



# THE PORT OF JOHNSTOWN MANAGEMENT COMMITTEE

THE TOWNSHIP OF EDWARDSBURGH CARDINAL

Meeting of May 23, 2023 – 5:00 pm

Temp Location - South Edwardsburgh Community Centre - Johnstown, Ont.

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest & the General Nature Thereof
4. In Camera Session
  - a) Section 239 (3.1) Educational or training Sessions - Port Committee Orientation Tour
5. Report Out of In Camera Session – Short Recess to Follow to Relocate
6. Delegations and Presentations
7. Minutes of the previous POJ Committee Meeting
  - Meeting April 17, 2023
8. Business Arising from Previous PMC Minutes (if any)
9. Discussion item
  - Grain Shrinkage (CGC changes)
10. Action/Information Items
  - a) Grain Operations Report
  - b) Maintenance Report
  - c) Capital Projects Report
  - d) Financial Report
  - e) Vessel Traffic Report
  - f) Health and Safety Report
  - g) GM Report
  - h) Land Development POJ Warehouse Grubbing Project # 334-02
  - i) Dock Pavement Rehabilitation Project # 320-003
  - j) Electrical Work for Bin Automation Project #300-507
  - k) 2022 Audited Financial Statements
11. Approval of Disbursements – Port accounts
12. Council Inquiries or Notices of Motion
13. Chair's Report
14. Question Period
15. In Camera Session
  - b) Section 239(2)(d) Labour relations or employee negotiations - Collective Bargaining Update
  - Closed session minutes from July 20, 2022
  - Closed session minutes from February 22, 2023
  - Closed session minutes from March 20, 2023
16. Report Out of In Camera Session
17. Adjournment

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
MONDAY APRIL 17, 2023  
6:30 PM**

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

Zoom: Frank McAuley, Advisory Member

Staff: Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Rebecca Williams, Clerk  
Candise Newcombe, Deputy Clerk  
Rhonda Code, Office Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 6:30 p.m. Committee clarified that the second agenda page included within the agenda was provided as an example for proposed changes in future agenda formatting.

2. Approval of Agenda

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That Committee approves 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 – March 20, 2023

Committee noted corrections required on page 3, capitalization of “Parliamentary Assistant”; and page 4, noting the request was for a long-range strategic plan not a long-range capital plan.

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

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated March 20, 2023.

Carried

6. Business Arising from Previous PMC Minutes

Committee announced a subsequent meeting with Parliamentary Assistant Hardeep Grewal scheduled for April 20 at the Port of Johnstown and highlighted topics that may be covered and that appropriate preparation measures are taken prior to the meeting.

7. Discussion Items

a) Port Tour for Committee Members

Committee was provided with an overview of the proposed arrangements to facilitate a tour of the Port of Johnstown for Members of Council and Committee. Concerns were raised with the number of people participating in the tour due to the limited size of the elevator in the facility.

Members discussed tour group size options, implications of quorum of Council/Committee, options to facilitate the tour while adhering to procedural requirements and personal protective equipment (PPE) during the tour.

Committee reached consensus to arrange the closed session tour for May 23 at 5:00 p.m. prior to the regular Port Management Committee meeting.

b) Agenda Item

Committee was provided with an overview of a proposed format change to the Port Management Committee meeting agenda to present Committee the option of approving items under a consent agenda. It was noted that some items currently reported monthly may be reported on a quarterly basis.

Committee discussed which reports could be quarterly, the effectiveness of the proposed format changes and reviewed the consent agenda process.

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, grain received/shipped, first vessel of 2023 loaded March 30, two additional vessels anticipated for corn distribution, attended collective bargaining

sessions on March 2 and 3, preparations for the annual GMP and surveillance audit May 4, maintenance and electrical work completed.

Committee discussed grain trends, soybean stock trends, effects of early wheat planting in Ontario, potential grain yields for 2023, storage capacity and market prices of various grains.

Members discussed the delay in capital projects for the first quarter, a multi-year capital plan, a proposed pre-budget approval process, categorization of capital projects based on priority and projects started to date.

Committee reviewed the progress to date of each of the capital projects listed. There was discussion regarding budget timeline implications and the use of work in progress (WIP) projects to complete Port of Johnstown capital projects in the first 2 quarters of the following year prior to the passing of the budget.

#### 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: labour hour overages, labour shortages, proposed discussions with the Port of Montreal for collaboration on storage space issue, and a scheduled meeting with the Mohawk Council of Akwesasne in April.

Committee reviewed the traffic report and discussed the intent of the meeting with CN, Logistec, Crews Rail and the Port of Johnstown to collaborate efforts on the steel pipe project, the source of the additional labour required at the Port and the storage agreement and revenue received from salt.

**Moved by:** W. Smail

**Seconded by:** J. Martelle

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

Carried

#### c) Financial Quarterly Report/Investments

Committee was provided with a brief overview of the Port of Johnstown's investments to date and discussed current bank rates, a possible recession, adequate financial liquidity, the unrecorded excess grain inventory and its value and the transfer of remaining funds from the Royal Bank trust account to the Scotiabank HISA.

**Moved by:** C. Ward

**Seconded by:** W. Smail



That Committee recommends that the remaining funds from the Royal Bank Trust account be transferred to the Port of Johnstown Operating account.

**Amendment:**

**Moved by:** W. Smail

**Seconded by:** C. Ward

That the motion be amended to delete the “Port of Johnstown Operating account” and be replaced with the Scotiabank HISA.

Carried

**Moved by:** W. Smail

**Seconded by:** C. Ward

That Committee recommends that Council directs that the remaining funds in the Royal Bank Trust account be transferred to the Scotiabank HISA.

Carried

**Moved by:** W. Smail

**Seconded by:** C. Ward

That the Port of Johnstown Management Committee received and reviewed item 8 c) Financial Quarterly Report/Investments.

Carried

d) Health & Safety Report

Committee reviewed the health and safety report.

**Moved by:** T. Deschamps

**Seconded by:** W. Smail

That the Port of Johnstown Management Committee received and reviewed item 8 d) Health and Safety Report.

Carried

9. Approval of Disbursements – Port Accounts

**Moved by:** T. Deschamps

**Seconded by:** J. Martelle

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

Withdrawals Total: \$215,510.17

Batch 5 \$538,537.12

Total of Direct Withdrawals  
& Batch Listings:

\$754,047.29

Carried

10. Councillor Inquiries/Notices of Motion – None

11. Chair's Report

Deputy Mayor Dillabough reported on the following:

- Announced that there will be two additional Township staff members present for future Port of Johnstown Management meetings; Treasurer Sean Nicholson and CAO Dave Grant.

12. Question Period – None

13. Closed Session – None

14. Adjournment

**Moved by:** C. Ward

**Seconded by:** W. Smail

That the Committee meeting adjourns at 8:21 p.m.

Carried

These minutes were approved by Port Management Committee this \_\_\_ day of \_\_\_\_\_, 2023.

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Chair

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Deputy Clerk



***Port of  
Johnstown***

# Grain Shrinkage



***Port of  
Johnstown***

# What is Grain Shrinkage?

- The majority of the grain shrinkage occurs when wet grain is received and must be dried in order to be put into storage.
- Basically, the shrink represents the amount of water removed from the grain.
- There are also handling losses also known as mechanical shrink.
- Sources of mechanical shrink are spills, breakage, over drying the grain, dust collection system and housekeeping.



***Port of  
Johnstown***

# How is Shrinkage Currently Calculated?

Moisture Shrink is currently calculated as follows:  
(not applicable to soybeans)

$$\text{Moisture Shrink (\%)} = \left( \frac{A - B}{100\% - B} \times 100 \right) + \text{mechanical shrink}$$

Where:

A = the moisture of the grain as received

B = the target moisture (as defined by CGC)

Mechanical Shrink, as defined by the Port



**Port of  
Johnstown**

## Target Moisture Levels

Grain	Target Moisture	Mechanical Shrink Value
Wheat	14.5%	0.5%
Oats	14.0%	0.5%
Barley	14.8%	0.5%
Rye	14.0%	0.5%
Corn	15.5%	1.0%



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# How is Shrinkage Currently Calculated?

Sample Calculation:

40 MT load of corn received at 23% moisture.

$$\begin{aligned}\text{Moisture Shrink (\%)} &= \left( \frac{23\% - 15.5\%}{100\% - 15.5\%} \times 100 \right) + 1.0\% \\ &= 9.876 \%\end{aligned}$$

The producer is credited with delivering 36.05 MT of “dry” corn.



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# Why is the Shrinkage Changing?

- The Canadian Grain Commission received some complaints from a few Ontario producers regarding the variation of the amount of shrink deducted by some country elevators.
- Ironically, the CGC does not have any jurisdiction over the country elevators. These elevators are regulated by the provincial government.
- However, the complaints provided the CGC the opportunity to review how the shrink was being applied at licenced elevators.
- CGC issued order SOR/2018-176 in August 2018 that outlined how shrink was to be calculated at licenced primary elevators.
- Johnstown is licenced as a terminal elevator and the above order did not apply to the Port.
- The CGC now intends to apply the shrinkage order to all licenced elevators.



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# Does this change impact the Port?

- This change impacts the Port in two ways:
  1. It changes the way shrink is calculated for soybeans. Soybeans will now have to follow the same format used for other grains.
  2. It eliminates the mechanical shrink for all grains as CGC does not recognize invisible shrink.

The change to the soybean shrink also means that a monetary charge will be levied for all soybean drying in order to cover the Port's costs.



***Port of  
Johnstown***

# The New Shrink Calculation

The CGC Order SOR/2018-176 defines how the shrink is to be calculated as shown below.

## Calculation

**1 (1)** The percentage of moisture shrinkage for tough, damp, moist or wet grain that is artificially dried at the producer's request at a licensed primary elevator is the percentage determined by the formula

$$(A - B) \times 100 / (100\% - B)$$

where

- A** is the grain's percentage of moisture content before drying; and
- B** is the grain's percentage of moisture content after drying.



**Port of  
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# How will Shrinkage be Calculated Moving Forward?

Sample Calculation:

40 MT load of corn received at 23% moisture.

$$\text{Moisture Shrink (\%)} = \frac{23\% - 15.5\%}{100\% - 15.5\%} \times 100$$

$$\text{Moisture Shrink} = 8.876 \%$$

The producer is credited with delivering 36.45 MT of “dry” corn.



**Port of  
Johnstown**



***Port of  
Johnstown***





February 7, 2023

To: Canadian grain industry stakeholders

**Re: Proposed changes to grain handling regulations**

In follow-up to our recent stakeholder meetings, the information below provides additional details on two discussion items:

- the Canadian Grain Commission's (CGC) proposed regulatory change to inspection and weighing requirements for eastern grain deliveries to terminal elevators, and
- a potential update to the moisture shrinkage order.

#### Canada Grain Regulations (CGR) section 48 - Receipt and discharge of grain from licensed terminal elevators

Subsection 48(a) of the CGR currently allows licensed terminal elevators to receive grain without causing it to be inspected or weighed if the grain is eastern grain.

Recently, it came to the CGC's attention that a producer did not receive any documentation upon delivery indicating weight, quality, moisture or dockage, at an eastern terminal elevator. Although the CGC determined that the incident was the result of an administrative misunderstanding, it has highlighted a potential gap in producer protection. Without inspection and weighing at delivery, there may be no load sample. Without this sample, producers delivering directly to terminal elevators would not be eligible for the CGC's reinspection service or for its submitted sample inspection service if they disagree with the grade or dockage assessed at delivery.

The CGC proposes an amendment to section 48 of the CGR to clarify that licensed terminal elevators can only receive eastern grain without causing it to be inspected or weighed if it is not a producer delivery. This change would reflect the original intent of the regulation and align with long-standing industry and CGC practices. It is anticipated that this amendment would be published in the *Canada Gazette*, Part II in fall 2023.

#### Registered Commission order respecting the calculation of moisture shrinkage for grain

In recent months, the CGC has received several inquiries from eastern industry stakeholders regarding the CGC's moisture shrinkage calculation and its application. In particular, some Ontario producers have voiced concerns about moisture shrinkage calculations for corn at country elevators. Although the CGC is not in a position to respond to these concerns at country elevators in eastern Canada (where they are regulated by the provincial government), CGC direction could be applied to producer deliveries made directly to CGC-licensed terminal elevators in eastern Canada.

The *Canada Grain Act* authorizes the Commission to make orders when necessary to fulfill its mandate. Orders may fix a rule of conduct for the trade, which has the force of law, and can be rescinded or updated at any time. The existing Commission order regarding the calculation of moisture shrinkage outlines the formula for determining the percentage of moisture shrinkage for tough, damp, moist or wet grain that is artificially dried at a producer's request. This current order is only applicable at CGC-licensed primary elevators.

The CGC proposes to amend its moisture shrinkage order so that it applies to CGC-licensed terminal elevators to provide regulatory consistency for producers and improve responsiveness to sector needs. However, the CGC wants to consider provincial moisture shrinkage practices as part of amending the order. Updates to the CGC's moisture shrinkage order would be targeted for July 2023.

We want to hear your views on both of the proposed changes. If you have comments or concerns, please provide your input in the official language of your choice by March 1, 2023 to [discussions@grainscanada.gc.ca](mailto:discussions@grainscanada.gc.ca).

Sincerely,

A handwritten signature in black ink that reads "Derek Bunkowsky". The signature is written in a cursive, flowing style.

Derek Bunkowsky  
Chief Grain Inspector for Canada, Industry Services  
Canadian Grain Commission



CANADA

CONSOLIDATION

CODIFICATION

## Order Respecting the Calculation of the Moisture Shrinkage for Grain

## Arrêté sur le calcul de la perte de poids du grain causée par la réduction de sa teneur en eau

SOR/2018-176

DORS/2018-176

Current to March 20, 2023

À jour au 20 mars 2023

Published by the Minister of Justice at the following address:  
<http://laws-lois.justice.gc.ca>

Publié par le ministre de la Justice à l'adresse suivante :  
<http://lois-laws.justice.gc.ca>

## OFFICIAL STATUS OF CONSOLIDATIONS

Subsections 31(1) and (3) of the *Legislation Revision and Consolidation Act*, in force on June 1, 2009, provide as follows:

### Published consolidation is evidence

**31 (1)** Every copy of a consolidated statute or consolidated regulation published by the Minister under this Act in either print or electronic form is evidence of that statute or regulation and of its contents and every copy purporting to be published by the Minister is deemed to be so published, unless the contrary is shown.

...

### Inconsistencies in regulations

**(3)** In the event of an inconsistency between a consolidated regulation published by the Minister under this Act and the original regulation or a subsequent amendment as registered by the Clerk of the Privy Council under the *Statutory Instruments Act*, the original regulation or amendment prevails to the extent of the inconsistency.

## LAYOUT

The notes that appeared in the left or right margins are now in boldface text directly above the provisions to which they relate. They form no part of the enactment, but are inserted for convenience of reference only.

## NOTE

This consolidation is current to March 20, 2023. Any amendments that were not in force as of March 20, 2023 are set out at the end of this document under the heading “Amendments Not in Force”.

## CARACTÈRE OFFICIEL DES CODIFICATIONS

Les paragraphes 31(1) et (3) de la *Loi sur la révision et la codification des textes législatifs*, en vigueur le 1<sup>er</sup> juin 2009, prévoient ce qui suit :

### Codifications comme élément de preuve

**31 (1)** Tout exemplaire d'une loi codifiée ou d'un règlement codifié, publié par le ministre en vertu de la présente loi sur support papier ou sur support électronique, fait foi de cette loi ou de ce règlement et de son contenu. Tout exemplaire donné comme publié par le ministre est réputé avoir été ainsi publié, sauf preuve contraire.

[...]

### Incompatibilité — règlements

**(3)** Les dispositions du règlement d'origine avec ses modifications subséquentes enregistrées par le greffier du Conseil privé en vertu de la *Loi sur les textes réglementaires* l'emportent sur les dispositions incompatibles du règlement codifié publié par le ministre en vertu de la présente loi.

## MISE EN PAGE

Les notes apparaissant auparavant dans les marges de droite ou de gauche se retrouvent maintenant en caractères gras juste au-dessus de la disposition à laquelle elles se rattachent. Elles ne font pas partie du texte, n'y figurant qu'à titre de repère ou d'information.

## NOTE

Cette codification est à jour au 20 mars 2023. Toutes modifications qui n'étaient pas en vigueur au 20 mars 2023 sont énoncées à la fin de ce document sous le titre « Modifications non en vigueur ».



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## TABLE OF PROVISIONS

### Order Respecting the Calculation of the Moisture Shrinkage for Grain

- |   |                   |
|---|-------------------|
| 1 | Calculation       |
| 2 | Coming into Force |

## TABLE ANALYTIQUE

### Arrêté sur le calcul de la perte de poids du grain causée par la réduction de sa teneur en eau

- |   |                   |
|---|-------------------|
| 1 | Calcul            |
| 2 | Entrée en vigueur |

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Registration  
SOR/2018-176 August 23, 2018

CANADA GRAIN ACT

**Order Respecting the Calculation of the Moisture Shrinkage for Grain**

The Canadian Grain Commission, pursuant to paragraph 118(h) of the *Canada Grain Act*<sup>a</sup>, makes the annexed *Order Respecting the Calculation of the Moisture Shrinkage for Grain*.

Winnipeg, August 16, 2018

Patti Miller  
Chief Commissioner

Doug Chorney  
Assistant Chief Commissioner

Lonny McKague  
Commissioner

Enregistrement  
DORS/2018-176 Le 23 août 2018

LOI SUR LES GRAINS DU CANADA

**Arrêté sur le calcul de la perte de poids du grain causée par la réduction de sa teneur en eau**

En vertu de l'alinéa 118h) de la *Loi sur les grains du Canada*<sup>a</sup>, la Commission canadienne des grains prend l'*Arrêté sur le calcul de la perte de poids du grain causée par la réduction de sa teneur en eau*, ci-après.

Winnipeg, le 16 août 2018

La commissaire en chef  
Patti Miller

Le commissaire en chef adjoint  
Doug Chorney

Le commissaire  
Lonny McKague

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<sup>a</sup> R.S., c. G-10

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<sup>a</sup> L.R., ch. G-10

## Order Respecting the Calculation of the Moisture Shrinkage for Grain

### Calculation

**1 (1)** The percentage of moisture shrinkage for tough, damp, moist or wet grain that is artificially dried at the producer's request at a licensed primary elevator is the percentage determined by the formula

$$(A - B) \times 100 / (100\% - B)$$

where

- A** is the grain's percentage of moisture content before drying; and
- B** is the grain's percentage of moisture content after drying.

### Minimum percentage

**(2)** The percentage referred to in element B of the formula must be no less than 0.1% below the minimum percentage of moisture content specified for the tough grade of that grain in Schedule I or II of the *Off Grades of Grain and Grades of Screenings Order*.

### Weight of grain

**(3)** The grain's moisture shrinkage must be calculated on the basis of the weight of the grain that is recorded by the elevator manager when it is delivered to the licensed primary elevator for artificial drying.

### Coming into Force

**2** This Order comes into force on the day on which it is registered.

## Arrêté sur le calcul de la perte de poids du grain causée par la réduction de sa teneur en eau

### Calcul

**1 (1)** La perte de poids causée par la réduction de la teneur en eau du grain gourd, humide, mouillé ou trempé qui est séché artificiellement dans une installation primaire agréée à la demande du producteur est calculée selon la formule suivante :

$$(A - B) \times 100 / (100 \% - B)$$

où :

- A** représente le pourcentage de teneur en eau avant le séchage;
- B** le pourcentage de teneur en eau après le séchage.

