

## **TORONTO PORT AUTHORITY CONSULTATION POLICY**

It is the intention of the Toronto Port Authority (the “Authority”):

- i) when it is contemplating initiatives which will have a significant impact on Port Users (corporations, organizations, associations or individuals) and/or surrounding communities to:
  - a) identify at an early stage such Port Users and surrounding communities; and
  - b) in a timely manner notify, orally or in writing, and where practical and appropriate by public notice, such Port Users, and where practical, surrounding communities of the initiative with enough detail to allow a meaningful consideration of it, and to invite them to make their views known so that they can be considered as decisions are being made.
- ii) to identify the key stakeholders of the Toronto Port Authority and from time to time and no less frequently than annually, invite them to meet with the Board or the appropriate Board Committee.

The Authority reserves the right, however, to make any decisions it believes are necessary or appropriate notwithstanding that it may not have been able to engage in the consultation process contemplated above in circumstances on which the Authority determines that such public consultation is not feasible or in the best interests of the Authority.

### **IMPLEMENTATION OF PUBLIC CONSULTATION POLICY**

#### **1. Presentation to Board or to the Designated Board Committee**

If a Port User, other interested party or group desires to make a presentation to the Board, that person (the “Presenter”) shall make a written request to the President and CEO of the Authority . Upon receipt of such a request, the President and CEO of the Authority shall forthwith inform the Chair of the Board of the request in order that the Board may make a decision concerning the request at its next meeting. Generally speaking, the Board will give an opportunity to be heard to any Presenter having legitimate interest to appear before the Board, or before the designated Board Committee in the Board’s discretion.

#### **2. Request**

The Board reserves the right to refuse any written request, if, in the Board’s sole discretion, the Presenter does not have a legitimate interest in appearing before the Board or if the Presenter’s request is frivolous, vexatious or inappropriate.

#### **3. Designation of Representative of Spokesperson**

Unless the Board otherwise agrees, the Presenter making a presentation shall make such presentation through a single individual designated as its representative or principal spokesperson.

#### 4. Written Summary

The designated representative or spokesperson shall submit, prior to the meeting of the Board, or Board Committee in question, a written statement summarizing the main points of its proposed presentation.

#### 5. Number of Persons at Meeting

The designated representative or spokesperson appearing before the Board or the Board Committee shall indicate at the time when submitting the written statement referred to in paragraph 4 who it is intended shall accompany him or her. The Board, or Board Committee shall have the right to limit the number of persons accompanying such representative or spokesperson.

#### 6. Timing

The Board or Board Committee reserves the right to control the procedures governing its meetings and, accordingly, to make any decision it regards as appropriate regarding the procedures governing a presentation.