



## Vancouver Airport Authority

### Nominating Entity Communications Policy

#### Introduction

The Airport Authority's Board is comprised of (at most) 15 Directors, nine of whom are nominated by Nominating Entities – organizations that are considered key stakeholders with shared interests in the economic development and wellbeing of British Columbia.

This Policy provides an overview of the obligations set out in our By-laws with respect to Nominating Entities; specifically, an annual meeting, the option for extraordinary meetings, and agreed communications between each nominated Director and their Nominating Entity.

#### Communications with Nominating Entities

Annual Meeting. The Airport Authority is required to hold an annual meeting with the Nominating Entities within 135 days of the end of each fiscal year to report on the previous fiscal year and goals for the current fiscal year. The meeting also provides an opportunity for Nominating Entities to offer feedback and ask questions of the CEO and Board Chair.

Extraordinary Meetings. Beyond the annual meeting, a Nominating Entity may request an extraordinary meeting between the Airport Authority and all the Nominating Entities to respond to questions on matters of public interest concerning Airport Authority business.

Consultations. Management will ensure that Nominating Entities are informed of public consultations and will offer individual consultations for new Master Plans and proposed By-law amendments that would change the current Nominating Entities.

Annual Communications Preferences. Nominated Directors are required to contact their respective Nominating Entity annually to discuss communication preferences and to seek feedback on the Airport Authority's strategic direction and its efforts to fulfil its purpose of serving the community and the economy that supports it. Nominated Directors should convey the Airport Authority's commitment to the mutual exchange of views and its willingness to meet with Nominating Entity Management and membership and encourage their Nominating Entity to reach out to the Airport Authority at any time.

Director Independence. While Directors are expected to listen to and share the perspectives of their Nominating Entity with the Board, they must ensure that their Nominating Entity understands that they are not a representative nor an advocate for the Nominating Entity as their fiduciary duty is to the Airport Authority.

Materials. Management will ensure that Nominating Entities have access to the following documents:

- Airport Authority Code of Ethics
- Annual Sustainability Report, including Consolidated Financial Statements
- Board Manual
- By-laws
- Environmental Management Plan
- Five-Year Performance Review
- Master Plan and Land Use Plan
- Noise Management Plan
- Reports of the Environmental Advisory and Noise Management Committees and any other community advisory committees that the Airport Authority may establish.

Review. The Governance Committee will oversee relations with the Nominating Entities to ensure that Nominated Directors maintain a robust and transparent relationship with their respective Nominating Entity and that Nominating Entities are satisfied with the Airport Authority's communication.

<b>Version Number</b>	<b>Effective Date</b>
Version 2	1 January 2023