### Pourcentage minimum

**(2)** Pour l'application de l'élément B, le pourcentage de teneur en eau après le séchage est d'au moins 0,1 % de moins que la teneur en eau minimum applicable prévue pour le grain gourd aux annexes I ou II de l'*Arrêté sur les grades de grain défectueux et les grades de criblures*.

### Poids du grain

**(3)** La perte de poids causée par la réduction de la teneur en eau est calculée à partir du poids du grain consigné par le directeur de l'installation primaire agréée au moment de sa livraison à celle-ci pour séchage artificiel.

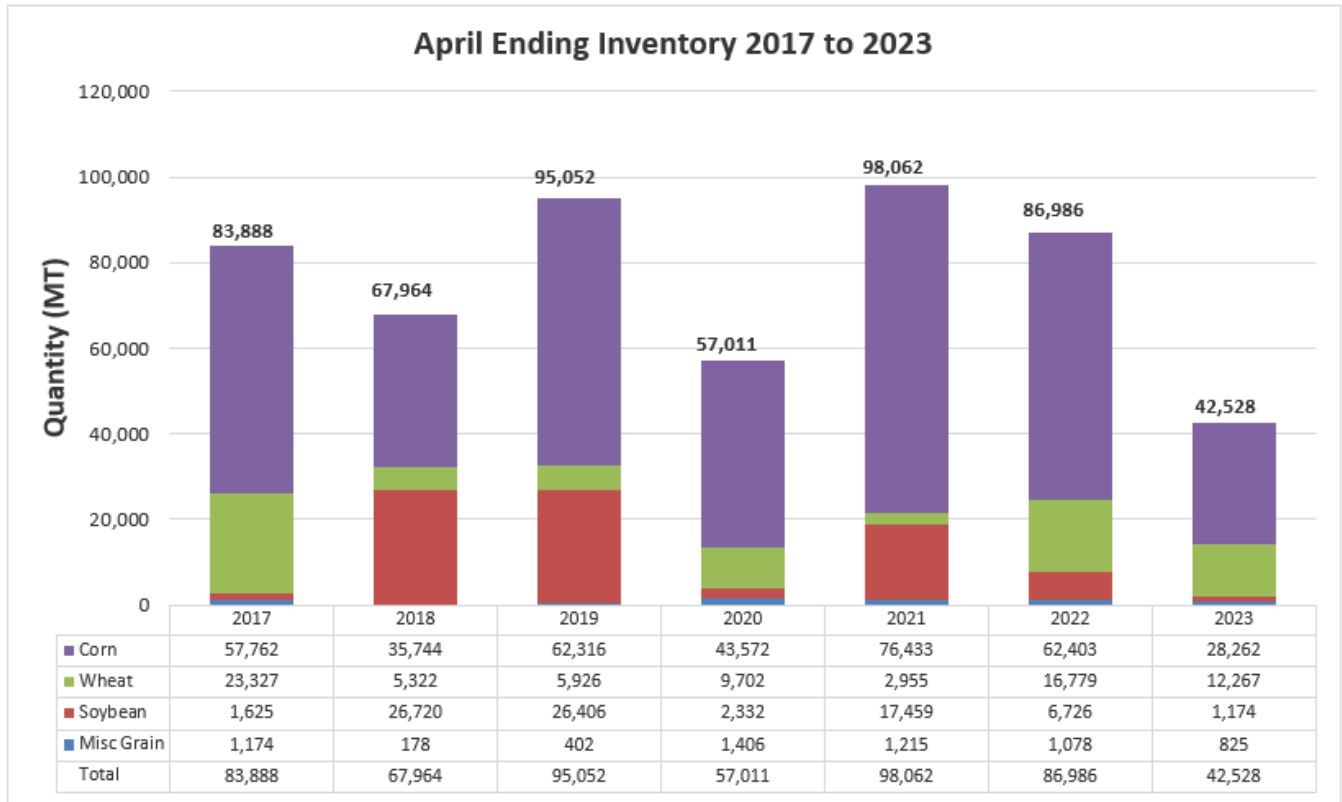
### Entrée en vigueur

**2** Le présent arrêté entre en vigueur à la date de son enregistrement.

# GRAIN OPERATIONS REPORT

## April 2023

Overall grain inventory for the month of April ended at 42,528 MT which is lower than the previous month mainly due to the corn shipments in April.



Summary of traffic for April:

- Received a total of 8,483 MT of grain via truck.
- Shipped a total of 41,468 MT of grain in the month.
  - 36,209 MT by vessel
  - 5,259 MT by truck

The following vessels were loaded in April:

Vessel	Ship Date	Quantity (MT)
Federal Asahi	08-Apr	23,508
Fuldaborg	18-Apr	12,701

The Port shipped corn to a local processor on Easter weekend (April 8<sup>th</sup>) to support their production.

The annual GMP+ surveillance audit took place on May 4, 2023. The audit was successful with the Port retaining its certification.

**RECORDABLE INCIDENTS/INJURIES**

YEAR	LOST WORK	RESTRICTED WORK	MEDICAL TREATMENT	TOTAL RECORDABLES	FIRST AID	NEAR MISS	LEARNING EVENT
2023	0	0	0	0	0	0	0
2022	0	0	0	0	2	0	2
2021	0	0	0	0	0	0	2
2020	1	0	3	4	1	1	3
2019	1	1	0	2	2	1	3
2018	1	0	1	2	1	1	2
2017	1	3	0	4	2	1	6

**LABOUR REPORT**

CATEGORY	CURRENT YEAR		PREVIOUS YEAR	
	MONTH	YEAR	MONTH	YEAR
LABOUR HRS (OPERATIONS)	2,562	10,830	2,007	7,967

**QUALITY REPORT**

CANADIAN GRAIN COMMISSION RATING		1	2	3	4	5	6	7
	CURRENT YEAR	FEB-AAA	APR-A					
	PREVIOUS YEAR	MAR-AAA	APR-AAA	MAY-A	JUNE-B/A	AUG-AA	OCT-A	DEC-A

# **MAINTENANCE REPORT**

**April 2023**

Work in the maintenance area during the month included the following:

- Conducted monthly Premise Inspection as per GMP requirements.
- Installed new aerator in bin 223.
- Aerator repairs in bins 217, 221, 224, 225, 227, 228, 229, 230, 410, 411, 413 and 413.
- Installed new lagging on #7 conveyor drive pulley and shortened the belt.
- Installed 4 new bearings in truck probe.
- Grain handling equipment checks during vessel loading.
- Replaced several broken windows throughout the elevator.
- Prep lawnmower and weed trimmers for the season.
- Weekly and monthly dust system inspections and maintenance.

Work in the electrical area included the following:

- Removed 7 printed circuit boards from bin temperature monitoring system and sent to vendor, CMC, for a firmware update. When the boards are returned, we will be sending 7 more for updates.
- Replaced ½ HP motor on heating boiler condensate return pump.
- Repaired several XP rated 120-volt receptacles throughout the elevator.
- Repaired overhead lights on ship loader booms.
- Made repairs to berth area lighting conduit and fixtures.
- Removed all electrical cables on the south exterior of the elevator that were formerly used to control the previous ship loading spouts.

Contractors

- Eastern Ontario Millwrights have modified #5 and #7 conveyor loaders. These were capital projects.

## 2023 CAPITAL BUDGET

May 23 port meeting -Completed/Invoiced to April 30

Capital Spending	2023 Budget Amount	2023 Actual	Status	Completion	Project Lead
Paving Projects	\$ 450,000		Action Item May 23, 2023	Q2/Q3	Robert
Rail Repair	\$ 75,000		Receiving Quotes	Q2	Mike
New Garage or raise roof on existing garage	\$ 150,000		Receiving Quotes	Q3	Mike
Ditch Drain at Marina/Restaurant	\$ 150,000		Prepare RFP	Q2/Q3	Robert
POJ Warehouse - Land Development /Finish Windows(carryover 2022)	\$ 355,950	\$ 50,480	Windows Completed. Action item - May 23, 2023	Q3	Robert
Marina Waterfront	\$ 250,000		Discussion Phase	Q4	Robert
Dredging Berth 5 (loading berth)	\$ 275,000	\$ 3,500	Permit application complete / Prepare RFP	Q3	Robert
Repairs and modifications to Track Shed (Truck Receiving/Shipping) (includes \$65,000 carryover 2022)	\$ 2,300,000	\$ 4,478	Engineering work	Q2/Q3	Kevin
Bin Wall Repair Project - Finish behind new spouts, exterior basement walls (carryover 2022)	\$ 285,000		Carryover from 2022. Estimated starting date- July 2023	Q3	Robert
Dust system	\$ 100,000	\$ 2,930	collection boots finished. Waiting for trash gates Phase 1	Q3/Q4	Mike
Transfer Chute West End (New valve and spouting for #7 Belt) (carryover 2022)	\$ 75,000		Work complete	Q2	Jeff
Generator repair (carryover 2022)	\$ 100,000		Prepare scope/quotes	Q3	Jeff
Exterior covering for elevator	\$ 100,000		waiting for 3rd quote - expected May 26	Q3	Mike
Automate basement bin valves (includes \$400,000 carryover 2022)	\$ 600,000	\$ 100,729	Reviewing quotes and RFP results	Q3	Kevin
New electrical feeder cables for rail scale house	\$ 180,000		Reviewing RFP results	Q3	Jeff
Replace bobcat	\$ 190,000		Request quotes (New vs Used)	Q3	Jeff
Expand Rail to Uplands II - Phase I	\$ 1,000,000		Prepare design	2024	Robert
New Grain DryerDryer / wet bins plus Replacement Dryer	\$ 4,000,000		Government funding application submitted	Q2/Q3	Kevin
Mineral oil applicator for lofters	\$ 50,000		Investigating	Q3	Mike
Connect #5 scale to Bin 601 (carryover 2022)	\$ 25,000		Work complete	Q2	Jeff
Replacement of Aerators	\$ 50,000		106 aerated bins. 55 identified as not working, 20 now repaired. Parts on order	Q3	Jeff/Mike
New buckets for lofter	\$ 40,000	\$ 967	Buckets have been delivered	Q2	Jeff
New chain for #6 drag conveyor	\$ 20,000		New chain on order	Q3	N/A
New auger for dust system	\$ 20,000		PO Issued - May delivery	Q3	Jeff
New scale gates for marine scales	\$ 30,000		Parts on order	Q3	Kevin
New life line for rail car loading	\$ 21,000		PO Issued - expect install in May	Q2	Jeff
<b>Total Capital Budget 2023 including 2022 carryover</b>	<b>\$ 10,891,950</b>	<b>\$ 163,084</b>			
Remaining Capital Required		<b>\$ 10,728,866</b>	This number will be updated for the June meeting to reflect projects pushed to 2024.		

## Financial Report

Month ending April 30, 2023

**Summary:** The port finished the month with revenues of \$487k which is slightly lower than April of 2022 by \$11k and under budget by \$37k mainly due to lower grain storage revenues. Fortunately, Harbour Services was able to make most of this up with an increase in revenue of \$33k.

Expenses were \$434k for the month which is an increase of \$80k over last year.

Municipal Allocations +\$17.25k

Employee Labour + \$34k

Fuel/Elect.+ \$22.6k

It's important to keep in mind that monthly results are influenced by the timing of vessels delivering salt and shipping out grain.

Year-to-date revenue numbers remain strong and well above 2022 totals.

Harbour Services +\$250k

Grain Services +\$100k

Rail Services +\$110k

The Port's year-to-date surplus is still trending above budget and last year's results.

### Management Fees to the Township

As of April 30, 2023, the port has transferred \$333,333 towards their annual payment of \$1,000,000.

### Actuals/Budget/Previous Year

Month Ending: April 30, 2023			
	Apr 2023 Actual	Apr 2023 Budget	Apr 2022 Actual
Revenue	\$ 487,365	\$ 525,000	\$ 498,856
Expenses	\$ 434,124	\$ 416,261	\$ 353,552
Surplus/Deficit	\$ 53,241	\$ 108,739	\$ 145,304
Year to Date – April 30, 2023			
	YTD 2023 Actual	YTD 2023 Budget	YTD 2022 Actual
Revenue	\$ 2,117,240	\$ 1,695,000	\$ 1,685,301
Expenses	\$ 1,728,631	\$ 1,570,042	\$ 1,362,869
Surplus	\$ 388,609	\$ 124,958	\$ 322,432

### Accounts Receivables/Payables (Trade/HST)

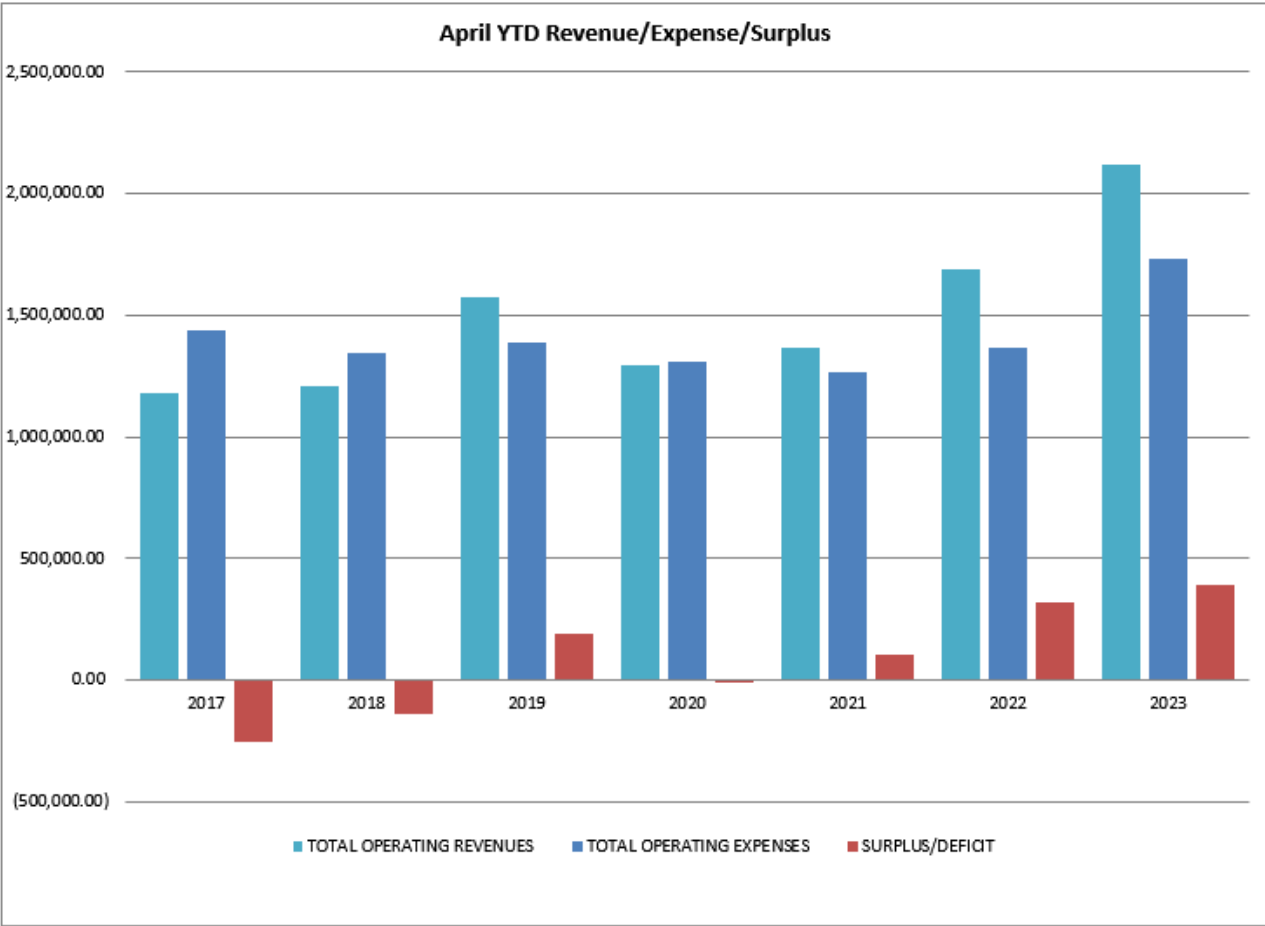
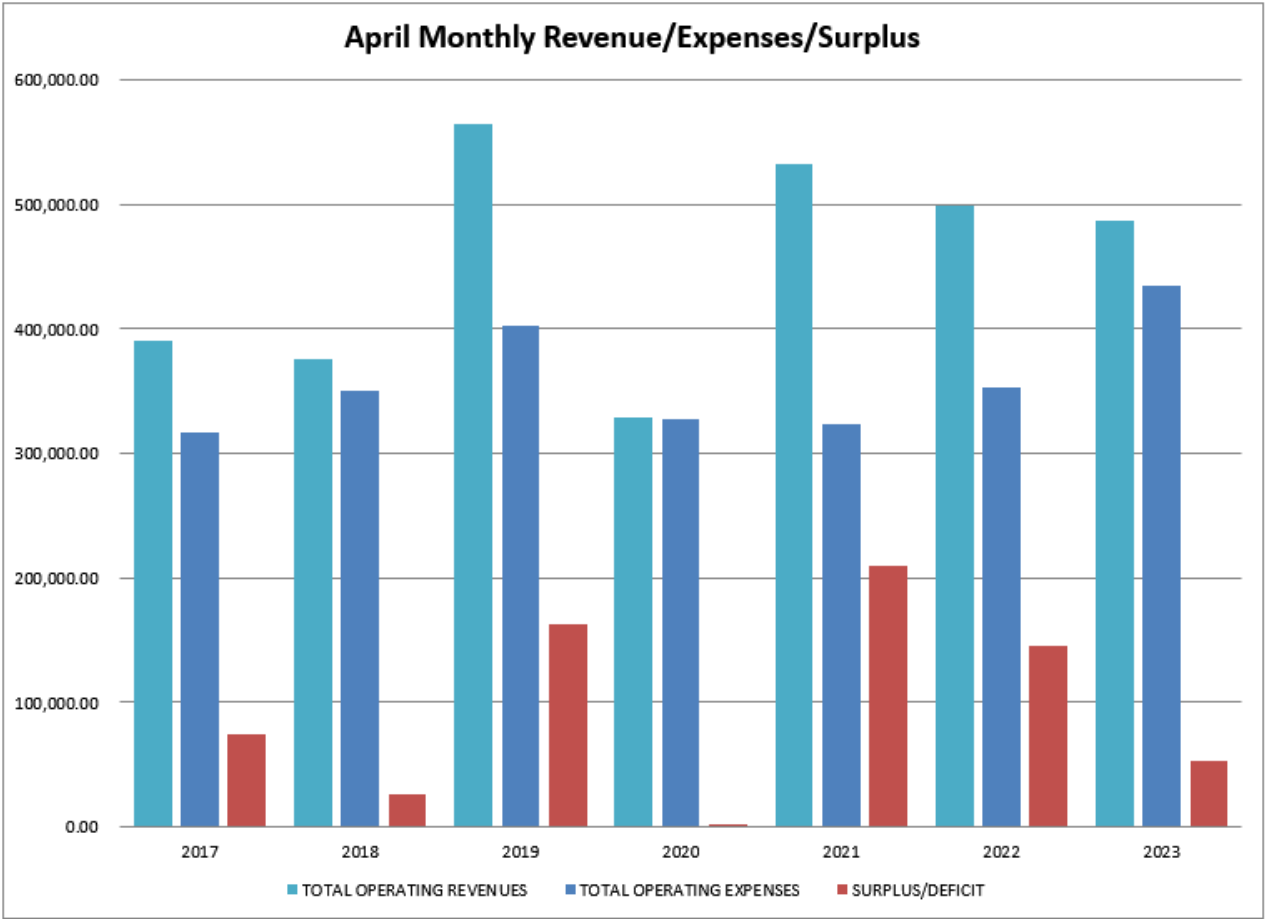
The Port's receivables are in good shape with outstanding invoices 30 days and under.

