



# THE PORT OF JOHNSTOWN MANAGEMENT COMMITTEE

THE TOWNSHIP OF EDWARDSBURGH CARDINAL

Meeting of March 24, 2025 – 6:30 pm

Council Chambers, Municipal Office – Spencerville, Ont.

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest & the General Nature Thereof
4. Delegations and Presentations
  - Spencerville Photographer Stewart Curry
  - RCMP Delegation
5. Minutes of the previous POJ Committee Meeting
  - Meeting February 18, 2025
  - Special Meeting Port Strat Plan March 18, 2025
6. Business Arising from Previous PMC Minutes (if any)
  - 2025 Operating & Capital Budget (Leslie)
7. Discussion item
8. Action/Information Items
  - a) Grain Operations & Health and Safety Report (Shawn)
  - b) Maintenance Report (Jeff)
  - c) Financial Report (Rhonda)
  - d) GM Report (Leslie)
  - e) Follow-Up on Draft Surplus Sharing Policy (Leslie)
  - f) Draft Non-Union Personnel Policy & Employee Guide (Leslie)
  - g) Draft Accessibility Plan (Leslie)
  - h) Draft Updates to Delegation of Authority Policy (Leslie)
9. Approval of Disbursements – Port accounts
10. Council Inquiries or Notices of Motion
11. Chair's Report
12. Question Period
13. Closed Session
  - Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees; Specifically: Approves Closed Session Minutes from January 23, 2025

- Section 239 (2)(a)(c) The security of the property of the municipality or local board and a proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Specifically: Approve closed session minutes from February 18, 2025
- Section 239 (2)(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; Specifically: Business Development & Contract Negotiations

14. Report out of Closed Session

15. Adjournment

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
TOWNSHIP COUNCIL CHAMBERS - SPENCERVILLE  
TUESDAY FEBRUARY 18, 2025  
6:30 PM**

Present: Deputy Mayor Stephen Dillabough, Chair  
Mayor Tory Deschamps  
Councillor Chris Ward  
Councillor Joe Martelle  
Councillor Waddy Smail  
Clint Cameron, Advisory Member

Regrets: Regina Hernandez, Advisory Member  
Randy Stitt, Advisory Member

Zoom: Frank McAuley, Advisory Member

Staff: Sean Nicholson, CAO  
Candise Newcombe, Deputy Clerk  
Natalie Charette, Interim Clerk  
Leslie Drynan, General Manager  
Rhonda Code, Office Manager  
Mike Moulton, Operations Manager  
Jeff Wright, Maintenance Manager

1. Call to Order

Deputy Mayor Dillabough called the meeting to order at 6:30 p.m.

2. Approval of Agenda

**Moved by:** C. Ward

**Seconded by:** W. Smail

That Committee approves the agenda as presented.

Carried

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

4. Delegations and Presentations

- Spencerville Photographer Stewart Curry

The Chair noted that Mr. Curry was not present in chambers and would follow-up regarding the delegation presentation.

5. Minutes of the Previous POJ Committee Meeting

a) Meeting of January 23, 2025

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That Port Management Committee receives and approves the minutes of the Port Management Committee meeting dated January 23, 2025.

Carried

6. Business Arising from Previous PMC Minutes (if any) – None

7. Discussion Items – None

8. Action/Information Items

a) Grain Operations Report

Port staff provided an overview of the monthly operations report and highlighted the following areas: overall inventory levels, monthly traffic, grain received/shipped, vessels loaded in January, learning event was defined as a health and safety learning event, the 40% labour cost increase, and the long-term plan for retaining casual employees.

b) Health and Safety Report

Committee was provided with a summary of the health and safety report noting the ongoing employee training updates in 2025 and highlighted the importance of proper training when responding to an emergency situation.

c) Maintenance Report

Port staff provided an overview of the monthly report and highlighted the following items completed: monthly maintenance/electrical work, items from the work order log, and the process for the disposal of surplus parts.

d) Financial Report

Committee was provided with a summary of the monthly revenue and expenses actuals compared to 2024 and increased harvest services due to the additional grain vessel in 2025.

e) General Manager's Report

Committee was provided an overview of the report and discussed oversight of paving at the Masterfeeds building, proposed drone inspections by Transport Canada, the ongoing relationship with Transport Canada,

corporate culture improvements, and the successful completion of the 2024 annual audit.

**Moved by:** C. Ward

**Seconded by:** T. Deschamps

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

Carried

f) Draft Surplus Sharing Policy

Committee discussed concerns over terminology and are looking at changing language within the policy to reflect items such as; dividend sharing up to 50%, using non-cash figures for net surplus, the policy's feasibility with the 2025 budget, the benefits of a long-term capital plan, and terminology to indicate the requirement of the Port to maintain a balanced budget, similar to the Township.

**Moved by:** T. Deschamps

**Seconded by:** C. Ward

That the Port Management Committee defer the draft surplus sharing policy, request staff to gather additional information, and present scenarios for review at the March meeting.

Carried

g) 2025 Budgets

Revenue and Expense Budget

Committee was provided with a detailed summary of the report and discussed anticipated declines in salt revenues, labour cost flexibility based on revenue experienced, pivoting the workforce for growth, adherence to the Strategic Plan, and ensuring adequate staffing to meet safety standards.

Capital Budget

The Committee reviewed the report, addressing concerns about the proposed bulk cargo project site, deferring the project until the Strategic Plan is finalized, interest in bulk storage services, automated bin repairs, TSSA elevator requirements, and expedited completion of the grading trailer and public facilities.

Members discussed requesting cost-sharing for the County Road 2 culvert replacement from the United Counties of Leeds and Grenville, CN's notification requirements for rail work at the Port, and the lifespan of the current plow truck and salter.

There was discussion regarding ongoing maintenance of the Port of Johnstown warehouse land, continued collaborations with the Mohawk Council of Akwesasne, and integrating the Port of Johnstown fleet management into the Townships fleet.

Mayor Deschamps left the meeting at 8:19 p.m.

**Moved by:** C. Ward

**Seconded by:** J Martelle

That the Port Management Committee recommends that the Council approve the 2025 Operating and Capital Budgets, as presented.

Carried

9. Approval of Disbursements – Port Accounts

Committee reviewed the monthly disbursements.

**Moved by:** W. Smail

**Seconded by:** C. Ward

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

Withdrawals Total:	\$196,127.83
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Batch 3 EFT's	\$345,959.19
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Batch 4 Cheques	\$88,058.34
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Total of Direct Withdrawal & Batch Listings:	\$630,145.36
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Carried

10. Councillor Inquiries/Notices of Motion – None.

11. Chair's Report

The Chair reported on the following:

- Attended CREWS railyards to witness the grand opening of the first renewable energy rail car.

12. Question Period – None.

13. Closed Session

**Moved by:** C. Ward

**Seconded by:** J. Martelle

That Committee proceeds into closed session at 8:24 p.m. in order to address a matter pertaining to:

- Section 239(2)(a) The security of the property of the municipality or local board; Specifically: Business Development Opportunity
- Section 239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Business Development Opportunity.

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That the closed meeting of Committee does now adjourn and the open meeting does now resume at 8:51 p.m.

Carried

14. Report Out of Closed Session

The Chair reported that Committee met in closed session to discuss Business Development Opportunity and provided direction to staff.

15. Adjournment

**Moved by:** J. Martelle

**Seconded by:** W. Smail

That the Committee meeting adjourns at 8:52 p.m.

Carried

These minutes were approved by Port Management Committee this \_\_\_ day of \_\_\_\_\_, 2025.

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**Chair**

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**Deputy Clerk**

**MINUTES**  
**PORT MANAGEMENT COMMITTEE – SPECIAL MEETING**  
**STRATEGIC PLANNING SESSION #1**

**Tuesday, March 18, 2025, 6:00 PM**  
**Port of Johnstown, Building B Boardroom**  
**3035 2, Johnstown, ON K0E 1T1**

**PRESENT:** Deputy Mayor Stephen Dillabough  
Mayor Tory Deschamps  
Councillor Chris Ward

**REGRETS:** Councillor Joe Martelle  
Councillor Waddy Smail

**STAFF:** Advisory Member Clint Cameron  
Advisory Member Regina Hernandez  
Advisory Member Frank McAuley  
Advisory Member Randy Stitt  
Leslie Drynan, General Manager  
Sean Nicholson, CAO  
Jeff Wright, Maintenance Manager  
Shawn Fisher, General Foreman  
Natalie Charette, Interim Clerk

- 1. Call to Order – Chair, Deputy Mayor Dillabough**  
Deputy Mayor Dillabough called the meeting to order at 6:03 pm.  
No business could be advanced until quorum was met which was at 6:28 pm when Mayor Deschamps arrived.
- 2. Approval of Agenda**  
The agenda be approved as presented.
- 3. Disclosure of Pecuniary/Conflict of Interest & the General Nature Thereof**  
None.
- 4. Delegations and Presentations**  
None.
- 5. Minutes of the Previous Port Management Committee Meeting**  
None.



**6. Business Arising from Previous Committee Minutes (if any)**

None.

**7. Discussion Items**

- a. Strategic Planning Session - Town Hall Consulting Inc. - Rob and Emily Adams

Mr. Adams provided background information on the input provided by Port staff earlier that day as well as the meetings previously had ahead of the current session. Mr. Adams went through the process of the Strategic Plan and the expected project timeline. The room was divided into two groups who worked throughout the session on creating a vision, mission and values statement for the Port. Once the exercise was complete, next steps were outlined by the consultants.

**8. Action/Information Items**

None.

**9. Approval of Port Disbursements**

None.

**10. Councillor Inquiries/Notices of Motion**

None.

**11. Member's Report**

None.

**12. Question Period**

None.

**13. Closed Session**

None.

**14. Adjournment**

**Moved by:** C. Ward

**Seconded by:** T. Deschamps

That Committee does now adjourn at 8:08 pm.

Carried

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Chair

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Clerk



## PORT OF JOHNSTOWN ACTION ITEM

**Committee:** Port Management

**Date:** March 24, 2025

**Department:** Port of Johnstown

**Topic:** 2025 Operating and Capital Budgets

**Purpose:** To recommend the approval of the 2025 Operations Revenue and Expense Budget and 2025 Capital budget as presented.

**Background:** The draft 2025 Operations Revenue and Expense Budget and 2025 Capital budget were presented to the Port Management Committee at their meeting held on February 18, 2025. The projected surplus of this budget was just slightly over \$4M. The council deferred approval of both budgets at their meeting held on February 24, 2025 related to concerns with the increase in labour costs with direction provided to Port staff to identify increased control over labour costs with no changes to the proposed capital.

The budget as originally presented included the following for Labour & Benefits.

Total Labour (incl OT)	2024 Budget	2024 Actuals	2025 Proposed
	\$2,116,722	\$1,982,066	\$2,681,778

Labour is an increase of \$565,056 over 2024 budget. Staff appreciate that this may appear to be an aggressive increase in comparison to previous years, however includes the Council approved position of Senior Advisor, continuation of Ops Manager Capital Projects for Q1 to complete 2024 capital work, Assistant General Foreman position (had been vacant since June 2023), retains casual pool for 12 months and realigns roles to offer more fulltime opportunities to casuals to ensure quality cross training and workforce stability.

Total Benefits	2024 Budget	2024 Actuals	2025 Proposed
	\$1,063,391	\$1,085,955	\$1,476,543

Benefits are an increase of \$413,152 over 2024 budget, due to inclusion of Senior Advisor and Ops Manager Capital Projects, plus additional fulltime positions, and grievance settlement of \$30K.

Includes:

- Federal statutory deductions (CPP, EI, etc.)
- OMERS, WSIB
- Sunlife Benefit Plan (Health)
- Vision Plan
- Vacation, Personal, Sick, Stat leave as per Canada Labour Code
- Clothing & Boot Allowance

Based on 2024 status quo staffing, with solely the addition of the new GM role, compensation increases and pay equity compensation, the baseline budget for total labour in 2025 was \$2,286,640 and total benefits were \$1,248,022. This equates to a total overall increase of \$395,138 and \$228,521, respectively.

It is important to note that the roles of Senior Advisor and Ops Manager Capital Projects are one time costs in 2025 and will not be included in 2026 labour or benefits budget.

Like Council, the Port leadership team is eager to promote and expand business which ultimately will create increased revenue generation for the Port, Township and community at large. Our intent when developing the first draft of the budget was to ensure adequate focus on our people, hence the 'Our People. Our Future. Our Unlimited Potential' presentation concept. As part of the Port's sustainability plan and to increase profit generation, we are striving to be a good employer with equally good employees. Improved workplace culture takes dedication and an investment in time and resources.

We remain steadfast in our desire to focus on team development and cohesiveness in 2025. This includes ensuring that long-term employees have the time and resources required to cross train younger staff, development opportunities across the organization, proper training when bringing new capital works online (eg: container loading spout) and the peace of mind, increased productivity and accountability that comes when fulltime employees can use their entitlements knowing trained staff can fill the void in their absence, and when casual employees gain fulltime employment.

As explained at both the January and February meetings, the casual employees have been retained as a resource to support housekeeping efforts to maintain CGC AAA inspection ratings, conduct overdue training, facilitate the continuation of inbound and outbound trucks, and transfer commodity to ensure they are in the best possible position for spring vessel loading.

Despite the increased costs to retain the casual pool of employees in 2025, the Port continues to see an increase in revenue generation. It has been and will continue to be a strong year. Four vessels are also scheduled for late March/April to launch the shipping season. As such, we believe there is an opportunity to amend the operations revenue slightly to more accurately reflect actuals.

In addition, staff are proposing a reduction of \$200K from the major capital elevator replacement project based on the timeliness of TSSA approvals (2026 ETA) and transferring the allocation of those funds towards further progress on the new Grading & Quality Control Lab including washroom facility.

The following options are presented for consideration.

**OPTION ONE** includes a slight proposed increase in revenues to reflect traffic to date and no changes to expenses.

From a labour pool perspective this option includes an increase in six full-time unionized roles (from 14 to 19) and a reduction in the casual pool from 10 to 3. The new positions include 2 Fumigators, 1 Millwright Apprentice, 3 Utility Man 1 (UM1).

**Summary of Revenue/Expense Budget**

Revenues: \$12,189,905

Expenses: \$7,446,264

Total Capital Budget: \$4,473,000

**Proposed Net Surplus: \$4,743,641** *\*earnings before interest, taxes, depreciation, amortization*

**OPTION TWO** includes a slight proposed increase in revenues to reflect traffic to date and the following **removed** from expenses:

- 3 proposed UM1 full-time positions

From a labour pool perspective, this option includes retention of the casual pool, the addition of two full-time unionized roles (Fumigators) and the millwright apprentice opportunity. With the maintenance team having operated shorthanded for a few years, we feel strongly about the promotion of skills trades and providing this development opportunity for an existing staff member, particularly having obtained approval from Skills Trade Ontario.

**Summary of Revenue/Expense Budget**

Revenues: \$12,189,905

Expenses: \$7,233,090

Total Capital Budget: \$4,473,000

**Proposed Net Surplus: \$4,956,815** *\*earnings before interest, taxes, depreciation, amortization*

**OPTION THREE** includes a slight proposed increase in revenues to reflect traffic to date and the following **removed** from expenses:

- 3 proposed UM1 full-time positions
- Apprentice Millwright opportunity
- All Port promotions (marketing, swag, internal and entrance signage, Customer Appreciation Day, hosting of Earth Day BBQ)
- Port Donations reduced to half
- Berm work on west Riverfront dock and Harbourfront dock to prevent erosion

From a labour pool perspective, this option includes retention of the casual pool and the addition of two full-time unionized roles (Fumigators).

**Summary of Revenue/Expense Budget**

Revenues: \$12,189,905

Expenses: \$7,116,311

Total Capital Budget: \$4,473,000

**Proposed Net Surplus: \$5,073,594** *\*earnings before interest, taxes, depreciation, amortization*

**Policy Implications:** The Operating and Capital Budgets must be presented to the Port Management Committee (PMC) and recommended for approval to Council. All projects over \$75K approved within the budgets, must adhere to the Procurement Policy and return to the PMC for final approval.

