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. Each Nominated Director will communicate with the Nominating Entity after the annual meeting of the Members held in May of each year and, if possible, before the September meeting of the Board of Directors to seek 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 executive and 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 will be provided to the chief executive officer and chief administrative officer either in hard copy or via notification of their having been posted on the Authority website, www.yvr.ca. The Nominating Entity may request a hard copy of any written reports, and it may also request that copies be provided to other officers or members of that Nominating Entity. The Authority will supply any hard copies 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 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.

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 executive and 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.

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4. CHECKLIST

	Method to be used	*Source*	*Frequency*	*Source/Completion*
Required				
1.	Provide Nominating Entity with updated Board Manual, including Code of Conduct for Directors	Tab 13	Annual	
2.	Annual Meeting of full Board and Nominating Entity ("NE meeting')	By-law No.1	Annual	
3.	At NE meeting: provide annual report: the report includes the governance report	By-law No.1	Annual	
4.	An NE meeting: provide financial statements and auditors' report	By-law No.1	Annual	
5.	Provide copy of business plan and business plan results	Tabs 12, 13	Annual	
6.	Provide annual reports of consultative committees		Annual	
7.	Make presentation to governing board of Nominating Entity (e.g., City Council, Board of Directors, Board of Governors, Benchers). *Presentation may be oral or written or a combination per Nominating Entity*	Tab 13	*____ times per year [Frequency to be determined by Nominating Entity and Director]*	
8.	Provide copy of Master Plan and Land Use Plan in draft	Ground Lease	As occurs *(Approx. every 5 to 10 years)*	
9.	Provide copy of any proposed changes to Parts 1 and 14 of the Authority's By-law No.1	Tab 13	As occurs	
10.	Provide a presentation on major updates to 10-year Capital Plan	Tab 13	Update annually at Nominating Entities Meeting	

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11.	Provide copy of Environmental Management Plan	Tab 13	Plan is updated annually	
12.	Provide copy of Noise Management Plan	Tab 13	Current Plan is for Years 2004-2008	
13.	Notify Nominating Entities of all public meetings and open houses	Tab 13	As occurs	
14.	Provide Copy of the 5-year Performance Review	By-law No.1	Every 5 years	
Other Requirements *(as determined between the Nominating Entity and Director, and listed below)*				
15.				
16.				
17.				
18.				
19.				
20.				