

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
TUESDAY APRIL 22, 2025
6:30 PM**

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

Zoom: Frank McAuley, Advisory Member

Staff: Sean Nicholson, CAO
Candise Newcombe, Deputy Clerk
Natalie Charette, Interim Clerk
Leslie Drynan, General Manager
Mike Moulton, Operations Manager
Rhonda Code, Office 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

- Jamie Pollock – MNP LLP – 2024 Financial Statements

Mr. Pollock reviewed the draft financial statements with the Committee and discussed the clean audit opinion, the statement of financial position, the recommendation letter, and the modified 2023–2024 audit opinion based on Public Sector Accounting Standards (PSAS). He provided an overview of the

balance sheet, cash flow statement, and net book value, which indicated that approximately 80% of the assets' useful life remains. He also summarized the overall net costs and revenues for 2024, highlighting strong financial performance and confirming a clean audit.

There was a discussion regarding the use of budgeted figures under Public Sector Accounting Standards (PSAS), asset remediation recommendations, and the assumptions required for transitioning from International Financial Reporting Standards (IFRS) to PSAS. It was recommended that a formal study be conducted to assess all future liabilities, including how associated costs may be incurred and potential financing options.

5. Minutes of the Previous POJ Committee Meeting

a) Meeting of March 24, 2025

Moved by: C. Ward

Seconded by: J. Martelle

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated March 24, 2025.

Carried

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

7. Discussion Items – None

8. Action/Information Items

a) Grain Operations & Health and Safety 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 March, noted a learning event, highlighted the AA grain commission rating, and reviewed the monthly health and safety report which focused on confined space training.

There was discussion regarding the factors affecting grain commission ratings, the credentials of the company providing confined space training, and the rationale behind the monthly increase in grain volume.

b) Capital Projects

Port staff provided an overview of the report, highlighting the completion of a capital project, the issuance of RFPs, and the fulfillment of service request orders within the one month since the 2025 budget was approved.

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, factors contributing to issues on the #2 ship loader, Ministry inspection requirements versus recommendations, and confirmed full operations by the end of the season.

d) Financial Report

The Committee was provided with a summary of monthly revenue and expense actuals compared to 2024 and noted a decrease in cash flow, which is typical for this time of year due to the settlement of year-end invoices.

e) Traffic Report

Committee was provided with a summary of the monthly traffic report.

f) General Manager's Report

Committee received an overview of the report and confirmed that the repair work completed on the Container Loader was covered under warranty. The Committee was also advised that staff intend to approach the contractor regarding warranty coverage for the new grain dryer once a list of deficiencies has been compiled.

g) Basement Bin Wall Repair Project 2025

Port staff provided Committee with a summary of the report.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port Management Committee approves:

- The award of the Basement Wall Repairs 2025 project to Cimota Inc. at the unit prices stated in the report; and
- That the total amount of spending on the Basement Wall Repairs does not exceed \$450,000 (excluding HST) as allocated in the 2025 Capital Budget.
- That the Port Management Committee approves that the Port General Manager signs the contract on behalf of the Port/Township.

Carried

h) 2024 Audited Financial Statements – Port Accounts

Port staff provided a summary of the report to Committee.

Moved by: T. Deschamps

Seconded by: W. Smail

That the Port Management Committee:

- Receives, reviews and approves the Audit Report on the Port of Johnstown's Financial statements as provided by MNP LLP chartered accountants; and
- That the Port Management Committee recommends that council receives and approves the 2024 Port of Johnstown's Financial Statement as provided by MNP LLP chartered accountants.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

Moved by: T. Deschamps

Seconded by: J. Martelle

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

Withdrawals Total:	\$199,524.05
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Batch 7 Cheques	\$20,717.50
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Batch 8 EFT's	\$274,398.44
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Total of Direct Withdrawal & Batch Listings:	\$494,639.99
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Carried

Moved by: T. Deschamps

Seconded by: C. Ward

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

Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

The Chair reported on the following:

- Participated in the Earth Day Clean-Up event hosted by the Port of Johnstown in collaboration with Greenfield Global Inc. The event saw strong attendance, and a BBQ lunch was provided to volunteers and recreation staff in attendance.

12. Question Period – None.

13. Closed Session

Moved by: C. Ward

Seconded by: T. Deschamps

That Committee proceeds into closed session at 7:22 p.m. in order to address a matter pertaining to:

- Section 239(2)(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality of local board; Specifically: Approve closed session minutes from March 24, 2025.
- Section 239(2)(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality of local board; Specifically: Business Development Opportunity & Contract Negotiations (written and presented by the client).

Moved by: C. Ward

Seconded by: T. Deschamps

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:52 p.m.

Carried

Moved by: J. Martelle

Seconded by: W. Smail

That Committee receives and approves the closed session minutes dated March 24, 2025.

Carried

14. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss a Business Development Opportunity and provided direction to the Port General Manager and reviewed the minutes of closed session.

15. Adjournment

Moved by: W. Smail

Seconded by: J. Martelle

That the Committee meeting adjourns at 8:54 p.m.

Carried

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

Chair

Deputy Clerk