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

*Leslie Dwyman*

General Manager

## OPTION ONE

EXPENSES	2024 Budget	2024 Actual	2025 Budget	Staffing Compliment
LABOUR				
REGULAR LABOUR	1,873,206	1,750,683	2,369,062	
OVERTIME	243,517	231,383	312,716	
OVERTIME % OF REGULAR LAB	13.00%	13.2%	13.20%	
TOTAL LABOUR	2,116,722	1,982,066	2,681,778	
BENEFITS				
W.S.I.B.	59,899	65,752	75,578	
UIC	33,460	34,185	44,068	
CPP	99,709	103,487	139,632	
OMERS	190,900	188,545	243,440	
HEALTH CARE PLAN	87,400	86,677	125,784	
A.D.&D. INSURANCE	1,200	1,080	1,679	
EMPLOYER HEALTH TAX	47,172	46,350	60,723	
DENTAL INSURANCE	39,000	38,690	52,764	
LIFE INSURANCE	8,300	7,540	11,858	
ANNUAL STAT. & PAID LEAVE	291,239	306,687	391,999	
SICK LEAVE	38,089	49,459	76,021	
PERSONAL LEAVE	18,385	31,180	73,601	
MEAL ALLOWANCE	10,000	12,480	15,000	
TERMINATION BENEFITS	48,885	40,045	48,000	
SHORT TERM (LOSS OF INCOME)	15,300	14,035	24,398	
CLOTHING & BOOT ALLOWANCE	9,546	11,001	14,500	
LONG TERM DISABILITY	47,600	43,508	69,110	
EAP HEALTH & WELLNESS PROGRAM	1,319	1,396	1,688	
VISION CARE	3,749	3,858	6,700	
TOTAL BENEFITS	1,063,391	1,085,955	1,476,543	
LABOUR AND BENEFITS TOTAL	3,180,113	3,068,021	4,158,321	

GM
Senior Advisor
Ops Manager Capital Projects (Q1)
Ops Manager
General Foreman
Assistant General Foreman
Office Manager
AA/H&S
AA
21 FT (including 2 new Fumigators, 1
Millwright Apprentice, 3 UM1)
2 casual (Jan-Dec)
1 casual (Jan-Feb & TBD return)

## OPTION TWO

EXPENSES	2024 Budget	2024 Actual	2025 Budget	Staffing Compliment
<b>LABOUR</b>		<b>0</b>		
REGULAR LABOUR	1,873,206	1,750,683	2,228,535	
OVERTIME	243,517	231,383	294,167	
OVERTIME % OF REGULAR LAB	13.00%	13.2%	13.20%	
TOTAL LABOUR	2,116,722	1,982,066	2,522,702	
<b>BENEFITS</b>				
W.S.I.B.	59,899	65,752	72,300	
UIC	33,460	34,185	41,950	
CPP	99,709	103,487	132,000	
OMERS	190,900	188,545	232,600	
HEALTH CARE PLAN	87,400	86,677	117,192	
A.D.&D. INSURANCE	1,200	1,080	1,741	
EMPLOYER HEALTH TAX	47,172	46,350	58,000	
DENTAL INSURANCE	39,000	38,690	48,979	
LIFE INSURANCE	8,300	7,540	11,876	
ANNUAL STAT. & PAID LEAVE	291,239	306,687	382,700	
SICK LEAVE	38,089	49,459	70,990	
PERSONAL LEAVE	18,385	31,180	71,800	
MEAL ALLOWANCE	10,000	12,480	14,500	
TERMINATION BENEFITS	48,885	40,045	48,000	
SHORT TERM (LOSS OF INCOME)	15,300	14,035	23,300	
CLOTHING & BOOT ALLOWANCE	9,546	11,001	13,500	
LONG TERM DISABILITY	47,600	43,508	65,617	
EAP HEALTH & WELLNESS PROGRAM	1,319	1,396	1,600	
VISION CARE	3,749	3,858	5,800	
TOTAL BENEFITS	1,063,391	1,085,955	1,414,445	
<b>LABOUR AND BENEFITS TOTAL</b>	<b>3,180,113</b>	<b>3,068,021</b>	<b>3,937,147</b>	

GM  
Senior Advisor  
Ops Manager Capital Projects (Q1)  
Ops Manager  
General Foreman  
Assistant General Foreman  
Office Manager  
AA/H&S  
AA  
17 FT (including 2 new Fumigators +  
Millwright Apprentice)  
5 casual (Jan-Dec)  
1 casual (Jan-Feb & TBD return)

### OPTION THREE

EXPENSES	2024 Budget	2024 Actual	2025 Budget	Staffing Compliment
<b>LABOUR</b>				
REGULAR LABOUR	1,873,206	1,750,683	2,223,535	
OVERTIME	243,517	231,383	293,507	
OVERTIME % OF REGULAR LAB	13.00%	13.2%	13.20%	
TOTAL LABOUR	2,116,722	1,982,066	2,517,042	
<b>BENEFITS</b>				
W.S.I.B.	59,899	65,752	70,378	
UIC	33,460	34,185	40,836	
CPP	99,709	103,487	126,930	
OMERS	190,900	188,545	225,784	
HEALTH CARE PLAN	87,400	86,677	112,896	
A.D.&D. INSURANCE	1,200	1,080	1,541	
EMPLOYER HEALTH TAX	47,172	46,350	56,455	
DENTAL INSURANCE	39,000	38,690	46,979	
LIFE INSURANCE	8,300	7,540	10,876	
ANNUAL STAT. & PAID LEAVE	291,239	306,687	377,775	
SICK LEAVE	38,089	49,459	68,472	
PERSONAL LEAVE	18,385	31,180	71,000	
MEAL ALLOWANCE	10,000	12,480	14,000	
TERMINATION BENEFITS	48,885	40,045	48,000	
SHORT TERM (LOSS OF INCOME)	15,300	14,035	22,637	
CLOTHING & BOOT ALLOWANCE	9,546	11,001	13,000	
LONG TERM DISABILITY	47,600	43,508	63,870	
EAP HEALTH & WELLNESS PROGRAM	1,319	1,396	1,544	
VISION CARE	3,749	3,858	5,350	
TOTAL BENEFITS	1,063,391	1,085,955	1,378,323	
<b>LABOUR AND BENEFITS TOTAL</b>	<b>3,180,113</b>	<b>3,068,021</b>	<b>3,895,365</b>	

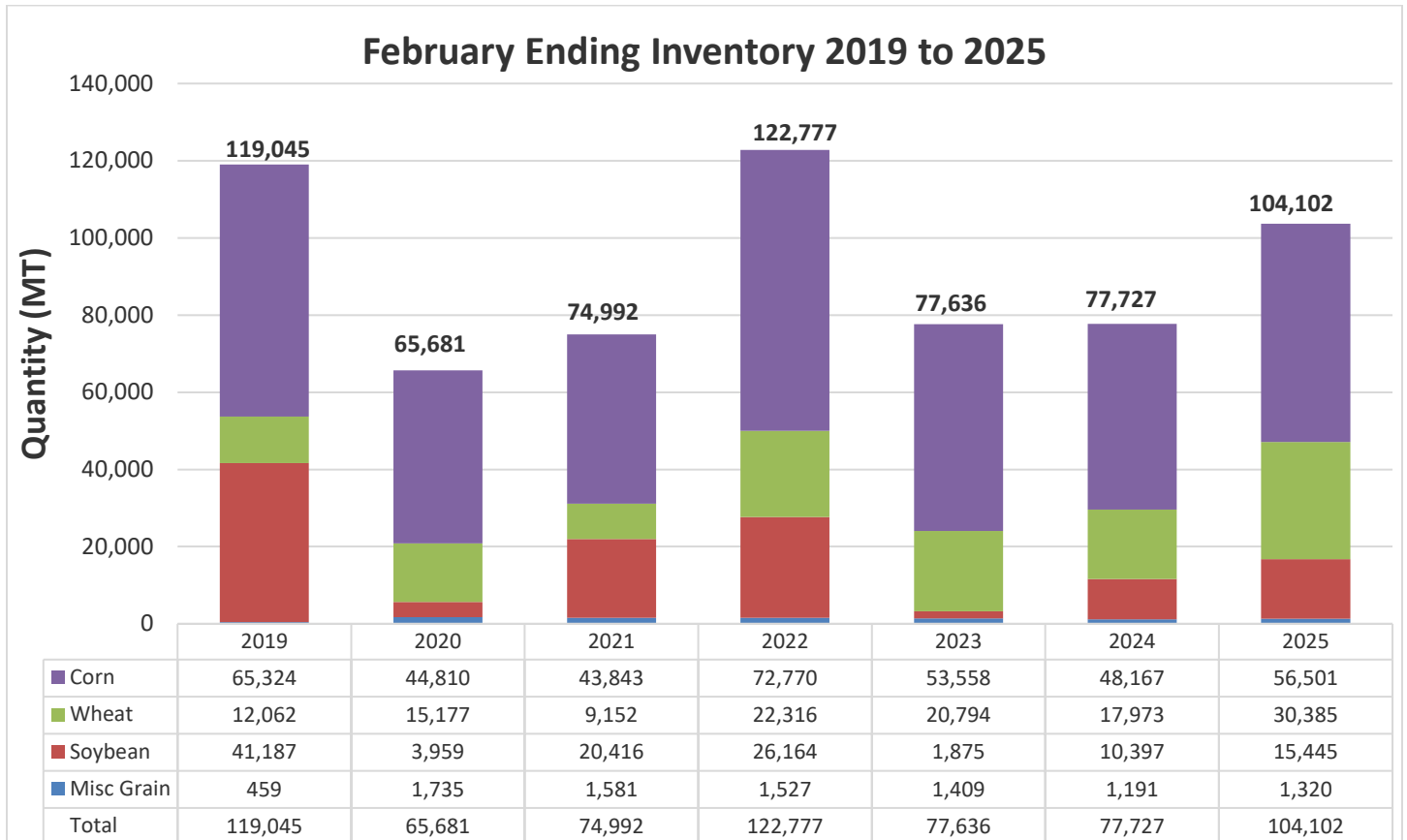
GM  
 Senior Advisor  
 Ops Manager Capital Projects (Q1)  
 Ops Manager  
 General Foreman  
 Assistant General Foreman  
 Office Manager  
 AA/H&S  
 AA  
 17 FT (including 2 new Fumigators)  
 5 casual (Jan-Dec)  
 1 casual (Jan-Feb & TBD return)



# GRAIN OPERATIONS REPORT

## February 2025

Overall grain inventory for the month of February ended at 104,102 MT. Inbound truck traffic continued to be strong with brokers positioning contracted grain for spring shipment (corn/soybean).



### Summary of traffic for February:

- Received a total of 16,270 MT of grain via truck.
- Shipped a total of 6,372 MT of grain via truck.
- Shipped a total of 0 MT of grain via vessel.
- Shipped a total of 0 MT of grain via rail.

Labour for the month was focused on bin sweeping/inspection and grain transfers. We also received Non-GMO corn that required extra cleaning.

### RECORDABLE INCIDENTS/INJURIES

	Lost Work	Restricted Work	Medical Treatment	Total Recordables	First Aid	Near Miss	Learning Event
2025	0	0	0	0	0	0	1
2024	1	0	0	1	0	0	0
2023	0	0	1	1	0	0	2
2022	0	0	0	0	2	0	2
2021	0	0	0	0	0	0	2
2020	1		3	4	1	1	3
2019	1	1		2	2	2	3

### LABOUR REPORT

CATEGORY	CURRENT YEAR		PREVIOUS YEAR	
	MONTH	YEAR	MONTH	YEAR
LABOUR HRS (OPERATIONS)	2,638	6,311	2,040	4,609

### QUALITY REPORT

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

March 13, 2025

Memo to: Ms. Leslie Drynan, General Manager  
From: Mr. John McGeough, P.Eng.

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

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The following environmental, health and safety (EH&S) activities were conducted by Prevention and Regulatory Solutions Ltd. during 6.5 days of support from February 13 – March 13, 2025.

- Consulted with the safety committee on the updated hazard prevention program (HPP) and a new procedure for conveyor safety. Following the consultation, finalized and issued the HPP, and forwarded the draft conveyor safety procedure to the Assistant General Foreman for additional operational content.
- With assistance from 2 safety committee members, assessed the Port's receiving pits, including the new track shed extension pit against the confined space entry (CSE) definitions. It was determined that since the pits had not been entered in 3 years and had no entry plans going forward, they do not require written CSE documentation at this time. Shared the results of the space assessments with management, and provided a list of outstanding CSE classes.
- Updated the older version of CSE assessments and permits for the annex surge bin (Class K), elevator workhouse bins (Class W), and elevator scales (Class G), to bring them into compliance with updated regulations. Reviewed content with the Port's CSE assessment team, and produced final draft versions of Class K and Class W documents. Notified stakeholders of the need for further development of Class G before it can be finalized.
- Reviewed regulatory requirements for the Port's no smoking policy, updated the 2018 policy with a new draft version, and forwarded to management for review.
- Organized a follow-up site meeting with representatives from a CSE rescue training firm to clarify requirements, simplify training methods, and reduce cost. Forwarded the updated estimate to Port management for review, which was not approved. Reviewed a training outline for CSE rescue training provided by a second firm, and sent recommendations to management. Sent a request to a third firm for quoting and availability for CSE rescue training.
- Organized environmental permitting documentation on the Port server. Met with the General Manager to discuss the salt management program and the workplace harassment and violence policy.
- Conducted orientation training for a new full-time Port electrician, and filed training records and quiz results with Port Administration.

# **MAINTENANCE REPORT**

**Mar. 24, 2025**

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

- Installed 8 newly fabricated conveyor roller guards. (Federal safety inspection)
- Continued with fabrication of machine guards for conveyor head and tail pulley areas.
- GMP maintenance of all scales.
- Organization of cement garage and maintenance shop.
- Preseason inspection and maintenance of crosscut grain samplers.
- Preseason inspection and maintenance of ship loaders.
- Install a new belt cross over walkway on 7 conveyor.
- Replace several broken windows throughout the elevator.
- Weekly and monthly dust system inspections and maintenance.
- Plow snow and salt as required.
- Remove damaged asphalt from grading office area and replace with gravel until permanent repairs can be made at a later date.
- Fabricate and install a steel step in the area of the new receiving conveyor. This was a safety item.
- Test run, adjust belt tension and tracking of new receiving conveyor.
- Rented a 125' manlift to make repairs to track 3 loading spout.

Work in the electrical department included the following:

- Test all scale garner alarms for proper function.
- CGC inspection, testing and certification of rail and marine scales prior to shipping season.
- Conducted monthly premise inspection as per GMP requirements.
- Test and verify proper functioning of conveyor belt signal system.
- Install electrical interlocks from new receiving conveyor to 7 lofter.
- Continue with bin temperature system upgrades.
- Replace motor on 8 receiving conveyor. Motor was replaced under warranty.
- Electrical maintenance of ship loaders.

## Financial Report      Month ending February 28, 2025

### Summary:

#### Month of February results

Revenue for the month was \$381k, an increase of \$103k compared to 2024, the Port saw this significant increase in the Grain Services due to the high grain storage along with the continuation of a busy grain receiving schedule for the month.

Expenses were \$524k, which is higher than 2024 by \$165k, mainly due to new positions & increases along with an increase in utility usage. The Port ended the month with a loss of -\$143k compared to -\$81k in 2024. The Port continues to have an overall increase to 2024 with a year to date surplus -\$88k which is a higher than 2024 by \$48k, (2024 -\$134k).