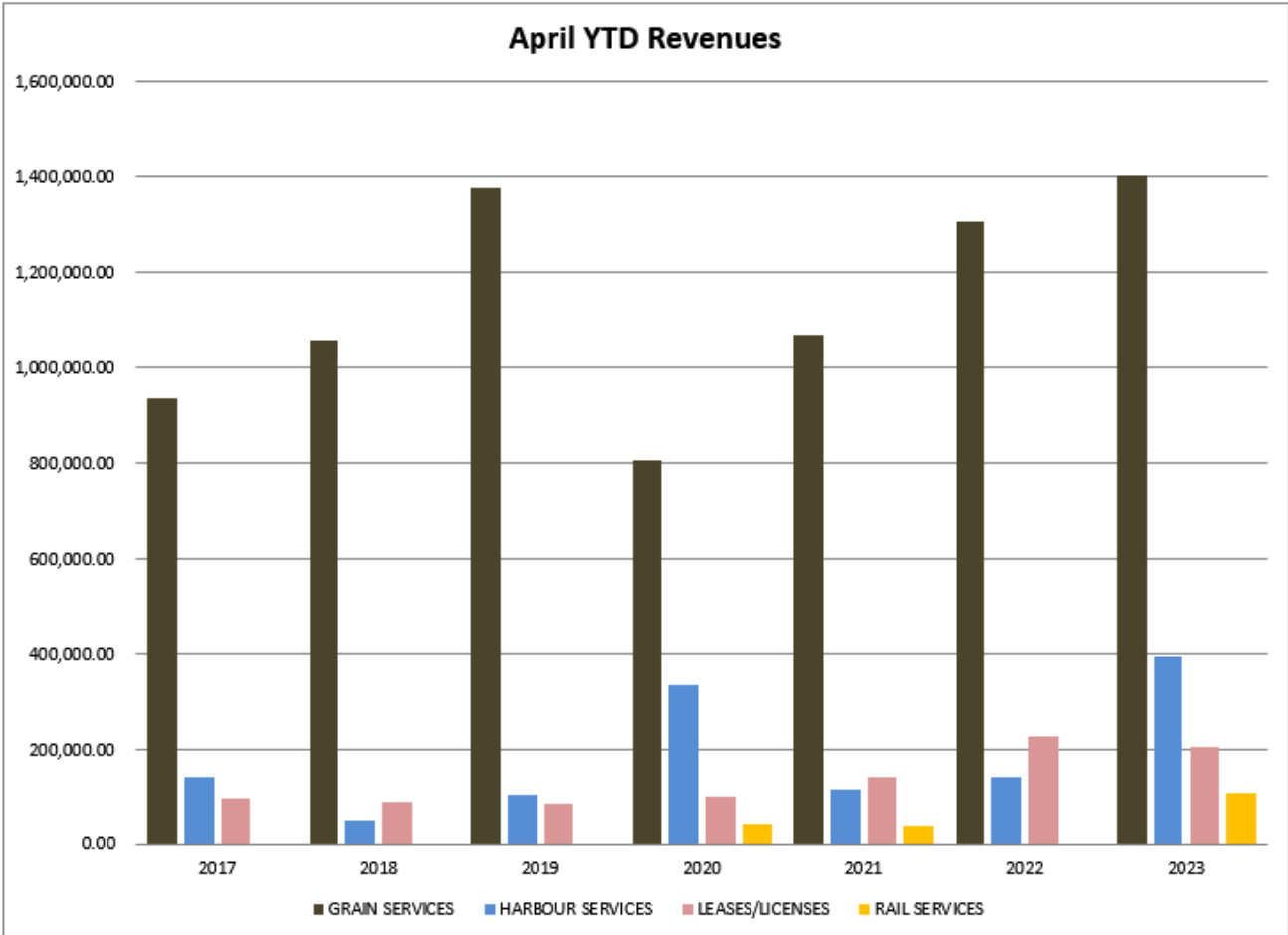
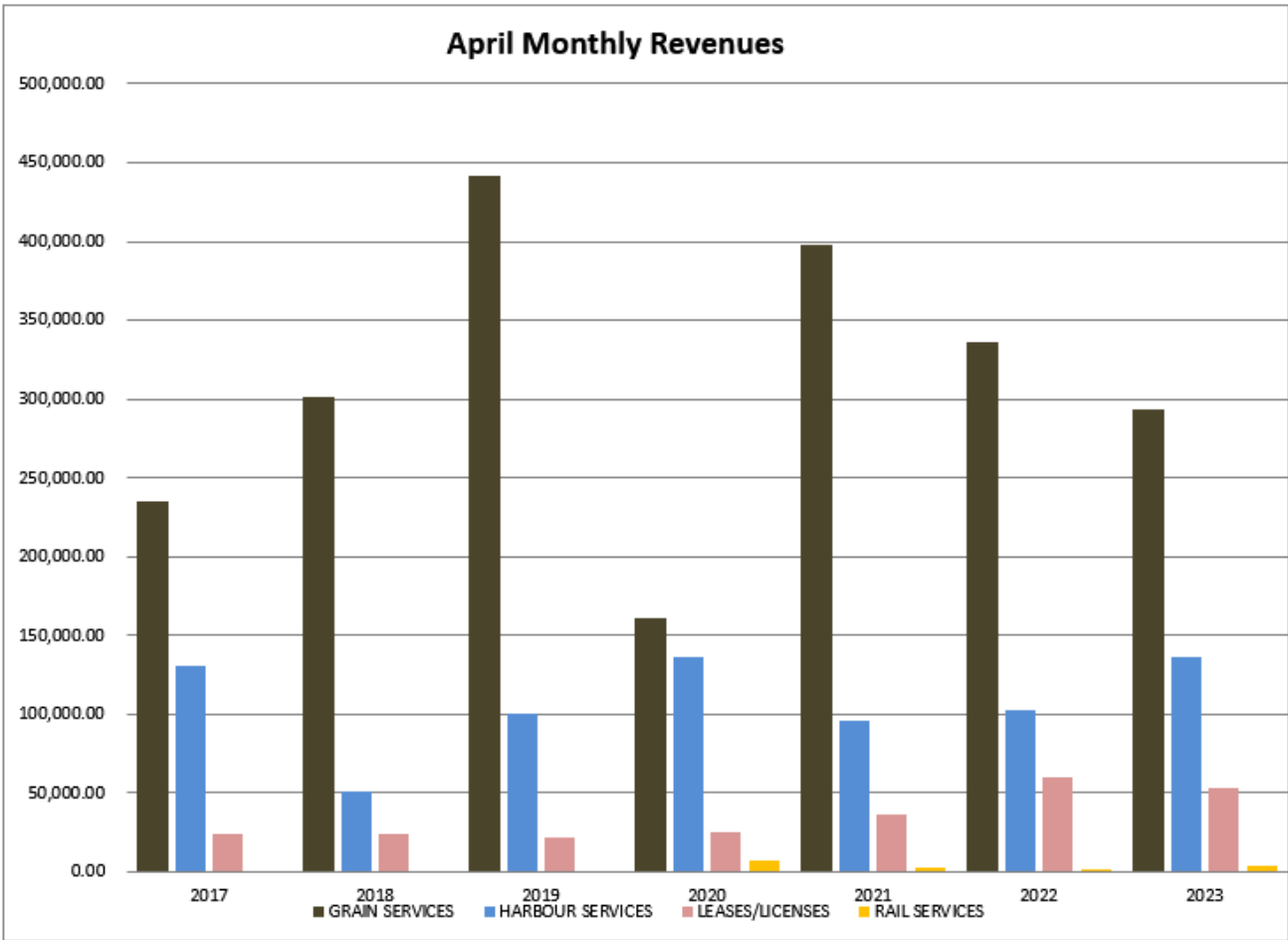
Receivables: \$451,555

Payables: \$174,700

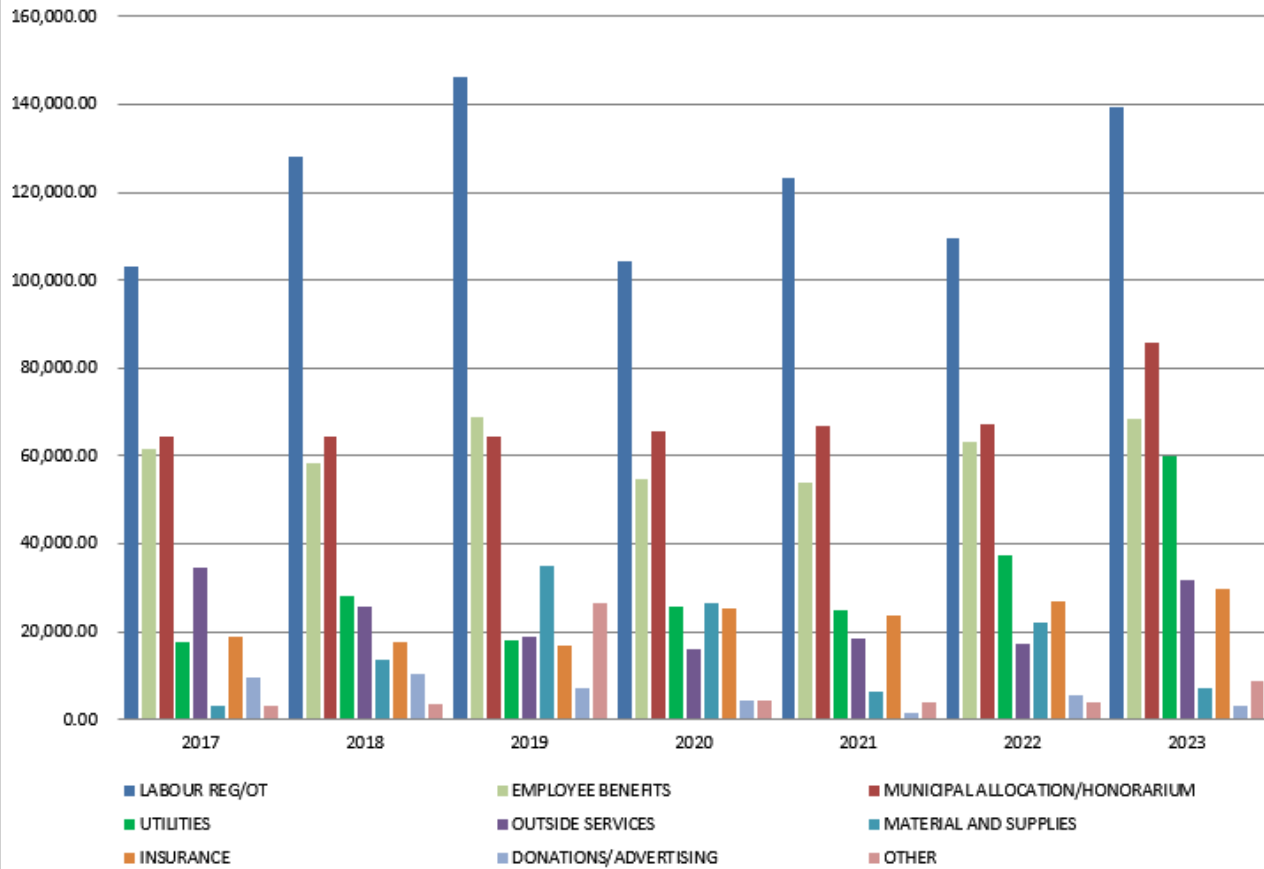
Cash on Hand: \$7,104,939



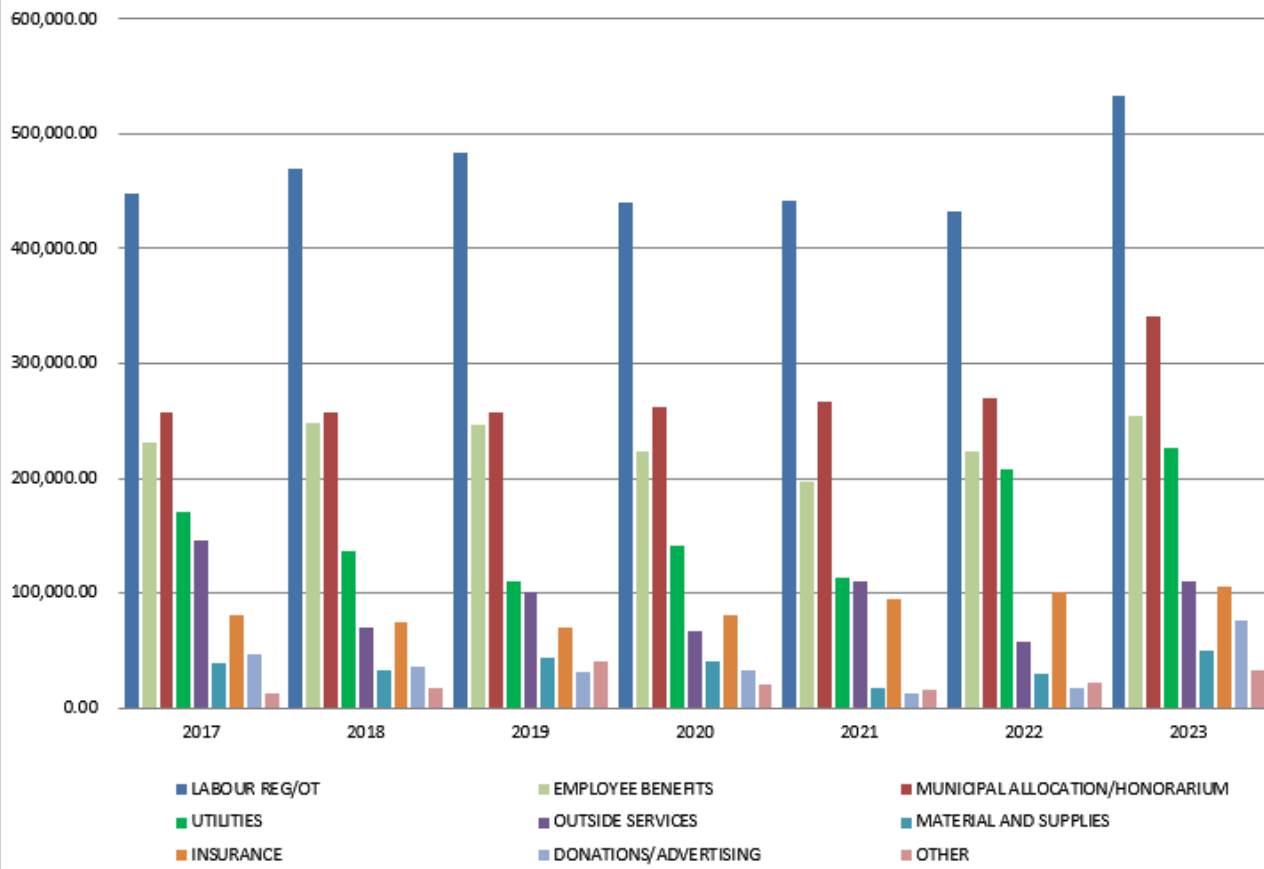




### April Monthly Expenses



### April YTD Expenses



# YEAR TO DATE VESSEL TRAFFIC REPORT

Month Ending: April 30, 2023

## HARBOUR TERMINAL REPORT

WHARF TRAFFIC		INWARD	OUTWARD	TOTAL CURRENT YEAR	TOTAL PREVIOUS YEAR
GRAIN	FOREIGN		57,349	<b>57,349</b>	
	DOMESTIC				21,618
SALT	FOREIGN				
	DOMESTIC	121,026		<b>121,026</b>	28,672
AGGREGATE(STONE)					
LIQUID BULK					7,491
BREAKBULK / PROJECT CARGO		2,128		<b>2,128</b>	749
TOTAL		123,154	57,349	<b>180,503</b>	58,529

## SHIPS AT BERTH

	MISC*	UNLOADING	LOADING	TOTAL CURRENT YEAR	TOTAL PREVIOUS YEAR
FOREIGN		1	3	<b>4</b>	2
DOMESTIC	1	6		<b>7</b>	7
TOTAL	1	7	3	<b>11</b>	9

*\*Misc. vessels include Coast Guard, Cruise, safe harbour, repairs.*

## Vessel Traffic Commentary

The port had a total of 5 ships arrive in the month of April, including a vessel bringing in steel from Argentina. The port also had 2 ships unloading road salt and 2 grain ships picking up corn destined for the UK.

Included in the 5 arrivals were a few foreign flagged vessels; MV Federal Asahi (corn), MV Verila (steel pipe), and the Fuldaborg (corn).

We currently have 4 vessels scheduled to deliver salt in May.

May 10, 2023

Memo to: Mr. Robert Dalley, General Manager  
From: Mr. John McGeough, P.Eng.

Re: Port of Johnstown Health, Safety, & Environmental Activity Report

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The following health, safety, and environmental activities were conducted by Prevention and Regulatory Solutions Ltd. during 3.5 days of support from April 13 – May 10, 2023.

- Met with Operations Manager regarding ideas for safeguarding persons while working around vehicles (co-activity) in the track shed area.
- Met with senior management to review progress and goals for health and safety, discuss updates to the confined space entry (CSE) program and details of the hazard prevention program (HPP) risk assessment. Updated and issued the HPP risk assessment for 2023.
- Conducted 4 on-site training programs covering WHMIS and HPP / co-activity safety for all available personnel, and provided training documentation to Port Administration.
- Finalized and issued a report outlining impacts of regulatory changes for CSE work, and recommendations for the Port's CSE program. Prepared an implementation plan with suggested actions and timelines for the current year.
- Updated the forms used by the Port for administering the CSE program in line with regulatory changes. These included forms used to identify, assess, and permit entry into confined spaces. Forwarded draft documents to management for review and comment.
- Continued to review the substance use / fit for duty program, including corresponding with the company that provides personnel testing services to the Port when required.

## GENERAL MANAGERS REPORT – May 23, 2023

- Meeting on April 28<sup>th</sup> with Kayla Sunday, Environmental Services Manager and Curtis Lazore, Environmental Assessment Officer of the Mohawk Council of Akwesasne. The Port is asking for their advice in regard to vegetation for erosion control and beautification of the Port's boardwalk and site seeing platform. On May 12, members of Kayla's team returned to the port to take an initial survey of the area as part and will be providing a proposal to the port.
- Attended Teams meeting with PA Hardeep Grewal (MTO) on April 20<sup>th</sup>. MPP Stephen Clark attended as well as Mayor Deschamps and Deputy Mayor Dillabough. Discussed Port priorities and challenges. Various topics were discussed including the port's challenges with a lack of available natural gas to expand our grain drying capacity, as well as concerns over future pending changes from MECP pertaining to our salt operations. PA Grewal explained that they are a strong supporter of Ontario ports and will be helping them with their ongoing challenges.
- Port GM responded to MTO who were inquiring about our concerns with MECP and our salt operations. We clarified that our concerns are with future changes to water guidelines that could have a serious impact on the distribution of salt cargo in Eastern Ontario.
- Capital Projects: Held mandatory site meetings and public tender bid openings for the Land Development and Paving capital projects. (Action items at tonight's meeting). Held a meeting with South Nation Conservation to discuss environmental regs., endangered species and the migratory birds act. South Nation will be conducting a screening on behalf of the Port prior to the start of the project.
- Attended Collective Bargaining on May 9<sup>th</sup> and 10<sup>th</sup>. (In Camera discussion).
- Participated in the Earth Day cleanup organized by Greenfield, along with Stephanie McVitty and Deputy Mayor Dillabough. Thanks to all for pitching in for this worthwhile event.
- Met with Canadian Grain Commission (CGC) Program Manager, Infestation and Sanitation, Industry Services and port staff to discuss challenges and future collaboration in controlling pests in our grain.
- Port of Johnstown will be the main sponsor for upcoming Spencerville Mill Golf Tournament June 10, 2023.

