

**MINUTES  
PORT OF JOHNSTOWN MANAGEMENT COMMITTEE  
MUNICIPAL OFFICE – SPENCERVILLE  
WEDNESDAY, APRIL 18, 2018  
6:30PM**

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

Staff: Robert Dalley, General Manager  
Kevin Saunders, Operations Manager  
Rhonda Code, Office Manager  
Debra McKinstry, CAO/Clerk (left at 6:48pm)  
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: G. Morrell that Committee approve the agenda as presented.

Carried

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

4. Delegations – None

5. Minutes of the Previous POJ Committee Meeting

a) March 21, 2018

**Moved** by: P. Taylor seconded by: M. Barrett that Port Management Committee receives and approves the minutes of Port Management Committee meeting dated March 21, 2018.

Carried

6. Business Arising from Previous PMC Minutes

Committee enquired if the Port has received any updates with respect to the Greenery presentation and proposed public consultation process. There was a brief discussion with respect to the Council resolution offering to gift

the Fraser House to the Grenville County Historical Society and Friends of the Windmill. Members confirmed that letters notifying the organizations were sent with a copy of the Council resolution.

7. Discussion Items – None

8. Action/Information Items

a) Township Pickup Truck - CAO

Committee discussed the past practice of the Port GM's truck being given to the Township as an older replacement vehicle. Members briefly discussed the transfer cost and need to place the Port truck at a faster depreciation rate from 10 years to 5-7 years. There was a brief discussion with respect to the truck being a taxable benefit for the Port GM and if a new truck should be a direct purchase or lease.

**Moved** by: P. Taylor seconded by: G. Morrell that Port Management Committee recommends to Council that the 2018 capital budget be amended to include the cost of a replacement pickup truck for the Port General Manager. Following approval of the amendment, that Port Management Committee direct the Port General Manager to purchase a new pickup truck and to arrange for transfer of ownership of the used truck to the Township for use in its Recreation Department.

Carried

b) Operations Manager's Report

Committee reviewed the Operation Manager's Report and briefly discussed the number and type of repairs done to the conveyors and lofters. Committee noted that the Port has received additional shipments of non-GMO corn and confirmed whether the corn was from local producers.

c) General Manager's Report

Committee reviewed the General Manager's Report and discussed how the hydro consumption is being monitored to ensure that the Port continues to qualify for the Class A designation. There was a general discussion with respect to risk management and level of the technology system security between the Port's current provider and ONServe. Members noted that the Canadian Naval Forces were only able to offer a sailing vessel from June 8<sup>th</sup> to 12<sup>th</sup>, 2018, which does not fall within the Port Day timeframe. It was noted that the Mayor has responded to the letter and has delined on the sailing vessel for 2018, but has requested a frigate class for the 2019 Port Day event. Committee noted that the Canadian Sailings magazine has published a full-page article about the Port.

d) YTD Stats

Committee reviewed the YTD Stats.

**Moved** by: F. McAuley seconded by: J. Hendriks that Committee receive and review items 8b) to 8d).

Carried

e) Health and Safety Report

Committee reviewed the Health and Safety Report and discussed the intertwined role between the Port's human resources and health and safety staff. There was a brief discussion with respect to the upcoming cannabis legislation and how it may affect Port policies.

**Moved** by: M. Barrett seconded by: G. Morrell that Committee receive and review the Health and Safety Report.

Carried

f) Administration Connecting Concourse/Washroom Renovation

**Moved** by: M. Barrett seconded by: G. Morrell that:

- Port Management Committee awards the Administration Connecting Concourse and Washroom renovations to K.E. Bush Construction Limited in the amount of \$52,092.00 (excluding HST) plus a 15% contingency.
- Port Management Committee authorizes staff to execute the contract.

Carried

g) Smoking Policy

Committee reviewed the Port's smoking policy and debated if smoking should be completely prohibited on Port property. Members discussed the current designated smoking locations and suggested the possible addition of a separate area for those that use vaporizers, so employees are not exposed to second hand smoke. There was a general discussion with respect to other workplace smoking policies and how employees are reprimanded for not following the policy.

Committee commented on the idea to implement a health incentive program to educate employees on the health concerns of continued smoking. Members confirmed if the Port current enforces a zero tolerance for smoking inside the buildings due to the possibility of a dust explosion. Members discussed the various buildings and areas that may have dust exposure and the risks associated with smoking outside of the designated areas.

Committee discussed how the cannabis legislation could affect the workplace and how the Port may educate employees of the safety concern of being at work under the influence of a newly legalized drug. There was a brief discussion with respect to testing an employee that management believes is under the influence of drugs or alcohol. It was noted that Port staff and the union have been working together to create a fair and fulsome policy to better protect all employees at the Port. There was consensus from Committee to endorse the release and implementation of the Port's smoking policy with the minor suggestions as discussed.

h) Risk Management/Strategic Planning – Mr. McAuley

Mr. McAuley provided Committee with an overview of what is a strategic plan and how an organization goes about creating and implementing the plan. It was noted that the strategic plan should be reviewed every 5 years to determine if the organization has been able to attain and maintain the plan and objectives/expectations. Mr. McAuley noted that the Committee must determine the vision and mission for the Port and highlighted that the mission of the Port is the vision in action.

Mr. McAuley outlined the 5 steps for the ongoing process of a successful strategic plan. Committee debated if the current Committee should start the strategic plan project now or wait for the new Council to review and determine the vision and mission of the Port. There was consensus from Committee that Committee members and Port staff begin the background work to develop a new strategic plan for the Port and bring forward to Committee in the summer of 2018. Members suggested that once Committee has reviewed the background work that a facilitator be selected to assist the Committee in determining the vision and mission statements for the Port. There was a brief discussion with respect to Mr. McAuley and Mr. Hendriks appointments to the Committee and reviewed the Port Management Committee terms of reference.

Committee thanked Mr. McAuley for his presentation and continuing support and assistance with the development of a new strategic plan.

i) Audited Financial Statement

**Moved** by: K. Smail seconded by: M. Barrett that the Port Management Committee receives and approves the auditor's report on the Port of Johnstown's financial statement as included in the POJ Management meeting package on March 21, 2018 from the CKDM (Craig Keen Despatie Markell) chartered accountants.

Carried

9. Approval of Disbursements – Port Accounts

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

Carried

10. Councillor Inquiries/Notices of Motion

There was consensus from Committee to reschedule the May 16 meeting to Thursday May 17, 2018.

11. Chair's Report – None

12. Question Period

Questions/comments were raised with respect to the following:

- Support of Port smoking policy with employees and union
- Discussed Port's financial risk management and who could provide an outside review

13. Adjournment

**Moved** by: P. Taylor seconded by: G. Morrell that the meeting adjourn at 8:30 pm.

Carried

These minutes were approved by Port Management Committee this 17<sup>th</sup> day of May, 2018.

Chair



Deputy Clerk

