

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
WEDNESDAY, NOVEMBER 17, 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

Regrets: Mr. Frank McAuley  
Kevin Saunders, Operations Manager

Staff: Robert Dalley, General Manager  
Rebecca Williams, Clerk  
Candise Newcombe, Deputy 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 presented.

Carried

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

4. Delegations & Presentations – Aquatarium – Update

Mr. David Beatty and Mr. Thomas Harder updated the Committee on ongoing progress to the addition of the Port of Johnstown exhibit at the Aquatarium. Mr. Beatty noted Burnbrae Farms and Masterfeed as two new investors with a possible third to join in the near future. He noted that funding for the exhibit had been fully secured. Mr. Harder informed Committee of the Aquatarium's pending application for a federal government grant. Mr. Harder explained that the Aquatarium intends to reveal the new exhibit in a staged approach. He noted that due to COVID-19 supply chain issues, there could be an increase to the length and cost of the project. The target completion date was winter 2021-2022, however, again due to delays this timeline may not be attained. Mr. Harder noted that there has been interest in naming rights of aspects of

the exhibit from other investors, noting the intent is to divide naming rights appropriately.

Members inquired of the anticipated start of construction. Mr. Harder noted that the goal to begin is within 2-6 months and have the exhibit complete before March break, however, it will depend on the delays experienced in obtaining the materials. Mr. Harder agreed to provide regular updates on the project through the General Manager of the Port.

Mr. Beatty noted that the proposed area for the Port of Johnstown exhibit is one with the least impact to surrounding exhibits in the Aquatarium during construction. He conceded that the health and safety of the guests would have to be determined before proceeding with construction during operational hours, but noted the goal is to shut down the facility as little as possible.

There was a general discussion about Aquatarium hours of operation, assembly timeline, available storage for materials and intended reporting frequency. It was noted that there are available options for storage of materials and 3 weeks is the anticipated amount of time for assembly. Mr. Harder noted the Aquatarium is open to suggested reporting types and timelines.

Committee inquired about holding a cheque ceremony for the presentation of the initial donation for the exhibit. Mr. Harder agreed to speak to the board of directors and organize this event and get back to the Port General Manager. Members inquired if the Aquatarium had been in contact with any vessels or stevedore companies regarding funding. Mr. Harder noted that the board was currently in communications with one company, highlighting the need to assign naming rights of the exhibit.

It was noted that the Aquatarium board is currently in the process of attaining bridge financing for the project, noting this as the next milestone to be reached. It was noted that a purchase order had yet to be issued for the project and that it would not be issued until the bridge financing was in place.

Members inquired if the Aquatarium was considered a separate corporation, noting the close relationship with the Aquatarium board and the City of Brockville. Mr. Harder noted that they are considered a separate corporation as well as a recognized non-profit organization, highlighting their charity licence. It was noted that the City of Brockville acts as guarantor of funds and cheques and appoints 1/3 of the Aquatarium board.

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting- October 20, 2021

**Moved by:** J. Hunter

**Seconded by:** S. Dillabough

THAT Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated October 20, 2021.

Carried

6. Business Arising from Previous PMC Minutes – None
7. Discussion Items - None
8. Action/Information Items

a) Operation Manager's Report - Capital Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, ongoing soybean harvest, monthly traffic, maintenance and electrical work completed, catch basins cleaned by Team Solutions.

It was noted that the Whitefish Bay vessel took a load of 28,000 metric tons of soybean at the end of October.

It was noted that 200 buckets were required to be replaced on the marine lofter due to an incident. Members inquired how many buckets are normally kept in stock. It was noted that the machine contains 400+ buckets so there is often a large stock pile kept, highlighting the need to replenish the current stock.

Committee reviewed the capital report and there was a general discussion on the following items: maintenance, aerator system, and removal of contaminants for the dewatering pond. It was noted that the sediment removed is left to dry before being transported to Moose Creek for disposal, with the cost of removal being determined by tonnage. Members inquired if a representative from the MOE was on site. It was noted that they were not, however, there is a possibility one could show up at any time.

Committee reviewed the list of capital projects.

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, Agriculture Clean Energy Program application status, discussions with Environmental Program Manager from Akwesasne, MECP inspection postponed to December 2, potential acquisition of additional land for the Port, review of Port insurance policy, Port flu vaccine clinic, concrete repair estimate for port elevator, conveyor and vessel location extension and the review of a new COVID-19 vaccination policy.

Committee inquired about the flu vaccine clinic held at the Port and if there were COVID vaccines available for anyone interested. It was noted that the clinic only supplied flu vaccines, with 8 employees taking part. Members inquired if offering flu vaccines is necessary with such ample availability of them everywhere else. It was noted that the cost is minimal and it is deemed as an added benefit to the employees.

Members commented on the minimal traffic received via rail at the Port this year. It was noted that while rail transport has been minimal, there is still revenue received from storage of rail cars from CREWS. There was a brief discussion on the possibility of increased shipments due to the current situation out west with flooding. It was noted that the Port was not likely to experience effects from the west coast, noting likely transportation routes to be south or only as far east as the Port of Thunder Bay.

