

Via registered mail and e-mail to appoint@toronto.ca

November 29, 2023

Mr. John D. Elvidge
Public Appointments Secretariat
City Clerk's Office
100 Queen Street West
12th Floor, West Tower, City Hall
Toronto, ON M5H 2N2

Dear Mr. Elvidge,

**Re: Notice of Term End - Ms. Amanda Walton, City of Toronto Board Appointee;
Request to appoint a new member to the Board of Directors of the Toronto Port
Authority (doing business as "PortsToronto")**

Pursuant to s.14 of the *Canada Marine Act* (the "**Act**") and ss. 4.6(b) and 4.16(a) of the Letters Patent of the Toronto Port Authority, please take notice that the term of Ms. Amanda Walton, the City of Toronto's appointee to the PortsToronto Board of Directors (the "**Board**"), expires on March 31, 2024.

The *Act* provides that a director may serve up to nine (9) consecutive years on the Board and Ms. Amanda Walton began her term on April 2, 2015, and has served continuously since. Ms. Walton's term will end on April 1, 2024, completing the maximum eligible time of nine (9) years.

PortsToronto hereby kindly requests a new appointee to the Board of Directors at the City of Toronto's discretion. In this regard and to assist in the process, we attach a copy of the Skills Matrix of our current Board, highlighting areas of opportunity/need for future Board composition. In particular, PortsToronto is looking to fill the following five skills gaps:

- Finance/Accounting
- Engineering/Infrastructure/Innovation
- Human Resources/Health & Safety
- Public Transportation
- Real Estate/Land Use Planning

As an organization, we are also committed to diversity, equity and inclusion and would welcome consideration of qualified individuals of diverse backgrounds to fill this vacancy.

We also wish to remind the Public Appointments Secretariat of ss.1.5 and 6.4 of the *City of Toronto Public Appointments Policy* relating to Selection Strategy and Applicant Conflict of Interest, respectively.

Sincerely,



Roelof-Jan Steenstra
President and Chief Executive Officer

cc: *Paul Johnson, City Manager (by email only)*
Lily Cheng, Councillor (by email only)

RJS/kb
Encl.

PortsToronto Board Skills Matrix (as of May, 2023)

Director	Competency 1	Competency 2	Competency 3	Competency 4	Competency 5
A	Legal Expertise ✓	Regulatory Expertise	Risk Management	Strategic Planning	Board/Governance Experience
B	Government Relations/Public Relations/Communications	Finance & Accounting	Executive Management	Strategic Planning	Board/Governance Experience
C	Air/Ocean Transportation and Logistics	Strategic Planning	Executive Management	Marketing	Board/Governance Experience
D	Finance & Accounting✓	International Business	Strategic Planning	Executive Management	Board/Governance Experience
E	Public Relations/Communications	Government Relations	Strategic Planning	Marketing	Board/Governance
F	Public Relations/Communications	Government Relations	First Nations Engagement	Industry Sector (Energy)	Management

✓ Denotes professional designation

Sample Competencies:

Board/Governance Experience
 Engineering / Project Development
 Executive Management
 Finance & Accounting

Land Use/Community Planning
 Legal Expertise
 Marketing
 Port operations / Marine Industry

First Nations Engagement
 Government Relations
 Human Resources
 Industry Sectors (coal, grain, energy, cruise, etc.)

Public Relations/Communications
 Rail /Transportation Logistics
 Real Estate/Property Development
 Strategic Planning
 Technology/Cyber