25 CHEQUES	\$267,165.56	
Batch 26 EFT's	\$419,171.30	
Total of Direct Withdrawal & Batch Listings:	\$852,038.21	Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report

The Chair reported on the following:

- Recognized Leslie Drynan as the incoming Port General Manager noting a start date of October 21, 2024.
- Attended the Port of Montreal open house event.
- Recognized the performance of the Port General Manager's annual review, highlighting positive feedback and commending the GM on his 16 years of contributing to the success of the Port.
- Put forward a notice of motion to review the Port Management Committee terms of reference to provide open session voting rights of Committee advisory members.

12. Question Period

- Appreciation and thanks extended to the Port General Manager and staff on behalf of the Ontario Federation of Agricultural.

13. Adjournment

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

That the Committee meeting adjourns at 7:27 p.m.

Carried

These minutes were approved by Port Management Committee this 21 day of October, 2024.

Chair

Deputy Clerk