

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, JULY 21, 2021
6:30 PM**

Present: Mayor Patrick Sayeau, Chair
Deputy Mayor Tory Deschamps
Councillor Hugh Cameron
Councillor Stephen Dillabough
Councillor John Hunter
Mr. Joe Hendriks
Mr. Frank McAuley

Staff: Robert Dalley, General Manager
Kevin Saunders, Operations Manager
Rebecca Williams, Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30 p.m.

2. Approval of Agenda

Moved by: H. Cameron

Seconded by: S. Dillabough

That Committee approve the agenda as amended with the removal of item 5
– Minutes of June 23, 2021.

Carried

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

4. Delegations & Presentations

a) Aquatarium – Thomas Harder, Mary Jean McFall, David Beatty

Ms. McFall, Mr. Beatty and Mr. Harder provided Committee with additional information following their previous delegation in May. Ms. McFall noted that they hope for the exhibit to garner an interest and provide educational information about the local agricultural community and Port of Johnstown. Mr. Harder noted that the summary package provided includes scale drawings of the exhibit, including how the exhibit will be interactive for the children to experience how the Port operates.

Committee confirmed that the exhibit would be located and displayed in the main front window. There was a general discussion on if the Aquatarium has sought other donors to support the exhibit and general operations of the Aquatarium. It was noted that if the Port wishes to display their business name on the exhibit, then the Port would be required to cover 50% of the

exhibit cost. It was noted that the cost of the project is \$750,000, with the Aquatarium requesting the Port to fund 50% equaling \$375,000. Ms. McFall noted that the exhibit will not only be additional promotion for the Port, but it will also tell the story of the Port through visual and tactile learning.

Committee inquired why the Aquatarium plans to sole source the building of the exhibit. It was noted that the Aquatarium has worked with the company in the past and that they are known world-wide for creating exhibits for museums across Canada, USA and Europe. Members inquired about how long the \$375,000 would reserve the naming rights to the exhibit. Mr. Beatty noted that it would remain for at least 10 years and that the exhibit would be approximately 2 stories in height and 40 feet wide. It was noted that there would also be operational and maintenance costs to consider in the future.

Members inquired when the Aquatarium expects the exhibit to be ready for a grand opening event. It was noted that they are expecting everything to be in place and ready by March break of 2022. It was noted that the Aquatarium has been open for 5 years, however, the past 1.5 years has been cut short due to COVID 19. It was noted that there are approximately 60,000 visitors per year, not including all of the attendance from school trips.

Committee thanked the members of the Aquatarium Board for their attendance and additional information provided.

b) Run – Michel Larose – Race Director

Mr. Larose, organizer previous community runs, such as the Fort Town Night Run, outlined the proposed new run event to take place at the Port of Johnstown and Windmill Rd. Mr. Larose noted that the proceeds of the event will provide funding for a youth peer mentorship program. Mr. Larose highlighted the event, noting that it would be 5km in length and suggested that the Port Management Committee can create a unique name for the event. Mr. Larose noted that the event and the COVID 19 protocols have been updated and received approval from the Health Unit.

Mr. Larose highlighted the reduction in the overall number of permitted runners to comply with COVID social distancing restrictions. It was noted that there will be 20 runners permitted every 15 minutes, with an overall limit of 100 runners for the event. It was noted that the event will be held on September 25 from 6-8pm, with setup beginning at 4:30pm. Mr. Larose provided detailed maps of the proposed route and noted that the route may be adjusted if vessels arrive at the Port to ensure safety requirements.

Members inquired if members of the public will be required to sign a waiver form due to the event taking place on Port property. It was noted that a waiver form has been created and will be sent to Port staff for circulation. Mr. Larose confirmed that additional lighting will be placed throughout the Port and Windmill Rd to ensure that the runners can adequately see the terrain and avoid tripping hazards. Members confirmed that the entrance fee of \$25

per person will include the swag bag and medal. It was noted that Mr. Larose will need to speak with the Township for the request to partially close Windmill Rd for the event.

Committee thanked Mr. Larose for the presentation.

5. Minutes of the Previous POJ Committee Meeting – Removed
6. Business Arising from Previous PMC Minutes – None
7. Discussion Items – None
8. Action/Information Items

a) Operation Manager's Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: inventory, new loading spouts operations and performance, monthly traffic, fender installation, maintenance and electrical work completed, and grain processing for local company.

