

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE  
MONDAY NOVEMBER 18, 2024  
6:30 PM**

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

Regrets: Councillor Chris Ward  
Councillor Joe Martelle

Staff: Sean Nicholson, CAO  
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 noted the absence of both Councillors Ward and Martelle.

2. Approval of Agenda

**Moved by:** W. Smail  
**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 October 21, 2024

**Moved by:** T. Deschamps  
**Seconded by:** W. Smail

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

Carried

6. Business Arising from Previous 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 in October, consequences of a poor Canadian Grain Commissions rating, impacts from the Port of Montreal interruptions, and volume and efficiencies of the new grain dryer.

b) Maintenance Report

Port staff provided an overview of the monthly report and highlighted the following items completed: monthly maintenance/electrical work, items from the work order log, premise and system inspections performed, ensured follow-up maintenance performed to meet compliance with Federal Safety Inspection recommendations, and that regular equipment maintenance was performed.

c) Capital Projects

Committee was provided with a summary of the capital project status to date and discussed the following: the proposed paving projects to be carried over to 2025, estimated costs, basing capital project priority off the new Strategic Plan in 2025, a surplus of approximately \$80,000.00 on the new grain dryer project, final estimated costs, completion timeline and impacts to operations for the track shed project completion.

d) Financial/3<sup>rd</sup> Quarter Investment Report

Committee was provided with a summary of the monthly revenue and expenses and year-to-date budget to actual numbers and discussed the sale of grain year over year and the benefits of the breakdown schedule of revenues and expenses per year.

e) Vessel Traffic Report

Committee was provided with summary of the report and clarified foreign versus domestic vessels and the type of cargo they hold.

f) Health and Safety Report

Committee was provided with a summary of the health and safety report. Members inquired if compliance safety reports were done in-house and the availability of the Port for confined space training programs.

g) General Manager's Report

Committee was provided an overview of the report and discussed additional efforts to mitigate Port liability, prevalence of female employees at the Port, and the Masterfeeds lease renewal.

**Moved by:** W. Smail

**Seconded by:** T. Deschamps

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 Reports.

Carried

h) 2024 Financial Audit Service Plan

Committee was provided with an overview of the report and discussed the following: overall cost, materiality cost increases year over year, proposed audit timeline, additional administrative expenses, past concerns with auditors, alternate auditing firms, and possible future county wide tender for auditing services.

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That the Port Management Committee recommend that Committee and Council receives and approves the 2024 Audit Service Plan presented by MNP LLP Chartered Accountants.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements and discussed the following: diesel top-up clarification, refill cost/cost stability for the new grain dryer, and profit/cost comparable since the dryer installation.

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

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

Withdrawals Total:	\$229,582.34	
Batch 29 CHEQUES	\$34,970.68	
Batch 30 EFT's	\$902,466.85	
Total of Direct Withdrawal & Batch Listings:	\$1,167,019.87	Carried

10. Councillor Inquiries/Notices of Motion

Mayor Deschamps noted the upcoming visit, December 6, 2024, from the Minister of Agriculture, Food, and Agribusiness, Hon. Rob Flack.

11. Chair's Report

The Chair reported on the following:

- Attended the Hwy H2O Conference held November 12, 2024, in Rideau Lakes, met with Logistec.
- Noted no December Port Management Committee meeting – thanked all advisory members for their contributions and wished everyone a Merry Christmas.

12. Question Period

Requested confirmation of attendees for the Port of Johnstown tour. Noted the final meeting of the current Port of Johnstown General Manager, Robert Dalley, highlighting events and accomplishments of the Port of Johnstown during his years of service.

13. Adjournment

**Moved by:** T. Deschamps  
**Seconded by:** W. Smail

That the Committee meeting adjourns at 7:25 p.m.

Carried

These minutes were approved by Port Management Committee this 23 day of January, 2025.

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**Chair**

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**Deputy Clerk**