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

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

Receivables: \$595,583

Payables: \$139,589

Cash on Hand: \$7,732,581

#### Breakdown of Revenues and Expenses year over year

REVENUES	YTD 2025 Revenue Breakdown	YTD 2024 Revenue Breakdown	Difference	Comments
Harbour Services	\$61,423	\$10,161	\$51,263	Salt vessel and carryover of a grain vessels loading into 25
Grain Services	\$801,726	\$517,184	\$284,542	Higher storage and receiving, along with the grains vessel in 25
Rail Services	\$0	\$6,036	(\$6,036)	No rail storage with CREWS in 25 so far
Leases/Licenses	\$115,991	\$108,709	\$7,282	Yearly increases
EXPENSES	YTD 2025 Expenses Breakdown	YTD 2024 Expenses Breakdown		Comments
Labour/Benefits	\$588,325	\$400,969	\$187,356	New positions, increases, retaining casuals, overtime work for vessel carryovers and weekend loading for Brokers
Utilities	\$143,936	\$79,677	\$64,258	Busier start to the year increases utility usage, including propane refill. Hydro saw an increase of 41% usage in Jan & Feb 2025 compared to 2024 due to higher throughput volume
Operating & Admin	\$333,320	\$297,369	\$35,951	Insurance increase finalization of pay equity completion in 25 GM Memberships obtained for 25 only Snow removal on rail tracks not needed in 24

## GENERAL MANAGER'S REPORT – March 24, 2025

### **LABOUR RELATIONS & WORKPLACE CULTURE**

#### **PSAC Local 00066 New Executive – Congratulations!**

PSAC Local 00066 met on February 25<sup>th</sup> with their Regional Vice-President to hold their annual AGM. Congratulations to the new local executive:

President, Brian Smith

Vice President, Alex Desjardin

Secretary-Treasurer, Mike Irving

Plus negotiating members: Rick McDonald and Kenny Brown

These employees are to be commended for stepping up with a strong desire to be part of the positive and futuristic change at the Port. We are already actively working collectively towards our shared goals.

#### **PSAC Local 00066 Retiring Executive - Thank You for Your Service!**

A sincere thank you to Kevin Brown, Chris Letts and Mike Elliott for their support and dedication as they pass the baton to the new union executive. Their corporate and employee knowledge, open mindedness, and willingness to collaborate was appreciated more than they know. They are to be commended for their service to the Port and its employees over the past many years.

#### **Fumigator Position**

Congratulations to Brian Smith and Mike Irving on commencing their new roles as Fumigators on March 10<sup>th</sup>. Both Brian and Mike have been dedicated casual employees for upwards of 5+ years at the Port and committed to undertaking the necessary training and testing to obtain their certification as an Exterminator and license as a Fumigation Commodity Exterminator by the Ministry of Environment, Conservation and Parks.

The Fumigator position is responsible for the proper fumigation of stored grain in accordance with the Ministry of Environment, Conservation and Parks, Environment Canada and any other applicable regulatory group regulations at the Port of Johnstown. The positions also support the various functions within the elevator.

#### **New Electrician**

We welcomed Dylan Maud to the Port Maintenance Team on March 10<sup>th</sup>. Congratulations!

Various attempts to recruit for an Electrician over the last year have been unsuccessful, but we believe that Dylan is the perfect fit for the team. He is a certified 309A Electrician with both residential and commercial/industrial experience.

## **PROFESSIONAL & BUSINESS DEVELOPMENT**

### **GEAPS (Grain Elevator and Processing Society)**

Mike Moulton attended the GEAPS Exchange from February 22 – 25 in Kansas City Missouri.

### **Ottawa Valley Farm Show**

Mike Moulton and Deputy Mayor/Chair Dillabough attended the Ottawa Valley Farm Show on March 12<sup>th</sup>. Feedback on network connections was impressive, and we have heard from our staff of their interest in showcasing a Port booth at next years event! A request to be included on the waiting list for 2026 has been submitted.

### **Employee Training**

#### **Red Cross First Aid & CPR**

Conducted over two separate days for all staff whose certification had expired.

#### **Confined Space Entry**

Currently being organized with third party consultant.

#### **Grain Grading Courses**

Currently being arranged for 13 staff to participate in an Introductory and Advanced training session. These courses will be conducted by a third party and will include hands on learning of the grain grading guide, sampling, dockage assessment, moisture testing, use of standards and guides, major degrading factor identification, etc.

#### **Container Loading Spout**

We expect this project to be completed and tested for commissioning the week of March 24<sup>th</sup>, at which time staff will be designated for training prior to being deemed operational.

### **Business Networking**

We continue to build and maintain strong relationships with our brokers, current and potential customers (CREWS, V6 Agronomy, Canada Clean Fuels, Greenfield, etc.) to discuss innovative ways to enhance the business and create partnerships. We have met and have another meeting scheduled with CBSA to learn more about the Port's sufferance warehouse bond, current limits and potential expansion opportunities.

## **PRIORITIES / LEGISLATIVE COMPLIANCE**

### **GMP+ Recertification Audit**

The annual Good Manufacturing Practices (GMP) audit was held on March 6<sup>th</sup> and conducted by SGS Canada Inc. This certification provides independent verification that basic manufacturing practices and prerequisites are followed in accordance with an effective Hazard Analysis Critical Control Point (HACCP) food safety program.

I would like to commend Shawn Fisher, Jeff Wright and Justin Gunter for all their efforts, not only in preparing for the audit, but everyday assurance that we are adhering to sound policies and procedures that do not jeopardize or conflict with our certification!

### **GM Ongoing Operations (Feb/March)**

- Operating and Capital Budget amendments following deferral
- Port Security Plan updates and consultation with Transport Canada
- Insurance Renewal
- Policy/Agreement Reviews & Updates
  - Accessibility Plan
  - Code of Conduct for Employees
  - Cleaning Contract
  - Delegation of Authority
  - Personnel Policy
  - Salt Contracts
  - Stevedoring Agreement

## **OTHER BUSINESS**

### **Request to Reschedule April PMC Meeting**

With the Port being closed on April 18<sup>th</sup> and 21<sup>st</sup> in observation of Good Friday and Easter Monday, we are requesting Council's supporting to modify the 2025 Committee/Council Meeting Calendar to move the Port Management Meeting to Tuesday, April 22.





## PORT OF JOHNSTOWN ACTION ITEM

**Committee:** Port Management (PMC)

**Date:** March 24, 2025

**Department:** Port of Johnstown

**Topic:** Follow-up to Draft Surplus Sharing Policy

**Purpose:** To provide a follow-up to the draft policy regarding the sharing of surplus funds between the Port of Johnstown and the Township of Edwardsburgh Cardinal.

**Background:** At the Port Management Committee (PMC) meeting held on February 18, 2025, a draft surplus sharing policy was presented for discussion. The purpose and objective of this policy is to outline the parameters surrounding the annual contributions to the Township by the Port, which include, Payment in Lieu of Taxes, Shared Services and Surplus Sharing.

The committee discussed concerns over terminology and suggested updates to language within the policy to reflect items such as dividend sharing up to 50%, using non-cash figures for net surplus, the policy's feasibility with the 2025 budget, the benefits of a long-term capital plan, and terminology to indicate the requirement of the Port to maintain a balanced budget, like the Township.

The Township CAO, PMC Advisory Member Frank McAuley and Port GM met on February 27, 2025, to further discuss the policy concept and next steps. The following questions and points of interest were discussed:

- What is the proper allocation of cash on hand for the Port?
- What contingency reserves should the Port have?
- Acknowledgement that majority of capital spending is made in Q3 and Q4.
- The council understands the future financial implications of dock improvements.
- Federal and Provincial funding could offer competitive opportunities to expand marine business.
- Analysis of free cash flow based on the previous year's financial statements.

It was acknowledged that on a long-term basis, the contingency reserve requirements for the Port should be derived from the strategic planning exercise.

However, based on the following three facts, it is recommended that the Port Management Committee consider recommending the attached updated Surplus Sharing Policy for approval:

- Current cash reserves on hand at the Port are healthy and stable;
- Township did not receive a dividend from the Port in 2024;
- Direction from the Port Management Committee at the February 18<sup>th</sup> meeting was for staff to update the policy for consideration based on input provided;
- The Surplus Sharing Policy be reviewed and updated accordingly in Q3-Q4 2025 once long-term contingency requirements are known for the Port following completion of the Port's Strategic Plan. The intent being that a reserve and inventory policy also be developed and included as a schedule to the surplus policy later this year.

The policy as drafted provides a financial contribution to the Township for the purposes of balancing their 2024 budget and 2025/2026 capital expenditures/investment in reserves, in the amount of \$2.2M.

All things being equal, if the Port did not have substantial cash on hand, the policy as drafted applied today to the 2025 Port's budget would not result in the same financial outcome to the Township as the surplus would be applied directly to the Port's proposed \$4.3M capital investment. A dividend would be minimal or not have been declared.

**Policy Implications:** No policy currently exists.

**Financial Considerations:** From a budgeting perspective, there are no changes to the annual contribution to operating in the amount of \$1M (payment in lieu of taxes and shared services), and based on cash needs, the additional \$2.2M will not impede Port operations.

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

*Leslie Dwyman*

General Manager

**Others Consulted:**

Township CAO

Township Treasurer

**Township of Edwardsburgh Cardinal and Port of Johnstown  
Surplus Sharing Policy**

**1. PREAMBLE & POLICY INTENT**

The Port of Johnstown (hereinafter referred to as the 'Port'), owned by the Township of Edwardsburgh Cardinal (hereinafter referred to as the 'Township') operates as a distinct division of the Township providing local, national and international clients with an efficient, reliable and affordable intermodal infrastructure in support of foreign and domestic trade.

As one of the only municipally owned Ports in the Province of Ontario, a few key benefits include a shared governance model and ability for the Port to not only reinvest in its aging infrastructure to ensure continued successful operations but also give back to the community via the Township through its industry revenue generated profits.

The purpose and objective of this policy is to outline the parameters surrounding the annual contributions to the Township by the Port, which include:

- i. Payment in Lieu of Taxes
- ii. Shared Services
- iii. Dividend Sharing

**2. PROCEDURE**

**i. Payment in Lieu of Taxes**

A payment in lieu of taxes is a payment made to compensate for some, or all the property tax revenue lost due to tax exempt ownership or use of real property.

For the purposes of this policy, the lands and associated buildings known as the Port, located at 3035 County Road 2 in Johnstown is owned by the Township.

In lieu of property taxation, on an annual basis, the Port shall compensate the Township in the amount of \$750,000. This payment shall be divided and transferred on a quarterly basis, to be utilized towards Township operations.

## ii. Shared Services

Shared services are a business model that consolidates support functions into a centralized unit to provide services to multiple business units. The goal is to properly allocate the cost of services to the department/division that utilize a service or system.

For the purposes of this policy, shared services include Township support to the Port through the provision of Administration (CAO, Clerk, Finance and HR) and Communications.

On an annual basis, the Port shall compensate the Township in the amount of \$250,000. This payment shall be divided and transferred on a quarterly basis, to be utilized towards Township operations.

## iii. Dividend Sharing

Dividend sharing is the distribution of profits among members of a mutual organization.

For the purposes of this policy, given that the Port has historically operated in a surplus position each year, dividend sharing will involve the Port transferring one ~~equal half of its~~ **audited net surplus** ~~annual revenue divided (profits)~~ to the Township.

In November of each calendar year, the Township CAO and Port General Manager will undertake a review of the Port's financial situation and determine an approximate surplus estimate. The first \$1,000,000 of surplus will remain at the Port of Johnstown. Once the year-end audit has finalized the prior year surplus, the Port shall transfer one ~~equal half of its~~ previous year surplus less \$1,000,000 to the Township to be utilized solely towards capital projects and/or be transferred to reserves. Should the Port require capital for critical projects based on the 5-year capital plan, the Port General Manager, **in consultation with the Port Management Committee and at the discretion of Council** can reduce the amount of the dividend paid to the Township.



## PORT OF JOHNSTOWN ACTION ITEM

**Committee:** Port Management (PMC)

**Date:** March 24, 2025

**Department:** Port of Johnstown

**Topic:** Draft Non-Union Personnel Policy & Employee Guide

**Purpose:** To provide a draft Personnel Policy and Employee Guide for non-union employees of the Port of Johnstown as it relates to the framework for various aspects of the employment relationship, including compensation.

**Background:** Historically, non-union staff of the Port of Johnstown and Township of Edwardsburgh Cardinal have followed a personnel policy which covered employees from both entities, the most recent having been updated in 2015.

As part of the compensation and pay equity review in December 2024, in consultation with the Township CAO, it was identified that it would be beneficial for these policies to be separate and distinct. The primary reason is that the Township must adhere to provincial legislation, whereby the Port falls under federal regulations.

The attached Port of Johnstown Non-Union Personnel Policy & Employee Guide has been drafted as a more comprehensive document than By-Law No. 2015-22, to which it will replace, solely do to the fact that the Port did not have respective policies in place related to various matters, such as Recruitment and Selection, Onboarding and Orientation, Standards of Conduct and Progressive Corrective Measures. Including such items in one policy ensures that all non-union existing and future employees are made aware of the guidelines and expectations of employment with the Port.

The draft document mirrors much of the information included in By-law No. 2015-22, save and except for federally regulated updates to Personal and Bereavement Leave.

With general costs having increased over the span of the last ten years, in addition to enhanced corporate employee incentives to support retention and overall fairness, the following changes are proposed (highlighted in red throughout document for ease of reference):

- Paid Holidays (\$3,560)
  - Addition of Family Day to align with collective agreement.

- Vision Care (\$400 every two years)
  - Increase from \$450 to \$500 per twenty-four-month period based on optometry costs.
- Protective Clothing (\$800)
  - Increase from \$400 to \$500 per year based on actual costs of quality protective and warm clothing to protect from elements. This also includes provision for protective footwear.

**OPTION ONE (Recommended)**

Approve the Port of Johnstown Non-Union Personnel Policy & Employee Guide as presented.

Financial implications associated with this option are \$4,760 annually.

**OPTION TWO**

Approve the Port of Johnstown Non-Union Personnel Policy & Employee Guide as amended (removing all or a portion of the proposed updates, save and except for those which are federally regulated).

Financial implications dependent on selected options.

**Policy Implications:** Policies must be approved by Council.

**Financial Considerations:** As outlined above.

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



General Manager



# Port of Johnstown

## Non-Union Personnel Policy & Employee Guide

DRAFT Version 01 – March 24, 2025

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# Introduction and Objectives

## 1. Introduction

This Policy and Employee Guide applies to all non-union full-time, part-time, contract or seasonal employees of the Port of Johnstown (hereinafter referred to as the “POJ” or the “Port”) unless otherwise specified, within the framework of the Canada Labour Code and relevant federal legislation.

This Policy has been designed to:

- Form the basis of understanding between the POJ and non-union employees.
- Assist the employees of the POJ with consistent direction and application of decisions.
- Ensure accountable and equitable organizational standards and working conditions that promote;
  - staff growth, achievement, development and sense of pride, and
  - efficient operations and provision of high-quality service to those served by the POJ.
- Support organizational relations by promoting honest communication throughout all levels of the POJ.
- Provide for organizational planning, and
- Provide information and direction that is compliant with governing legislation including federal statutes, other policies, guidelines and by-laws.

A copy of the Personnel Policy & Employee Guide will be made available to all non-union employees.

Revisions to this policy are administered by the General Manager (hereinafter referred to as the “GM”) as required, with a comprehensive review at least once every five years. Revisions to the policy are subject to the Port Management Committee and Township Council approval.

### **Human Rights Code Policy Statement**

The Port of Johnstown intends that all policies, guidelines and practices relating to staff employment (i.e. recruitment, hiring, promotion, training, compensation and termination) will be carried out without regard to age, race, colour, religion, national origin, gender, marital status, sexual orientation or disability, except where there is a bona fide occupational requirement, in accordance with the Canadian Human Rights Act. All

employees of the POJ share the responsibility of maintaining an employment environment that supports this policy statement.

## 2. Responsibilities

### *Council & Port Management Committee Responsibilities*

Council represents the citizens and is responsible for determining the overall objectives of the organization and for establishing policies and procedures to meet those objectives. Members of the Port Management Committee are appointed by Council to make recommendations on all matters related to the Port of Johnstown.

### *Chief Administrative Officer Responsibilities*

The CAO is responsible for overall corporate management and administration as directed through Council. The CAO takes on the additional role as facilitator between Departments and Council.

### *GM and Department Head Responsibilities*

The Port of Johnstown General Manager (GM) is responsible for the overall administration and operations of the Port of Johnstown, reporting directly to the CAO. Department Heads are responsible for general administration and management within their department. The Department Heads will work with the GM to ensure that the policies and procedures are carried out within their departments.

### *Department Heads Include:*

Operations Manager  
Maintenance Manager  
Office Manager

### *Employee Responsibilities*

Employees are responsible for reading and understanding this Policy & Guide and to speak to the Department Head or GM where they require clarification. Completion of Confirmation of Understanding of the Corporation's Policies is required and is included in onboarding for new employees.

