



Hamilton

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October 16, 2024

Laura Davis, Manager, Legislative Services/Deputy City Clerk  
City of Oshawa  
50 Centre Street South  
Oshawa, ON L1H 3Z7

Dear Laura Davis:

City Council, at its meeting held on October 9, 2024, approved Item 8 of the General Issues Committee Report 24-016 which reads as follows:

**8. Establishing a Process to Appoint a Municipal Representative to the Hamilton-Oshawa Port Authority Board of Directors (PED23021(a)) (City Wide) (Item 10.3)**

That the City of Hamilton endorse the following process to Appoint a Municipal Representative to the Hamilton-Oshawa Port Authority Board of Directors;

- (i) Coinciding with the municipal election cycle and council term, the Hamilton-Oshawa Port Authority releases, on behalf of the City of Hamilton and the City of Oshawa, an open call for interested individuals who wish to serve on the Hamilton-Oshawa Port Authority Board of Directors as the municipally appointed director;
- (ii) The Hamilton-Oshawa Port Authority evaluates all applications received for the municipally appointed director, and provides a recommended candidate based on qualifications and eligibility criteria, for the City of Hamilton and City of Oshawa's consideration and endorsement;
- (iii) That if either the City of Hamilton or the City of Oshawa does not endorse the Hamilton-Oshawa Port Authority's candidate, the Board shall put forth the next highest-ranking candidate for endorsement, until such time that both Councils endorse the same candidate;
- (iv) The municipally appointed director shall serve a four-year term, coinciding with the municipal election cycle and council term., understanding that the first director so appointed will serve a truncated term so as to synchronize with the current council term;

- (v) That City of Hamilton staff and City of Oshawa staff be directed and authorized to work with Hamilton-Oshawa Port Authority staff to develop a recruitment package to ensure consistency and fairness in the recruitment process, with such recruitment package to include, but not necessarily be limited to, a role description, eligibility criteria and minimum qualifications.

Sincerely,

*Lisa Kelsey*

Lisa Kelsey  
Legislative Coordinator