Committee reviewed the capital report and there was a general discussion on the following projects: paving and rail repairs, possible relocation and redesign of the pit, federal funding for the loading spouts project, and cost of a new generator.

b) General Manager's Report – Traffic Report

Port staff provided an overview of the monthly report and there was a general discussion on the following topics: monthly revenues versus year to date actuals, paving project results, financial position and investment meeting with RBC representatives, and vessel berthage.

Members noted that the Port investments are non-redeemable, therefore, the Port should ensure that it maintains liquidity for upcoming projects. It was noted that the Port must determine what funds are required before the Committee makes a final decision with respect to where and how much money should be placed in investments. There was a general discussion on the current stock market trends and potential return on investments. Members suggested that the Port should not invest long-term at this time, as the money may be stuck in low rate investments due to continually fluctuating rates.

Committee reviewed the traffic report.

c) Health & Safety Report

Moved by: H. Cameron

Seconded by: S. Dillabough

That Committee receives and reviewed items 8a) Operation Manager's Report – Capital Report, 8b) General Manager's Report - Traffic Report and 8c) Health & Safety Report.

Carried

d) Quarterly Investment Update

Committee reviewed the report and Members inquired why funds from the recently matured GIC was placed in the general operating account, rather than the trust account. It was noted that Committee directed Port staff to transfer the maturing GIC into the operating account during the May meeting. It was noted that Committee will revisit the placement of the funds during the August meeting to determine if Committee would prefer the funds to remain in the operating account or be transferred to the trust account.

e) Sale of Surplus Land

Committee was provided background information on a parcel of land that is surplus to the needs of the Port. It was noted that the property in question, which borders the Prescott Golf Course, may in fact may not be owned by the Port. It was noted the Port solicitor completed a property search, which demonstrated that the property was owned by the Port. Members noted that the Prescott Golf Course believes that they own the property and purchased the strip of land in the early 2000's, however, they are having a difficult time confirming the ownership due to the lack of a proper legal paper trail.

Members noted that the Prescott Golf Course purchased the property in order to run utilities to the golf shack area. It was noted that the Golf Course lawyer may not have registered the purchase properly with the Land Registry office. It was noted that the Prescott Golf Course will need to provide sufficient legal proof of purchase before the Port solicitor will declare that the Port does not have any right to the property. There was a brief discussion on the possible location of the telecommunication tower. It was noted that a survey would need to be completed to determine correct site location of the tower before proceeding with the sale of land.

Moved by: H. Cameron

Seconded by: J. Hunter

That the Port Management Committee recommends that Council directs the Port General Manager and Mayor to proceed with the process of selling surplus property identified as: PT LOT 36 CON 1, EDWARDSBURGH PT 1, 15R9899; EDWARDSBURGH/CARDINAL and to return to the Committee/Council with a recommendation regarding the sale.

Carried

f) PIN #68155-0612 – Land and Tower Ownership

Moved by: S. Dillabough
Seconded by: F. McAuley

That the Port Management Committee directs the Port General Manager to:

1. Retain a land surveyor to locate the tower on a plan of survey to confirm with certainty that the tower in question is located entirely/partially on the “strip of land parcel”.
2. Engage our solicitor to proceed with a notice letter to be sent to all abutting land owners with the following content:
 - a) The Township is the owner of the strip of land parcel (providing full legal description, etc.);
 - b) A tower has been identified on the attached survey as being located on the “strip”;
 - c) Seeking confirmation on whether the abutting owners have any interest in the subject tower;
 - d) Update the current land title registration known as PIN 68155-0612 and delete option to purchase.
3. That the Port proceed to determine the ownership of the tower.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: H. Cameron
Seconded by: J. Hunter

That Committee approves payment of Port invoices as updated:

Withdrawals Total:	\$98,205.65
Batch 8	\$133,903.33
Batch 9	\$405,828.09
Batch Subtotal	\$539,731.42
Total Withdrawals & Batch Listings:	\$637,937.07

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair’s Report

Mayor Sayeau reported the following:

- Met with a pellet plant company

12. Question Period – None

13. Closed Session – None

14. Adjournment

Moved by: S. Dillabough

Seconded by: T. Deschamps

That the Committee meeting adjourns at 8:26 pm.

Carried

These minutes were approved by Port Management Committee this 22 day of September, 2021.

Chair

Clerk