## Definitions

**Chief Administrative Officer (CAO)** is the sole employee of the Council of the Township of Edwardsburgh Cardinal, owners of the Port of Johnstown.

**Casual** or **contract** employee is one who is required for temporary jobs, to fill in for holidays of full-time employees or assist on specific projects, but not on a regular schedule.

**Common-law partner** means a person who has been cohabiting with an individual in a conjugal relationship for at least one year.

**Full-time employee** is one who is regularly scheduled annually to work the full-time normal hours set out in the respective departments (minimum 40 hours per week).

**General Manager (GM)** is the responsible for overall administration and operation of the Port of Johnstown and reports directly to the CAO.

**Part-time employee** is one who is regularly scheduled annually to work the part-time normal hours set out in the respective departments (24 hours or less per week).

**Supervisor** is a non-union position responsible for a group of people or an area of work, more specifically the following positions: General Foreman, Assistant General Foreman, Office Manager, Maintenance Manager, Operations Manager and General Manager.

# Employment Provisions

## 1. Hours of Work

### *General*

Normal hours for all non-union full-time employees shall be a minimum of forty hours per week. Part-time, contract or casual employees are governed by their respective schedules and departmental needs.

### *Flex Hours and Scheduling*

Flex hours may be accommodated for personal needs on an irregular basis (e.g., personal appointments, childcare) subject to Department Head and/or GM approval.

Flex scheduling allows employees to select and schedule their working hours with certain limits, according to the demands of their job and their personal time requirements. It is not mandatory for employees to utilize flex scheduling. Flex scheduling is at the discretion and approval of the Department Head and/or GM.

### *Work from Home*

Working from home may be considered on a case-by-case basis upon approval of the GM.

### *Attendance*

Regular attendance during all scheduled hours of work, reporting to work on time, and continuing to work to the end of the established work period is expected of every employee. Employees who, for any reason, cannot carry out their scheduled shift(s) must notify their Supervisor as soon as possible, indicating the reason and the expected time and date of return to work. Supervisors must be notified of both anticipated and unforeseen absences.

Unsatisfactory attendance, including arriving late, leaving early, or not reporting for shifts without proper authorization and notification, may result in disciplinary action up to and including termination.

Any unauthorized absences will be subject to non-payment. Where an employee is absent for one shift without notifying their Supervisor, the Supervisor will attempt to contact the employee to ensure their well-being, ascertain the reason for their absence and determine the date of their return.

Any staff member who is absent without proper notification and Supervisor approval for three or more consecutive scheduled shifts may be deemed to have abandoned their position and employment may be terminated at the discretion of the Department Head in consultation with the GM.

### *Overtime and Lieu Time*

Overtime is to be kept to a minimum and shall be approved in advance by the immediate supervisor and will be calculated as follows:

Salary Levels 6, 7 and 8 - Time in lieu at straight time.

Lieu time will be provided as compensation for attendance at committee meetings outside normal hours of work or in accordance with individual employment contract stipulations.

Salary Levels 1 through 5 - After 40 hours per week, employees shall be paid at the rate of time and one half (1 ½) times the regular rate. Double (2) times shall be paid for all hours worked in excess of twelve hours on a regular working day. Employees shall be paid on the basis of 8 hours at straight time plus double (2) time for all hours worked on the statutory holidays listed within this Policy.

Employees are encouraged to use lieu time in the month in which it was earned. No employee shall be entitled to accumulate more than eighty (80) hours of lieu time at any one time.

Employees working overtime will be entitled to a meal allowance of \$15 after two (2) hours or \$15 after four (4) hours if called in. A one-half hour break will be allowed with pay.

### *Administration of Lieu Time*

Time in lieu is to be used in the calendar year in which it was accumulated.

## 2. Paid Holidays (Statutory)

The following days are observed as paid holidays for eligible employees.

New Years Day January 2 <b>Family Day</b> Good Friday Easter Monday Victoria Day Canada Day Civic Holiday Labour Day	National Day for Truth and Reconciliation Thanksgiving Day Remembrance Day Christmas Eve Day (Half Day) Christmas Day Boxing Day New Years Eve (Half Day)
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When any of the above Holidays fall on a Saturday or Sunday, the succeeding Monday shall generally be designated as a Holiday in lieu of the Holiday falling on the Saturday or Sunday.

When any of the above Holidays occur during a vacation period an extra day's vacation is allowed.

All full-time employees are eligible for paid statutory holidays at their regular daily rate beginning the first pay period following employment. Working on a statutory holiday should only occur where required to support necessary operations.

### *Religious Holidays*

Employees wishing to observe a religious holiday(s) other than those designated above, shall complete an Application for Leave of Absence Form to be granted a leave of absence without pay, or shall charge the holiday(s) against earned vacation time or accumulated lieu time, and time-off is subject to the respective Department Head and/or GM's approval, which will not be unreasonably withheld.

### 3. Leave Entitlements

#### *General Vacation*

Employees shall be entitled to a vacation with pay for credited full-time, active, continuous service to be taken during the calendar year for which the vacation entitlement is granted. Scheduling and monitoring of vacations for employees is the responsibility of the employees, their Department Head and the GM.

The selection of vacation dates will be approved on the basis of years of service, subject to approval of the Supervisor. No employee shall be entitled to more than ten (10) consecutive days vacation at any time until all employees of that department have had an opportunity to request their preferred vacation period. Up to ten (10) days of vacation credit may be carried over from one calendar year to the next. Carry over in excess of ten days must be approved by the GM, with advisement to the Township CAO.

#### *Vacation Year*

The vacation year shall be January 1 to December 31. Regular full-time employees shall earn an annual vacation entitlement in accordance with their credited years of service. Vacation entitlements shall be determined from January 1<sup>st</sup> of the years in which employees advance to a different entitlement.

Credited Service	Entitlement
Less than 1 year	4% of earnings and time-off prorated on number of months over 12 x 10 to nearest day
One year to two years	10 days per year
Three years to eight years	15 days per year
Nine years to seventeen years	20 days per year
Eighteen years to twenty-three years	25 days per year
After twenty-four years	30 days per year

Vacation for new employees outside the standard entitlement is subject to approval of the GM, as part of the employment agreement negotiation process.



#### *Accrual of Earned Vacation During Leaves of Absence*

Vacation earned is based on active continuous service. Vacation credits will not accrue while an employee is on Long Term Disability or while on a personal leave of Absence for more than ten days in one year. Employees who are on Short Term Disability will continue to accrue vacation credits.

#### *Vacation Pay Upon Termination of Employment*

Unless there are exceptional circumstances, the vacation pay provided to a full-time employee who is terminating employment service is equivalent to the value of accumulated vacation leave they had earned thus far during the current year, prorated according to the amount of time worked in the current year, plus the value of unused vacation leave allowed to be carried forward from the previous year minus the value of any vacation leave taken during the current year.

### 4. Special Circumstances

#### *Illness During Vacation Leave*

An employee who becomes ill during their vacation period is not allotted sick time for the period of the illness unless the illness requires hospitalization and is confirmed in writing by a medical professional.

#### *Illness Prior to a Vacation Leave*

An employee that becomes ill prior to a previously scheduled vacation period is granted sick time in lieu of normally scheduled vacation time. The supervisor discusses with the employee the rescheduling of the unused vacation time.

#### *Leave of Absence (Unpaid)*

The GM, in consultation with the Township CAO may grant leaves of absence to any employee for personal reasons. Employees on leave of absence shall not be paid. Sick leave and Holidays shall not accumulate if the leave is in excess of five (5) consecutive working days.

### *Jury and Court Duties*

Any employee who is required to serve on jury duty, or is subpoenaed as a witness, shall be entitled to participate provided written notice is provided to the employer. Employees shall be compensated in an amount equal to their full wages.

### *Absence Without Leave*

Any absence from work without the approval of the Supervisor or Department Head is considered absent without leave. In addition to forfeiture of pay, unauthorized absence may result in disciplinary action up to and including dismissal.

### *Reporting Absence*

The employee is personally responsible for informing his/her Supervisor on each occasion necessitating an absence from duty. Failure to do so may result in forfeiture of pay, suspension or discharge from employment.

## **5. Sick Leave**

Each full-time employee will be permitted up to ten (10) days with pay annually for short-term illness, as per the Canada Labour Code. Paid sick leave will be prorated based on the employee's start date. This entitlement is non-cumulative and is reset every January 1. The Employer may request "reasonable evidence" of the need for leave instead of a doctor's note. This can include self-attestation, where an employee states they were unable to work due to illness.

A medical report from a qualified practitioner, detailing any work limitations and outlining prognosis, may be required when modifications to duties or schedules are needed due to a medical condition or to confirm an employee's fitness to resume work after an extended absence.

If all sick leave days are used within a year, any additional time required is subject to approval by the Supervisor. The employee may utilize vacation or lieu time prior to taking unpaid time.

## 6. Personal Leave

In accordance with the Canada Labour Code (Section 206.6), employees are entitled to up to 5 days of personal leave per calendar year to:

- take care of health obligations for any member of your family or care for them
- take care of obligations related to the education of any family member under age 18
- manage any urgent situation that concerns you or a family member
- attend your citizenship ceremony under the Citizenship Act, or
- manage any other situation prescribed by regulation

Employees who have worked three (3) consecutive months are eligible to obtain pay for the first three (3) days of leave.

The Employer is permitted to request supporting documentation concerning the reasons for the leave, up to 15 days following the employee's return to work.

## 7. Bereavement Leave

In accordance with the Canada Labour Code (Section 210(1)), every employee is entitled to and shall be granted up to ten (10) days of bereavement leave in the case of death of the employee's spouse or common-law partner, the employee's father and mother and the spouse or common-law partner of the father or mother, the employee's children and the children of the employee's spouse or common-law partner, the employee's grandchildren, the employee's brothers and sisters, the grandfather and grandmother of the employee; the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother; and any relative of the employee who resides permanently with the employee or with whom the employee permanently resides or as approved by the Employer (as per Section 33(1) of the CLC).

Employees who have worked three (3) consecutive months are eligible to obtain pay for the first five (5) days of bereavement leave.

An employee shall be granted a maximum of three (3) working days bereavement leave without loss of pay or benefits, in the case of death of an aunt, grandparent-in-law, uncle, niece, or nephew, or step equivalent as appropriate, or as approved by the Employer.

When an employee is required to assist as a pallbearer, one (1) day's leave shall be granted without loss of pay. In the event that the funeral is held in excess of 500 km from the Port of Johnstown boundary one (1) extra day will be granted.

Bereavement leave may be taken in 1 or 2 periods starting the day on which the death occurs and ending 6 weeks after the date (the latest of the days) of the:

- funeral
- burial, or
- memorial service

The *Canada Labour Code* establishes minimum requirements. If a policy or arrangement exists providing better protections, the most favorable provisions apply.

## Positions and Classifications

### 1. Job Classifications

A wage and salary grid shall be established for all positions based on the job classification for that position.

Classification describes the process of measuring a job's value based on the skill, effort, responsibility and working condition requirements of a position within an organization. Reclassification occurs when the existing classification level is adjusted as a result of changes to the skill, effort, responsibility or working condition requirements of a position.

Request for Reclassification is the process followed, as described below, when the incumbent or their supervisor believes that there has been a relatively significant change in the skill, effort, responsibility or working condition requirements of a job. A Request is submitted when it is reasonably expected that this change in job requirements will be on an on-going, rather than an acting or temporary, basis. Request for Classification Review forms can be obtained from the GM.

#### *Procedure - Existing Positions*

Non-union job classifications may be reviewed upon request. Employees may request a classification review by approaching their immediate Supervisor. The Supervisor will make a determination as to whether a classification review is merited and will discuss the matter with the GM. Only those approved by both the appropriate Supervisor and GM will proceed to the next step.

A Supervisor may request a classification review without the support of the affected employee(s). A Request for Classification Review form and current and proposed organization chart must be submitted to the GM.

Requests for Classification Review will be considered by the GM. Where responsibilities have been removed from another position's job description and added to the new job description, both positions will be considered for potential reclassification.

In the event the GM supports the job reclassification, it will be brought forward to the Port Management Committee and Council for approval.

### *Impact on Salary*

To maintain internal and pay equity in accordance with federal legislation, all employees are normally paid within the salary range tied to the classification level of a job. That is, employees will be paid at least the minimum of their salary range and will not be paid greater than the maximum of their salary range. This goal will be achieved by implementing adjustments as described below.

Should the reclassification of a position result in placement in a higher classification level, the following will apply:

- In the event an employee is not currently earning the maximum salary in their range, the employee will be placed at the step in their new salary range which is at least equal to or greater than their current salary plus an increment at their current level.
- In the event an employee is currently earning the maximum salary in their range, the employee will be placed at the step in their new salary range which is closest to but greater than their current salary.

Should the reclassification of a position result in placement in a lower classification level, the following will apply:

- Employees whose current salary is greater than the maximum of the range of the level which applies to their position will be 'red-circled'. Such employees will not be eligible for future general increases which may be approved by the employer, until the maximum for their new range exceeds their current salary. At this time they will be placed on a grid step and will be eligible for regular increases.
- Employees whose current salary is less than the maximum of the new range will continue to receive any general increase which may be approved by the employer. On their next increment date they will be placed on the next highest grid step in their new level. Normal incremental increases will then apply.

In the event of higher or lower reclassification, the increment date for employees will be revised to be the same as the date the Request for Reclassification was submitted.

The Employee will be advised in writing of the outcome of the classification review process.

### *Appeal Process*

If an employee wishes to appeal the outcome of a job classification review, they will follow the process outlined in 'Standards of Conduct'. All requests should be submitted within 30 days of receipt of the letter advising of the outcome of the Classification Review. The employee will be advised in writing of the outcome of the appeal.

#### *Procedure - New Positions*

All new positions will be classified by the GM and may be reviewed not earlier than six months following incumbency. Requests for Reclassification will follow the procedure outlined above.

## Recruitment and Selections

The current employees shall be given opportunities for personal and professional development in conjunction with recruitment objectives.

The recruitment process will:

- Provide a consistent, effective, efficient, fair and equitable application of recruitment procedures in hiring the most suitable candidates and will incorporate best practices into the staffing function through the use of contemporary and objective methodology, procedures, strategy and skilled interview teams.
- Be based on bona fide occupational/job requirements and will be free from discrimination on grounds outlined in the Canadian Human Rights Act and the *Accessible Canada Act*.
- Promote the Port through the professional treatment of all job candidates and excellent customer service experience.
- Ensure appropriate documentation is in place and appropriate processes have been followed to support staffing decisions.
- Foster good employee relations concerning staffing matters through appropriate interpretation and application of provisions as they relate to staffing.
- Include notification to employees and the public about the availability of accommodation for applicants with disabilities throughout the recruitment and hiring processes.

### 1. Employment Eligibility

#### *Hiring of Relatives of Employees*

Immediate relatives of an existing employee, (i.e., parent, son, daughter, brother, sister, wife or husband, declared common-law spouse or relatives by spousal relationship) shall not be considered for employment by the Port.

No member of an interview/hiring committee will be a relative of any candidate interviewed for a position with the Port.

#### *Citizenship Requirements for Employment*

Successful applicants must be legally entitled to work in Canada.



## 2. Job Posting and Advertising

### *General*

The GM, in consultation with the respective Department Head or assigned designate, will co-ordinate all job postings/advertisements. The GM will ensure completeness and accuracy of job postings, as well as consistency with the requirements of the Canadian Human Rights Act, *Accessible Canada Act* and other applicable statutes or regulations.

Job postings and recruitment advertisements list the position title, classification and salary range, working location of the position, major responsibilities and qualifications required for the position.

Postings may be issued both internally and externally simultaneously or consecutively as deemed appropriate by the Department Head in consultation with the GM.

### *Confidentiality of Applications*

External candidate applications are kept confidential from their current employers unless otherwise authorized by the candidates.

Internal candidate applications from interested employees are welcomed and encouraged. Those who wish to apply are required to do so in accordance with the job posting. All internal applicants are either interviewed or advised why they will not be interviewed for the positions.

### *Employment Interviews*

The GM, Department Heads or Supervisor shall schedule dates, times and locations for meeting with the candidate selected for interview.

