

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
WEDNESDAY, MAY 17, 2017  
6:30PM**

Present: Mayor Patrick Sayeau, Chair  
Deputy Mayor Peggy Taylor  
Councillor Michael Barrett  
Councillor Gerry Morrell  
Councillor Karie Smail  
Joe Hendriks  
Frank McAuley

Staff: Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Rebecca Williams, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm.

2. Approval of Agenda

**Moved** by: M. Barrett seconded by: K. Smail that Committee approve the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest & the General Nature Thereof

Deputy Mayor Taylor declared a pecuniary interest in item 8 as she is directly involved with the Cardinal Legion Branch 105 Poker Run event which received \$500 in Port donations.

4. Business Arising from Previous PMC Minutes

Members asked for an update with respect to the settling issue on the riverfront dock and the Port GM informed Committee that a company has been chosen to do the study. In regards to the electrical global adjustment efforts, the Port GM was questioned if he had contacted any of the companies that are able to develop an algorithm to identify when the peak hours will take place. It was noted that the Port GM has been in discussion with a company and may be quoting a cost of approximately \$9000.

5. Delegations – None

6. Discussion Items

a) Port Day Update

Mayor Sayeau provided a copy of the plaque proof to be presented to the HMCS Goose Bay and confirmed with Committee that they are satisfied with the proof and cost of the plaques. Committee noted that there will be two receptions this year, the first being held on Friday night at the Bridgeview and the second will be on Saturday night on the HMCS Goose Bay.

Committee reviewed the invitation lists for both the Friday and Saturday night reception events and discussed who would be able to attend. It was noted that the Friday reception will be held from 5:00pm to 6:15pm with the Business Showcase running from 6:00pm to 9:00pm. Committee briefly reviewed the Port Day activities list, noting that there will be giveaways and draws for Port tours at both the Business Showcase and Port Day event. It was noted that the Griffon has not been able to confirm their arrival time.

b) Delegation of Authority

Committee reviewed the current Delegation of Authority (DOA) policy and discussed how it differs from the 2017-02 by-law which establishes the terms of reference for the Port of Johnstown Management Committee (PMC). Members commented on Section 7 of by-law 2017-02 Schedule A, noting that Section 7 delegates specific administrative authority to the PMC, including: a) decisions with respect to the workplace organization and staffing of the Port of Johnstown, save and except for the employment of the Port General Manager, and b) direction of the work for the Port General Manager including annual performance reviews based on the Personnel Policy By-law of the Township.

Members noted that the DOA policy specifically delegates authority to the Port GM to hire employees and award increments based on approved salary grid or approved budget. Committee debated if the new 2017-02 by-law should supersede the DOA policy, which would place the authority in the PMC to grant the Port GM to hire employees and oversee the annual performance reviews. Members commented on the current DOA policy and how it already addresses everything in Section 7 of the by-law. Members voiced their concerns about the PMC micromanaging the Township and Port of Johnstown staff if the Committee were to modify the DOA policy or by-law any further.

Members commented on how private businesses seek approval for salary grid/approved budgeted increases through a hierarchical system. Committee discussed the current Personnel Policy grid system and how it differs from budgeted percentage increases. Members briefly discussed reviewing the salary grid and determining the appropriate market based salaries for Port employees.

It was noted that the CAO and Port GM would like to clearly define the split between the Township and Port of Johnstown. Members suggested that Committee takes the current DOA policy and creates a separate policy

specifically for the Port GM. Members commented on the need for the PMC or other qualified individuals to review employee's annual performance appraisals to allow for more flexibility in awarding increments. Members suggested the creation of a subcommittee to fully review the DOA policy, By-law 2017-02 and the Personnel Policy. Members noted that the Port GM may provide the matrix used for the annual performance reviews.

7. Action/Information Items

a) Operations Manager's Report

Committee reviewed the Operations Manager's Report, noting that an additional 740 feet of safety railings for the roof are being fabricated. There was a general discussion with respect to the installation of two 4500gph sump pumps in the substation basement and if the basement has been affected by the high water levels of the St. Lawrence River. Members commented on the non-GMO customer enquiring about the addition of another bin and if the Port would be able to accommodate at this time.

b) General Manager's Report

The Port GM reviewed the report, noting that the year to date report is currently \$170,000 below budget. It was noted that more vessels are scheduled to arrive which will increase inventory levels, however the additional inventory may become a concern if there is not enough movement in August and September. Members noted that Logistec has been in discussions with the GM with respect to Break Bulk cargo for the Harbourfront dock.

