



Vancouver Airport Authority

Task Force Guidelines

Purpose. Task Forces are established to assist the Board and Management with respect to a specific task or for a specific timeframe and are typically disbanded once the task or timeframe is complete.

Task Forces are appropriate where the Board and Management desire or require oversight or advice for matters that could materially impact the Airport Authority's governance model, strategy, financial position, reputation, or relations with key stakeholders. A Task Force may also be formed to act as a Search Committee for a new CEO or to assist the Board with an item that requires a more detailed review than any Committee is able to provide.

Composition. A Task Force's Chair and members will be determined upon formation and will be appointed or re-appointed as applicable at a Board meeting following the Annual Meeting of the Members. Task Force Chairs and members will be appointed for one-year terms and may serve consecutive terms.

Meetings and Reporting. Task Forces will not hold regular meetings but will meet at the discretion of the Task Force Chair as circumstances require.

As Task Forces by their nature deal with sensitive and confidential matters, they will report to the Board orally *in camera*. Records for the Corporate Record will be limited to a record of attendance and action items generated by the Task Force as well as draft resolutions recommended to the Board for approval and any other information recorded at the discretion of the Corporate Secretary or their nominee.

Version Number	Effective Date
Version 2	1 January 2023