Interviews shall be conducted under the auspices of the Department Head and/or assigned designate(s). A panel of at least two interviewers is required to conduct candidate interviews.

- The GM and assigned designated personnel interview candidates for Department Heads.
- Middle Management and Supervisors are interviewed by the Department Head, and the GM.
- Candidates for other positions are interviewed by the respective Supervisor, Department Head and the GM or assigned designate for all permanent positions.

### *Accessibility and Accommodation for Interviews*

The Port is an inclusive employer who encourages applications from persons with disabilities and will offer reasonable accommodations throughout the recruitment and selection process for those who self-identify as requiring accommodations for reasons related to disability.

### *Reference Checks*

Employment references are to be conducted by the appropriate Department Head or a member of the interviewing group only after consent to contact references has been provided by the candidate.

No employee should be hired until employment reference information has been obtained from at least two reliable, work-related references, ideally from previous supervisors. In the case of candidates who have been self-employed or have no previous employment experience and therefore cannot provide current employer or supervisor references, references will be sought from third parties that possess significant knowledge of the candidate's current skills and abilities.

### *Conditions of Employment*

All employees shall conduct themselves in accordance with the Port of Johnstown's Code of Conduct for Employees.

### *Criminal Records Check*

Upon hire, all employees, regardless of age, must provide a Criminal Record Check, at their own expense, which yields satisfactory results.

### 3. Offer and Acceptance of Employment

#### *Offer of Employment*

Upon receiving appropriate notification from the applicable Department Head, the GM will issue a written Offer of Employment Letter and Employment Agreement to each employee who has been selected for a non-union position. The employment agreement and letter of offer provide confirmation of various terms and conditions of employment, including:

- Commencement date or fixed period of employment.
- Title and nature of the position.
- Salary information in accordance with the established pay grid.
- Benefits (confirmation of enrolment in group benefits and any applicable waiting period, vacation leave, sick pay) if applicable.
- Work schedule/hours of work.
- Probationary period.
- Requirements for Satisfactory Results from Criminal Record Check
- Successful candidates will be informed that the Port has an accommodation process in place and provides accommodation for employees with disabilities.
- OMERS

The employee must sign one copy of the Offer of Employment Letter and Employment Agreement to verify their acceptance of the position and must return the signed copy to the GM for placement in the employee's personnel file. A copy of the offer letter and Employment Agreement will be provided for the employees' personal records.

#### *Employee Personal Data*

All new hires will be provided with the applicable forms for completion as part of the onboarding process. It is the employee's responsibility to ensure that the Port has current information concerning their personal status. The employee must advise the Office Manager as soon as possible of any change in marital status, address, telephone number or beneficiaries. Such changes are incorporated into the employee's personnel file, and on such payroll deductions and benefit registration forms, as required.

# Onboarding and Orientation of New Employees

## 1. Onboarding, Orientation, and Appraisals

### *General*

The orientation of a new employee is the responsibility of the Port and is one of the most important departmental functions. The information outlined in this Policy is intended to assist Supervisors and/or Department Heads in delivering an employee orientation program and should be provided to every new employee.

### *Induction of New Employees*

As soon as possible commencing employment, a new employee will be contacted by their Department Head or assigned designate to provide information needed for the employee to complete onboarding and orientation requirements, dependent upon the position hired for, such as:

- Login credentials for the applicable programs
- Documentation pertaining to the Ontario Municipal Employees Retirement Savings (“OMERS”) pension plan.
- Documentation pertaining to the benefit plan, waiting periods, coverages and enrollment information.

### *Employee Orientation Goals and Process*

The orientation process takes place as soon as possible after the commencement of employment. Employees are expected to complete all orientation and training requirements.

The goal of the orientation process, as facilitated through the Supervisor, Department Head and/or the GM is to equip the new employee with a thorough understanding of the terms of their employment including:

- The probationary period.
- A thorough understanding of their position, its purpose, services and objectives.
- An explanation of their job duties and performance standards, a copy of their position description, and an outline of the criteria that will be used to evaluate their performance.
- The salary rate payable and method of payment.
- The benefit entitlements and enrollment policies and procedures.

- The personnel administration policies related to working conditions, standards of conduct, vacation and leaves, complaint procedures, and personal development opportunities.
- The organizational structure and reporting relationships and departmental functions.
- Health and safety information and requirements.
- An introduction to co-workers.
- A tour of the physical workplace including locations of other departments, washrooms, lunchrooms, exits, and other health and safety information.

The Department Head or assigned designate must monitor the completion of all new hire policies and guideline sign offs and training requirement and forward all confirmations of completion to the Office Manager.

### *Individual Accommodation Plans*

Requests for individual Accommodation Plans, if applicable, must be submitted to the GM as soon as possible upon commencing employment or prior to the commencement of employment.

## **2. Probationary Period**

### *General Policy*

All new employees are required to serve a three (3) month period of probationary employment. The purpose of probationary employment is to confirm the employee's skills in performing their duties and their ability to adjust to the working environment. It is also intended to assist the employee in identifying the strengths and gaps in their job performance and to develop remedial strategies, if necessary.

### *Probationary Performance Appraisals*

A probationary employee receives a formal performance appraisal prior to their probationary period ending, at which time a decision is made about continued employment of the employee. At the discretion of the Department Head, additional counseling, with documentation, may occur during the probationary period.

When the probationary performance of the employee does not meet the standards that are required, the employee may be terminated at the discretion of the GM after a full review of the employee's performance and appraisal.

### *Probationary Performance Appraisals of Promoted Employees*

Promotion is the appointment of an employee to a new or vacant position requiring increased competency and responsibility. Promotion is based on educational qualifications, experience and an evaluation of the employee's ability to meet the requirements of the new position.

Should a promoted employee not successfully complete the probationary period, the Corporation shall have the option to:

- dismiss the employee, given just cause; or
- return the employee to the position which they occupied prior to the promotion, if still available.

The GM must be consulted where a promoted employee does not successfully complete the new probationary period.

### *Extensions to the Probation Period*

The Department Heads have the authority to require up to one extension of the probation period for further consideration of any new incumbent in consultation with the GM. Completion of the Performance Improvement Plan ("PIP") will be required which will include steps to be taken to improve performance and the status of progress during the extension.

If performance is still unsatisfactory at the end of the extension, the GM must be advised and consulted regarding termination of employment.

### *Employee Performance*

The performance of all employees will be evaluated according to the strategic objectives and expectations of the Port. The performance of an employee is formally reviewed and evaluated by their supervisors near the end of the probationary period and is discussed at least annually thereafter. It is the expectation that issues and concerns are addressed in the moment throughout the calendar year. Prior to the end of June, in each calendar year, provided employee performance exceeds expectations, employees may be eligible to move across on the salary grid upon supervisor recommendation and GM approval.

All pay increases (either a step movement or annual adjustment) require at least satisfactory performance. Employees with performance issues may have their pay increase

(step movement or annual adjustment) held back and a performance improvement plan (“PCM”) implemented.

In an effort to continue to motivate employees who are currently paid at the maximum salary in their range, in the event of exceptional performance, the employee will be eligible to receive a lump sum bonus equivalent to the amount of an increment.

# Compensation

## 1. Salary Plan General Policy

The Port is committed to compensating employees at a level that recognizes the skills required to perform the job and the experience each employee brings to the job.

The priority is to strive for:

- Internal equity.
- External equity and competitiveness.
- Statutory equality.
- Pay for performance and results.

### *Salary Administration*

Salaries shall be determined in accordance with the Salary Pay Grid as approved and amended from time to time by Council. All salaried employees are paid according to salary ranges based on an hourly rate.

### *Individual Pay*

Initial placement within a salary grid will be at the discretion of the GM who will take into consideration the competencies an employee brings to the job, as well as current market conditions. Annually, employees are eligible to receive salary increases, also known as increments, until they reach the maximum salary on the grid. Eligibility for increments is subject to the employee's annual performance. Increments are normally effective July 1st.

Annually, the salary grid shall be adjusted to reflect cost of living, based on the OMERS pension annual inflation increase. The Cost-of-Living Adjustment (COLA) will be effective January 1st of each calendar year. Approval from Council will be by resolution and shall not require an amendment to this by-law.

### *Grid Adjustments*

Council is responsible, on the advice of the GM and CAO, for determining annual adjustments to be made to the overall salary grid. Adjustments will be guided by the general trends in municipal and federally regulated Port salaries, the Consumer Price Index, general economic trends in the area, general labour market and other economic indicators. Annual adjustments which are approved by Council will be applied to the entire Salary Pay Grid. Adjustments will usually be expressed as a percentage of current rates.



Unless altered by Council, all Salary Pay Grid adjustments are effective January 1 of a given year. Any employees on leave of absence without pay will receive any annual adjustment effective the date that they actively return to work.

The GM, in consultation with the Township CAO may, at any time, deem that a special review of a particular salary range is required due to compression caused by either market pressures or position movement within the salary grid (e.g., an insufficient differential between the employee's and the Department Head or Supervisor's pay rates after a new hiring). The GM and CAO will recommend any revisions to Council for approval.

#### *Pay Periods*

Payments for employees are calculated and issued on a bi-weekly basis. Payment is issued via direct deposit in the employee's bank account. The use of this payment method is authorized in writing by each employee and is a condition of employment.

## Training and Development

It is the general philosophy to provide all employees with suitable and appropriate professional development opportunities ideally cited through the performance planning and review process. Employee training and development benefits both the Port and its employees and contributes to productivity and effectiveness.

The Port will invest funds in training and development as an encouragement to employees who wish to broaden their knowledge base. The Port will also invest funds in employees who need to take training to address skills that are lacking to perform their current responsibilities. The Port will provide accessible career development and advancement opportunities for employees with disabilities. Training and development must be relevant to the work situation and the purposes of the Port.

### 1. Approval of Training and Development

Department Heads and/or the GM are responsible for approving employee requests for training and development and reimbursement of the following costs:

- Registration fees.
- Transportation costs.
- Books and training aids.
- Accommodation and meals.

Employees may be held responsible for all related fees and associated costs for second or subsequent training.

From time to time, the Department Head and/or the GM may recommend an educational program for employees which will benefit their work performance and is specifically job-related. In those instances where the Department Head and/or the GM direct an employee to attend an educational program, the Port will cover all related expenses.

### 2. Types of Training and Development

#### *Duty Assignments*

When employees are directed to take training as the result of performance or to be briefed on new technology, systems, policies, legislation all costs, including travel and accommodation will be borne by the Port and approved by the respective Department Head and/or the GM.

### *Part-time Course*

All training and development must have a demonstrated benefit to the Port and is subject to available funding. Employees may initiate training and development by applying to their Department Head and/or the GM. The employee will provide information about the training program, its contents and outcome, duration, location and cost, and will demonstrate how the training will benefit the Port.

### *Professional Accreditation*

The Port encourages continuous professional development and accreditation in areas which add value, or where such brings professional credibility to the programs and services that the Port provides. To that end, where approved funding exists, staff are encouraged to participate in continuous professional learning and development programs with the goal of furthering their skills and attaining professional accreditation, provided that, in the opinion of the GM there is a value to the Port in doing so. The same shall apply for professional memberships. The foregoing does not apply where accreditation or certification is a statutory or regulatory requirement, in which case the Port will budget and pay for continuous professional learning and accreditation or certification.

## Benefits

The Port of Johnstown recognizes the importance of its employees' health, welfare and development and provides an excellent benefit program. It strives to make employment its employees beneficial, both personally and professionally.

### *Group Life, Extended Health, Medical Insurance, Dental Benefit Coverage*

Health and welfare benefits coverage will be available to permanent full-time salaried employees, following a three-month waiting period (waiting period is defined as a period of continuous active employment). Benefits included are Life Insurance, Dependent Life Insurance, Accidental Death & Dismemberment, Short Term Disability, Long Term Disability, Dental Care, Extended Health Care and Employee Assistance Program (EAP). Waiving of the waiting period is subject to GM approval.

The Benefits Plan is explained in the Benefits Booklet provided by the Benefit Carrier and is available from the Office Manager.

In the case of absence for illness or disability, the Employer's contribution will be paid to the above plans for a maximum of one (1) year from commencement of absence.

Thereafter, the employee may pay the full premiums through the Employer. In the event of death of an employee, the Employer shall continue to pay the required premiums for the survivor and his dependents for six (6) months.

### *Orthodontic or Major Restorative*

The Employer will provide a one-time payment of \$1000 (one thousand dollars) per employee towards major restorative, dentures or orthodontics for the employee or a family member upon proof of expenses incurred.

### *Vision Care*

The Employer will pay up to \$500 (five hundred dollars) per twenty-four month period for the purchase of prescription glasses (not including sunglasses) and contact lenses upon proof of expenses incurred. For dependent children under the age of eighteen (18) years, the Employer will pay up to three hundred and fifty dollars (\$350.00) for each twelve (12) month period.

### *Pension Plan – OMERS*

All full-time permanent employees are required to join the Ontario Municipal Employee Retirement System (“OMERS”) Pension Plan and make the required contributions jointly with the Employer upon commencement of employment. The pension plan is integrated with Canada Pension Plan and deductions governed by legislation.

Part-time and temporary/fixed-term employees are eligible to contribute to OMERS in compliance with OMERS plan administration and Pension Benefits Act (“PBA”) requirements. Other than continuous full-time members may include short-term, casual, temporary, seasonal, student, part-time, ten-month contract employees.

### *Workers’ Compensation*

Workers’ Compensation benefits are governed by the Workplace Safety and Insurance Board (“WSIB”). Benefits may be available through Workers’ Compensation or WSIB to an employee unable to perform duties due to a work-related injury, disability or illness.

Employers who suffer from any injury, disability or illness due to a work-related situation must report it to their supervisor immediately. An employee who does not report accidents, injuries and work-related illnesses immediately may become ineligible for Workers’ Compensation. Workers’ Compensation entitlements are not affected by probationary timelines.

### *Employee Protective Clothing & Footwear*

Each employee will be paid a \$500 (five hundred dollars) clothing and boot allowance per year payable in December of each year provided the employee has completed an unbroken twelve months' employment in the year. Employees with broken service in the year shall be paid that proportion of the clothing allowance equal to the number of months worked that year. The Employer shall supply gloves, safety glasses, prescription safety glasses (as required) and safety hard hats if required by the employee's duties.

## Standards of Conduct and Progressive Corrective Measures

### 1. Standards of Conduct

Codes of Conduct are designed to identify standards of behaviour that the Port and prevailing legislation expect employees to observe and maintain. Such standards are designed to protect employees, provide for their safety and to guide their relationship with the employer, fellow workers and the public. Every employee is responsible for following the Port of Johnstown's Employee Code of Conduct.

### 2. Disclosure of Hindrance to Employee Performance

The disclosure of any hindrance to an employee's performance is related to everyday ethics and health and safety. It covers situations and circumstances, whether current or pending, that may impair, interrupt or prevent employees from performing their duties. For employees' own protection and out of general courtesy to the Port, employees are required to disclose such situations immediately on becoming aware of them. These situations may include such examples as an illness, medical condition, personal injury on or off the job, family problems, legal obligations, conflict of interest, harassment, personal conflicts, theft or damage to corporate property or equipment, workplace health and safety concerns or deterioration of equipment.

Any employee should advise their Department Head or the GM if such a situation arises so that corrective measures can be taken, and confidence restored. All disclosures will be kept in strict confidence. Failure to disclose hinderance to performance could result in the provision of progressive corrective measures, up to and including termination.

### 3. Workplace Violence, Harassment and Discrimination

Please refer directly to the Port of Johnstown Violence and Harassment in the Workplace Policy.

### 4. Progressive Corrective Measures

Employees are required to abide by all approved policies and procedures. Department Heads and/or Supervisors are available to clarify standards of conduct as well as provide training in regard to job-specific requirements.

Failure to abide by any workplace requirement, including all policies and legislative requirements, may result in progressive corrective measures up to and including termination.

### *Suspension with Pay*

In the case of a serious misconduct, where immediate action is required, a Supervisory may remove an offending employee from the workplace and place them on “suspension with pay (administrative leave)” pending investigation of the incident.

The suspension with pay will allow the Supervisor to consult with the GM and will provide an opportunity to investigate further.

