

PORT OF PRESCOTT MANAGEMENT COMMITTEE
SOUTH EDWARDSBURGH COMMUNITY CENTRE – JOHNSTOWN

May 18, 2011

7:00 p.m.

Present: Chair W. Sloan
J. Hunter
C. Burrell
J. Scott
G. Morrell
P. Sayeau
B. Ball

Staff Present: R. Dalley, General Manager
L. Stepenson, General Foreman
M. Wildman, Chief Administrative Officer
R. Trivett

1. Call to Order:

Chair Sloan called the meeting to order at 7:18 p.m.

2. Disclosure of Pecuniary Interest – None

3. Deputations – None

4. Mayor's Opening remarks

Mayor Sloan thanked the General Manager and the General Foreman for the tour of the Port before the meeting.

5. Consent Agenda

a) Correspondence – None

b) Minutes April 20, 2011

Moved by: J. Hunter

Seconded by: C. Burrell

That the minutes of the meeting of April 20, 2011 be approved as circulated.
CARRIED.

6. Business from Previous Meeting - None

7. Operations Report (Copy attached)

The General Foreman presented the report. R. Macdonald returned to work on Monday and T. Curry is scheduled to return from long term disability June 1, 2011.

Chair Sloan asked if some of the lights on the exterior of the elevator could be turned off at night. The General Manager replied that the lights are part of the Port Security Plan.

J. Scott asked about repair and restocking of old parts/equipment. The General Foreman replied that the foremen would repair and restock when practical.

10. General Manager's Report (Copy attached)

The General Manager distributed following reports (Copies Attached)

- a. Progress Report – Prescott New Dock Wall Design/Construction, May 11.
- b. Health and Safety Progress Report April 18 to May 13.

The General Manager will e-mail when the contract drawings and specifications review meeting will take place and the Committee is welcome to attend the meeting.

The General Manager reported on the Environmental Assessment. He will request that South Nation Conservation provide a monthly written progress report in a similar fashion to that provided by Mar-Land Engineering Limited. The Department of Fisheries and Oceans is reviewing the compensation plan. The projected sign off date is still May 31, 2011.

Collective bargaining is scheduled for May 30 and 31 at the Royal Brock. Annual salt meeting went well. There is one company interested in a brine capture tank at the new wharf.

Currently the Port has a surplus of grain resulting from the 1% dockage allowance but there is a shortage in corn stocks which will have to be reconciled at the next audit by the Canadian Grain Commission. The Committee discussed strategies for covering the corn shortage and the issue is deferred until the audit. The General Manager reviewed the changes in confined space entry protocols and the increased labour cost to be compliant.

11. Financial Report (Copy attached)

The General Manger presented the financial statements as at April 30, 2011.

12. Closed Session

Moved by: B. Ball

Seconded by: J. Hunter

That the Committee proceed into closed session at 8:10 p.m. in order to address a matter pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality.

CARRIED

The Committee discussed a complaint regarding a tenant property and action to evict a tenant for violation of a lease.

Moved by: J. Hunter

Seconded by G. Morrell

That the Committee convene in open session at 8:40 p.m.

CARRIED

Moved by: J. Scott

Seconded by: C. Burrell

That the General Manager send a registered letter to the lessee as instructed.

CARRIED

13. New Business

a. Focus 2011: Business at the Border

Committee members interested in attending should e-mail the General Manger who will register the attendees.

b. Jim Mabey, tenant 3100 Windmill Road

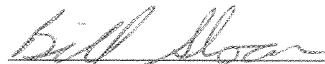
The General Manager distributed a summary of well tests from 2007 to 2011. Water and Earth Science Associates indicated the results are inconclusive since there is no baseline data prior to salt storage at the Port. The Committee discussed the direction of flow, the well construction and other possible sources of the concentrations in the test results. The Committee agreed that C. Burrell and G. Morrell visit the property to determine the well construction and condition.

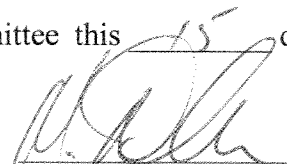
14. Date of Next Meeting – June 15, 2011, 7:00 p.m. South Edwardsburgh Community Centre

15. Adjournment

Moved by: J. Scott that the meeting adjourn at 8:55 p.m.

These minutes were adopted by the Port Management Committee this 15 day of JUNE, 2011


Chair


Secretary