**Port of Johnstown  
Action Item**

**Committee:** Port of Johnstown Management Committee

**Date:** May 23, 2023

**Division:** Port of Johnstown

**Topic:** Land Development- POJ Warehouse Grubbing Project #334-02

**Purpose:** To award a contract for the clearing of approximately 22 acres of land.

**Background:** In 2022, the Port of Johnstown purchased the building and property commonly known as the old Prescott Machine and Welding property. This acquisition was made primarily to add additional laydown area for various cargos that are received and shipped out of the port. In 2022, the port allocated \$850,000 in the budget towards building renovations including the replacement of a steel roof and various repairs including the upper warehouse building windows. At the end of 2022, there remained \$355,950 that was carried over into the 2023 budget for the completion of the renovations (repairing windows) and Phase I of the development of the lands. The Port has hired the services of South Nation Conservation to do a preliminary screening of the area. In order to avoid any issues with the Migratory Bird Act, the project will not begin until after August 28, 2023.

**Scope of work:** Phase I includes the clearing and grubbing of approximately 22 acres of land as depicted in the attached sketch of the project area.

**Policy Implications:** Township Procurement Policy was followed. This item is over \$50,000 and must be approved by the Port Management Committee.

**Financial Considerations:** There was a total of \$355,950 that was carried over into 2023 budget from 2022 of which \$50,480 was spent to complete the building renovations. This leaves a remaining budget of \$305,470 for the POJ Warehouse Grubbing Project. There were 3 bids received. (all prices are excluding HST).

R W Tomlinson Ltd.	\$248,530.00
Thomas Cavanaugh Construction Ltd.	\$410,790.54
Lapointe Drainage	\$350,725.00

**Recommendations:**

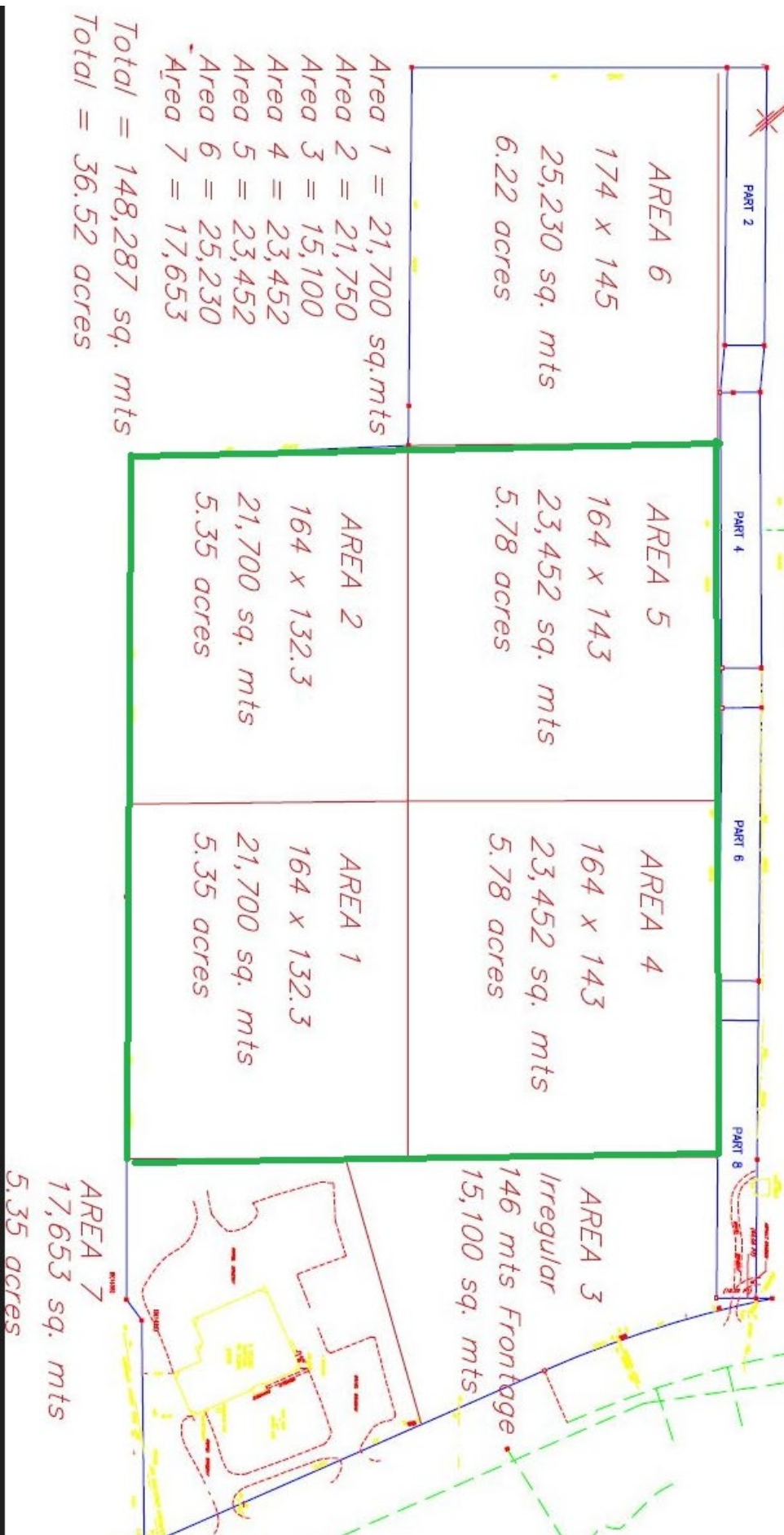
- That the Port Management Committee approves the award of the contract for Project 334-02 “POJ Warehouse Grubbing” in the amount of \$248,503.00 with a contingency of 15% excluding HST, to R.W. Tomlinson Ltd.
- That the Port General Manager and Mayor of the Township execute the contract on behalf of the Port of Johnstown.

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Robert Dalley  
General Manager  
Port of Johnstown

## Drawing 2

Total Area for Project #324-02  
is comprised of areas 1,2,4 and 5 -  
shown in green below - 22.26 acres







**Port of Johnstown  
Action Item**

**Committee:** Port of Johnstown Management Committee

**Date:** May 23, 2023

**Division:** Port of Johnstown

**Topic:** Dock Pavement Rehabilitation Project # 320-003

**Purpose:** To award a contract for the paving of the Riverfront Dock

**Background:**

Riverfront Dock Paving:

The Riverfront dock was originally paved in 2014 and since this time has experienced major consolidation of the soil and stone underneath the paving. In October of 2017, Gem Tec Engineering, based out of Ottawa, were hired to conduct an investigation into the settlement issue and provide recommendations for repairs. Their original estimate was 2.4 million dollars, however, due to the minimal grade that was part of the original design, the areas of actual paving were adjusted downwards to deal with the worse areas on the dock.

The Riverfront dock was divided into 3 main areas that were experiencing the most consolidation. This is shown in the attached document.

First Phase: Area 1 – 12,710 square meters - \$401,330 – completed in 2021.

Second Phase: Area 3 – 5,300 square meters - \$272,357 – completed in 2022.

Third Phase: Area 2 – Estimated 5,000 square meters – budgeted for 2023.

Road Paving:

The road in front of Masterfeeds is in poor shape and requires repaving. The area involved is approximately 1,500 sq. meters.

Grain Dryer Area:

The approved 2023 Capital Budget also included paving a small area by the grain dryer, however, this was removed from this project and will be added at a later date when the back parking lot is repaved to ensure proper grading of the entire parking lot area.

The two areas were kept separate in the tender bid in case we do not proceed with the dock due to operational requirements. Also, by keeping them separate we are able to keep track of total paving costs related to the dock.

**Scope of work:**

The Riverfront dock and the port road in front of the Masterfeeds building are included in this project and total approximately 6,500 square meters.

The scope of the work will include a new survey of elevations to determine the final area to be paved, surface preparation, edge saw cutting, full depth reclamation of existing asphalt, grading and compaction. Two layers of paving includes new hot mix asphalt: 60mm of Superpave Traffic Level D with PG 64-34 asphalt cement base followed by a surface course of 40mm. A tack coat will be applied in between paving layers. All OPS specifications must be followed.

**Policy Implications:** Township Procurement Policy was followed. This item is over \$50,000 and must be approved by the Port Management Committee.

**Financial Considerations:** There were 3 bids received. This is a unit price contract, and the total amount included in the bids are based on the estimated aggregate and paving material required and do not include HST. The total amount approved in the 2023 Capital Budget was \$450,000 excluding HST.

Company	Dock Paving	Road Paving	Total
Brenning Construction Ltd	\$262,050.00	128,450.00	<b>\$390,500.00</b>
R W Tomlinson Ltd.	\$236,710.00	\$120,185.00	<b>\$356,895.00</b>
GIP Paving Inc.	\$272,065.00	\$134,755.00	<b>\$406,820.00</b>

**Recommendations:**

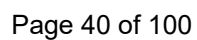
That the Port Management Committee awards the 2023 Paving Project #320-003 to R.W. Tomlinson Ltd. in the amount of \$356,895.00 excluding HST with a contingency of 15% for engineering and potential overages incurred.

That the Port General Manager and Mayor execute the contract on behalf of the Port of Johnstown.

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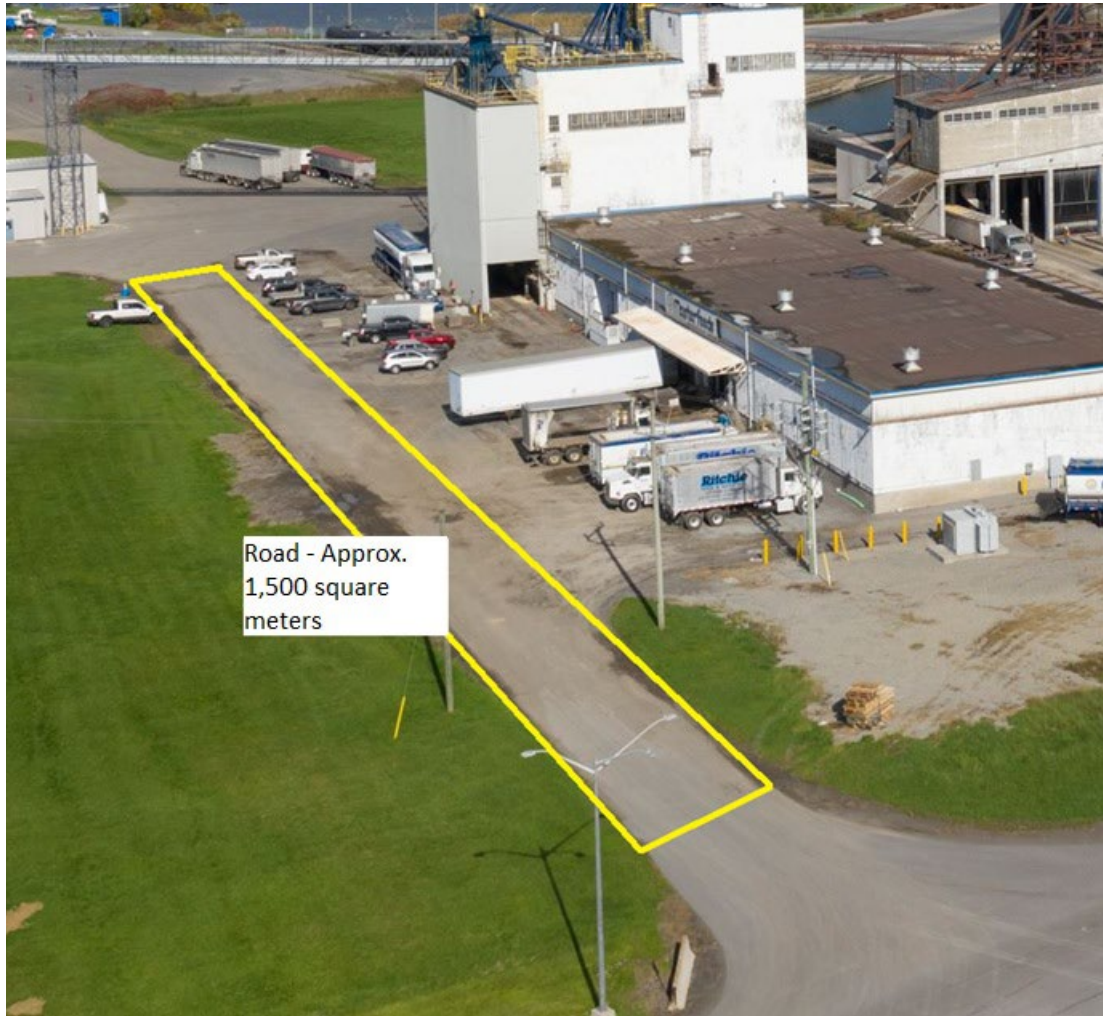
Robert Dalley  
General Manager  
Port of Johnstown











## **Port of Johnstown Action Item**

**Committee:** Port of Johnstown Management Committee

**Date:** May 23, 2023

**Division:** Port of Johnstown

**Topic:** Electrical Work for Bin Automation Project  
(Project #300-507)

**Purpose:** To recommend a contractor for the installation of the electrical work for the bin automation project.

**Background:** The Port stores grain in 389 bins in the main building. The grain is drawn from the bins using manually operated valves that allow the grain to flow onto the conveyor belt for shipping. The proposal is to automate the bottom valves on 15 bins in the west end of the elevator. The rationale for automating the grain bin valves is as follows:

1. The Port committed to work towards reducing Green House Gas Emissions as part of the \$4.805 million NTCF funding received in 2019 for the new loading spouts. The only way to do this is by working extended hours to reduce the time vessels are idling in the loading berth.
2. The Port has been struggling, as most businesses, to find sufficient personnel to operate the business. Automation is the key to being able to extend the working hours on a vessel without overtaxing the current workforce.
3. The shorter load times will lessen the demurrage charges to the brokers which will make the Port a more attractive loading point. Demurrage rate is about \$1800 per hour over the allotted load time.
4. Eliminate the physical exertion to open the valves on these 15 bins.

**Scope of work:** This project involves the automation of the valves for 15 grain bins to enable them to be operated remotely from the control room for the scales. The work for this portion of the project involves the installation of the control panels (approved by the committee in Dec. 2022) and the electrical wires and components between the panel and the motors that open the valves.

**Policy Implications:** As the amount is over the projected budget and higher than \$50,000, the award must be approved by council.

**Financial Considerations:** The original projected budget for this portion of the project was estimated to be \$200,000. Due to price increases, this portion of the project is now just under \$400,000.

This is a unit price contract and the contract amount is \$374,165.00 (Not including HST)  
Laframboise Group Ltd. - \$271,277.96 (disqualified due to bid issue)  
Industrial Contracting Solutions Inc. - \$374,165.00  
DCore Electric – \$379,600  
Steve Baird Electric - \$546,587.23  
IECBL - \$599,897.49

The port has the cash required on hand and will not require to borrow or use money out of the investments. The expected total capital budget in 2023 will not exceed the approved budget.

**Recommendations:**

- 1) The Port Management Committee recommends that council award the Electrical Work for the Bin Automation Project #300-507 to Industrial Contracting Solutions Inc. in the amount of \$374,165.00 (excluding HST) with a 15% contingency.
- 2) That the Port Management Committee recommends that council approve the Port General Manager to sign the purchase order on behalf of the township.

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Kevin Saunders  
Operations Manager

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Robert Dalley  
General Manager



**Port of Johnstown  
Action Item**

**Committee:** Port of Johnstown Management Committee

**Date:** May 23, 2023

**Division:** Port of Johnstown

**Topic:** 2022 Audited Financial Statements

**Purpose:** To receive, accept and approve the financial statements as prepared by management.

**Background:** The Port of Johnstown operates as a separate division of the township and has separate financial accounts and therefore has their own financial statements. The final pre-audited financial numbers were included in the 2022 Year End Report and interpreted to the POJ Management Committee at the Port meeting on Jan. 18, 2023. The financial position of the Port must be audited and formally accepted by the Port Management Committee. The Port uses MNP LLP as their Professional Chartered Accountants.

**Policy Implications:** The terms of reference by-law 2017-02 Schedule “A” for the Port of Johnstown Management Committee is followed.

**Recommendations:**

- That the Port Management Committee receives, accepts and approves the auditor’s report on the Port of Johnstown’s financial statement as provided by MNP LLP chartered accountants.
- That the Port Management Committee recommends that council receives the auditor’s report on the Port of Johnstown’s financial statement as provided by MNP LLP chartered accountants.

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Robert Dalley  
General Manager

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Rhonda Code  
Office Manager

Draft - For Discussion Purposes Only

**Port of Johnstown  
Financial Statements**  
*December 31, 2022*

# Port of Johnstown

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For the year ended December 31, 2022

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Draft - For Discussion Purposes Only

## Management's Responsibility

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To the Members of Council, Inhabitants and Ratepayers of the Township of Edwardsburgh/Cardinal:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with International Financial Reporting Standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Port Management Committee ("Committee") is composed primarily of Directors who are neither management nor employees of the Company. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Committee fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Committee is also responsible for recommending the appointment of the Company's external auditors.

MNP LLP is appointed by the members of Council of the Township of Edwardsburgh/Cardinal to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Committee and management to discuss their audit findings.