Members noted that Ogdensburg Port has been granted permission to dredge the areas of concern. It was noted that the Port of Johnstown does not require dredging at this time and will be contracting divers to inspect the condition of the elevator walls and ports. There was a general discussion with respect to the rail bridge that travels over UCLG County Rd 2. It was noted that the UCLG has identified flood areas north of the bridge and County Rd 2, which may result in flooding the County Rd 2 if drainage work is not completed.

c) YTD Stats

The YTD Stats report was reviewed. Committee enquired about the number of days the Port's short term disability covers. Members asked for clarification with respect to the two incidents/safety investigations.

d) Capital Projects Update

Committee reviewed the Capital Projects Update.

**Moved** by: M. Barrett seconded by: G. Morrell that Committee receive and review items 7a) 7b) 7c) and 7d).

Carried

e) Health and Safety Report

Committee reviewed the Health and Safety report. Members asked about the non-injury incident investigation report and what recommendations were provided. It was noted that the near miss incident was with an employee on top of a 12 foot roof.

**Moved** by: M. Barrett seconded by: G. Morrell that Committee receive and review item 7e).

Carried

f) Recommendation for Roof Repair

Committee asked for clarification with respect to the construction company.

**Moved** by: K. Smail seconded by: F. McAuley that Port Management Committee recommends the following:

1. The Port Management Committee awards the roof repair project to D.L. Construction and Roofing Ltd. in the amount of \$158,540.00 (excluding HST) plus a 10% contingency.
2. That the Port Management Committee authorizes staff to execute the contract.

Carried

8. Approval of Disbursements – Port Accounts

Deputy Mayor Taylor did not participate or vote on the matter.

**Moved** by: M. Barrett seconded by: K. Smail that Committee approves payment of Port invoices as circulated.

Carried

9. Councillor Inquiries/Notices of Motion – None

10. Chair's Report

Mayor Sayeau reported the following:

- Attended and presented at the Society for the Preservation of Old Mills meeting
- Giant Tiger is planning an event on September 30

11. Question Period – None

12. Closed Session

**Moved** by: P. Taylor seconded by: K. Smail that Port Management Committee proceeds into closed session at 8:12pm in order to address matters pertaining to:

- Labour relations or employee negotiations; Specifically: **Collective Agreement and Minutes of Closed Session dated April 19, 2017.**

Carried

Committee recessed for 10 minutes to clear the chamber.

**Moved** by: G. Morrell seconded by: M. Barrett that the closed meeting does now adjourn and the open meeting of Port Management Committee does now resume at 8:50pm.

Carried

**Moved** by: F. McAuley seconded by: J. Hendriks that Port Management Committee approves the minutes of the closed session of April 19, 2017.

Carried

**Moved** by: M. Barrett seconded by: G. Morrell that Port Management Committee recommends:

1. Council approves the collective agreement as presented.
2. Direct the Township Clerk to draft an authorizing by-law for council consideration which authorizes the Mayor and Clerk to sign the collective agreement on behalf of the Township, after the bargaining unit ratifies the agreement.
3. Direct the Port General Manager and Operations Manager to sign the collective agreement on behalf of the Port of Johnstown.

Carried

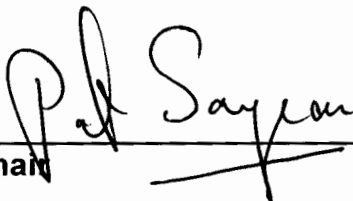
Mayor Sayeau reported that Committee discussed the collective agreement.

13. Adjournment

**Moved** by: K. Smail seconded by: P. Taylor that the meeting adjourn at 8:52 pm.

Carried

These minutes were approved by Port Management Committee this 21 day of June, 2017.

  
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Chair

  
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Deputy Clerk