

**MINUTES
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE
MONDAY MARCH 24, 2025
6:30 PM**

Present: Deputy Mayor Stephen Dillabough, Chair
Mayor Tory Deschamps
Councillor Chris Ward
Councillor Waddy Smail
Regina Hernandez, Advisory Member
Randy Stitt, Advisory Member

Regrets: Councillor Joe Martelle

Zoom: Frank McAuley, Advisory Member
Clint Cameron, Advisory Member

Staff: Sean Nicholson, CAO
Candise Newcombe, Deputy Clerk
Natalie Charette, Interim Clerk
Jessica Crawford, Treasurer
Leslie Drynan, General Manager
Rhonda Code, Office Manager
Jeff Wright, Maintenance Manager
Shawn Fisher, General Foreman

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 6:31 p.m.

2. Approval of Agenda

Moved by: C. Ward

Seconded by: W. Smail

That Committee approves the agenda as presented.

Carried

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

4. Delegations and Presentations

- Spencerville Photographer Stewart Curry

Mr. Curry presented a framed photograph to the Port General Manager for display at the Port of Johnstown and offered his services to the Port in future.

- RCMP Delegation

Constable Nathan Morano and Corporal Mike Fortier spoke to their presentation (copy kept on file) which highlighted the scope of the “Safer Country Act”, increased immigration from the USA, the RCMP border integrity mandate, collaboration between the RCMP and the CBSA, border response protocol, the prevalence of human trafficking in the area, and the frequency and direction of various items being smuggled across the border.

Committee thanked the RCMP representatives for their presentation and dedication to public safety and clarified public procedure should they witness suspicious activity, highlighting public safety as the priority.

Members inquired about the replacing the sign located at the Cardinal Boat launch referencing the USA/Canada border.

5. Minutes of the Previous POJ Committee Meeting

- a) Meeting of February 18, 2025

Moved by: T. Deschamps

Seconded by: C. Ward

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated February 18, 2025.

Carried

6. Business Arising from Previous PMC Minutes (if any)

- 2025 Operating & Capital Budget

The Port General Manager provided background regarding the deferral of the budget and discussed the following: increases to labour, general wage and benefit increases, staggering the proposed hiring, the reasoning for the retention of additional staff, and covering the federally mandated annual time off provided to staff.

It was noted that without the federally required increases, the additional expenses realized would be approximately \$400,000.00 less.

There was general consensus reached to support option 1.

Recommendation: That the Port Management Committee recommends that Council approve the 2025 Operating and Capital budgets Option 1 as presented.

Moved by: T. Deschamps

Seconded by: C. Ward

Carried

7. Discussion Items – None

8. Action/Information Items

a) Grain Operations & Health and Safety Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, vessels loaded in February, clarified the January learning event, and highlighted the increase to the grain commission rating following the retention of casual employees.

b) Maintenance Report

Port staff provided an overview of the monthly report and highlighted the following items completed: monthly maintenance/electrical work, items from the work order log, and the addition of a new full-time electrician.

c) Financial Report

Committee was provided with a summary of the monthly revenue and expenses actuals compared to 2024 and noted the benefits of the year over year breakdown provided.

d) General Manager's Report

Committee was provided an overview of the report and requested that the April meeting be moved to April 22 in recognition of the federal holiday Easter Monday. There was discussion regarding: the new Union and negotiation representatives, staff certifications and addition of a full-time electrician, and the submission of interest to participate in the 2026 Farm Show.

Moved by: T. Deschamps

Seconded by: C. Ward

That the Port Management Committee received and reviewed items 8. a) Grain Operations & Health and Safety Report; b) Maintenance Report; c) Financial Report; and d) General Manager's Report.

Carried

e) Follow-Up on Draft Surplus Sharing Policy

Committee noted clarified language regarding the dividend sharing section within the policy and highlighted the granted flexibility to perform ongoing reviews to ensure the protection of the Port of Johnstown.

Moved by: T. Deschamps
Seconded by: C. Ward

That the Port Management Committee recommend that the Council endorses the Surplus Sharing Policy as amended and authorize the transfer of \$2.2M to the Township for 2024; and that the Surplus Sharing Policy be reviewed in Q3-Q4 following completion of the Port's Strategic Plan.

Carried

f) Draft Non-Union Personnel Policy & Employee Guide

The Port General Manager provided a high-level summary of the report and discussed the impacts of the federally required Family Day on non-union staff.

Moved by: C. Ward
Seconded by: W. Smail

That the Port Management Committee recommend that the Council endorses the Port of Johnstown Non-Union Personnel Policy & Employee Guide.

Carried

g) Draft Accessibility Plan

The Port General Manager provided a summary of the report.

Moved by: T. Deschamps
Seconded by: W. Smail

That the Port Management Committee recommend that the Council endorses the Port of Johnstown Accessibility Plan.

Carried

h) Draft Updates to Delegation of Authority Policy

The Port General Manager provided a summary of the report and discussed inclusion of the CAO into the delegate list, clarified the intent to provide the Operations Manager with more authority, and aligning current jobs with their current job descriptions.

Members requested copies of the current Port of Johnstown job descriptions.

Moved by: T. Deschamps
Seconded by: C. Ward

That the Port Management Committee recommend that the Council endorses the Port of Johnstown Delegation of Authority Policy.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements and discussed the parameters and intent of the Abel fumigation contract in the annex and the MECP requirement to have 2 licensed employees onsite under the POJ MECP to ensure product integrity and insurance.

Moved by: C. Ward

Seconded by: T. Deschamps

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

Withdrawals Total:	\$226,884.65	
Batch 5 Cheques	\$110,021.98	
Batch 6 EFT's	\$203,566.81	
Total of Direct Withdrawal & Batch Listings:	\$540,473.44	Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

The Chair reported on the following:

- Attended the 2025 Farm Show with the Port of Johnstown Operations Manager.

12. Question Period – None.

13. Closed Session

Moved by: T. Deschamps

Seconded by: C. Ward

That Committee proceeds into closed session at 8:14 p.m. in order to address a matter pertaining to:

- Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approves Closed Session Minutes from January 23, 2025.
- Section 239(2)(a)(c) The security of the property of the municipality or local board and a proposed or pending acquisition or disposition of

land by the municipality or local board; Specifically: Approve Closed Session Minutes from February 18, 2025.

- Section 239(2)(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; Specifically: Business Development & Contract Negotiations.

Moved by: T. Deschamps

Seconded by: C. Ward

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:40 p.m.

Carried

14. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss Business Development Opportunity and provided direction to the Port General Manager and approved the minutes of closed session.

15. Adjournment

Moved by: W. Smail

Seconded by: C. Ward

That the Committee meeting adjourns at 8:51 p.m.

Carried

These minutes were approved by Port Management Committee this ___ day of _____, 2025.

Chair

Deputy Clerk