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General Manager

To the Members of Council, Inhabitants and Ratepayers of the Township of Edwardsburgh/Cardinal:

### Opinion

We have audited the financial statements of Port of Johnstown (the "Company"), which comprise the statement of financial position as at December 31, 2022, and the statements of income and other comprehensive income, changes in equity and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Company as at December 31, 2022, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Company in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. We obtained the Annual Report prior to the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

Chartered Professional Accountants

May 23, 2023

Licensed Public Accountants

**Port of Johnstown**  
**Statement of Financial Position**  
*As at December 31, 2022*

	2022	2021
<b>Assets</b>		
<b>Current</b>		
Cash	9,150,157	6,941,096
Investments (Note 8)	3,430,171	-
Trade receivables (Note 6)	1,302,666	2,072,639
Inventory	7,858	7,858
Prepaid expenses	57,772	51,152
	<b>13,948,624</b>	<b>9,072,745</b>
<b>Non-current</b>		
Property, plant and equipment (Note 7)	66,448,811	62,865,260
Investments (Note 8)	-	2,764,622
	<b>66,448,811</b>	<b>65,629,882</b>
<b>Total assets</b>	<b>80,397,435</b>	<b>74,702,627</b>
<b>Liabilities</b>		
<b>Current</b>		
Trade and other payables (Note 9)	1,116,724	914,628
Deferred revenue	102,640	100,518
	<b>1,219,364</b>	<b>1,015,146</b>
<b>Non-current</b>		
Mortgage payable (Note 10)	2,180,765	-
Deferred capital contributions (Note 11)	28,586,580	29,070,417
	<b>30,767,345</b>	<b>29,070,417</b>
<b>Total liabilities</b>	<b>31,986,709</b>	<b>30,085,563</b>
<b>Contingencies, Commitments</b>		
<b>Equity</b>		
Retained earnings	48,410,726	44,641,766
Accumulated other comprehensive loss	-	(24,702)
<b>Total equity</b>	<b>48,410,726</b>	<b>44,617,064</b>
<b>Total liabilities and equity</b>	<b>80,397,435</b>	<b>74,702,627</b>

Approved on behalf of Port  
Management Committee

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**Port of Johnstown**  
**Statement of Income and Other Comprehensive Income**  
*For the year ended December 31, 2022*

	2022	2021
<b>Revenues</b>		
Grain services		
Storage	2,339,916	1,904,233
Drying	2,209,089	1,165,152
Receiving	1,949,722	2,274,238
Delivering	1,381,632	1,253,920
Fumigation	282,820	334,672
Other grain	10,962	17,225
Berthage and wharfage	1,501,522	1,087,186
Rental income	554,477	504,221
Interest	261,078	150,122
Rail Services	109,264	109,300
Other	18,224	15,171
<b>Total revenue</b>	<b>10,618,706</b>	<b>8,815,440</b>
<b>Expenses</b>		
Salaries, wages and benefits	2,504,340	2,465,015
Administration fees	792,980	781,261
Utilities	531,662	397,902
Outside services	318,364	324,845
Insurance	317,717	284,682
Advertising and promotion	150,690	106,315
Repairs and maintenance	88,775	88,966
Material and supplies	84,273	52,843
Office and administration	69,165	61,258
Interest on long-term debt	55,660	-
Community capital funding	29,655	75,000
Honorarium	18,500	20,500
Rental	13,897	9,646
Grain handling losses	9,753	-
Travel	6,567	1,498
<b>Total operating expenses before depreciation and amortization</b>	<b>4,991,998</b>	<b>4,669,731</b>
<b>Operating income before depreciation and amortization</b>	<b>5,626,708</b>	<b>4,145,709</b>
<b>Depreciation and amortization</b>		
Depreciation of property, plant and equipment (Note 7)	1,464,624	1,262,024
Amortization of deferred capital contributions (Note 11)	(483,837)	(442,743)
<b>Total depreciation and amortization expenses</b>	<b>980,787</b>	<b>819,281</b>
<b>Operating income</b>	<b>4,645,921</b>	<b>3,326,428</b>
<b>Non-operating (loss) income</b>		
Gain (loss) on disposal of investments	(259,473)	-
Change in fair value of investments	-	109,303
Gain on disposal of property, plant and equipment	-	92,133
<b>Total non-operating (loss) income</b>	<b>(259,473)</b>	<b>201,436</b>
<b>Net income for the year</b>	<b>4,386,448</b>	<b>3,527,864</b>

*Continued on next page*



**Port of Johnstown**  
**Statement of Income and Other Comprehensive Income**

*For the year ended December 31, 2022*

	<b>2022</b>	<b>2021</b>
<b>Net income for the year</b> <i>(Continued from previous page)</i>	<b>4,386,448</b>	3,527,864
<b>OTHER COMPREHENSIVE INCOME</b>		
Financial instruments		
Change in fair value of fixed rate instruments	-	(68,272)
<b>Total comprehensive income for the year</b>	<b>4,386,448</b>	3,459,592

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**Port of Johnstown**  
**Statement of Changes in Equity**  
*For the year ended December 31, 2022*

	<i>Retained earnings</i>	<i>Accumulated other comprehensive income</i>	<i>Total equity</i>
<b>Balance December 31, 2020</b>	<b>41,113,900</b>	<b>43,570</b>	<b>41,157,470</b>
Net income for the year	3,527,866	-	3,527,866
Other comprehensive loss for the year	-	(68,272)	(68,272)
<b>Balance December 31, 2021</b>	<b>44,641,766</b>	<b>(24,702)</b>	<b>44,617,064</b>
Net income for the year	4,361,746	-	4,361,746
Other comprehensive income for the year	-	24,702	24,702
Prior period adjustment	(7,140)	-	(7,140)
Distribution of income	(585,646)	-	(585,646)
<b>Balance December 31, 2022</b>	<b>48,410,726</b>	<b>-</b>	<b>48,410,726</b>

**Port of Johnstown**  
**Statement of Cash Flows**  
For the year ended December 31, 2022

	2022	2021
<b>Cash provided by (used for) the following activities</b>		
<b>Operating activities</b>		
Net income for the year	4,386,448	3,527,864
Depreciation of property, plant and equipment	1,464,624	1,262,024
Amortization of deferred capital contributions	(483,837)	(442,743)
Change in fair value of investments	-	(109,303)
Amortization of mortgage interest	55,660	-
Investment income re-invested	7,911	-
Accrued investment income	(79,408)	-
Loss on disposal of investments	259,473	-
	<b>5,610,871</b>	<b>4,237,842</b>
Changes in working capital accounts		
Trade and other receivables	769,973	(176,573)
Prepaid expenses	(6,620)	6,294
Trade and other payables	194,956	(3,381,028)
Deferred revenue	2,122	11,732
	<b>6,571,302</b>	<b>698,267</b>
<b>Financing activities</b>		
Issuance of mortgage payable	2,250,000	-
Repayments of mortgage payable	(124,895)	-
Distribution of income	(585,646)	-
Increase in deferred capital contributions	-	2,855,467
	<b>1,539,459</b>	<b>2,855,467</b>
<b>Investing activities</b>		
Purchase of investments	(3,366,583)	(2,181,415)
Proceeds from disposal of investments	2,513,058	5,111,423
Purchases of property, plant and equipment	(5,048,175)	(7,292,888)
	<b>(5,901,700)</b>	<b>(4,362,880)</b>
<b>Increase (decrease) in cash resources</b>	<b>2,209,061</b>	<b>(809,146)</b>
<b>Cash resources, beginning of year</b>	<b>6,941,096</b>	<b>7,750,242</b>
<b>Cash resources, end of year</b>	<b>9,150,157</b>	<b>6,941,096</b>

**1. Reporting entity**

Port of Johnstown (the "Company") is an unincorporated government business enterprise operated by the Corporation of the Township of Edwardsburgh/Cardinal (the Township) to provide seaway services to Eastern Ontario. The Company has been deemed to be non-taxable entity and is not subject to income taxes.

The address of the Company's registered office is 3035 County Road 2, Johnstown, Ontario.

**2. Statement of compliance**

The financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRS") and interpretations adopted by the International Accounting Standards Board ("IASB").

**3. Capital management**

The Company's objective when managing capital is to safeguard the entity's ability to continue as a going concern, so that it can continue to provide returns and benefits to the Township.

The Company sets the amount of capital in proportion to risk and manages the capital structure and makes adjustments to it in light of changes to economic conditions and the risk characteristics of the underlying assets. In order to maintain or adjust the capital structure, the Company may adjust its prices for services or obtain debt from financial institutions.

The Company manages the following as capital:

	2022	2021
Deferred capital contributions	28,586,580	29,070,417
Retained earnings	48,432,745	44,698,510
	<b>77,019,325</b>	<b>73,768,927</b>

The Company monitors capital on the basis of ensuring sufficient prices are charged on services to cover expenses and generate income, which was unchanged from the prior year.

**4. Basis of preparation**

***Basis of measurement***

The financial statements have been prepared on the historical basis except for the revaluation of certain financial instruments. The principal accounting policies are set out in Note 5.

***Functional and presentation currency***

These financial statements are presented in Canadian dollars, which is the Company's functional currency. All financial information presented in Canadian dollars has been rounded to the nearest dollar.

***Significant accounting judgments, estimates and assumptions***

The preparation of the Company's financial statements requires management to make judgments, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the reporting date. These estimates and assumptions have been made using careful judgment; however, uncertainties could result in outcomes that would require a material adjustment to the carrying amount of the asset or liability affected in the future.

The estimates and underlying assumptions are prepared based on management's best knowledge of current events and actions that the Company may undertake in the future. These estimates and underlying assumptions are reviewed on an ongoing basis and revisions to accounting estimates are recognized prospectively in comprehensive income in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

**4. Basis of preparation** *(Continued from previous page)*

In particular, information about significant areas of estimation uncertainty and critical judgments in applying accounting policies that have the most significant effect on the amount recognized in the financial statements are described below:

By their nature, these estimates are subject to measurement uncertainty, and the effect on the financial statements from changes in such estimates in future years could be material.

**Revenue from contracts with customers**

Contracts with customers often include promises to deliver multiple services. Determining whether such bundled services are considered i) distinct performance obligations that should be separately recognized, or ii) non-distinct and therefore should be combined with another service and recognized as a combined unit of accounting may require significant judgment.

Wharfage and grain services (excluding storage) are revenue streams under IFRS 15. The Company has set prices for each service and charges its clients on completion of each of these services, which is the Company's performance obligation.

**5. Summary of significant accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below. The policies have been consistently applied to all the years presented, unless otherwise stated.

**Cash**

Cash is comprised of cash held within financial institutions.

**Inventory**

Inventories are valued at the lower of cost and net realizable value. Cost is determined by the weighted average method. Cost comprises all costs of purchases. Net realizable value is the estimated selling price in the ordinary course of business, less selling costs.

**Investments**

Investments consist of portfolio investments in equity, fixed rate investments, and guaranteed investment certificates ("GICs"). Portfolio investments in equity are recorded at fair value with adjustments presented in profit or loss, and are classified as long-term assets. Fixed rate investments are recorded at fair value with adjustments presented in other comprehensive income, and are classified as long-term assets. GICs are recorded at amortized cost, and are classified as current assets based on maturity dates.

**Property, plant and equipment**

Property, plant and equipment are stated at cost less accumulated depreciation and impairment losses. Cost includes expenditures that are directly attributable to the acquisition of the asset. When parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

The cost of self-constructed assets includes the cost of materials and direct labour, any other costs directly attributable to bringing the asset to a working condition for its intended use, and the cost of dismantling and removing the items and restoring the site on which they are located.

All assets having limited useful lives are depreciated using the following methods over their estimated useful lives. Land has an unlimited useful life and is therefore not depreciated. Assets are depreciated from the date of acquisition in the case of purchased assets and from the date they are ready for their intended use in the case of self-constructed assets.

**5. Summary of significant accounting policies** (Continued from previous page)

**Property, plant and equipment** (Continued from previous page)

The methods of depreciation, useful life and depreciation rates applicable for each class of asset during the current and comparative period are as follows:

	<b>Method</b>	<b>Rate</b>
Land improvements	straight-line	100 years
Equipment	straight-line	10-60 years
Building and fixtures	straight-line	5-50 years
Paving	straight-line	12-30 years
Vehicles	straight-line	5 years
Annex	straight-line	30 years
Marine terminal	straight line	100 years

The residual value, useful life and depreciation method applied to each class of assets are reassessed at each reporting date.

**Provisions**

A provision is recognized, if, as a result of a past event, the Company has a legal or constructive obligation that can be estimated reliably and it is probable that a future outflow of economic benefits will be required to settle the obligation. The timing or amount of the outflow may still be uncertain.

Provisions are measured by discounting the expected future cash flows at a rate that reflects current market assessments of the time value of money and specific risks of the obligation. Where there are a number of obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. All provisions are reviewed at each reporting date and adjusted accordingly to reflect the current best estimates.

**Deferred capital contributions**

Deferred capital contributions represent the unamortized amount of grants and funding received from external non-related parties including the Federal and Provincial governments for the purchase of property, plant and equipment. Amortization follows that of the related assets.

**Revenue recognition**

The following describes the Company's principal activities from which it generates revenue.

**Grain services (excluding storage) and wharfage**

The Company generates revenue from receiving, delivering, drying and fumigating grains, and wharfage on loaded grains. Revenue is recognized upon completion of each service.

Each service is distinct in that the client obtains benefit from the service at the time of its occurrence and it is separately identifiable from other services. Arrangement considerations are due when the service is performed.

The Company applies the practical expedient, whereby the Company does not adjust the promised amount of consideration for the effects of a significant financing component if the Company expects, at contract inception, that the period between when the Company transfers a promised good or service to a customer and when the customer pays for that good or service will be one year or less.

**Storage revenue**

Revenue for storage is recognized monthly based on grains stored at the Company.

**Leases**

The Company assesses at inception of a contract, whether the contract is, or contains a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To assess whether a contract conveys the right to control the use of an identified asset for a period of time, the Company assesses whether the customer has the following through the period of use:

**5. Summary of significant accounting policies** *(Continued from previous page)*

**Leases** *(Continued from previous page)*

- The right to obtain substantially all of the economic benefits from use of the identified asset; and
- The right to direct the use of the identified asset.

The Company, as a lessee, has elected to not recognize right-of-use assets and lease liabilities for short-term leases. Short-term leases are leases with a term of twelve months or less. The Company recognizes the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

The Company, as a lessor, assesses at lease inception whether a lease should be classified as either an operating lease or a finance lease. A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership of an underlying asset; otherwise it is classified as an operating lease. Lease payments from operating leases are recognized as income on a straight-line basis over the lease term.

**Employee benefits**

The Company accrues in its accounts, annually, the estimated liabilities for pensions and other employee future benefits, including lump-sum retiring allowances and self-insured workers' compensation benefits payable to employees in subsequent years under collective agreements, or in accordance with the Company's policies.

The employees of the Company participate in the Ontario Municipal Employees Retirement System ("OMERS"). The Company also makes contributions to the OMERS plan on behalf of its employees. The plan has a defined benefit option at retirement available to some employees, which specifies the amount of the retirement benefit plan to be received by the employees based on length of service and rates of pay. However, the plan is accounted for as a defined contribution plan as insufficient information is available to account for the plan as a defined benefit plan. The contribution payable in exchange for services rendered during a period is recognized as an expense during that period. The Company is only one of a number of employers that participate in the plan and the financial information provided to the Company on the basis of the contractual agreements is usually insufficient to measure the Company's proportionate share in the plan assets and liabilities on defined benefit accounting requirements. Therefore, the Company does not recognize any share of the OMERS pension deficit of \$6.7 billion (2021 - \$3.1 billion) in these financial statements.

The employer amount contributed to OMERS for 2022 was \$157,125 (2021 - \$156,389) for current service and is included as an expense in comprehensive income.

Other long-term employee benefits include lump-sum retiring allowances available to qualifying employees upon retirement with the Company, as well as self-insured obligation related to providing workers' compensation benefits.

Lump-Sum retiring allowances are recognized in a consistent manner, when the benefits are earned and at the present value of the defined benefit at the end of the reporting period. Self-insured worker's compensation and other benefits are recognized when the event triggering the obligation occurs since the level of benefits provided does not vary with years of service.

**Comprehensive income**

Comprehensive income includes all changes in equity of the Company, except those resulting from investments by owners and distributions to owners. Comprehensive income is the total of net income and other comprehensive income. Other comprehensive income comprises revenues, expenses, gains and losses that, in accordance with International Financial Reporting Standards, require recognition, but are excluded from profit. The Company's other comprehensive income represents adjustments to the fair value of investments in fixed rate instruments.

**Contingent liabilities and contingent assets**

All contingent liabilities are continually reviewed to determine whether an outflow of economic benefits has become probable. Where a contingent liability becomes probable that an outflow of future economic benefits will be required, a provision is recognized in the period in which the change in probability occurs. If at the end of the reporting period it is no longer probable that an outflow of economic benefits will be required to settle the obligation, the provision is reversed.

**5. Summary of significant accounting policies** *(Continued from previous page)*

**Financial instruments**

**Financial assets**

**Recognition and initial measurement**

The Company recognizes financial assets when it becomes party to the contractual provisions of the instrument. Financial assets are measured initially at their fair value plus, in the case of financial assets not subsequently measured at fair value through profit or loss, transaction costs that are directly attributable to their acquisition. Transaction costs attributable to the acquisition of financial assets subsequently measured at fair value through profit or loss are expensed in profit or loss when incurred.

The Company recognizes and derecognizes purchases and sales of investments on the settlement date, which is the date that the financial asset is delivered to or by the Company. Any change in the fair value of the asset between the date the Company commits to selling or purchasing the financial asset and the settlement date is recognized on a basis consistent with the classification of the financial asset.

**Classification and subsequent measurement**

On initial recognition, financial assets are classified as subsequently measured at amortized cost, fair value through other comprehensive income (FVOCI) or fair value through profit or loss (FVTPL). The Company determines the classification of its financial assets, together with any embedded derivatives, based on the business model for managing the financial assets and their contractual cash flow characteristics.

Debt instruments are classified as follows:

- **Amortized cost** - Assets that are held for collection of contractual cash flows where those cash flows are solely payments of principal and interest are measured at amortized cost. Interest revenue is calculated using the effective interest method and gains or losses arising from impairment, foreign exchange and derecognition are recognized in profit or loss. Financial assets measured at amortized cost are comprised of cash and trade and other receivables.
- **Fair value through other comprehensive income** - Assets that are held for collection of contractual cash flows and for selling the financial assets, and for which the contractual cash flows are solely payments of principal and interest, are measured at fair value through other comprehensive income. Interest income calculated using the effective interest method and gains or losses arising from impairment and foreign exchange are recognized in profit or loss. All other changes in the carrying amount of the financial assets are recognized in other comprehensive income. Upon derecognition, the cumulative gain or loss previously recognized in other comprehensive income is reclassified to profit or loss. Financial assets measured at fair value through other comprehensive income are comprised of investments in fixed rate instruments and guaranteed investment certificates.
- **Mandatorily at fair value through profit or loss** - Assets that do not meet the criteria to be measured at amortized cost, or fair value through other comprehensive income, are measured at fair value through profit or loss. All interest income and changes in the financial assets' carrying amount are recognized in profit or loss. Financial assets mandatorily measured at fair value through profit or loss are comprised of equity investments.
- **Designated at fair value through profit or loss** – On initial recognition, the Company may irrevocably designate a financial asset to be measured at fair value through profit or loss in order to eliminate or significantly reduce an accounting mismatch that would otherwise arise from measuring assets or liabilities, or recognizing the gains and losses on them, on different bases. All interest income and changes in the financial assets' carrying amount are recognized in profit or loss. The Company does not hold any financial assets designated to be measured at fair value through profit or loss.

Refer to Note 15 for more information about financial instruments held by the Company, their measurement basis, and their carrying amount.

**Business model assessment**



**5. Summary of significant accounting policies** *(Continued from previous page)*

**Financial instruments** *(Continued from previous page)*

The Company assesses the objective of its business model for holding a financial asset at a level of aggregation which best reflects the way the business is managed and information is provided to management.

**Contractual cash flow assessment**

The cash flows of financial assets are assessed as to whether they are solely payments of principal and interest on the basis of their contractual terms. For this purpose, 'principal' is defined as the fair value of the financial asset on initial recognition. 'Interest' is defined as consideration for the time value of money, the credit risk associated with the principal amount outstanding, and other basic lending risks and costs. In performing this assessment, the Company considers factors that would alter the timing and amount of cash flows such as prepayment and extension features, terms that might limit the Company's claim to cash flows, and any features that modify consideration for the time value of money.

**Reclassifications**

The Company reclassifies debt instruments only when its business model for managing those financial assets has changed. Reclassifications are applied prospectively from the reclassification date and any previously recognized gains, losses or interest are not restated.

**Impairment**

The Company recognizes a loss allowance for the expected credit losses associated with its financial assets, other than debt instruments measured at fair value through profit or loss and equity investments. Expected credit losses are measured to reflect a probability-weighted amount, the time value of money, and reasonable and supportable information regarding past events, current conditions and forecasts of future economic conditions.

The date the Company commits to purchasing a financial asset is considered the date of initial recognition for the purpose of applying the Company's accounting policies for impairment of financial assets.

The Company applies the simplified approach for trade and other receivables. Using the simplified approach, the Organization records a loss allowance equal to the expected credit losses resulting from all possible default events over the assets' contractual lifetime.

The Company assesses whether a financial asset is credit-impaired at the reporting date. Regular indicators that a financial instrument is credit-impaired include default events. For financial assets assessed as credit-impaired at the reporting date, the Company continues to recognize a loss allowance equal to lifetime expected credit losses.