### *Conflict Management*

The Port is to provide fair and consistent treatment to all employees. The Port takes pride in providing the best we can offer to our employees in benefits, pay and working conditions. The GM feels that fair treatment of its employees is essential and includes an “open door” communication approach to the concerns of its employees.

All employee suggestions and concerns shall be given full and fair consideration with an assurance that there will be no discrimination against any employee who identifies a problem or concern. It is in the best interests of the Corporation and employees that concerns are resolved.

### *Chain of Command*

Employees with complaints or concerns shall first discuss it with their immediate Supervisor(s) as soon as possible. If satisfaction is not obtained at this level, the employee should then refer the issue to the next person in authority, the Department Head, the GM, the Township CAO, the CEO (Mayor), Port Management Committee, and Council in that order. The steps are to be followed in sequence allowing sufficient time for a response to be provided.

### *Layoff and Termination of Employment*

Termination of employment is defined as a separation from employment with the Port, either voluntarily or involuntarily. Regardless of a cause of the employee's employment termination (e.g., acceptance of other employment, retirement, death, ill health, personal reasons or terminated with or without just cause), the circumstances surrounding the action must be treated in a confidential and professional manner by all parties involved.

### *Resignation*

Employees are required to give at least the minimum length of notice of resignation as specified within their Employment Agreement(s); however, as much advance notice as possible is preferred.

Advance notice allows the Port to recruit and train a suitable replacement with as minimal impact to service as possible. Resignations are considered voluntary terminations of employment.

The GM must be notified of the resignation as soon as possible and shall, in consultation with the Office Manager administer the cessation of all employment benefits in accordance with legislation, benefit carrier guidelines and pension administration guidelines.

### *Termination*

The GM may terminate the employment of an employee with or without just cause. The amount of notice or pay in lieu of notice provided to any employee whose employment is being terminated will be in accordance with the Canada Labour Code. The CAO must be consulted prior to the termination of any Department Head employee.

Either working notice or payment in lieu of notice, which incorporates the statutory notice requirements under the Canada Labour Code, will be provided.

The Office Manager shall administer the cessation of all employment benefits in accordance with legislation, benefit carrier guidelines and pension administration guidelines.



## Confidentiality

Employees have access to confidential information because of their employment with the Port.

Employees are required, as a condition of their employment to ensure that the Port's information pertaining to customers, employees or other Port business that they acquire in the performance of their duties, is held in strict confidence. This includes, but is not limited to, financial records, customer histories, accounting systems and programs, training and operation manuals, electronic and digital data access, comparable software documents or software programs and any other information regarding the Port. Any information relating to ownership, operation or management, which has been or may be disclosed to the employee is confidential, proprietary in nature and of value to the Port. It is a condition of initial and continuing employment for all employees that they abide by this confidentiality.

Violation of confidentiality may result in disciplinary action up to and including termination.

## Schedule A – Job Classification & Salary Grid

Non-Union 40-HRS							
Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Range
8	\$71.99	\$75.59	\$79.37	\$83.34	\$87.50	\$91.88	\$149,739 - \$191,110
7	\$60.07	\$63.07	\$66.22	\$69.53	\$73.01	\$76.66	\$124,946 - \$159,453
6	\$52.57	\$55.20	\$57.95	\$60.85	\$63.90	\$67.09	\$109,346 - \$139, 547
5	\$45.07	\$47.32	\$49.69	\$52.17	\$54.78	\$57.52	\$93,746 - \$119,642
4	\$37.56	\$39.44	\$41.41	\$43.48	\$45.66	\$47.94	\$78,125 - \$99,715
3	\$30.06	\$31.57	\$33.15	\$34.80	\$36.54	\$38.37	\$62,525 - \$79,810
2	\$22.57	\$23.69	\$24.88	\$26.12	\$27.43	\$28.80	
1							



## PORT OF JOHNSTOWN ACTION ITEM

**Committee:** Port Management (PMC)

**Date:** March 24, 2025

**Department:** Port of Johnstown

**Topic:** Draft Accessibility Plan 2025 - 2028

**Purpose:** To provide a draft Accessibility Plan for the Port of Johnstown.

**Background:** Given that the Port is federally regulated and has 10 or more employees, adherence to the [Accessible Canada Act](#) (ACA) and [Accessible Canada Regulations](#) (ACR) is required and therefore the Port must meet its regulatory requirements, which include review/consultation, creation of a plan and explanation of how barriers will be removed.

The attached Accessibility Plan was drafted and adheres to the following process. The intent is that this will become a working document as we collectively work towards the removal of barriers in the workplace.

1. **Review & Consultation** with employees and stakeholders to gather information on possible barriers. A barrier may be something physical, such as steps into an office; or something technological, such as a website or online application that can't be used with screen readers; or something attitudinal, such as a reluctance to hire someone with a disability that is qualified to do the job. One way of asking about barriers is to ask what would make it easier for a person to do their job or to deal with your company. Disability will not always mean that a person has mobility restrictions.
2. **Create** and publish an accessibility plan that explains how the organization identified barriers in the areas of:
  - Employment – includes the entire employment experience from hiring to termination.
  - Built environment – includes buildings, parking areas, lighting, accessible washrooms, offices, etc.
  - Information and Communication Technologies – includes software used for company work, intranet, website, communication systems.

- Communication other than Information and communication technologies – includes plain language in documents and manuals.
- Procurement of goods, services, and facilities – includes steps to ensure procurement of items/facilities considers accessibility.
- Design and delivery of programs and services – includes things like comfort level of staff in communicating with persons with disabilities, services are explained in plain language, forms for clients are easily understood and are easy to fill out, anything connected with the delivery of services.
- Transportation – includes accommodation of drivers' needs, adjustable equipment, or adjustable truck interiors.

3. **Plan** - Explain how the organization plans to remove the barriers identified in each area.

In addition to the creation and approval of the Port of Johnstown Accessibility Plan, the organization is required to submit an annual report to the federal government highlighting issues and progress made on removing barriers for people with disabilities.

**OPTION ONE (RECOMMENDED)**

Recommend approval of the Port of Johnstown Accessibility Plan as presented.

**OPTION TWO**

Provide suggested amendments to the Port of Johnstown Accessibility Plan and that staff be directed to update accordingly for presentation at the next PMC meeting.

**Policy Implications:** Policies and Plans must be approved by Council.

**Financial Considerations:** No costs associated with approval of the Accessibility Plan.

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

*Leslie Dwyman*

General Manager



**Port of Johnstown**

*A Division of Edwardsburgh/Cardinal Township*

# PORT OF JOHNSTOWN

ACCESSIBILITY PLAN 2025 - 2028

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## Indigenous Land Acknowledgement Statement

The Port of Johnstown (POJ) recognizes, with gratitude and respect that the Township of Edwardsburgh Cardinal is situated on traditional territory of Indigenous peoples dating back countless generations, which is rich in history and home to many First Nations, Métis and Inuit people today.

As a Township and Port, we have a responsibility for the stewardship of the lands on which we live, work and play, and today, this meeting place is still home to Indigenous people, and we are grateful to have the opportunity to work on and call this land home.

# GENERAL

## About the Port of Johnstown

The Port of Johnstown (POJ) (formerly The Port of Prescott) is a terminal grain elevator along the St. Lawrence River that has been operating since 1930 serving producers in Eastern Ontario and Western Quebec. It is the only open Port along the St. Lawrence Seaway which offers producers the advantage of being able to sell their grain to the grain trader of their choice.

In October 2000 the Township of Edwardsburgh Cardinal purchased the POJ from Ports Canada. The "Port Management Committee", which acts as a board of directors is made up of all five elected officials from the Township and four public appointees.

By investing in high-quality infrastructure and prioritizing sustainability over the years, the Port has transitioned through many changes ultimately resulting in substantial growth, to now become one of Eastern Ontario's Premier Ports for truck, vessel, and rail shipping and receiving of grains, salt, aggregate, and a variety of project cargo. The Port also offers grain cleaning, grain drying and fumigation services.

We are financially self-sufficient, and we reinvest our profits back in our Port and Township. We are a small but mighty team of +/- 30 employees. Together we proudly manage Ontario's largest and most successful port network, and we strive to do our job in a way that protects the environment and enhances our community.

## Requirements

As a federally regulated organization, the Port of Johnstown is governed by the Accessible Canada Act (ACA). The ACA is a federal law enacted by the Canadian government to promote and ensure equal access and inclusion for persons with disabilities. The ACA applies to all federally regulated industries including private companies, organizations and government agencies. The law requires entities with more than nine employees to:

- Prepare and publish an initial Accessibility Plan;
- Establish accessibility feedback process;
- Report annually on the progress towards the plan and address any feedback received, and
- Undertake a review of the Accessibility Plan every three years in its entirety and re-publish.



At the Port of Johnstown, we continuously strive to be an accessible and inclusive organization. Guided by the principles of accessibility, inclusion and social justice, we aim to eliminate barriers and promote opportunities for full participation in all areas of life. We acknowledge the diverse perspectives of individuals with disabilities and affirm our dedication to fostering an environment that is welcoming, supportive and empowering.

It is the intent that Port of Johnstown employees will be working together to implement our Accessibility Plan. This plan will ensure that the work we undertake to achieve accessibility is sustainable and covers all areas outlined in the ACA.

## Contact Us

The Port of Johnstown is committed to providing an open and transparent feedback process. To provide feedback or request alternative formats of this Plan, please contact the Port through one of the following methods:

Contact: Leslie Drynan, General Manager

Direct mail: Port of Johnstown, 3035 County Road 2, Johnstown ON K0E 1T1

Email: [ldrynan@portofjohnstown.com](mailto:ldrynan@portofjohnstown.com)

Phone: (613) 925-4228 x104

The Port of Johnstown appreciates feedback and the time spent providing it. If you prefer to provide feedback anonymously, you do not need to provide your name. The General Manager will only share feedback with staff and persons directly involved in the process of improving accessibility within the Port of Johnstown. It is also possible to send a letter by post without a return address.

### Alternative Formats:

If you would like to receive this plan in an alternative format, please contact the Port using the contact information above for the following formats:

- Print, Large Print and Electronic – delivery within 15 days
- Audio, Braille – delivery within 30 days

## CONSULTATIONS

The ACA requires the Port of Johnstown to consult with persons with disabilities to better understand the current state of accessibility within the organization. Our Accessibility Plan has been drafted with the intent of continuous efforts to engage and be open to consultation with Port employees and various stakeholders. We believe that such consultations will support informing us of barriers, and potential barriers, as well as actions to remove and prevent them.

Employees with and without disabilities are invited to participate in providing feedback in identifying accessibility barriers at the Port of Johnstown. Given the age of the facility, it is expected that much of the feedback will be in relation to barriers in our built environment including round doorknobs, pedestrian man gates and boardroom/workspace acoustics.

In particular, the Port of Johnstown undertakes to:

- Raise employee awareness and ensure their awareness of the rights of persons with disabilities;
- Integrate accessibility into organizational system; and
- Continue to work with persons with disabilities to prevent or eliminate barriers and guide the accessibility plan.

# PORT OF JOHNSTOWN ACTION PLAN

Our Action Plan is divided into seven areas governed by the ACA:

1. Employment;
2. Built Environment;
3. Information and Communication Technologies (ICT);
4. Communication, other than ICT
5. The procurement of goods, services and facilities;
6. The design and delivery of programs and services, and
7. Transportation.

The following timelines have been established for implementation:

Timelines	Description
Short term	Action initiated within 1 - 2 years
Medium term	Action initiated within 5 years
Long term	Action initiated within 10 years

## 1. Employment

The Port of Johnstown is committed to fostering an inclusive work environment free from barriers to accessibility; making a conscious effort to ensure that the workplace is inclusive for all. We intend to establish ergonomic assessments, workplace accommodations, training workshops, and encourage under-represented groups to apply to the Port through our job postings. The following actions in the areas of employment will improve our ability to attract, recruit, promote and retain persons with disabilities:

Actions	Timelines
Update onboarding material with current information about the <i>Accessible Canada Act</i>	Short term
Create a formal process for candidates to request accommodations during the recruitment and interview process	Short term
Create a formal process for employees to request accommodations or confidentially disclose disabilities	Short term
Employee communication campaign to inform of new Accessibility Plan and services available to them	Short term

## 2. Built Environment

The Built Environment refers to all buildings directly owned and managed by the Port of Johnstown and includes how employees and persons with disabilities use the physical workspaces, and how the public accesses buildings. Our built environment includes a mix of industrial terminals, grain elevator, multimodal spaces, a maintenance shop, boardroom and corporate offices. The Port of Johnstown has a large variety of tenants at all facilities including industrial, commercial and food services. These businesses are responsible for accessibility on their leased property.

The majority of the Port's built environment is 90+ years old. Upgrades have been undertaken throughout our facilities over the years to promote a barrier-free environment, however we recognize the work is not done and are committed to continuing our efforts to accessibility.

Actions	Timelines
Undertake a review of the built environment and create a schedule to identify when infrastructure will be assessed against accessibility standards	Short term
Ensure all facilities have the following: <ul style="list-style-type: none"><li>• Hand rails on stairs to make it easier for persons with reduced mobility to move around</li><li>• Fire alarms with light signals to ensure that persons with hearing impairments know when they need to evacuate a building</li><li>• Plain flooring and/or contrasting colour/texture to make it easier for visually impaired persons to move around</li><li>• Stair cases all marked with nose casings to make it easier for visually impaired persons to move around</li></ul>	Short term
Ensure all future renovation projects include an accessibility review and upgrades undertaken will be accessible	Short term
Conduct a signage and wayfinding review incorporating accessibility	Medium term
Ensure there is ample parking lot signage and create a plan to designate and paint accessible parking spaces.	Short term
Ensure all equipment storage areas are clear and accessible to persons with reduced mobility to make it possible for each employee to access their own equipment.	Short term
Replace doorknobs with door handles on an as-required basis	Short term

Review and update safety and emergency plans to ensure that accessibility is a component of safety and emergency plans for the public	Short term
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### 3. Information and Communication Technologies (ICT)

The goal of ICT is to ensure the accessibility of digital content and technologies. ICT's include hardware, software, applications, and websites for both external and internal facing systems for employees, customers, and the public. We will aim to identify ways to remove barriers in our existing ICT infrastructure and enable all employees and guests to engage fully with the Port of Johnstown.

Actions	Timelines
Enhance Accessibility of digital content across all ICTs by implementing accessibility features on all platforms and inform users that site content is available in different formats upon request.	Short term
Review and revise current policies for inclusive language and accessibility	Short term

### 4. Communication, other than ICT

Actions in Communication, other than ICT, aim to eliminate barriers to inclusive and accessible communication with employees and the public. Equal access to information is essential and the Port of Johnstown always seeks to improve how information is conveyed to the community and employees.

Actions	Timelines
Review current communication documentation (guidelines, programs, policies, etc.) to identify any gaps in detailing appropriate minimum accessibility standards as detailed by the Government of Canada	Short term
Investigate and implement accessibility features on our website and/or undertake a Request for Proposal to create a new inclusive and accessible website (potentially derived from upcoming strategic plan priority setting)	Short term

## 5. Procurement of Goods, Services and Facilities

The area of Procurement of Goods, Services and Facilities refers to the way in which the Port of Johnstown acquires goods, services and construction to execute capital infrastructure projects, maintain operations, and support its various lines of business with the intention of being used by employees, customers, partners, and the public.

While working to incorporate accessibility into our procurement framework, we recognize the importance of considering accessibility within procurement processes and remaining flexible to adapt to the needs of suppliers, staff and other stakeholders.

Actions	Timelines
Further develop our understanding of accessible procurement processes through consultation and education	Short term
Identify existing barriers within the current procurement framework	Short term
Review solicitation and contract documents to ensure appropriate language and clauses are included	Short term
Opt for furniture (reception counters, boardrooms, staff offices, etc.) better adapted to persons living with limitations to make the facility more accessible	Short term

## 6. Design and Delivery of Programs and Services

Actions in Design and Delivery of Programs and Services aim to create programs and services that are accessible, both internally and externally.

