

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
MONDAY OCTOBER 21, 2024
6:30 PM**

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

Regrets: Regina Hernandez, Advisory Member

Staff: Candise Newcombe, Deputy Clerk
Rebecca Crich, Clerk
Robert Dalley, General Manager
Leslie Drynan, Incoming 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. and welcomed the incoming General Manager of the Port of Johnstown, Leslie Drynan.

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) Meeting of September 23, 2024

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

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated September 23, 2024.

Carried

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

7. Discussion Items – None

8. Action/Information Items

a) Grain Operations Report

The Chair requested a 5-minute recess due to technical difficulties.

Moved by: C. Ward

Seconded by: J. Martelle

That Committee recess for 5-minutes at 6:38 p.m.

Carried

The Chair called the meeting back to order at 6:42 p.m.

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, and vessels loaded in September.

b) Maintenance Report

Port staff provided an overview of the monthly report and highlighted the following items completed: monthly maintenance/electrical work, premise and system inspections performed, and items from the work order log.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the following: locations of remaining paving to be completed, rearranging of spout system, remaining budget of track shed project, final costs of the new grain dryer project and anticipated timeline for dryer operations to proceed.

There were discussions regarding the delivery date, proposed location, and operational timeline of the new grain loading spout. Members inquired about continued bush hog maintenance on the Port of Johnstown warehouse land. It was noted that the work was not budgeted and due to the scope of the project, it would require tendering for the work.

d) Financial/3rd Quarter Investment 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: reasoning for reductions to utilities, office and administration costs and outside services, HISA percentage reductions, and future plans for maturing GIC.

e) Vessel Traffic Report

Committee was provided with summary of the report and discussed anticipated salt vessels, MECP regulations, impacts of nearby ports to the Port of Johnstown operations, and regulation compliance standards and enforcement.

f) Health and Safety Report

Committee was provided with a summary of the health and safety report. Members inquired about the reported recordable from the September 23 meeting.

g) General Manager's Report

Committee was provided an overview of the report.

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/3rd Quarter Investment Reports; e) Vessel Traffic Report, f) Health and Safety Report; and g) General Manager's Report.

Carried

h) Port Terms of Reference – Update to Committee Advisory Members

Committee was provided with an overview of the report and discussed the following: Committee implications of granting voting rights to citizen advisory members, reviewed the procurement approval process, past difficulties with voting citizen advisory members of committee, accountability concerns, alternate voting power options, the purpose of citizen advisory members, and the of application of committee member voting rights to other committees of council.

Moved by: J. Martelle

Seconded by: W. Smail

That Committee defer the item and direct staff to review the Port of Johnstown Committee Terms of Reference and prepare recommended changes to the voting rights of members of committee.

Carried

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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: | \$189,926.97 | |
| Batch 27 CHEQUES | \$240,246.48 | |
| Batch 28 EFT's | \$939,321.84 | |
| Total of Direct Withdrawal & Batch Listings: | \$1,369,495.29 | Carried |

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report

The Chair reported on the following:

- Highlighted the grand opening of the new grain dryer, thanks to Federal grant contributions from the Ministry of Agriculture, Food and Rural Affairs and commended staff on their hard work in facilitating the completion of the project.

12. Question Period – None

13. Adjournment

Moved by: T. Deschamps

Seconded by: C. Ward

That the Committee meeting adjourns at 7:42 p.m.

Carried

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

Chair

Deputy Clerk