Financial assets are written off when the Company has no reasonable expectations of recovering all or any portion thereof.

**Derecognition of financial assets**

The Company derecognizes a financial asset when its contractual rights to the cash flows from the financial asset expire.

**Financial liabilities**

**Recognition and initial measurement**

The Company recognizes a financial liability when it becomes party to the contractual provisions of the instrument. At initial recognition, the Company measures financial liabilities at their fair value plus transaction costs that are directly attributable to their issuance, with the exception of financial liabilities subsequently measured at fair value through profit or loss for which transaction costs are immediately recorded in profit or loss.

**Classification and subsequent measurement**

Subsequent to initial recognition, all financial liabilities are measured at amortized cost using the effective interest rate method. Interest, gains and losses relating to a financial liability are recognized in profit or loss.

**Derecognition of financial liabilities**

The Company derecognizes a financial liability only when its contractual obligations are discharged, cancelled or expire.

**5. Summary of significant accounting policies** *(Continued from previous page)*

**Financial instruments** *(Continued from previous page)*

**Interest**

Interest income and expense are recognized in profit or loss using the effective interest method.

The 'effective interest rate' is the rate that exactly discounts estimated future cash payments over the expected life of the financial instrument to the gross carrying amount of the financial asset or the amortized cost of the financial liability. The effective interest rate is calculated considering all contractual terms of the financial instruments, except for the expected credit losses of financial assets.

The 'amortized cost' of a financial asset or financial liability is the amount at which the instrument is measured on initial recognition minus principal repayments, plus or minus any cumulative amortization using the effective interest method of any difference between the initial amount and maturity amount and adjusted for any expected credit loss allowance. The 'gross carrying amount' of a financial asset is the amortized cost of a financial asset before adjusting for any expected credit losses.

Interest income and expense is calculated by applying the effective interest rate to the gross carrying amount of the financial asset (when the asset is not credit-impaired) or the amortized cost of the financial liability.

Where a financial asset has become credit-impaired subsequent to initial recognition, interest income is calculated in subsequent periods by applying the effective interest method to the amortized cost of the financial asset. If the asset subsequently ceases to be credit-impaired, calculation of interest income reverts to the gross basis.

**Offsetting**

Financial assets and financial liabilities are offset, with the net amount presented in the statement of financial position, when, and only when, the Company has a current and legally enforceable right to set off the recognized amounts and intends either to settle on a net basis or realize the asset and settle the liability simultaneously.

Income and expenses are presented on a net basis only when permitted under IFRS, or when arising from a group of similar transactions if the resulting income and expenses are not material

The Company assesses non-financial assets for impairment at the end of each reporting period. If impairment indicators exist, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

**Impairment of non-financial assets**

The recoverable amount is the higher of fair value less costs of disposal and value in use. Value in use is the present value of estimated future cash flows discounted using a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted. Where it is not possible to estimate the recoverable amount of an individual asset, the Company estimates the recoverable amount of the cash-generating unit to which the asset belongs. Where a reasonable and consistent basis of allocation can be identified, corporate assets are also allocated to individual cash-generating units. Otherwise corporate assets are allocated to the smallest group of cash-generating units for which a reasonable and consistent allocation basis can be identified.

If the recoverable amount of an asset or cash-generating unit is less than its carrying amount, the carrying amount of the asset or cash-generating unit is reduced to its recoverable amount. An impairment loss is recognized immediately in profit or loss unless the relevant asset is carried at a revalued amount in which case the impairment loss is treated as a revaluation decrease.

An impairment loss is reversed by increasing the carrying amount of the asset or cash-generating unit to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognized for the asset or cash-generating unit in prior years. A reversal of an impairment loss is recognized immediately in profit or loss unless that asset is carried at a revalued amount in which case an impairment reversal is treated as a revaluation increase.

**5. Summary of significant accounting policies** (Continued from previous page)

**Standards issued but not yet effective**

The Company has not yet applied the following new standards, interpretations and amendments to standards that have been issued as at December 31, 2022 but are not yet effective. Unless otherwise stated, the Company does not plan to early adopt any of these new or amended standards and interpretations.

**IAS 1 Presentation of Financial Statements and IFRS Practice Statement 2 Making Materiality Judgements**

Amendments to IAS 1 and IFRS Practice Statement 2, issued in February 2021, help entities provide accounting policy disclosures that are more useful to primary users of financial statements by replacing the requirement to disclose "significant" accounting policies with a requirement to disclose "material" accounting policies and providing guidance to explain and demonstrate the application of the four-step materiality process to accounting policy disclosures.

The amendments are effective for annual periods beginning on or after January 1, 2023 and are required to be applied prospectively. The Company does not expect these amendments to have a material impact on its financial statements.

**IAS 1 Presentation of Financial Statements**

Amendments to IAS 1, issued in January 2020, provide clarification on the requirements for classifying liabilities as either current or non-current.

The amendments are effective for annual periods beginning on or after January 1, 2023. The Company does not expect these amendments to have a material impact on its financial statements.

**IAS 8 Accounting Policies, Changes in Accounting Estimates and Errors**

Amendments to IAS 8, issued in February 2021, introduce a new definition of "accounting estimates" to replace the definition of "change in accounting estimates" and also include clarification intended to help entities distinguish changes in accounting policies from changes in accounting estimates.

The amendments are effective for annual periods beginning on or after January 1, 2023. The Company does not expect these amendments to have a material impact on its financial statements.

**6. Trade and other receivables**

	2022	2021
Trade receivables	1,224,556	2,036,194
Sales taxes receivable	56,696	38,625
Interest receivable	26,414	2,820
	1,307,666	2,077,639
Less: Allowance for expected credit losses	5,000	5,000
	1,302,666	2,072,639

**Port of Johnstown**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**7. Property, plant and equipment**

	<i>Land and land improvements</i>	<i>Building</i>	<i>Equipment</i>	<i>Paving</i>	<i>Vehicles</i>	<i>Annex and marine terminal</i>	<i>Assets under construction</i>	<i>Total</i>
<b>Cost</b>								
Balance January 1, 2021	595,925	3,708,349	6,168,026	442,680	67,127	47,108,499	6,237,206	64,327,812
Additions	-	-	-	-	-	-	7,292,888	7,292,888
Transfer from assets under construction	-	49,903	12,835,037	401,330	-	-	(13,286,270)	-
<b>Balance at December 31, 2021</b>	<b>595,925</b>	<b>3,758,252</b>	<b>19,003,063</b>	<b>844,010</b>	<b>67,127</b>	<b>47,108,499</b>	<b>243,824</b>	<b>71,620,700</b>
Balance at January 1, 2022	595,925	3,758,252	19,003,063	844,010	67,127	47,108,499	243,824	71,620,700
Additions	1,110,000	1,925,314	12,289	-	-	5,164	1,995,408	5,048,175
Transfer from assets under construction	-	839,271	118,120	272,357	-	-	(1,229,748)	-
<b>Balance at December 31, 2022</b>	<b>1,705,925</b>	<b>6,522,837</b>	<b>19,133,472</b>	<b>1,116,367</b>	<b>67,127</b>	<b>47,113,663</b>	<b>1,009,484</b>	<b>76,668,875</b>
<b>Depreciation and impairment losses</b>								
Balance January 1, 2021	18,396	715,065	2,496,659	174,599	23,563	4,065,134	-	7,493,416
Depreciation charge for the year	5,958	102,800	358,192	21,040	13,425	760,609	-	1,262,024
<b>Balance at December 31, 2021</b>	<b>24,354</b>	<b>817,865</b>	<b>2,854,851</b>	<b>195,639</b>	<b>36,988</b>	<b>4,825,743</b>	<b>-</b>	<b>8,755,440</b>
Balance at January 1, 2022	24,354	817,865	2,854,851	195,639	36,988	4,825,743	-	8,755,440
Depreciation charge for the year	5,959	136,343	517,434	30,856	13,425	760,607	-	1,464,624
<b>Balance at December 31, 2022</b>	<b>30,313</b>	<b>954,208</b>	<b>3,372,285</b>	<b>226,495</b>	<b>50,413</b>	<b>5,586,350</b>	<b>-</b>	<b>10,220,064</b>

7. **Property, plant and equipment** (Continued from previous page)

	<i>Land and land improvements</i>	<i>Building</i>	<i>Equipment</i>	<i>Paving</i>	<i>Vehicles</i>	<i>Annex and marine terminal</i>	<i>Assets under construction</i>	<i>Total</i>
<b>Net book value</b>								
At December 31, 2021	571,571	2,940,387	16,148,212	648,371	30,139	42,282,756	243,824	62,865,260
<b>At December 31, 2022</b>	<b>1,675,612</b>	<b>5,568,629</b>	<b>15,761,187</b>	<b>889,872</b>	<b>16,714</b>	<b>41,527,313</b>	<b>1,009,484</b>	<b>66,448,811</b>

During the comparative period, the Company sold land with a carrying value of \$nil for \$95,000. The carrying value reflects the nominal consideration that was exchanged when Ports Canada transferred the land ownership to the Company in 2000. The gain (loss) on disposal of land, net of direct selling costs, is recorded under non-operating income in the comparative period's Statement of Comprehensive income.

8. **Investments**

	<b>2022</b>	<b>2021</b>
<b>Guaranteed investment certificate</b>		
Recorded at amortized cost, with cost of \$3,358,673 (2021 - \$Nil) bearing interest of 4.2% and maturing June 2023	<b>3,430,171</b>	-
<b>Fixed rate instruments</b>		
Recorded at fair value with cost of \$Nil (2021 - \$1,841,344)	-	1,791,502
<b>Equity investments</b>		
Recorded at fair value with cost of \$Nil (2020 - \$602,530)	-	973,120
	<b>3,430,171</b>	<b>2,764,622</b>

9. **Trade and other payables**

	<b>2022</b>	<b>2021</b>
Trade accounts payable	<b>194,211</b>	35,891
Accrued salaries, wages and benefits	<b>497,233</b>	469,458
Goods and Services Tax payable	<b>157,187</b>	153,332
Accrued trade liabilities	<b>268,093</b>	255,947
	<b>1,116,724</b>	<b>914,628</b>

**Port of Johnstown**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2022*

**10. Mortgage Payable**

The Company purchased industrial property (building and land) located on 2822 County Road 2, Johnstown, Ontario for \$3,000,000. External financing was secured through the Township on February 8, 2022 in the form of a fixed rate term loan of \$2,250,000. The fixed rate term loan amortizes over 20 years and is payable at \$12,489 per month including interest of 3.01% per annum, and is collateralized with the building and land located on 2822 County Road 2. The fair value of the mortgage payable as at December 31, 2022 is \$2,180,765 (2021 - \$Nil).

**11. Deferred capital contributions**

	2022	2021
Opening balance	29,070,417	26,657,693
Contributions received in the year	-	2,855,467
Amortization taken in the year	(483,837)	(442,743)
	<b>28,586,580</b>	29,070,417

In 2019, the Township (on behalf of the Company) and the Government of Canada (the "Government") entered into an agreement by which the Government will provide contributions up to a maximum of \$4,805,000 for capital expenditures on two projects started in 2019. As at year end, the Company has received \$4,805,000 (2021 - \$4,805,000) of funding throughout the life of the project and both projects are fully completed under this agreement.

**12. Related party transactions**

**Key management compensation of the Company**

The key management personnel of the Company has been defined as members of its management committee and executive management team members. Key management personnel remuneration includes the following expenses:

	2022	2021
Salary	405,833	395,011
Other benefits	51,290	49,664
Post-employment benefits	32,086	24,817
	<b>489,209</b>	469,492
Committee member's honorarium	18,500	20,500
Total remuneration	<b>507,709</b>	489,992

**Transactions with the Township**

	2022	2021
Administration fees paid	792,980	781,261
Distribution of income	585,646	-
	<b>1,378,626</b>	781,261

**13. Commitments**

The Company is committed to pay Aquatarium a total contribution of \$180,000 over three years commencing in 2021. A contribution of \$60,000 was made during the year (2021 - \$60,000) and is disclosed as part of advertising and promotion. The Company's committed annual contributions for future years are \$60,000.

**13. Commitments** (Continued from previous page)

All commitments disclosed in previous years have been fully completed during the year.

**14. Fair value measurements**

The Company classifies fair value measurements recognized in the statement of financial position using a three-tier fair value hierarchy which prioritizes the inputs used in measuring fair value as follows:

- Level 1: Quoted prices (unadjusted) are available in active markets for identical assets or liabilities
- Level 2: Inputs other than quoted prices in active markets that are observable for the asset or liability, either directly or indirectly
- Level 3: Unobservable inputs for which there is little or no market data and which require the Company to develop its own assumptions.

Fair value measurements are classified in the fair value hierarchy based on the lowest level input that is assessed to be significant to that fair value measurement. This assessment requires the use of judgment in considering factors specific to an asset or a liability and may affect the placement of the fair value measurement within the hierarchy.

There were no transfers between Level 1 and Level 2, as well as no transfers into or out of Level 3 during the period.

**Financial assets and financial liabilities measured at fair value**

The Company's financial assets and financial liabilities measured at fair value in the statement of financial position on a recurring basis have been categorized into the fair value hierarchy as follows:

	Fair Value	Level 1	2022 Level 2
<b>Investments</b>			
Fixed rate instruments	-	-	-
Equity investments	-	-	-
<b>Total</b>	-	-	-
	Fair Value	Level 1	2021 Level 2
<b>Investments</b>			
Fixed rate instruments	1,791,502	-	1,791,502
Equity investments	973,120	973,120	-
<b>Total</b>	2,764,622	973,120	1,791,502

**Financial instruments not measured at fair value**

The carrying amount of cash, trade receivables, GICs, and trade and other payables is a reasonable approximation of fair value due to their short-term nature.

**15. Financial instruments**

The Company as part of its operations carries a number of financial instruments. It is management's opinion that the Company is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

**Credit Risk**

Credit risk is the risk of financial loss to the Company because a counterparty to a financial instrument fails to discharge its contractual obligations. Credit risk primarily arises from cash, trade receivables and investments.

**15. Financial instruments** (Continued from previous page)

**Credit Risk** (Continued from previous page)

The Company manages its credit risk by holding its cash and investments with reputable financial institutions and on trade receivables by performing regular credit assessments of its customers and providing allowances for potentially uncollectible receivables.

Credit-impaired financial assets are identified through regular reviews of past due balances and credit assessments of its customers and if considered impaired are reduced to their recoverable amount with impairment recorded in income for the year.

There has been no change in risk or process from the prior year.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Company is not exposed to significant interest rate risk as its cash, GICs, and mortgage payable all bear fixed rates.

There has been no change in risk or process from the prior year.

**Liquidity risk**

Liquidity risk is the risk that the Company will encounter difficulty in meeting obligations associated with financial liabilities that are settled by delivery of cash or another financial asset. The Company enters into transactions to purchase goods and services on credit for which repayment is required at various maturity dates. Liquidity risk is measured by reviewing the Company's future net cash flows for the possibility of negative net cash flow.

The Company manages the liquidity risk resulting from trade and other payables by ensuring sufficient cash is available in its operating bank and paying its obligations by the due date.

Mortgage payable liquidity risk is managed by having entering into a fixed interest rate with same monthly payments across term of mortgage.

There has been no change in risk or process from the prior year.

The Company manages liquidity risk on a net asset and liability basis. The following tables explain the contractual maturities of financial liabilities held for the purpose of managing liquidity risk.

As at December 31, 2022:

	< 1 year	1-2 years	> 3 years	Total
Mortgage Payable	149,874	299,748	2,422,959	2,872,581
Trade and other payables	1,116,724	-	-	1,116,724
<b>Total</b>	<b>1,266,598</b>	<b>299,748</b>	<b>2,422,959</b>	<b>3,989,305</b>

As at December 31, 2021:

	<1 year	1-2 years	>3 years	Total
Mortgage payable	-	-	-	-
Trade and other payables	914,628	-	-	914,628
<b>Total</b>	<b>914,628</b>	<b>-</b>	<b>-</b>	<b>914,628</b>

**Credit Concentration**



**15. Financial instruments** *(Continued from previous page)*

**Credit Concentration** *(Continued from previous page)*

As at December 31, 2022, three customers accounted for 38% of trade receivables (customer 1 - 18%, customer 2 - 13%, customer 3 - 7%). As at December 31, 2021, four customers accounted for 67% of trade receivables (customer 1 - 28%, customer 2 - 13%, customer 3 - 13%, customer 4 - 13%).

Draft - For Discussion Purposes Only

# Port of Johnstown

2022 Audit Findings

Report to the Port Management Committee

December 31, 2022

Marc Normand, CPA, CA  
T: (613) 691-4254  
E: marc.normand@mnp.ca



# Overview

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We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of Port of Johnstown (the "Company") as at December 31, 2022 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Port Management Committee.

As auditors, we report to the members on the results of our examination of the financial statements of the Company as at and for the year ended December 31, 2022. The purpose of this Report is to assist you, as members of the Port Management Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Port Management Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

## Engagement Status

We have substantially completed our audit of the financial statements of the Company which has been carried out in accordance with Canadian generally accepted auditing standards and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedures:

- Receipt of the remaining outstanding legal confirmations;
- Receipt of the signed management representation letter;
- Receipt of external confirmations sent to third parties;
- Discussion of subsequent events with the Port Management Committee;
- the Port Management Committee review and approval of the financial statements.

No significant limitations were placed on the scope or timing of our audit.

## Independent Auditor's Report






We expect to have the above procedures completed and to release our Independent Auditor's Report on May 29, 2023.




Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the members of the Company. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

# Audit Reporting Matters

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the financial statements considered separately.

## Significant Audit, Accounting and Reporting Matters

Area		Comments
	<b>Changes from Audit Service Plan</b>	There was a change to audit procedures from the Audit Service Plan previously presented to you: overall materiality increased from \$355,000 to \$400,000.
	<b>Final Materiality</b>	Final materiality used for our audit was \$400,000 for December 31, 2022, and \$355,000 for December 31, 2021.
	<b>Identified or Suspected Fraud</b>	While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	<b>Identified or Suspected Non-Compliance with Laws and Regulations</b>	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.
	<b>Matters Arising in Connection with Related Parties</b>	No significant matters arose during the course of our audit in connection with related parties of the Company.
	<b>Auditor's Views of Significant Accounting Practices, Accounting Policies and Accounting Estimates</b>	<p>The application of International Financial Reporting Standards allows and requires the Company to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your Company's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.</p>

Area		Comments
		The accounting policies used by the Company are appropriate and have been consistently applied.
	<b>Financial Statement Disclosures</b>	The disclosures made in the notes to the financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the financial statements.
	<b>Significant Deficiencies in Internal Control</b>	While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention. Our management letter outlines additional internal control observations and recommendations.
	<b>Matters Arising From Discussions with Management</b>	There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.

## Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<b>Management override of controls</b>  There is a presumed risk of management override of controls in all entities	MNP tested adjusting journal entries posted by management throughout the year based on criteria set by the audit engagement team.
<b>Revenues</b>  Revenue could be recorded in the wrong period	MNP tested cut-off to gain a high degree of comfort over revenues to ensure they are being recorded in the proper period as well as tested adjusting journal entries posted by management with any unusual account combinations affecting revenue.

## Other Areas

Area	Comments
<b>Auditor Independence</b>	We confirm to the Port Management Committee that we are independent of the Company. Our letter to the Port Management Committee discussing our independence is included as part of the additional materials attached to this report.