Actions	Timelines
Communicate commitment to accessibility to employees and public	Short term
Review the need for program and services accessibility guidelines outlining planning requirements and messaging for events	Short term
Research and identify training opportunities for our customer facing employees	Short term
Recognizing that certain areas of the Port are not accessible or available to the public, offer an adapted educational tour or alternative solution to persons with reduced mobility or sensory impairments to ensure that all visitors can enjoy all areas of the Port	Short term

## 7. Transportation

The purpose of transportation area is to identify and remove existing barriers and prevent the creation of new barriers to port facilities. The Port of Johnstown is not responsible for the transportation of members of the public.

Actions	Timelines
Ensure access to port facilities is accessible by reviewing the pedestrian access points on Port properties and implementing changes or providing alternative entrances to access such areas, where applicable	Short term

## CONCLUSION

Through this Accessibility Plan, the Port of Johnstown is dedicated to improving accessibility, addressing any current or future barriers for people with disabilities, and making our operations as accessible as possible to everyone. We will continue to revisit this Accessibility Plan and consult with people with disabilities on an ongoing basis. This will help us make sure that accessibility is addressed moving forward. We also recognize that accessibility is not an outcome, but rather a process. In other words, we will continuously work to address the needs of our employees, partners and visitors to our sites, to ensure greater accessibility moving forward.





## PORT OF JOHNSTOWN ACTION ITEM

**Committee:** Port Management (PMC)

**Date:** March 24, 2025

**Department:** Port of Johnstown

**Topic:** Draft Updates to Delegation of Authority Policy

**Purpose:** To provide draft updates to the Delegation of Authority Policy to clearly define the distribution of authority within the organization, promoting effective decision-making and accountability.

**Background:** A Delegation of Authority Policy is a document that outlines the framework within an organization for assigning specific decision-making and responsibility to different levels of employees, clearly defining who is authorized to act on various matters, thereby ensuring efficient operations and accountability across different roles.

By-law No. 2017-45 to adopt a policy with respect to delegation of authority at the Port of Johnstown was approved in August 2017. With eight years having passed since adoption, in addition to the Port Management Committee Terms of Reference having been updated in 2023, along with the Township's Procurement Policy, it is timely that an appropriate level of delegation at the Port of Johnstown be reviewed.

The attached draft Policy has been updated to reflect proposed amendments (highlighted in red) that coincide with the Township's Procurement Policy, offers further protection to management level employees and aligns with the fact that the Port General Manager reports to the Township CAO.

**Policy Implications:** Policies must be approved by Council.

**Financial Considerations:** None.

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

*Leslie Dwyman*

General Manager

**CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH/CARDINAL  
BY-LAW NO. 2025-XX**

**"BEING A BY-LAW TO ADOPT A POLICY WITH RESPECT TO  
DELEGATION OF AUTHORITY AT THE PORT OF JOHNSTOWN."**

**WHEREAS** the Municipal Act 2001, SO 2001, c.25, Section 270(1) as amended directs that a municipality shall adopt and maintain policies with respect to matter including the delegation of its powers and duties;

**AND WHEREAS** Section 23.1 (1) of the Municipal Act 2001, SO 2001, c.25, as amended, authorizes a municipality to delegate its powers and duties subject to the restrictions set out therein;

**AND WHEREAS** the Council of the Corporation of the Township of Edwardsburgh/Cardinal established terms of reference for the Port Management Committee in Bylaw 2023-14, including giving the Committee responsibility for formulating policies and regulations for and relating to the administration of the Port of Johnstown and also giving the Committee the power to recommend to Council the adoption of bylaws and regulations pertaining to the proper governance of the Port of Johnstown;

**AND WHEREAS** the Port Management Committee has recommended that the Council of the Township of Edwardsburgh Cardinal adopt by bylaw an updated Delegation of Authority Policy specific to the administration of the Port of Johnstown by a motion duly passed at its meeting on March 24, 2025;

**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh/Cardinal hereby enacts as follows:

1. That the Council of the Corporation of the Township of Edwardsburgh/ Cardinal adopts the Port of Johnstown Delegation of Authority Policy as detailed in Schedule "A" attached hereto and forming part of this by-law.
2. This By-law shall come into force and take effect upon passing.
3. That By-law 2017-45 is hereby repealed.

Read a first and second time in open Council this XX day of March, 2025.

Read a third and final time, passed, signed and sealed in open Council this XX day of **March, 2025.**

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**Mayor**

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**Clerk**

Schedule A  
By-law 2025-XX

Description	Ops Manager <sup>1</sup>	Port GM
Hire employees	Yes – hourly	Yes
Award increments based on approved Salary Grid and Budget	No	Yes
Discipline employees	Yes	Yes
Dismiss employees	No	Yes
Dismiss management level employees <sup>2</sup>	No	No
Pay Municipal Accounts pursuant to Procedures By-law <sup>3</sup>	No	Yes
Payments in accordance with approved contracts <sup>4</sup>	No Yes	Yes
Make adjustments within approved cost center provided no increase to cost center budget authority	Yes	Yes
Award service or works contracts where budget approval exists	Up to \$230K	Up to \$5075K
Amend service or works contracts or issue change orders where budget approval exists	Yes	Yes
Purchase of goods or services where budget approval exists	Up to \$230K	Up to \$5075K
Award, incur, acquire, contracts, costs or goods and services where budget approval does not exist	No	No
Incur costs during an operational emergency at the Port of Johnstown <sup>5</sup>	No	Up to \$5075K
Approve conferences, training or memberships where budget approval exists	Yes	Yes
Approve travel where budget approval exists	No Yes	Yes
Approve leases, easement documents and real property transactions	No	No
Enforce lease agreements	No	Yes
Release securities for development applications	No	N/A
Donations to Charitable Organizations or Not-for-Profit where budget exists	No	Yes

<sup>1</sup> Must be read in conjunction with other applicable by-laws such as Procurement By-law, Procedure By-law, etc.

<sup>2</sup> Requires Council approval

<sup>3</sup> Requires co-signature of Mayor or Deputy Mayor

<sup>4</sup> Requires co-signature of Mayor or Deputy Mayor

<sup>5</sup> Operational emergency is defined as an urgent health or safety matter which cannot wait for a regular or special meeting of Port Management Committee or Council. Decision shall be made in consultation with Township CAO

**THAT** Council of the Township of Edwardsburgh Cardinal approves payment of Port invoices circulated and numbered as follows:

- Withdrawals \$226,884.65

**TOTAL \$226,884.65**

- Batch 5 Cheques \$110,021.98
- Batch 6 EFT's \$203,566.81

**TOTAL \$313,588.79**

**TOTAL OF DIRECT WITHDRAW & BATCH LISTINGS \$540,473.44**

**PORT OF JOHNSTOWN**

Listing of Montly Direct withdrawl Payments for the Port of Johnstown - March 24, 2025

For approval by Council

	<b>Month</b>	<b>Amount</b>	<b>Withdrawl Date</b>
Payroll Taxes	Feb 15-28	\$39,167.04	26-Feb
Payroll Taxes	Mar 1-14	\$33,297.51	12-Mar
Payroll Taxes	Mar 15-31	\$43,526.89	26-Mar
EHT	February	\$4,769.45	15-Mar
HST	February	Refund - \$3,207.02	
SunLife	March	\$19,593.31	01-Mar
VISA - General Manager	February	\$3,493.00	27-Mar
VISA - Operations Manager - KS	February	\$112.89	20-Mar
VISA - Operations Manager - MM	February	\$3,756.10	20-Mar
VISA- Office Manager	February	\$0.00	20-Mar
VISA - Senior Adviser	February	\$0.00	10-Feb
Hydro One	Jan 1-Feb 1	\$62,331.53	20-Mar
Hydro One	Jan 7-Feb 5	\$351.88	20-Mar
Enbridge	Jan 21-Feb 20	\$9,947.62	17-Mar
Bell	February	\$538.57	09-Mar
Cogeco	February	\$169.44	20-Mar
WSIB	February	\$5,757.39	27-Mar
Pitney Bowes	March	\$72.03	10-Mar
	<b>Total</b>	<b>\$226,884.65</b>	

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

From Batch Number [5] To [5]  
 From Batch Date [03/20/2025] To [03/20/2025]  
 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]

## CHEQUES

Batch No.:	5	Description:	SYSTEM GENERATED PAYMENT BATCH	Total Amount:	110,021.98
Batch Date:	03/20/2025	Type:	System	Source Application:	AP
Last Edited:	03/20/2025	Status:	Open	Bank:	01
				No. of Entries:	10
				No. of Checks Printed:	0

Entry No.:	1	System Generated Payment	Document No.:	PY000010642	Payment Amt.:	1,223.99
Transaction Type:	Payment	Payment Date:	03/25/2025	Posting Date:	03/25/2025	Year - Period: 2025 - 03
Vendor:	ABEL01	ABELL PEST CONTROL INC.	Account Set:	TRADE	PEST CONTROL PRGRAM AT ANNEX	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
98196889					0.00	0.00	0.00	834.14
A676624					0.00	0.00	0.00	169.50
A6872073					0.00	0.00	0.00	73.45
A6873527					0.00	0.00	0.00	73.45
A6938730					0.00	0.00	0.00	73.45
Total :					0.00	0.00	0.00	1,223.99

Entry No.:	2	System Generated Payment	Document No.:	PY000010643	Payment Amt.:	1,689.67
Transaction Type:	Payment	Payment Date:	03/25/2025	Posting Date:	03/25/2025	Year - Period: 2025 - 03
Vendor:	AJWA01	AJ'S WATER TREATMENT	Account Set:	TRADE	FINAL 2024 INVOICE FOR WATER TREATMENT	
Payment Code:	CHECK	Payment Type:	Check	Check No.:	0	

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
7369					0.00	0.00	0.00	1,689.67
Total :					0.00	0.00	0.00	1,689.67

Entry No.:	3	System Generated Payment	Document No.:	PY000010644	Payment Amt.:	97.70
Transaction Type:	Payment	Payment Date:	03/25/2025	Posting Date:	03/25/2025	Year - Period: 2025 - 03

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

Vendor: BOBC01 Bobcat of Ottawa Valley Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
0336253					0.00	0.00	0.00	97.70
Total :					0.00	0.00	0.00	97.70

Entry No.: 4 System Generated Payment Document No.: PY000010645 Payment Amt.: 250.00  
 Transaction Type: Payment Payment Date: 03/25/2025 Posting Date: 03/25/2025 Year - Period: 2025 - 03  
 Vendor: CHAM01 SOUTH GRENVILLE CHAMBER OF COMMERCE Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0 DONATION TO FORT NITE RUN

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
591					0.00	0.00	0.00	250.00
Total :					0.00	0.00	0.00	250.00

Entry No.: 5 System Generated Payment Document No.: PY000010646 Payment Amt.: 344.92  
 Transaction Type: Payment Payment Date: 03/25/2025 Posting Date: 03/25/2025 Year - Period: 2025 - 03  
 Vendor: CHES01 THE CHESTERVILLE RECORD Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0 ADVERTISING

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
39208					0.00	0.00	0.00	344.92
Total :					0.00	0.00	0.00	344.92

Entry No.: 6 System Generated Payment Document No.: PY000010647 Payment Amt.: 360.47  
 Transaction Type: Payment Payment Date: 03/25/2025 Posting Date: 03/25/2025 Year - Period: 2025 - 03  
 Vendor: COUR01 COURAGEOUS K9 Account Set: TRADE  
 Payment Code: CHECK Payment Type: Check Check No.: 0 DONATION - FIRST RESPONDERS K9 PROGRAM

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
98604					0.00	0.00	0.00	360.47
Total :					0.00	0.00	0.00	360.47

Entry No.: 7 System Generated Payment Document No.: PY000010648 Payment Amt.: 391.55

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

Transaction Type: Payment      Payment Date: 03/25/2025      Posting Date: 03/25/2025      Year - Period: 2025 - 03  
 Vendor: HEND01      HENDERSON PRINTING INC      Account Set: TRADE      ADVERTISING IN SOUTH GRENVILLE  
 Payment Code: CHECK      Payment Type: Check      Check No.: 0      TOURISM GUIDE

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
80469					0.00	0.00	0.00	391.55
Total :					0.00	0.00	0.00	391.55

Entry No.: 8      System Generated Payment      Document No.: PY000010649      Payment Amt.: 105,100.46

Transaction Type: Payment      Payment Date: 03/25/2025      Posting Date: 03/25/2025      Year - Period: 2025 - 03  
 Vendor: IECL01      INDUSTRIAL ELECTRICAL      Account Set: TRADE      RECEIVING AREA PROJECT - 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
5696					0.00	0.00	0.00	21,521.42
5697					0.00	0.00	0.00	11,193.89
5698					0.00	0.00	0.00	3,917.13
5699					0.00	0.00	0.00	24,427.78
5700					0.00	0.00	0.00	4,512.84
5701					0.00	0.00	0.00	39,527.40
Total :					0.00	0.00	0.00	105,100.46

Entry No.: 9      System Generated Payment      Document No.: PY000010650      Payment Amt.: 36.70

Transaction Type: Payment      Payment Date: 03/25/2025      Posting Date: 03/25/2025      Year - Period: 2025 - 03  
 Vendor: MORR01      THE MORRISBURG LEADER LTD.      Account Set: TRADE      ADVERTISING DONATION FOR FEED & SEED SHOW  
 Payment Code: CHECK      Payment Type: Check      Check No.: 0

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
31295					0.00	0.00	0.00	36.70
Total :					0.00	0.00	0.00	36.70

Entry No.: 10      System Generated Payment      Document No.: PY000010651      Payment Amt.: 526.52

Transaction Type: Payment      Payment Date: 03/25/2025      Posting Date: 03/25/2025      Year - Period: 2025 - 03  
 Vendor: STRA01      STRADER-FERRIS INTERNATIONAL      Account Set: TRADE      CUSTOMS CLEARANCE - RECEIVING AREA - CAPITAL  
 Payment Code: CHECK      Payment Type: 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
3-0234484					0.00	0.00	0.00	526.52
Total :					0.00	0.00	0.00	526.52

— Batch Summary —

	Invoice	Adjustment	Discount	Payment	Advance Credit	Bank Amount
Total for Batch 5:	0.00	0.00	0.00	110,021.98	0.00	110,021.98

10 entries printed  
1 batch printed

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

From Batch Number [6] To [6]  
 From Batch Date [03/21/2025] To [03/21/2025]  
 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'S

Batch No.:	6	Description:	SYSTEM GENERATED PAYMENT BATCH	Total Amount:	203,566.81
Batch Date:	03/21/2025	Type:	System	Source Application:	AP
Last Edited:	03/21/2025	Status:	Open	Bank:	01
				No. of Entries:	38
				No. of Checks Printed:	0

Entry No.:	1	System Generated Payment	Document No.:	PY000010652	Payment Amt.:	2,828.42
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Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period:	2025 - 03
Vendor:	ACKL01		ACKLANDS- GRAINGER INC	Account Set:	TRADE		
Payment Code:	EFT	Payment Type:	Other				

VARIOUS SAFETY, MAINT & COMPUTER  
SUPPLIES

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
9408411404					0.00	0.00	0.00	244.67
9411900740					0.00	0.00	0.00	15.59
9417429330					0.00	0.00	0.00	501.72
9418037173					0.00	0.00	0.00	51.62
9419315412					0.00	0.00	0.00	279.60
9419545844					0.00	0.00	0.00	432.59
9420959075					0.00	0.00	0.00	58.51
9422284779					0.00	0.00	0.00	559.19
9422427329					0.00	0.00	0.00	221.43
9424146067					0.00	0.00	0.00	136.93
9433021756					0.00	0.00	0.00	48.76
9433021764					0.00	0.00	0.00	112.55
9433624682					0.00	0.00	0.00	69.00
9438666241					0.00	0.00	0.00	56.45
9444878954					0.00	0.00	0.00	39.81
Total :					0.00	0.00	0.00	2,828.42

Entry No.:	2	System Generated Payment	Document No.:	PY000010653	Payment Amt.:	106.79	
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period:	2025 - 03

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

Vendor: AJPR01 AJ Printing and Copy  
 Payment Code: EFT Payment Type: Other

Account Set: TRADE BUSINESS CARDS

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
24900					0.00	0.00	0.00	106.79
Total :					0.00	0.00	0.00	106.79

