

The CAA shall:

- give at least 30 days' prior notice of each annual general meeting by using appropriate media to ensure public awareness of the meeting;
- afford a reasonable opportunity to the public for the asking of questions and the expressing of views;
- ensure that at least a majority of the members of its board including the Chair (or in the event of his or her inability to attend, the Vice Chair) and the Chief Executive Officer are present at each annual general meeting; and
- present to the annual general meeting copies of its audited annual financial statements approved by the board, together with the auditor's report and the CAA's annual report for the previous year.

In advance of each annual general meeting the CAA shall publish an annual report which shall include the financial statements of the CAA, the annual auditor's report, a summary of its affairs during the previous fiscal year and it shall, as a minimum:

- a) report on performance relating to the business plan and objectives established by the CAA for the previous year and, as applicable, the past five year period;
- b) explain variances and corrective actions taken by the CAA;
- c) present for the up-coming year and for the forecast five-year period a summary of its business plan including specific objectives (measurable where feasible) relating to the purposes of the Authority;
- d) report on the remuneration provided to each of the members of the board of directors and either the salary or salary ranges of each of the senior officers of the CAA;
- e) report on the CAA's compliance and/or non compliance with the Conflict of Interest principles (paragraph 9).

The annual report shall be provided to each nominator and the Minister of Transport in advance of the annual general meeting as well as to the public on request.

13. Public Notice of Changes in User Charges

The CAA shall give not less than 60 days advance public notice through appropriate local media of planned increases in airport user charges (excluding rent). The notice shall include an explanation of the justification for such increases.