Area	Comments
<b>Management Representations</b>	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.
<b>Summary of Significant Differences</b>	A few significant differences were proposed to management with respect to the December 31, 2022 financial statements. A summary of significant differences has been included with this report.
<b>Other Information</b>	<p>Pursuant to our responsibilities under Canadian generally accepted auditing standards, we have reviewed other financial and non-financial information included in documents containing the financial statements and our auditor's report thereon. We review these documents for the purpose of ensuring their content does not contradict information derived from our audit procedures.</p> <p>In reviewing the other information, we did not note any material inconsistencies with the financial statements.</p>

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

*MNP LLP*

Chartered Professional Accountants  
Licensed Public Accountants

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# Appendix A - Summary of Significant Differences

Description of Differences	Proposed Adjustments Dr (Cr)				
	Earnings		Balance Sheet		
	Identified	Likely Aggregate (Net of Tax)	Assets	Liabilities	Equity
ADJUSTED - To correct amortization, as amortization expense was incorrectly booked to contributed assets that were already fully amortized.	\$ -	\$ -	\$ 858,348	\$ (858,348)	\$ -
ADJUSTED - To correct investments, as there were movements during year incorrectly put to unrealized instead of realized and management fees not booked.	\$ -	\$ -	\$ -	\$ -	\$ -
ADJUSTED - To correct OCI, and fully closeout as fixed rate investments in bond portfolio were sold.	\$ -	\$ -	\$ -	\$ -	\$ -
Unadjusted - Potential Differences - extrapolated differences above trivial noted in accrued liabilities testing	\$ -	\$ 41,696	\$ -	\$ (41,696)	\$ 41,696
Total	\$ -	\$ 41,696	\$ 858,348	\$ (900,044)	\$ 41,696

# Appendix A - Summary of Significant Differences (continued from previous page)

Description of Differences	Proposed Adjustments Dr (Cr)				
	Earnings		Balance Sheet		
	Identified	Likely Aggregate (Net of Tax)	Assets	Liabilities	Equity
Differences corrected by management	\$ -	\$ -	\$ 858,348	\$ (858,348)	\$ -
Current period differences	\$ -	\$ 41,696	\$ -	\$ (41,696)	\$ 41,696
Final overall materiality	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
<b>Excess (shortfall)</b>	<b>\$ 400,000</b>	<b>\$ 358,304</b>	<b>\$ 400,000</b>	<b>\$ 358,304</b>	<b>\$ 358,304</b>



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At MNP we're proud to be the national accounting, consulting and tax firm that is 100% Made in Canada.

Our history defines who we are and our approach to business. Being a Canadian firm has helped shape our values, our collaborative approach, and the way we work with our clients, engaging them every step of the way.

We have a unique perspective. Our decisions are made here – decisions that drive Canadian business and help us all achieve success — and we know the impact that our choices have on the cities and towns we call home.

Throughout our six decades of work, we've seen our communities are more than just a place we do business in. They're a place where our families live, play, and thrive, and we work to make them the best places they can be.

Being 100% Canadian is something we wear proudly. This country provides us with great opportunities, and we're here to help our clients seize the opportunities so we can create a brighter future for the generations to come.



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May 18, 2023

Robert Dalley  
Port of Johnstown  
3035 County Road 2  
Johnstown, ON K0E 1T1

Dear Sir/Madame :

**Management letter for the year ended December 31, 2022**

We have recently completed our audit of Port of Johnstown in accordance with Canadian generally accepted auditing standards ("GAAS"). The objective of our audit was to express an opinion on the financial statements, which have been prepared in accordance with International Financial Reporting Standards. Included in our audit was the consideration of internal control relevant to the preparation and fair presentation of the financial statements. This consideration of internal control was for the purpose of designing audit procedures that were appropriate in the circumstances. It was not for the purpose of expressing an opinion on the effectiveness of internal control or for identifying all significant control deficiencies that might exist.

An audit is not specifically designed to identify all matters that may be of interest to management in discharging its responsibilities, however, during the course of our audit, we did, identify some areas for improvement that we are bringing to your attention with this letter. It is our responsibility to communicate any significant deficiencies identified to those charged with governance. A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

**Bank Reconciliation Review**

**Observation:**

Employees who prepare the bank reconciliations are also involved in the cash collection and cash journal entries.

**Impact:**

This is an ineffective system of control, as it permits possible fraudulent activities to occur and go undetected.

**Recommendation:**

We recommend that an employee who is independent of cash receipt and disbursement activities prepare the bank reconciliations. Then another individual review bank reconciliations for unusual items and document their approval by initialing the reconciliation.

**No segregation to access to record and post journal entries**

**Observation:**

There is no process in place to review standard journal entries prior to posting.

**Impact:**

There could be errors being made with entries that no one is picking up on.

**Recommendation:**

We recommend a review of the journal entries by someone other than the original preparer prior to posting or at minimum a detailed review on a monthly basis after posting.

**No review of capital assets amortization schedule****Observation:**

No internal review being performed on the general ledger entries for fixed assets and comparing that to the continuity schedule.

**Impact:**

Results in adjustments being made after year-end has been closed.

**Recommendation:**

We recommend another person review the capital asset schedule, the amortization calculation, and reconciliation back to the general ledger. This process can be applied for all accounting period-end close worksheets.

**Timesheets do not have a signature on typed name for person reviewed****Observation:**

Foreman approval is only done by typing the name of employee on the timesheet

**Impact:**

The typed name could be typed by anyone

**Recommendation:**

We recommend a signature that can prove that it was the actual foreman who approved the timesheet.

**Segregation of duties - revenues**

**Observation:**

Direct deposits and cheques are received by Rhonda, who processes the receipts, creates the bank deposit and deposits the funds, and performed the revenue journal entries, and performs the bank reconciliations.

**Impact:**

Opportunity for misappropriation when receiving funds.

**Recommendation:**

We recommend segregation of duties between the person who will receive/deposit funds collected, prepares the bank statement, and who prepares the revenue journal entries.

**Reconciliation PayMate to the GL****Observation:**

Formal reconciliation between PayMate and the GL is not being performed.

**Impact:**

This could result in payroll expenses being missed or reduce ability for analytical decision making.

**Recommendation:**

We recommend that, at a minimum, a payroll reconciliation occur each quarter.

**Limited access controls over PayMate master data****Observation:**

Access controls not being used for masterdata within PayMate. Employees who process payroll also have access to make changes tot he masterdata.

**Impact:**

Unauthorized changes to masterdata can occur and could result in improperly processing payroll.

**Recommendation:**

To limit access to PayMate to certain individuals, and further limit access based on individual responsibilities. Whoever is processing payroll, should not be able to change the payroll master data. Further, a monthly process to print a change report should be run on atleast a monthly basis to verify/review all changes made in period to ensure they are proper.

**Multiple non-integrated systems used**

**Observation:**

LV Controls, Access Database, and PayMate are all not integrated with Sage

**Impact:**

Causes multiple manual actions within key processes which increases the risk of incorrect manipulations to the original data.

**Recommendation:**

1) to perform reconciliations between the systems (ie - GL to PayMate, GL to Access, Access to LV Controls) and have those reviewed/approved 2) to implement a system which can be integrated with Sage.

We have discussed the matters in this letter with Robert Dalley and received his comments thereon.

We would like to express our appreciation for the co-operation and assistance we have received during the course of our audit from Rhonda Code.

We would be pleased to discuss with you further any matters mentioned in this letter at your convenience. This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to any third party who uses this communication.

Sincerely,

The signature is handwritten in black ink, reading "MNP LLP". The letters are stylized and connected.

**Chartered Professional Accountants  
Licensed Public Accountants**

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

- Withdrawals \$271,037.31

**TOTAL \$271,037.31**

- Batch 6 Cheques \$182,034.30
- Batch 7 Void
- Batch 8 EFT Payments \$64,988.32

**TOTAL \$247,022.62**

**TOTAL OF DIRECT WITHDRAW & BATCH LISTINGS \$518,059.93**

**PORT OF JOHNSTOWN**

Listing of Montly Direct withdrawl Payments for the Port of Johnstown - May 23, 2023

For approval by Committee

	<b>Month</b>	<b>Amount</b>	<b>Withdrawl Date</b>
Payroll Taxes	Apr 15-30	\$26,766.58	26-Apr
Payroll Taxes	May 1-14	\$24,045.53	10-May
Payroll Taxes	May 15-21	\$20,928.87	25-May
EHT	April	\$3,227.76	15-May
HST	April	\$33,950.85	27-May
OMERS	April	\$27,781.52	28-Apr
PSAC-Union Dues	April	\$1,388.31	28-Apr
SunLife	May	\$15,803.34	01-May
VISA - General Manager	April	\$342.73	13-May
VISA - Operations Manager - KS	April	\$257.35	18-May
VISA - Operations Manager - MM	April	\$225.98	18-May
VISA- Office Manager	April	\$1,460.42	11-May
Hydro One	Mar-Apr	\$44,508.96	17-May
Hydro One	Mar-Apr	\$223.81	21-May
Enbridge	Feb-Mar	\$21,378.58	12-Apr
Enbridge	Mar-Apr	\$17,348.48	23-May
Bell	April	\$608.29	08-May
Cogeco	April	\$169.44	03-May
WSIB	April	\$4,343.14	27-May
Canadian Grain Commission	April	\$26,277.37	28-Apr Billed back to P&H
Total		\$271,037.31	

**PLEASE SIGN AND RETURN TO RHONDA  
THANKS**



## A/P Batch Listing - Payment (APCBTCLZ)

From Batch Number [6] To [6]  
 From Batch Date [05/18/2023] To [05/18/2023]  
 Type [Entered, Imported, Generated, System, External]  
 Status [Open, Ready To Post, Posted]  
 Reprint Previously Printed Batches [Yes]  
 Show Tax Details [Yes]  
 Show Adjustment Details [Yes]  
 Show Optional Fields [Yes]

Batch No.:	6	Description:	SYSTEM GENERATED PAYMENT BATCH	Total Amount:	182,034.30
Batch Date:	05/18/2023	Type:	System	Source Application:	AP
Last Edited:	05/18/2023	Status:	Open	Bank:	01
				No. of Entries:	44
				No. of Checks Printed:	0

Entry No.:	1	System Generated Payment	Document No.:	PY000009550	Payment Amt.:	34.09
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Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period:	2023 - 05
Vendor:	ACKL01		ACKLANDS- GRAINGER INC	Account Set:	TRADE	DUST SYSTEM -CAPITAL	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0		

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
9672943553					0.00	0.00	0.00	34.09
Total :					0.00	0.00	0.00	34.09

Entry No.:	2	System Generated Payment	Document No.:	PY000009551	Payment Amt.:	1,101.75
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Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period:	2023 - 05
Vendor:	ASSO01		THE ASSOCIATION OF CANADIAN PORT AUT	Account Set:	TRADE	2023 MEMBERSHIP	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0		

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
MRC2290					0.00	0.00	0.00	1,101.75
Total :					0.00	0.00	0.00	1,101.75

Entry No.:	3	System Generated Payment	Document No.:	PY000009552	Payment Amt.:	414.09
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Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period:	2023 - 05
Vendor:	BEAC01		BEACH HARDWARE	Account Set:	TRADE	SHOP & EQUIPMENT SUPPLIES	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0		

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
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## A/P Batch Listing - Payment (APCBTCLZ)

911523-1	0.00	0.00	0.00	414.09
<b>Total :</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>414.09</u>

Entry No.: 4 System Generated Payment Document No.: PY000009553 Payment Amt.: 5,196.03

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: BIRD01 BIRD RICHARD Account Set: TRADE LAWYER FEES  
 Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
12288					0.00	0.00	0.00	4,020.49
12345					0.00	0.00	0.00	1,175.54
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,196.03</u>

Entry No.: 5 System Generated Payment Document No.: PY000009554 Payment Amt.: 5,674.86

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: BLUM01 BLUMETRIC ENVIRONMENTAL INC. Account Set: TRADE 2022 ANNUAL REPORT  
 Payment Code: CHECK Payment Type: Check Check No.: 0 2023 WATER SAMPLING

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
BM30680					0.00	0.00	0.00	1,443.01
BM30695					0.00	0.00	0.00	4,231.85
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,674.86</u>

Entry No.: 6 System Generated Payment Document No.: PY000009555 Payment Amt.: 205.34

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: CANA07 CANADIAN BEARINGS LTD. Account Set: TRADE MAINT. SUPPLIES FOR DUST FAN  
 Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
10146101-00					0.00	0.00	0.00	205.34
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>205.34</u>

Entry No.: 7 System Generated Payment Document No.: PY000009556 Payment Amt.: 338.15

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: CHES01 THE CHESTERVILLE RECORD Account Set: TRADE MAY ADVERTISING

## A/P Batch Listing - Payment (APCBTCLZ)

Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
33454					0.00	0.00	0.00	338.15
Total :					0.00	0.00	0.00	338.15

Entry No.: 8 System Generated Payment Document No.: PY000009557 Payment Amt.: 1,141.30

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05

Vendor: CLAR02 CLARKE CLEANING SERVICE Account Set: TRADE HOUSEKEEPING

Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2292					0.00	0.00	0.00	1,141.30
Total :					0.00	0.00	0.00	1,141.30

Entry No.: 9 System Generated Payment Document No.: PY000009558 Payment Amt.: 3,271.00

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05

Vendor: CNRR02 CN Account Set: TRADE RAIL SERVICES BILLED BACK TO LOGISTEC

Payment Code: CHECK Payment Type: Check Check No.: 0 TENARIS PROJECT

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
755911342					0.00	0.00	0.00	2,470.00
755942521					0.00	0.00	0.00	801.00
Total :					0.00	0.00	0.00	3,271.00

Entry No.: 10 System Generated Payment Document No.: PY000009559 Payment Amt.: 58.15

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05

Vendor: CULL01 CULLIGAN OF OTTAWA Account Set: TRADE BOTTLED WTER

Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1162598					0.00	0.00	0.00	58.15
Total :					0.00	0.00	0.00	58.15

Entry No.: 11 System Generated Payment Document No.: PY000009560 Payment Amt.: 1,479.44

## A/P Batch Listing - Payment (APCBTCLZ)

<b>Transaction Type:</b>	Payment	<b>Payment Date:</b>	05/18/2023	<b>Posting Date:</b>	05/18/2023	<b>Year - Period:</b>	2023 - 05
<b>Vendor:</b>	DALT01		DALTCO ELEC. & SUP. (1979) LTD	<b>Account Set:</b>	TRADE	<b>VARIOUS ELECTRICAL SUPPLIES</b>	
<b>Payment Code:</b>	CHECK	<b>Payment Type:</b>	Check	<b>Check No.:</b>	0		

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1416015					0.00	0.00	0.00	635.15
1416254					0.00	0.00	0.00	267.22
1416588					0.00	0.00	0.00	27.14
1418985					0.00	0.00	0.00	59.18
1419948					0.00	0.00	0.00	19.15
1420597					0.00	0.00	0.00	458.03
1422402					0.00	0.00	0.00	13.57
<b>Total :</b>					0.00	0.00	0.00	1,479.44

<b>Entry No.:</b>	12	System Generated Payment	<b>Document No.:</b>	PY000009561	<b>Payment Amt.:</b>	45.20	
<b>Transaction Type:</b>	Payment	<b>Payment Date:</b>	05/18/2023	<b>Posting Date:</b>	05/18/2023	<b>Year - Period:</b>	2023 - 05
<b>Vendor:</b>	DRIV01		DRIVERCHECK, INC	<b>Account Set:</b>	TRADE	<b>MONTHLY SUBSCRIPTION, APRIL &amp; MAY</b>	
<b>Payment Code:</b>	CHECK	<b>Payment Type:</b>	Check	<b>Check No.:</b>	0		

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
PORT09-1666982					0.00	0.00	0.00	22.60
PORT09-1672751					0.00	0.00	0.00	22.60
<b>Total :</b>					0.00	0.00	0.00	45.20

<b>Entry No.:</b>	13	System Generated Payment	<b>Document No.:</b>	PY000009562	<b>Payment Amt.:</b>	550.08	
<b>Transaction Type:</b>	Payment	<b>Payment Date:</b>	05/18/2023	<b>Posting Date:</b>	05/18/2023	<b>Year - Period:</b>	2023 - 05
<b>Vendor:</b>	EARL01		EARL HORST SYSTEMS LTD.	<b>Account Set:</b>	TRADE	<b>ELECTRICAL SUPPLIES</b>	
<b>Payment Code:</b>	CHECK	<b>Payment Type:</b>	Check	<b>Check No.:</b>	0		

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
35704					0.00	0.00	0.00	550.08
<b>Total :</b>					0.00	0.00	0.00	550.08

<b>Entry No.:</b>	14	System Generated Payment	<b>Document No.:</b>	PY000009563	<b>Payment Amt.:</b>	1,440.75	
<b>Transaction Type:</b>	Payment	<b>Payment Date:</b>	05/18/2023	<b>Posting Date:</b>	05/18/2023	<b>Year - Period:</b>	2023 - 05
<b>Vendor:</b>	ELDO01		ELDON G. THOMSON	<b>Account Set:</b>	TRADE	<b>DUST REMOVAL</b>	

## A/P Batch Listing - Payment (APCBTCLZ)

Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
21504					0.00	0.00	0.00	960.50
21688					0.00	0.00	0.00	480.25
Total :					0.00	0.00	0.00	1,440.75

Entry No.: 15 System Generated Payment Document No.: PY000009564 Payment Amt.: 1,186.50

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: EURO01 EUROFINS ENVIRONMENT TESTING CANAD, Account Set: TRADE WATER TESTING  
 Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1995616					0.00	0.00	0.00	593.25
1996178					0.00	0.00	0.00	593.25
Total :					0.00	0.00	0.00	1,186.50

Entry No.: 16 System Generated Payment Document No.: PY000009565 Payment Amt.: 356.97

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: FARM01 FARMERS FORUM Account Set: TRADE MAY ADVERTISING  
 Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
85859					0.00	0.00	0.00	356.97
Total :					0.00	0.00	0.00	356.97

Entry No.: 17 System Generated Payment Document No.: PY000009566 Payment Amt.: 1,113.05

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: FLEM01 FLEMING COMMUNICATIONS INC. Account Set: TRADE ADDITIONAL HARD DRIVE FOR CAMERAS  
 Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
DS-IN000057562					0.00	0.00	0.00	1,113.05
Total :					0.00	0.00	0.00	1,113.05

## A/P Batch Listing - Payment (APCBTCLZ)

Entry No.:	18	System Generated Payment			Document No.:	PY000009567		Payment Amt.:	146.29
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05			
Vendor:	FUTU02	FUTURE OFFICE PRODUCTS			Account Set:	TRADE	COPIER CONTRACT		
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0				
Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount	
FOP214634					0.00	0.00	0.00	146.29	
Total :					0.00	0.00	0.00	146.29	

Entry No.:	19	System Generated Payment			Document No.:	PY000009568		Payment Amt.:	500.00
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05			
Vendor:	GREN05	GRENVILLE FISH AND GAME CLUB			Account Set:	TRADE	SPONSORSHIP - LOGO ON PONTOON BOAT		
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0				
Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount	
2023 SPONSORSHIP					0.00	0.00	0.00	500.00	
Total :					0.00	0.00	0.00	500.00	

Entry No.:	20	System Generated Payment			Document No.:	PY000009569		Payment Amt.:	2,428.37
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05			
Vendor:	GTDL01	GRENVILLE TOOL & DIE INCORPORATED			Account Set:	TRADE	EQUIPMENT REPAIR		
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0				
Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount	
20331					0.00	0.00	0.00	2,079.20	
20357					0.00	0.00	0.00	349.17	
Total :					0.00	0.00	0.00	2,428.37	

