

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
MUNICIPAL OFFICE – SPENCERVILLE
WEDNESDAY, May 18, 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
Rhonda Code, Port Office Manager

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: F. McAuley

That Committee approve the agenda as amended with the addition of discussion item 7 a) Port Loan to Township.

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 – April 20, 2022

Moved by: F. McAuley

Seconded by: H. Cameron

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated April 20, 2022.

Carried

6. Business Arising from Previous PMC Minutes

Based on Committee's previous request for a summary of the Port's investments, Mr. McAuley provided a brief overview of the Port's One Investment accounts. Committee discussed the Port's equity folder, government bonds and management of the overall portfolio. Members reached consensus to have the Port General Manager and Mr. McAuley schedule an appointment to review the current state of the Port's investment account.

7. Discussion Items

a) Port Loan to Township

Following Committee discussions at the Committee of the Whole meeting held on May 16 regarding the possibility of the Township borrowing funds from the Port, it was felt that the Port Management Committee should have a discussion on the feasibility of this option.

Members discussed the advantages/disadvantages of internal versus external borrowing, possible loan structures and appropriate terms for repayment. Members suggested the Township enter into a short-term loan agreement to avoid jeopardizing future funding requirements of the Port.

There was a brief discussion about the Port recently borrowing \$2.2 million from the bank at 3.2% interest and then lending money to the Township.

Outstanding infrastructure projects required by the Port were outlined and estimated costs were noted to range from \$10 million - \$20 million, exceeding the current Port reserve fund balance.

Members noted the \$4 million in revenue in 2021 and the \$3.7 million 2022 capital budget approved for the Port, highlighting the Township's marginal request for a loan of \$1 million to meet the Township's commitment to complete the Spencerville and Johnstown drainage projects in 2022. It was noted that the amount required for the project appeared to be higher than the \$1 million stated and closer to \$2 million based on bids received.

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.

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, management fees to the Township, acquirement of the military contract, upcoming union negotiations, future tourism strategies to attract additional cruise ships to the Port and the traffic report.

c) Health & Safety Report

Committee reviewed the health and safety report.

Moved by: J. Hunter

Seconded by: H. Cameron

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) 2021 Audited Financial Statements

Committee reviewed the financial statements and clarified the pre-meeting date of May 24 at 4:00 p.m to meet with the auditor. It was noted that the Deputy Mayor would be unable to attend the meeting and opened the invitation to the members of Committee. It was noted that Councillor Cameron would attend the meeting alongside the Mayor.

Moved by: F. McAuley

Seconded by: H. Cameron

That the Port Management Committee receives, accepts, and approves the Port of Johnstown's financial statement for the year ending on December 31, 2021 as provided by MNP LLP chartered accountants.

Carried

9. Approval of Disbursements – Port Accounts

Moved by: S. Dillabough

Seconded by: J. Hendricks

That Committee approves payment of Port invoices as circulated.

Carried

10. Councillor Inquiries/Notices of Motion

Members commended Port staff on the coordination and management of the Ocean Explorer cruise ship docking.

11. Chair's Report

The Mayor reported the following:

- Partnership between the UCLG economic development department and Lakeshore Excursions marketing to attract additional cruise ship dockings to the area.
- County Road 2 unopened road allowance closure.

12. Question Period – Port Staff requested that the next Port meeting be moved to June 22 from the original June 15 date. There was consensus of Committee to schedule the upcoming meeting on June 22.
13. Closed Session – None
14. Adjournment

Moved by: S. Dillabough

Seconded by: J. Hendricks

That the Committee meeting adjourns at 8:24 p.m.

Carried

These minutes were approved by Port Management Committee this ___ day of _____, 2022.

Chair

Deputy Clerk