

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
TUESDAY FEBRUARY 18, 2025
6:30 PM**

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

Regrets: Regina Hernandez, Advisory Member
Randy Stitt, Advisory Member

Zoom: Frank McAuley, Advisory Member

Staff: Sean Nicholson, CAO
Candise Newcombe, Deputy Clerk
Natalie Charette, Interim Clerk
Leslie Drynan, General Manager
Rhonda Code, Office Manager
Mike Moulton, Operations Manager
Jeff Wright, Maintenance 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: W. Smail

That Committee approves the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof – None

4. Delegations and Presentations

- Spencerville Photographer Stewart Curry

The Chair noted that Mr. Curry was not present in chambers and would follow-up regarding the delegation presentation.

5. Minutes of the Previous POJ Committee Meeting

a) Meeting of January 23, 2025

Moved by: J. Martelle

Seconded by: W. Smail

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated January 23, 2025.

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 January, learning event was defined as a health and safety learning event, the 40% labour cost increase, and the long-term plan for retaining casual employees.

b) Health and Safety Report

Committee was provided with a summary of the health and safety report noting the ongoing employee training updates in 2025 and highlighted the importance of proper training when responding to an emergency situation.

c) 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, and the process for the disposal of surplus parts.

d) Financial Report

Committee was provided with a summary of the monthly revenue and expenses actuals compared to 2024 and increased harvest services due to the additional grain vessel in 2025.

e) General Manager's Report

Committee was provided an overview of the report and discussed oversight of paving at the Masterfeeds building, proposed drone inspections by Transport Canada, the ongoing relationship with Transport Canada,

corporate culture improvements, and the successful completion of the 2024 annual audit.

Moved by: C. Ward

Seconded by: T. Deschamps

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

Carried

f) Draft Surplus Sharing Policy

Committee discussed concerns over terminology and are looking at changing language within the policy to reflect items such as; dividend sharing up to 50%, using non-cash figures for net surplus, the policy's feasibility with the 2025 budget, the benefits of a long-term capital plan, and terminology to indicate the requirement of the Port to maintain a balanced budget, similar to the Township.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port Management Committee defer the draft surplus sharing policy, request staff to gather additional information, and present scenarios for review at the March meeting.

Carried

g) 2025 Budgets

Revenue and Expense Budget

Committee was provided with a detailed summary of the report and discussed anticipated declines in salt revenues, labour cost flexibility based on revenue experienced, pivoting the workforce for growth, adherence to the Strategic Plan, and ensuring adequate staffing to meet safety standards.

Capital Budget

The Committee reviewed the report, addressing concerns about the proposed bulk cargo project site, deferring the project until the Strategic Plan is finalized, interest in bulk storage services, automated bin repairs, TSSA elevator requirements, and expedited completion of the grading trailer and public facilities.

Members discussed requesting cost-sharing for the County Road 2 culvert replacement from the United Counties of Leeds and Grenville, CN's notification requirements for rail work at the Port, and the lifespan of the current plow truck and salter.

There was discussion regarding ongoing maintenance of the Port of Johnstown warehouse land, continued collaborations with the Mohawk Council of Akwesasne, and integrating the Port of Johnstown fleet management into the Townships fleet.

Mayor Deschamps left the meeting at 8:19 p.m.

Moved by: C. Ward

Seconded by: J Martelle

That the Port Management Committee recommends that the Council approve the 2025 Operating and Capital Budgets, as presented.

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:	\$196,127.83
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Batch 3 EFT's	\$345,959.19
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Batch 4 Cheques	\$88,058.34
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Total of Direct Withdrawal & Batch Listings:	\$630,145.36
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Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

The Chair reported on the following:

- Attended CREWS railyards to witness the grand opening of the first renewable energy rail car.

12. Question Period – None.

13. Closed Session

Moved by: C. Ward

Seconded by: J. Martelle

That Committee proceeds into closed session at 8:24 p.m. in order to address a matter pertaining to:

- Section 239(2)(a) The security of the property of the municipality or local board; Specifically: Business Development Opportunity
- Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Business Development Opportunity.

Moved by: J. Martelle

Seconded by: W. Smail

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:51 p.m.

Carried

14. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss Business Development Opportunity and provided direction to staff.

15. Adjournment

Moved by: J. Martelle

Seconded by: W. Smail

That the Committee meeting adjourns at 8:52 p.m.

Carried

These minutes were approved by Port Management Committee this ___ day of _____, 2025.

Chair

Deputy Clerk