

**MINUTES**  
**PORT OF JOHNSTOWN MANAGEMENT COMMITTEE**  
**MUNICIPAL OFFICE – SPENCERVILLE**  
**WEDNESDAY, JANUARY 22, 2020**  
**6:30PM**

Present: Mayor Patrick Sayeau, Chair  
Deputy Mayor Tory Deschamps (arrived at 6:52pm)  
Councillor Hugh Cameron  
Councillor Stephen Dillabough  
Councillor John Hunter  
Mr. Joe Hendriks

Regrets: Mr. Frank McAuley

Staff: Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Dave Grant, CAO  
Rebecca Williams, Deputy Clerk  
Rhonda Code, Port Office Manager

1. Call to Order

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

2. Approval of Agenda

**Moved** by: H. Cameron seconded by: J. Hendriks that Committee approve the agenda as presented.

Carried

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

4. Delegations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – December 18, 2019

**Moved** by: J. Hunter seconded by: S. Dillabough that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated December 18, 2019.

Carried

6. Business Arising from Previous PMC Minutes – None

7. Discussion Items

a) Wind Energy Project

Port staff provided Committee with an update with respect to the wind energy project, specifically regarding the storage fee structure if the project cargo remains at the Port for a longer period of time. It was noted that the storage fee rate on the docks will increase to a maximum of \$3 per sq. meter once the seaway opens. It was noted that the Port could potentially receive additional revenue through wharfage charges, if the wind project cargo is transported via vessels.

Members confirmed that the Port continues to have additional storage options available if other cargo were to be delivered to the Port. It was noted that if required the Port may issue a 60 day notice for Enercon to remove the wind project cargo from the Port.

8. Action/Information Items

a) Operation Manager's Report

Port staff provided an overview of the monthly operations report and there was a general discussion on the following topics: monthly grain revenues, quantity of grain received at the Port, overall inventory levels, impact of lower inventory levels, electrical/maintenance work that has been completed during the month.

b) General Manager's Report

Port staff provided an update with respect to the following topics: monthly finances, National Trade Corridor Funding project submission claim, Marine Club Conference event, Port Christmas lunch, Insurance and group benefit changes, and correspondence from a Port tenant. There was a brief discussion with respect to the possible 15% increase to the insurance premiums. Members confirmed that the Port is appropriately insured but not "over" insured.

c) Year End Report

Port staff provided Committee with a detailed overview of the 2019 Year End Report, which highlighted the following areas and resulted in discussion from Committee:

- Total cargo averages from 2001 to 2019
- Cargo transportation trends
- Marine business:
  - Marine cargo proceeds by metric ton
  - Vessel traffic
- Project cargo:
  - Wind Energy – Nation Rise project

- Project cargo shipments by vessel
  - Bulk cargo, specifically salt and grain shipments and trending
- Grain business report:
  - Weather affecting grain yields, resulting in a lower volume of grain received compared to previous year
  - Annual volume received for each type of grain, grain handled per month, and highlighted charts showing the mode of transportation use for receiving and shipping grain
- Capital projects and budget summarized:
  - Committee discussed the various capital projects and asked for clarification with respect to the RFP for the loading spouts project, specifically regarding bids submitted, experience of potential winning bid, and National Trade Corridor Funding (NTCF) payment submissions. Port staff noted that the Port had 9 companies attend the on-site meeting, however only 1 bid was submitted. It was noted that the potential winning bidder has extensive specialized experience and knowledge on grain elevator new and retrofitting projects. Port staff confirmed that the NTCF submissions will cover 50% of the project costs up to 4.8 million dollars
- Maintenance report
- Health & Safety/Training/Environmental reports:
  - Discussion took place with respect to WHMIS, confined spaces and water rescue training for current and new employees. It was noted that the Port trains employees for confined space rescue, however the Port will not send their employees on a search and rescue mission on a vessel. Port staff noted that the Port will not load grain into the hull of a vessel if anyone is in the hull. Members confirmed that the Port has procedures in place to reduce the risk of having an incident that would result in emergency actions for high angle/rope rescues.
- Financial report:
  - Pre-audited summary
  - 2019 revenues and expenses compared to 2018
  - 2019 budget summarized by the quarterly revenues and expenses
- 2019 Port Highlights:
  - Funding announcement
  - Cruise vessels received at the Port
  - Grain elevator tours and presentations
  - Retirement announcements/recognitions
  - Closing remarks
  - Members commended the Port staff for the detailed report and their contributions to help the Port achieve its goals and objectives

**Moved** by: S. Dillabough seconded by: H. Cameron that Committee receives and reviews items 8a) Operation Manager's Report, 8b) General Manager's Report, and 8c) 2019 Year End Report.

Carried

9. Approval of Disbursements – Port Accounts

**Moved** by: H. Cameron seconded by: T. Deschamps that Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report

Mayor Sayeau reported on the following:

- Attended the Marine Commerce Luncheon on January 16, which was sponsored by the Port
- Attending Port Day at Parliament Hill, which is being hosted by the Chamber of Marine Commerce in February

12. Question Period – None

13. Adjournment

**Moved** by: S. Dillabough seconded by: J. Hendriks that the meeting adjourn at 8:10 pm.

Carried

These minutes were approved by Port Management Committee this 19<sup>th</sup> day of February, 2020.

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**Chair**

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**Clerk**