

Communications Plan with Nominating Entity

1. INTRODUCTION

Each nominated Director is required to reach agreement with that Director's Nominating Entity on an annual communications plan. The purpose of the plan is to ensure that the Nominating Entity is kept informed of the Authority's affairs and to provide an ongoing channel for the Director to know the perspective of the Nominating Entity in order that those perspectives can form an integral part of Board deliberations. See Tab 6, Section 9.

2. PROCESS

- 2.1 The Board calendar runs from June to May. Nominated Directors will communicate with their Nominating Entity, after the annual meeting of the Members held in May of each year and prior to the September meeting of the Board of Directors, to reach agreement upon a plan of communication. The checklist included in Part 4 contains information which the Authority considers to be mandatory to provide to the Nominating Entities.
- 2.2 For the purposes of establishing the communications plan, the nominated Director will communicate with the chief administrative officers of the Nominating Entity or such other official of the Nominating Entity as that Entity may direct.
- 2.3 The written reports listed in the attached checklist are available on the Authority's website, yvr.ca. Nominated Directors should remind Nominating Entities of their availability and inform them that the Authority will provide hard copies of any written reports upon request at its cost.
- 2.4 Arrangements for oral presentations will be made with the chief administrative officer of the Nominating Entity.
- 2.5 If the Nominating Entity does not respond to requests to agree explicitly to a plan of communications, then it shall be deemed for the purposes of these Rules, and in particular, By-law #1 Section 14.2 (c) and the Review provision set forth below in Part 3, that the agreed plan of communication comprises all items, except number 8, of the Required Items set forth at Part 4 of this Tab.

Communications Plan with Nominating Entity

3. REVIEW

As described in the Terms of Reference for the Governance Committee of the Board, Tab 15d, Section 3.3.2., the Governance Committee will annually review the satisfaction of each Nominating Entity with the frequency and quality of communication. The Chair of the Governance Committee will solicit views from the chief administrative officers of the Nominating Entity. If the Chair of the Governance Committee is a nominated Director, the Chair of the Board will solicit the views of that Nominating Entity.

4. CHECKLIST

	<i>Method to be used</i>	<i>Source</i>	<i>Frequency</i>	<i>Source/Completion</i>
Required				
1.	Provide Nominating Entity with updated Board Manual, including Code of Conduct for Directors	Tab 13	Annual	http://www.yvr.ca/en/about-yvr/leadership-and-accountability/board-of-directors/board-manual
2.	Annual Meeting of full Board and Nominating Entity ("NE meeting")	By-law No.1	Annual	May 11, 2017
3.	At NE meeting: provide annual report: the report includes the governance report	By-law No.1	Annual	The 2015 report was published on April 28, 2015 at: http://www.yvr.ca/en/about-yvr/leadership-and-accountability/sustainability-report
4.	At NE meeting: provide financial statements and auditors' report	By-law No.1	Annual	The 2015 report was published on April 28, 2015 at http://www.yvr.ca/en/about-yvr/leadership-and-accountability/sustainability-report

Communications Plan with Nominating Entity

5.	Provide a forward looking overview of any major business initiatives at the annual meeting with the Nominating Entities; as per Section 7 below; Nominating Entities are welcome to request a more detailed presentation at their convenience	Tabs 12, 13	Annual	Provide at annual meeting and upon request
6.	Provide annual reports of consultative committees		Annual	http://www.yvr.ca/en/about-yvr/noise-management/publications http://www.yvr.ca/en/about-yvr/environment/publications
7.	Upon request, make an oral or written presentation to the governing board or membership of the Nominating Entity (e.g., City Council, Board of Directors, Board of Governors, Benchers, Members meetings)	Tab 13	<i>___ times per year [Frequency to be determined by Nominating Entity and Director]</i>	Upon your request
8.	Provide copy of Master Plan and Land Use Plan in draft	Ground Lease	As occurs <i>(Approx. every 5 to 10 years)</i>	http://www.yvr.ca/en/about-yvr/community/engagement/master-plan As noted planning for the 2037 Master Plan is underway; Phase 2 public consultations will begin in September 2016
9.	Provide copy of any proposed changes to Parts 3 and 14 of the Authority's By-law No.1	Tab 13	As occurs	http://www.yvr.ca/en/about-yvr/leadership-and-accountability/board-of-directors/board-manual See Tab 17 on this page

Communications Plan with Nominating Entity

10.	Provide a presentation on major updates to 10-year Capital Plan	Tab 13	Update annually at Nominating Entities Meeting	http://www.yvr.ca/en/business/construction
11.	Provide copy of Environmental Management Plan	Tab 13	Current Plan is for the years 2015-19	http://www.yvr.ca/en/about-yvr/environment/publications
12.	Provide copy of Noise Management Plan	Tab 13	Current Plan is for Years 2014-2108	http://www.yvr.ca/en/about-yvr/noise-management/publications
13.	Notify Nominating Entities of all public meetings and open houses	Tab 13	As occurs	Notification will be via e-mail unless Nominating Entity requests other means
14.	Provide Copy of the 5-year Performance Review	By-law No.1	Every 5 years	The most recent 5-Year Review covered the years 2008 through 2012. The next review, covering the years 2013-2017, will be done in 2018.
Other Requirements <i>(as determined between the Nominating Entity and Director, and listed below)</i>				
15.				
16.				
17.				
18.				
19.				
20.				