Entry No.:	21	System Generated Payment			Document No.:	PY000009570		Payment Amt.:	8,350.70
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05			
Vendor:	HOUS02	S. HOUSEMAN & ASSOCIATES			Account Set:	TRADE	ENGINEERING ON VARIOUS CAPITAL PROJECTS		
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0				
Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount	
023-57					0.00	0.00	0.00	8,350.70	

## A/P Batch Listing - Payment (APCBTCLZ)

Total :	0.00	0.00	0.00	8,350.70
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Entry No.:	22	System Generated Payment	Document No.:	PY000009571	Payment Amt.:	225.00
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05
Vendor:	HOWA01	HOWARD CAMPBELL & SONS LTD.	Account Set:	TRADE	PORTABLE TOILET RENTAL/CLEANING	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
MR608					0.00	0.00	0.00	225.00
Total :					0.00	0.00	0.00	225.00

Entry No.:	23	System Generated Payment	Document No.:	PY000009572	Payment Amt.:	372.90
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05
Vendor:	HWSU01	H W SUPPLIES	Account Set:	TRADE	EQUIPMENT REPAIR	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
03169					0.00	0.00	0.00	372.90
Total :					0.00	0.00	0.00	372.90

Entry No.:	24	System Generated Payment	Document No.:	PY000009573	Payment Amt.:	14,667.40
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05
Vendor:	ICSI01	ICS	Account Set:	TRADE	ELECTRICAL REPAIRS AERATOR REPLACEMENTS - CAPITAL	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
ICS-004735					0.00	0.00	0.00	429.40
ICS-004792					0.00	0.00	0.00	14,238.00
Total :					0.00	0.00	0.00	14,667.40

Entry No.:	25	System Generated Payment	Document No.:	PY000009574	Payment Amt.:	208.43
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05
Vendor:	JAYS01	JAY'S TIRE & REPAIR	Account Set:	TRADE	REPAIR TO BOBCAT TIRE	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
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## A/P Batch Listing - Payment (APCBTCLZ)

28465				0.00	0.00	0.00	208.43
<b>Total :</b>				0.00	0.00	0.00	208.43

Entry No.: 26 System Generated Payment Document No.: PY000009575 Payment Amt.: 77.97

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: JOEC01 JOE COMPUTER Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

BACKUP INTERNET

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
184139					0.00	0.00	0.00	77.97
<b>Total :</b>					0.00	0.00	0.00	77.97

Entry No.: 27 System Generated Payment Document No.: PY000009576 Payment Amt.: 1,808.91

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: JOHN02 JOHN WILSON ELECTRIC (FORDWICH) LIMIT Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

ELECTRICAL SUPPLIES  
BIN AUTOMATION - CAPITAL

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
0000388854					0.00	0.00	0.00	1,351.84
0000388873					0.00	0.00	0.00	407.98
000039018					0.00	0.00	0.00	49.09
<b>Total :</b>					0.00	0.00	0.00	1,808.91

Entry No.: 28 System Generated Payment Document No.: PY000009577 Payment Amt.: 50.09

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: LEVA01 LEVAC SUPPLY LIMITED Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

SHOP SUPPLIES

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1339614					0.00	0.00	0.00	112.98
1339703					0.00	0.00	0.00	27.40
1339880					0.00	0.00	0.00	-90.29
<b>Total :</b>					0.00	0.00	0.00	50.09

Entry No.: 29 System Generated Payment Document No.: PY000009578 Payment Amt.: 83,542.31



## A/P Batch Listing - Payment (APCBTCLZ)

<b>Transaction Type:</b>	Payment	<b>Payment Date:</b>	05/18/2023	<b>Posting Date:</b>	05/18/2023	<b>Year - Period:</b>	2023 - 05
<b>Vendor:</b>	LVCO01	<b>L.V. CONTROL MANUFACTURING LIMITED</b>		<b>Account Set:</b>	TRADE	<b>DEPOSIT ON BIN VALVE AUTOMATION - CAPITAL</b>	
<b>Payment Code:</b>	CHECK	<b>Payment Type:</b>	Check	<b>Check No.:</b>	0		

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
0000046866					0.00	0.00	0.00	83,542.31
<b>Total :</b>					0.00	0.00	0.00	83,542.31

<b>Entry No.:</b>	30	System Generated Payment	<b>Document No.:</b>	PY000009579	<b>Payment Amt.:</b>	337.87
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<b>Transaction Type:</b>	Payment	<b>Payment Date:</b>	05/18/2023	<b>Posting Date:</b>	05/18/2023	<b>Year - Period:</b>	2023 - 05
<b>Vendor:</b>	MADD02	<b>MADD Canada</b>		<b>Account Set:</b>	TRADE	<b>2023 DONATION IN MAGAZINE</b>	
<b>Payment Code:</b>	CHECK	<b>Payment Type:</b>	Check	<b>Check No.:</b>	0		

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
95010					0.00	0.00	0.00	337.87
<b>Total :</b>					0.00	0.00	0.00	337.87

<b>Entry No.:</b>	31	System Generated Payment	<b>Document No.:</b>	PY000009580	<b>Payment Amt.:</b>	1,864.50
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<b>Transaction Type:</b>	Payment	<b>Payment Date:</b>	05/18/2023	<b>Posting Date:</b>	05/18/2023	<b>Year - Period:</b>	2023 - 05
<b>Vendor:</b>	MARIO2	<b>MARITIME MAGAZINE</b>		<b>Account Set:</b>	TRADE	<b>SPRING ADVERTISMENT</b>	
<b>Payment Code:</b>	CHECK	<b>Payment Type:</b>	Check	<b>Check No.:</b>	0		

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
00726					0.00	0.00	0.00	1,864.50
<b>Total :</b>					0.00	0.00	0.00	1,864.50

<b>Entry No.:</b>	32	System Generated Payment	<b>Document No.:</b>	PY000009581	<b>Payment Amt.:</b>	325.00
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<b>Transaction Type:</b>	Payment	<b>Payment Date:</b>	05/18/2023	<b>Posting Date:</b>	05/18/2023	<b>Year - Period:</b>	2023 - 05
<b>Vendor:</b>	MATH01	<b>MATHEWS, DINSDALE &amp; CLARK LLP</b>		<b>Account Set:</b>	TRADE	<b>LAWYER FEES</b>	
<b>Payment Code:</b>	CHECK	<b>Payment Type:</b>	Check	<b>Check No.:</b>	0		

<u>Document No.</u>	<u>Sched. No.</u>	<u>Adj. No.</u>	<u>Adj. Reference</u>	<u>Adj. Description</u>	<u>Adjustment</u>	<u>Discount</u>	<u>Tax Withheld</u>	<u>Amount</u>
442628-1					0.00	0.00	0.00	325.00
<b>Total :</b>					0.00	0.00	0.00	325.00

## A/P Batch Listing - Payment (APCBTCLZ)

Entry No.:	33	System Generated Payment		Document No.:	PY000009582	Payment Amt.:	23.99
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05	
Vendor:	MESS01	MESSER CANADA INC. 15687		Account Set:	TRADE	WELDING SUPPLIES	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0		

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2106350871					0.00	0.00	0.00	23.99
<b>Total :</b>					0.00	0.00	0.00	23.99

Entry No.:	34	System Generated Payment		Document No.:	PY000009583		Payment Amt.:	2,000.00	
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05			
Vendor:	MILL02	MILL-NATION GOLF TOURNAMENT			Account Set:	TRADE	SPENCERVILLE MILL SPONSORSHIP AND GOLF		
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0				

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2023 SPONSOR					0.00	0.00	0.00	2,000.00
<b>Total :</b>					0.00	0.00	0.00	2,000.00

Entry No.:	35	System Generated Payment		Document No.:	PY000009584		Payment Amt.:	24,784.14
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05		
Vendor:	MOTI01	MOTION INDUSTRIES, INC.		Account Set:	TRADE	ELECTRICAL SUPPLIES		
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0	LOFTER BUCKETS - CAPITAL		

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
ON17-00385184					0.00	0.00	0.00	421.39
ON17-00385295					0.00	0.00	0.00	410.10
ON17-00385380					0.00	0.00	0.00	1,092.95
ON17-00385543					0.00	0.00	0.00	14.57
ON17-00385544					0.00	0.00	0.00	37.28
ON17-00385718					0.00	0.00	0.00	134.70
ON17-00385795					0.00	0.00	0.00	20,722.39
ON17-00386013					0.00	0.00	0.00	180.66
ON17-00386014					0.00	0.00	0.00	1,770.10
<b>Total :</b>					0.00	0.00	0.00	24,784.14

## A/P Batch Listing - Payment (APCBTCLZ)

Entry No.:	36	System Generated Payment	Document No.:	PY000009585	Payment Amt.:	495.00
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05
Vendor:	OGFA01	Payment Type:	Check	Account Set:	TRADE	GOLF SPONSORSHIP
Payment Code:	CHECK			Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
JUNE 2023 CONFERENCE					0.00	0.00	0.00	495.00
Total :					0.00	0.00	0.00	495.00

Entry No.:	37	System Generated Payment	Document No.:	PY000009586	Payment Amt.:	7,159.80
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05
Vendor:	ONSE01	Payment Type:	Check	Account Set:	TRADE	LAPTOP, NEW ONSITE BACKUP, SERVER SERVICE
Payment Code:	CHECK			Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
65146					0.00	0.00	0.00	2,185.89
65163					0.00	0.00	0.00	2,388.47
65218					0.00	0.00	0.00	1,975.24
65298					0.00	0.00	0.00	610.20
Total :					0.00	0.00	0.00	7,159.80

Entry No.:	38	System Generated Payment	Document No.:	PY000009587	Payment Amt.:	138.17
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05
Vendor:	PRES03	Payment Type:	Check	Account Set:	TRADE	MISC. SHOP SUPPLIES
Payment Code:	CHECK			Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2074773					0.00	0.00	0.00	82.48
2074774					0.00	0.00	0.00	55.69
Total :					0.00	0.00	0.00	138.17

Entry No.:	39	System Generated Payment	Document No.:	PY000009588	Payment Amt.:	2,260.00
Transaction Type:	Payment	Payment Date:	05/18/2023	Posting Date:	05/18/2023	Year - Period: 2023 - 05
Vendor:	PREV02	Payment Type:	Check	Account Set:	TRADE	HEALTH AND SAFETY
Payment Code:	CHECK			Check No.:	0	

## A/P Batch Listing - Payment (APCBTCLZ)

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
772					0.00	0.00	0.00	2,260.00
<b>Total :</b>					0.00	0.00	0.00	2,260.00

<b>Entry No.:</b> 40	System Generated Payment	<b>Document No.:</b> PY000009589	<b>Payment Amt.:</b> 2,259.07
<b>Transaction Type:</b> Payment	<b>Payment Date:</b> 05/18/2023	<b>Posting Date:</b> 05/18/2023	<b>Year - Period:</b> 2023 - 05
<b>Vendor:</b> SGSE01	SGS ELEVATORS	<b>Account Set:</b> TRADE	MONTHLY MAINT. AND SERVICE REPAIR
<b>Payment Code:</b> CHECK	<b>Payment Type:</b> Check	<b>Check No.:</b> 0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
107764					0.00	0.00	0.00	932.25
107917					0.00	0.00	0.00	1,326.82
<b>Total :</b>					0.00	0.00	0.00	2,259.07

<b>Entry No.:</b> 41	System Generated Payment	<b>Document No.:</b> PY000009590	<b>Payment Amt.:</b> 363.92
<b>Transaction Type:</b> Payment	<b>Payment Date:</b> 05/18/2023	<b>Posting Date:</b> 05/18/2023	<b>Year - Period:</b> 2023 - 05
<b>Vendor:</b> SPEN07	SPENCERVILLE HOME HARDWARE	<b>Account Set:</b> TRADE	VARIOUS GENERAL SUPPLIES
<b>Payment Code:</b> CHECK	<b>Payment Type:</b> Check	<b>Check No.:</b> 0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
203.29					0.00	0.00	0.00	203.29
82303					0.00	0.00	0.00	106.20
82417					0.00	0.00	0.00	54.43
<b>Total :</b>					0.00	0.00	0.00	363.92

<b>Entry No.:</b> 42	System Generated Payment	<b>Document No.:</b> PY000009591	<b>Payment Amt.:</b> 2,000.00
<b>Transaction Type:</b> Payment	<b>Payment Date:</b> 05/18/2023	<b>Posting Date:</b> 05/18/2023	<b>Year - Period:</b> 2023 - 05
<b>Vendor:</b> TONY01	TONY COVILLE	<b>Account Set:</b> TRADE	DEPOSIT ON DUST SYSTEM EQUIPMENT - CAPITAL
<b>Payment Code:</b> CHECK	<b>Payment Type:</b> Check	<b>Check No.:</b> 0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
100-23-DEPOSIT					0.00	0.00	0.00	2,000.00
<b>Total :</b>					0.00	0.00	0.00	2,000.00

## A/P Batch Listing - Payment (APCBTCLZ)

Entry No.: 43 System Generated Payment Document No.: PY000009592 Payment Amt.: 411.08

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: UNIV01 UNIVERSAL SUPPLY GROUP INC. Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

EQUIPMENT SUPPLIES

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
964-409112					0.00	0.00	0.00	36.15
964-409445					0.00	0.00	0.00	374.93
Total :					0.00	0.00	0.00	411.08

Entry No.: 44 System Generated Payment Document No.: PY000009593 Payment Amt.: 1,626.64

Transaction Type: Payment Payment Date: 05/18/2023 Posting Date: 05/18/2023 Year - Period: 2023 - 05  
 Vendor: WAJA01 WAJAX LIMITEE Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

SUPPLIES FOR MAINT. ON TRIPPERS/CONVEYORS

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
RIN007107367					0.00	0.00	0.00	1,626.64
Total :					0.00	0.00	0.00	1,626.64

## — Batch Summary —

	Invoice	Adjustment	Discount	Payment	Advance Credit	Bank Amount
Total for Batch 6:	0.00	0.00	0.00	182,034.30	0.00	182,034.30

44 entries printed

1 batch printed

## A/P Batch Listing - Payment (APCBTCLZ)

From Batch Number [8] To [8]  
 From Batch Date [05/18/2023] To [05/18/2023]  
 Type [Entered, Imported, Generated, System, External]  
 Status [Open, Ready To Post, Posted]  
 Reprint Previously Printed Batches [Yes]  
 Show Tax Details [Yes]  
 Show Adjustment Details [Yes]  
 Show Optional Fields [Yes]

## EFT PAYMENT BATCH

Batch No.: 8 Description: SYSTEM GENERATED PAYMENT BATCH Total Amount: 64,988.32  
 Batch Date: 05/18/2023 Type: System Source Application: AP No. of Entries: 8  
 Last Edited: 05/18/2023 Status: Open Bank: 01 No. of Checks Printed: 0

Entry No.: 1 System Generated Payment Document No.: PY000009602 Payment Amt.: 2,695.05

Transaction Type: Payment Payment Date: 05/24/2023 Posting Date: 05/24/2023 Year - Period: 2023 - 05  
 Vendor: BTSI01 BUSINESS TECHNOLOGY SOLUTIONS INC Account Set: TRADE  
 Payment Code: EFT Payment Type: Other

UPDATE OF FINANCIAL SOFTWARE, IMPLEMENTING EFT  
PAYMENT PROGRAM

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
IN012224					0.00	0.00	0.00	2,288.25
IN012285					0.00	0.00	0.00	406.80
Total :					0.00	0.00	0.00	2,695.05

Entry No.: 2 System Generated Payment Document No.: PY000009603 Payment Amt.: 2,434.75

Transaction Type: Payment Payment Date: 05/24/2023 Posting Date: 05/24/2023 Year - Period: 2023 - 05  
 Vendor: CERT01 CERTIFIED LABORATORIES Account Set: TRADE  
 Payment Code: EFT Payment Type: Other

GREASE FOR ANNUAL LUBRICATION PROJECT

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
850644					0.00	0.00	0.00	2,434.75
Total :					0.00	0.00	0.00	2,434.75

Entry No.: 3 System Generated Payment Document No.: PY000009604 Payment Amt.: 51,752.35

Transaction Type: Payment Payment Date: 05/24/2023 Posting Date: 05/24/2023 Year - Period: 2023 - 05  
 Vendor: CGRC01 RECEIVER GENERAL FOR CANADA Account Set: TRADE  
 Payment Code: EFT Payment Type: Other

2023 LICENCE FEE  
CGC FEES FOR LOADING VESSELS - BILLED  
BACK TO P&H

## A/P Batch Listing - Payment (APCBTCLZ)

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2023/2024 RENEWAL					0.00	0.00	0.00	3,880.52
90296461					0.00	0.00	0.00	47,871.83
<b>Total :</b>					0.00	0.00	0.00	51,752.35

Entry No.: 4 System Generated Payment Document No.: PY000009605 Payment Amt.: 3,319.49

Transaction Type: Payment Payment Date: 05/24/2023 Posting Date: 05/24/2023 Year - Period: 2023 - 05  
Vendor: JONE01 JONES RAIL INDUSTRIES LTD. Account Set: TRADE MONTHLY MAINT.  
Payment Code: EFT Payment Type: Other RE-ISSUE OF CHEQUE 5588 FROM MARCH, STOP  
PAYMENT AS THEY DIDN'T RECEIVE IN MAIL

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
4240-RE-ISSUE					0.00	0.00	0.00	169.50
4244-RE ISSUE					0.00	0.00	0.00	2,980.49
4280					0.00	0.00	0.00	169.50
<b>Total :</b>					0.00	0.00	0.00	3,319.49

Entry No.: 5 System Generated Payment Document No.: PY000009606 Payment Amt.: 131.87

Transaction Type: Payment Payment Date: 05/24/2023 Posting Date: 05/24/2023 Year - Period: 2023 - 05  
Vendor: LIFE01 LIFEWORKS (CANADA) LTD. Account Set: TRADE EFAP PROGRAM  
Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1918742					0.00	0.00	0.00	131.87
<b>Total :</b>					0.00	0.00	0.00	131.87

Entry No.: 6 System Generated Payment Document No.: PY000009607 Payment Amt.: 3,830.70

Transaction Type: Payment Payment Date: 05/24/2023 Posting Date: 05/24/2023 Year - Period: 2023 - 05  
Vendor: SKSL01 SKS Law LLP Account Set: TRADE LAWYER FEES  
Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
46341					0.00	0.00	0.00	3,830.70
<b>Total :</b>					0.00	0.00	0.00	3,830.70

## A/P Batch Listing - Payment (APCBTCLZ)

Entry No.: 7 System Generated Payment Document No.: PY000009608 Payment Amt.: 253.08

Transaction Type: Payment Payment Date: 05/24/2023 Posting Date: 05/24/2023 Year - Period: 2023 - 05  
 Vendor: STAP02 STAPLES COMMERCIAL Account Set: TRADE  
 Payment Code: EFT Payment Type: Other OFFICE SUPPLIES

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
95F4A6B2					0.00	0.00	0.00	40.16
A0CA51EB					0.00	0.00	0.00	146.80
E1C35421					0.00	0.00	0.00	66.12
Total :					0.00	0.00	0.00	253.08

Entry No.: 8 System Generated Payment Document No.: PY000009609 Payment Amt.: 571.03

Transaction Type: Payment Payment Date: 05/24/2023 Posting Date: 05/24/2023 Year - Period: 2023 - 05  
 Vendor: TOML02 Tomlinson Environmental Services Ltd. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other WASTE REMOVAL

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
0000021354					0.00	0.00	0.00	571.03
Total :					0.00	0.00	0.00	571.03

## — Batch Summary —

	Invoice	Adjustment	Discount	Payment	Advance Credit	Bank Amount
Total for Batch 8:	0.00	0.00	0.00	64,988.32	0.00	64,988.32

8 entries printed

1 batch printed