Entry No.: 3 System Generated Payment Document No.: PY000010654 Payment Amt.: 2,281.19  
 Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: BLUM01 BLUMETRIC ENVIRONMENTAL INC. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other 2024 WATER SAMPLING

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
BM35552					0.00	0.00	0.00	2,281.19
Total :					0.00	0.00	0.00	2,281.19

Entry No.: 4 System Generated Payment Document No.: PY000010655 Payment Amt.: 858.80  
 Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: BTSI01 BUSINESS TECHNOLOGY SOLUTIONS INC Account Set: TRADE  
 Payment Code: EFT Payment Type: Other 2025 RENEWAL FOR EFT PROGRAM

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
IN013398					0.00	0.00	0.00	858.80
Total :					0.00	0.00	0.00	858.80

Entry No.: 5 System Generated Payment Document No.: PY000010656 Payment Amt.: 1,141.30  
 Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: CLAR02 CLARKE CLEANING SERVICE Account Set: TRADE  
 Payment Code: EFT Payment Type: Other HOUSEKEEPING

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2357					0.00	0.00	0.00	1,141.30
Total :					0.00	0.00	0.00	1,141.30

Entry No.: 6 System Generated Payment Document No.: PY000010657 Payment Amt.: 186.45

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

Transaction Type: Payment      Payment Date: 03/26/2025      Posting Date: 03/26/2025      Year - Period: 2025 - 03  
 Vendor: CORN04      CORNERSTONES MANAGEMENT SOLUTION      Account Set: TRADE  
 Payment Code: EFT      Payment Type: Other      **FINAL CLEAN UP INOIVCE FOR PAY EQUITY**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
12775					0.00	0.00	0.00	186.45
Total :					0.00	0.00	0.00	186.45

Entry No.: 7      System Generated Payment      Document No.: PY000010658      Payment Amt.: 277.66

Transaction Type: Payment      Payment Date: 03/26/2025      Posting Date: 03/26/2025      Year - Period: 2025 - 03  
 Vendor: CULL01      CULLIGAN OF OTTAWA      Account Set: TRADE  
 Payment Code: EFT      Payment Type: Other      **BOTTLED WATER JUGS**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
03633TO					0.00	0.00	0.00	98.72
13466TO					0.00	0.00	0.00	107.97
93752TO					0.00	0.00	0.00	70.97
Total :					0.00	0.00	0.00	277.66

Entry No.: 8      System Generated Payment      Document No.: PY000010659      Payment Amt.: 3,362.31

Transaction Type: Payment      Payment Date: 03/26/2025      Posting Date: 03/26/2025      Year - Period: 2025 - 03  
 Vendor: DALT01      DALTCO A DIVISION OF IDEAL SUPPLY      Account Set: TRADE  
 Payment Code: EFT      Payment Type: Other      **RECEIVING AREA & HEATING UPGRADES - CAPITAL**

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1101607					0.00	0.00	0.00	3,328.86
993680					0.00	0.00	0.00	256.14
983428					0.00	0.00	0.00	-222.69
Total :					0.00	0.00	0.00	3,362.31

Entry No.: 9      System Generated Payment      Document No.: PY000010660      Payment Amt.: 23.74

Transaction Type: Payment      Payment Date: 03/26/2025      Posting Date: 03/26/2025      Year - Period: 2025 - 03  
 Vendor: DRIV01      DRIVERCHECK, INC      Account Set: TRADE  
 Payment Code: EFT      Payment Type: Other      **MONTHLY MEMBERSHIP**

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)

PORT09	0.00	0.00	0.00	23.74
<b>Total :</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>23.74</u>

Entry No.: 10 System Generated Payment Document No.: PY000010661 Payment Amt.: 34,672.92

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: EARL01 EARL HORST SYSTEMS LTD. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other RECEIVING AREA PROJECT - CAPITAL

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
40637					0.00	0.00	0.00	21,795.44
40736					0.00	0.00	0.00	12,877.48
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>34,672.92</u>

Entry No.: 11 System Generated Payment Document No.: PY000010662 Payment Amt.: 2,637.42

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: ELEC02 ELECTRICAL SAFETY AUTHORITY Account Set: TRADE  
 Payment Code: EFT Payment Type: Other ANNUAL ELECTRICAL SAFETY PROGRAM

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
900406312					0.00	0.00	0.00	2,637.42
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,637.42</u>

Entry No.: 12 System Generated Payment Document No.: PY000010663 Payment Amt.: 357.11

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: FARM01 FARMERS FORUM Account Set: TRADE  
 Payment Code: EFT Payment Type: Other MARCH ADVERTISING

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
90712					0.00	0.00	0.00	357.11
<b>Total :</b>					<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>357.11</u>

Entry No.: 13 System Generated Payment Document No.: PY000010664 Payment Amt.: 227.67

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: FUTU02 FUTURE OFFICE PRODUCTS Account Set: TRADE  
 Payment Code: EFT Payment Type: Other COPIER CONTRACT

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

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
FOP231299					0.00	0.00	0.00	227.67
Total :					0.00	0.00	0.00	227.67

Entry No.:	14	System Generated Payment	Document No.:	PY000010665	Payment Amt.:	530.00
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03
Vendor:	HOWA01	HOWARD CAMPBELL & SONS LTD.	Account Set:	TRADE	PORTABLE HEATED TOILET RENTALS	
Payment Code:	EFT	Payment Type:	Other			

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
MR5126					0.00	0.00	0.00	530.00
Total :					0.00	0.00	0.00	530.00

Entry No.:	15	System Generated Payment		Document No.:	PY000010666		Payment Amt.:	3,867.43
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03		
Vendor:	HUDS01	G.C. HUDSON SUPPLY LIMITED		Account Set:	TRADE		MANLIFT RENTAL	
Payment Code:	EFT	Payment Type:	Other					

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
394618					0.00	0.00	0.00	3,867.43
Total :					0.00	0.00	0.00	3,867.43

Entry No.:	16	System Generated Payment		Document No.:	PY000010667		Payment Amt.:	169.05
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03		
Vendor:	HWSU01	H W SUPPLIES		Account Set:	TRADE			
Payment Code:	EFT	Payment Type:	Other	STEEL FOR MAINT.				

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
220000026064					0.00	0.00	0.00	169.05
Total :					0.00	0.00	0.00	169.05

Entry No.: 17	System Generated Payment		Document No.: PY000010668		Payment Amt.: 837.58
Transaction Type:	Payment	Payment Date: 03/26/2025	Posting Date: 03/26/2025	Year - Period: 2025 - 03	
Vendor:	INDU01	RECEIVER GENERAL FOR CANADA	Account Set: TRADE	RADIO LICENSE RENEWAL	

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

Payment Code: EFT

Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
20250029963					0.00	0.00	0.00	837.58
Total :					0.00	0.00	0.00	837.58

Entry No.: 18 System Generated Payment Document No.: PY000010669 Payment Amt.: 77.97

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03

Vendor: JOEC01 JOE COMPUTER Account Set: TRADE

Payment Code: EFT Payment Type: Other

BACKUP INTERNET

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
216164					0.00	0.00	0.00	77.97
Total :					0.00	0.00	0.00	77.97

Entry No.: 19 System Generated Payment Document No.: PY000010670 Payment Amt.: 1,785.40

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03

Vendor: JOHN02 JOHN WILSON ELECTRIC (FORDWICH) LIMIT Account Set: TRADE

Payment Code: EFT Payment Type: Other

MAINT SUPPLIES FOR LOADING SPOUTS

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
0000403586					0.00	0.00	0.00	1,785.40
Total :					0.00	0.00	0.00	1,785.40

Entry No.: 20 System Generated Payment Document No.: PY000010671 Payment Amt.: 2,243.90

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03

Vendor: JONE01 JONES RAIL INDUSTRIES LTD. Account Set: TRADE

Payment Code: EFT Payment Type: Other

RAIL MAINT AND SNOW CLEARING ON RAIL LINE

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
4737					0.00	0.00	0.00	177.98
4747					0.00	0.00	0.00	2,065.92
Total :					0.00	0.00	0.00	2,243.90

Entry No.: 21 System Generated Payment Document No.: PY000010672 Payment Amt.: 70,252.10

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

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: JPB01 JPB FABRICATION SERVICES (2019) INC. Account Set: TRADE RECEIVING AREA PROJECT - CAPITAL  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
5046					0.00	0.00	0.00	33,086.40
5171					0.00	0.00	0.00	19,707.20
5172					0.00	0.00	0.00	8,475.00
5173					0.00	0.00	0.00	8,983.50
Total :					0.00	0.00	0.00	70,252.10

Entry No.: 22 System Generated Payment Document No.: PY000010673 Payment Amt.: 3,067.95

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: LEVA01 LEVAC SUPPLY LIMITED Account Set: TRADE FIRST AID TRAINING  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
1374008					0.00	0.00	0.00	2,712.00
1374127					0.00	0.00	0.00	355.95
Total :					0.00	0.00	0.00	3,067.95

Entry No.: 23 System Generated Payment Document No.: PY000010674 Payment Amt.: 1,518.72

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: LIME01 LIMERICK ENVIRONMENTAL SERVICES LTD. Account Set: TRADE WASTE GRAIN REMOVAL  
 Payment Code: EFT Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2024-3879					0.00	0.00	0.00	759.36
2024-4185					0.00	0.00	0.00	759.36
Total :					0.00	0.00	0.00	1,518.72

Entry No.: 24 System Generated Payment Document No.: PY000010675 Payment Amt.: 8,554.10

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: LVCO01 L.V. CONTROL MANUFACTURING LIMITED Account Set: TRADE RECEIVING AREA PROJECT - CAPITAL  
 Payment Code: EFT Payment Type: Other



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

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
0000050824					0.00	0.00	0.00	214.70
0000050866					0.00	0.00	0.00	8,339.40
Total :					0.00	0.00	0.00	8,554.10

Entry No.:	25	System Generated Payment		Document No.:	PY000010676		Payment Amt.:	919.64
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03		
Vendor:	MACE01	MacEwen Petroleum Inc.		Account Set:	TRADE	DIESEL FUEL		
Payment Code:	EFT	Payment Type:	Other					

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
129817					0.00	0.00	0.00	919.64
Total :					0.00	0.00	0.00	919.64

Entry No.:	26	System Generated Payment				Document No.:	PY000010677		Payment Amt.:	649.75
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03				
Vendor:	OGFA01	ONTARIO AGRI BUSINESS ASSOC.			Account Set:	TRADE	TRADE DIRECTORY ADVERTISING			
Payment Code:	EFT	Payment Type:	Other							

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
10083					0.00	0.00	0.00	649.75
Total :					0.00	0.00	0.00	649.75

Entry No.:	27	System Generated Payment			Document No.:	PY000010678	Payment Amt.:	38,763.04
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03		
Vendor:	OMER01	OMERS		Account Set:	TRADE	EMPLOYEE PENSION		
Payment Code:	EFT	Payment Type:	Other					

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
FEB/25 PENSION					0.00	0.00	0.00	38,763.04
Total :					0.00	0.00	0.00	38,763.04

Entry No.:	28	System Generated Payment		Document No.:	PY000010679		Payment Amt.:	2,135.14
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03		
Vendor:	ONSE01	ONSERVE		Account Set:	TRADE			

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

Payment Code: EFT

Payment Type: Other

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
68731					0.00	0.00	0.00	1,885.41
68769					0.00	0.00	0.00	249.73
Total :					0.00	0.00	0.00	2,135.14

Entry No.: 29 System Generated Payment Document No.: PY000010680 Payment Amt.: 162.93

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: PRES03 PRESCOTT BUILDING CENTRE Account Set: TRADE  
 Payment Code: EFT Payment Type: Other MAINT SUPPLIES

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2083023					0.00	0.00	0.00	108.12
2083069					0.00	0.00	0.00	54.81
Total :					0.00	0.00	0.00	162.93

Entry No.: 30 System Generated Payment Document No.: PY000010681 Payment Amt.: 4,943.75

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: PREV02 PREVENTION AND REGULATORY SOLUTION Account Set: TRADE  
 Payment Code: EFT Payment Type: Other HEALTH AND SAFETY

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
835					0.00	0.00	0.00	4,943.75
Total :					0.00	0.00	0.00	4,943.75

Entry No.: 31 System Generated Payment Document No.: PY000010682 Payment Amt.: 1,805.05

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: PSAC01 PUBLIC SERV. ALLIANCE OF CAN. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other UNION DUES

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
FEB/25 DUES					0.00	0.00	0.00	1,805.05
Total :					0.00	0.00	0.00	1,805.05

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

Entry No.: 32 System Generated Payment Document No.: PY000010683 Payment Amt.: 61.23

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: PURO01 PUROLATOR COURIER LTD. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other SHIPPING SERVICES

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
510120278					0.00	0.00	0.00	55.57
510135285					0.00	0.00	0.00	5.66
Total :					0.00	0.00	0.00	61.23

Entry No.: 33 System Generated Payment Document No.: PY000010684 Payment Amt.: 6,798.26

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: SGSC02 SGS CANADA INC. Account Set: TRADE  
 Payment Code: EFT Payment Type: Other GMP PROGRAM

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
11777115					0.00	0.00	0.00	6,798.26
Total :					0.00	0.00	0.00	6,798.26

Entry No.: 34 System Generated Payment Document No.: PY000010685 Payment Amt.: 2,594.13

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: SGSE01 SGS ELEVATORS Account Set: TRADE  
 Payment Code: EFT Payment Type: Other MONTHLY ELEVATOR MAINT

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
110787					0.00	0.00	0.00	1,186.50
110841					0.00	0.00	0.00	1,407.63
Total :					0.00	0.00	0.00	2,594.13

Entry No.: 35 System Generated Payment Document No.: PY000010686 Payment Amt.: 573.88

Transaction Type: Payment Payment Date: 03/26/2025 Posting Date: 03/26/2025 Year - Period: 2025 - 03  
 Vendor: STAP02 STAPLES COMMERCIAL Account Set: TRADE  
 Payment Code: EFT Payment Type: Other VARIOUS OFFICE AND COMPUTER SUPPLIES

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
0489BD47					0.00	0.00	0.00	42.93

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

542B2FB5	0.00	0.00	0.00	58.07
7CE075F1	0.00	0.00	0.00	204.39
C25FD535	0.00	0.00	0.00	206.96
C7C15AA3	0.00	0.00	0.00	17.53
F922ACEF	0.00	0.00	0.00	44.00

**Total :** 0.00 0.00 0.00 573.88

Entry No.:	36	System Generated Payment		Document No.:	PY000010687	Payment Amt.:	316.17
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03	
Vendor:	TOML02	Tomlinson Environmental Services Ltd.		Account Set:	TRADE	WASTE GARBAGE REMOVAL	
Payment Code:	EFT	Payment Type:	Other				

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
AMINV14497					0.00	0.00	0.00	316.17
<b>Total :</b>					0.00	0.00	0.00	316.17

Entry No.:	37	System Generated Payment		Document No.:	PY000010688	Payment Amt.:	39.54
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03	
Vendor:	UNIV01	UNIVERSAL SUPPLY GROUP INC.		Account Set:	TRADE	EQUIPMENT SUPPLIES	
Payment Code:	EFT	Payment Type:	Other				

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
964-456788					0.00	0.00	0.00	39.54
<b>Total :</b>					0.00	0.00	0.00	39.54

Entry No.:	38	System Generated Payment		Document No.:	PY000010689	Payment Amt.:	1,938.32
Transaction Type:	Payment	Payment Date:	03/26/2025	Posting Date:	03/26/2025	Year - Period: 2025 - 03	
Vendor:	WAJA01	WAJAX LIMITEE		Account Set:	TRADE	SUPPLIES FOR LOADING SPOUTS	
Payment Code:	EFT	Payment Type:	Other				

Document No.	Sched. No.	Adj. No.	Adj. Reference	Adj. Description	Adjustment	Discount	Tax Withheld	Amount
2025120099748					0.00	0.00	0.00	1,938.32
<b>Total :</b>					0.00	0.00	0.00	1,938.32

A/P Batch Listing - Payment (APCBTCLZ)

— Batch Summary —

	Invoice	Adjustment	Discount	Payment	Advance Credit	Bank Amount
Total for Batch 6:	0.00	0.00	0.00	203,566.81	0.00	203,566.81

38 entries printed  
1 batch printed