

MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, June 22, 2022
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
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: J. Hunter

Seconded by: H. Cameron

That Committee approve the agenda as presented.

Carried

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

4. Delegations & Presentations – None

5. Minutes of the Previous POJ Committee Meeting

a) Regular Meeting – May 18, 2022

Moved by: F. McAuley

Seconded by: J. Hunter

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated May 18, 2022.

Carried

6. Business Arising from Previous PMC Minutes - None

7. Discussion Items

a) IPM Partnership Brochure

Committee reviewed the brochure and discussed interest in having the Port represented at the IPM, various options for participation and display aids that could be used in an exhibit. Members noted the UCLG's intention to highlight major businesses located in the United Counties of Leeds and Grenville as it's exhibit. There was a brief discussion of requesting the UCLG exhibit to accommodate a small display from the Port.

Committee discussed options of providing a video of the Port using existing footage to mitigate costs and the staff required to attend noting that the event is being held during harvest season. It was noted that the current budgeted amount for the event is \$500.00.

There was a brief discussion to clarify the request for sponsorship versus donation. Members suggested inquiring about the cost for an independent business exhibit as a collaborative effort by the Township and the Port of Johnstown.

Members noted the costs for exhibits provided in the brochure and highlighted that the exhibits are not equipped with electrical power supply, telephone or internet. Committee inquired about previous Port exhibits noting the Port of Johnstown's participation in past IPMs. Past IPMs were noted to have been equipped with basic provisions in the past. Members briefly discussed possible power supply alternatives.

Members noted that the UCLG Council meeting being held on June 23 is open to the public and highlighted it as an opportunity to clarify some of the Committee's questions.

b) One Investments Update

Committee reviewed the report and inquired about the rate of interest received with the high interest savings account (HISA) versus the current rate received in the One Investment account. It was noted that Scotiabank is offering a 3% interest rate on their HISA accounts until the end of July, while the current operating account is receiving prime less 1.85%, highlighting that prime is expected to increase in the next few weeks.

Shifting funds among the One Investment account or withdrawing investments out of bonds and investing into alternate financial vehicles such as a GIC were two suggested options.

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: decrease in overall inventory levels, monthly traffic, additional hours worked, maintenance and electrical work completed,

an overview of capital project progress and electrical savings from 2020 to present.

Staff noted increased difficulty in attaining materials for some of the capital projects which has subsequently resulted in increased costs. Committee inquired if the delays in completing capital projects will have an impact on the harvest season. It was noted that if the current delay dates are met, there should not be an issue managing the harvest season.

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, POJ warehouse parking rental, extension and expansion of the military contract, union negotiation dates and additional visits from the Ocean Explorer cruise ship.

Committee inquired about progress with potential parties interested in leasing space at the Port of Johnstown warehouse. It was noted that staff was in negotiations with an interested party, highlighting a draft agreement being circulated amidst legal counsel for review. It was noted that there may be an alternate party interested in leasing some of the land at the location of the warehouse as possible additional revenue.

Members inquired about progress made with the warehouse roof renovations and requested any supplementary renovations required be identified. It was noted that all the materials had arrived with the intent to begin roof renovations early next week. Steel door replacement, window seals and flooring were some of the additional renovations noted to be required prior to the building being sufficient for lease. Mr. Mike Baril was noted to have been hired to maintain the building, specifically for the interim, prior to the roof replacement due to the extensive leaks.

There was a brief discussion about the removal of the BBL Energy sign and the possible installation of a Port of Johnstown sign in its place. It was noted that it would likely be replaced by the lessee with their business signage.

Members requested an update at the next meeting outlining the status of the Port Community Capital Grant program. There was a brief discussion about the timeframe for the installation of the grain elevator exhibit at the Aquatorium.

c) Health & Safety Report

Committee reviewed the health and safety report.

Committee commented on the Port's endeavour to find and retain part time employees. There was a discussion on part time employee compensation

and the requirement to consult and gain support from the union on any changes.

Moved by: H. Cameron

Seconded by: J. Hendriks

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

Carried

d) Port of Johnstown's Investments

Committee reviewed the report and noted that rates are forecasted to continue to rise. The aim to attain a higher return than the current 1.85% was noted, highlighting that Scotiabank provides a more flexible rate after redemption.

Consensus was reached to take advantage of the HISA 3% interest rate by investing the Port's One Investment account and operating account for the month of July and re-asses. Committee reached consensus to invest the balance of the RBC trust account into a non-redeemable GIC for 12 months at a 4% interest rate or better.

Moved by: F. McAuley

Seconded by: H. Cameron

1. That the Port Management Committee approves the following:
 - a. That the total amount in the Port of Johnstown's One Investment Account #570000484-80 be moved into the Scotia Bank (One Investment) HISA with the promotional 3% rate and review the rate at end of July;
 - b. That the total amount in the Port of Johnstown's Royal Bank Trust Account #100-120-5 be moved into a non-redeemable GIC for a 12-month period with a rate of 4% or best rate available;
 - c. That the amount of \$2,000,000.00 in the Port of Johnstown's Operating Account #100-118-9 be moved into the Scotia Bank HISA with the promotional 3% rate and review the rate at the end of July;
2. That the Port General Manager be directed by the Port Management Committee to execute this action item.

Carried

9. Approval of Disbursements – Port Accounts

Members inquired about what the \$47,629.50 charge from Jones Rail was for. It was noted that the charge covered the cost of approximately 300 wooden rail ties as part of the rail replacement project. The \$150 monthly repair charge was noted to be included in the total.

Moved by: J. Hendricks
Seconded by: S. Dillabough

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

Withdrawals Total:	\$168,052.64
Batch 8	\$235,654.16
Batch 9	\$120,899.25

Total Withdrawals & Batch Listings: **\$524,606.05**

Carried

Moved by: F. McAuley
Seconded by: T. Deschamps

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

Withdrawals Total:	\$172,362.64
Batch 8	\$235,654.16
Batch 9	\$120,899.25

Total Withdrawals & Batch Listings: **\$528,916.05**

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report

The Mayor reported the following:

- 2nd visit from the Ocean Explorer cruise ship on June 18. Presented the Port General Manager with a commemorative photo.

12. Question Period – None

13. Closed Session – None

14. Adjournment

Moved by: F. McAuley
Seconded by: T. Deschamps

That the Committee meeting adjourns at 8:25 p.m.

Carried

These minutes were approved by Port Management Committee this 20 day of July, 2022.

Chair

Deputy Clerk