Committee noted the decrease in the CGC inspection from an A to a B. It was noted that it is common to see this during harvest season highlighting the difficulty in maintaining optimal cleanliness during this busy time. Committee highlighted that the Port does not have any recordable injuries for 2021.

Committee briefly reviewed the traffic report.

**Moved by:** H. Cameron

**Seconded by:** S. Dillabough

That Committee received and reviewed items 8a) Operation Manager's Report – Capital Report and; 8b) General Manager's Report - Traffic Report.

Carried

c) 2021 Financial Audit

Committee reviewed the report. The date of audit was noted to be scheduled for December 1, 2021.

**Moved by:** H. Cameron

**Seconded by:** J. Hunter

That the Port Management Committee recommend that:

- Committee and Council receives and approves the 2021 Audit Service Plan presented by MNP LLP Chartered Accountants; and
- Committee recommends the Mayor drafts a response to the Audit Questions and Requests letter provided by MNP LLP Chartered Accountants based on input of the Port Management Committee and is presented to the Committee for approval at December's Port meeting.

Carried

d) 2022 Port of Johnstown Insurance

Committee reviewed the report and inquired about the fluctuations in insurance premiums experienced over the years. It was noted that BFL Canada Risk and Insurance has been requested to attend the January meeting to review the Ports policy, noting the opportunity to pose the question to the broker directly. There was a brief discussion of the Port's history with BFL insurance and Members inquired if alternative brokers should be considered. The customer service over the years with BFL was noted highlighting the cost of \$12,000.00 incurred with "shopping around" for insurance brokers.

**Moved by:** S. Dillabough

**Seconded by:** J. Hunter

That the Port of Johnstown Management Committee recommends that Council appoint BFL Canada Risk and Insurance as the Port's General Insurance Broker for the renewal period of March 1, 2022 to March, 2023.

Carried

e) Port of Johnstown Investments

Committee reviewed the report.

**Moved by:** H. Cameron

**Seconded by:** J. Hendricks

That the Port of Johnstown Management Committee approve the transfer of \$2,098,311.00 from the Port of Johnstown's RBC Operating account to the Port of Johnstown's RBC Trust account.

Carried

f) COVID-19 Vaccination Policy

Committee reviewed the report and there was a general discussion about the following: appropriate reasons for vaccine promotion, vaccine transmission, contractor/vessel vaccine certificate requirements and policy implementation dates.

The final deadline to disclose intent to receive vaccines was noted to be November 30, 2021. It was noted the 10<sup>th</sup> of January was highlighted as the Port's cut off date for employees to either be vaccinated or being regular PCR testing. Members inquired if uncooperative employees would be placed on unpaid leave. It was noted that depending on the situation, the employees

would be able to use any remaining vacation time if they wish, otherwise the leave will be unpaid.

Committee noted minor errors and omissions to be addressed. Members highlighted the approaching dates and noted that there would be opportunity in the future to fine tune the policy if deemed necessary.

**Moved by:** S. Dillabough

**Seconded by:** H. Cameron

That the Port Management Committee approves the Port of Johnstown's Covid-19 Vaccination Policy dated Nov. 17, 2021.

Carried

9. Approval of Disbursements – Port Accounts

**Moved by:** H. Cameron

**Seconded by:** J. Hunter

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

Withdrawals Total:	\$283,490.19
Batch 13	\$69,398.92
Batch 14	\$110,000.00
Total Withdrawals & Batch Listings:	<b>\$462,889.11</b>

Carried

10. Councillor Inquiries/Notices of Motion

Members inquired about the possibility of the Port extending their hours during the harvest season. It was noted that the hours of operation were extended to 7:00am- 7:00pm during the harvest season. It was noted that the Port does not have enough staff to cover further extended hours. It was noted that the Port does expand hours of operation to Saturdays when necessary, however, it's worth noting that even with this higher demand, scheduled appointments are still missed. It was noted that with the current staffing levels at the port and the limited space available, scheduling appointments is a balancing act.

The implementation of the appointment system was noted to be a significant benefit to the Port operations. It was noted that currently the Port offers 4 appointment intervals. Members inquired if reduction of appointments to a 2-hour schedule might be more beneficial in avoiding load congestion.

11. Chair's Report - None

12. Question Period – None

13. Closed Session

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

That Committee proceeds into closed session at 8:22 p.m. in order to address a matter pertaining to:

- A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Purchase of property to be used as Port cargo lay down area and Minutes of Closed Session dated October 20, 2021.

Carried

**Moved by:** J. Hunter

**Seconded by:** T. Deschamps

That the closed meeting does now adjourn and the open meeting of Committee does now resume at 9:02 p.m.

Carried

Mayor Sayeau reported that Committee discussed the potential acquisition of property for Port purposes and review of the closed minutes dated October 20, 2021.

**Moved by:** H. Cameron

**Seconded by:** S. Dillabough

That Committee approves the minutes of closed session dated October 20, 2021.

Carried

14. Adjournment

**Moved by:** S. Dillabough

**Seconded by:** H. Cameron

That the Committee meeting adjourns at 9:02 p.m.

Carried

These minutes were approved by Port Management Committee this 15 day of December, 2021.

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Chair

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Deputy Clerk