

MANDATE

- To represent residents of the community in a consultative relationship to BC Ferries.
- To bring forward local ferry service concerns identified by residents of the community to BC Ferries.
- To provide feedback on local ferry service to residents of the community.
- To advise BC Ferries, on behalf of residents of the community, on long-term community planning requirements in relation to local ferry service.
- To advise BC Ferries, on behalf of residents of the community, on effective ways for BC Ferries to communicate local ferry service issues to residents of the community (e.g. the media, direct mail and public meetings, etc.)
- To advise local residents of BC Ferries' long term plans and priorities, for example vessel/service strategy changes.

FUNCTIONALITY

Appointment

- Members are appointed by BC Ferries, after receiving nominations or volunteers from local communities.
- The final decision on all appointments rests with BC Ferries, who have the discretion to decline any nomination if they feel a nominee's inclusion may not be a constructive addition to the FAC process.

Representation

- Members should represent customers and stakeholder interests (e.g. First Nations, students, seniors, commercial/economic interests, tourism, Chambers of Commerce, Ratepayers' Associations, and other community groups and organizations).
- BC Ferries reserves the right to directly solicit and appoint member(s) to represent interests it feels are not adequately represented on the committee.
- Current and former employees and Board members of BC Ferries are not generally eligible for appointment to a Ferry Advisory Committee.

Term

- Members are expected to serve a term of four years, for a maximum of two consecutive terms.
- Members who resign are requested to do so in writing to the Chair of the FAC and to the Public Affairs Manager.
- A new member may be appointed by the Chair (in consultation with BC Ferries) of the FAC to serve the remainder of the term of the member who has resigned.

Responsibilities

- The Public Affairs Manager or their delegate is the key support person to the Executive Lead in the management and administration of the FAC process.
- Members are responsible for attending all committee meetings.
- Members and BC Ferries will work collaboratively and seek constructive solutions for both the community and BC Ferries.

Expectations

- BC Ferries will provide the necessary background information for members' consideration of local ferry service and to assist members in their response to questions.

- BC Ferries will respond to FAC's advice on local ferry service by incorporating the input and/or by explaining why the input was not incorporated.
- FAC formal communications with BC Ferries should be directed to the Public Affairs Manager.

Structure

- At the beginning of each term, the FAC nominates a chairperson (or Co-Chairperson) to formally liaise with BC Ferries.

Decision Making Process

- The FAC ensures that ferry service issues are discussed thoroughly and all major points of view are represented and explored. General consensus is normally needed for the FAC to advise BC Ferries on a local ferry service issue.

Meeting Process

- Notice of a meeting will be provided by BC Ferries to the FAC as far in advance of the meeting time as possible.
- The agenda for meetings is jointly set by the Chair of the FAC and BC Ferries sufficiently in advance of each meeting in order to allow BCF the required lead time to address agenda items. The Chair may consult FAC members prior to setting the agenda. The agenda is finalized and adopted at the beginning of each meeting.
- BC Ferries will take summary notes of the meeting. These notes are not verbatim, but rather, a recorded summary of issues and relevant action items. Once drafted by BC Ferries, they are forwarded to the FAC Chair as soon as possible after the meeting.
- FAC meetings may be made open to the public, but are not 'public meetings', with proper public notification. Presentations from members of the public or representatives of organizations are welcome but must be scheduled with the Chair and Public Affairs Manager prior to the meeting, and included on the agenda. Presentations should be made at the beginning of the meeting, limited to five minutes each, and together take no more than 30 minutes at any one meeting.
- Meetings will occur in person once a year, with a goal of holding a distance (web platform) meeting one other time each year as well.
- Meetings shall be conducted in a mutually respectful manner.

Resources

- BC Ferries will provide meeting materials and facilities.
- BC Ferries will reimburse FAC members for reasonable expenses incurred for regular FAC meetings. Travel and accommodation can be arranged by FAC members, but should be done in consultation with the Public Affairs Manager.
- Expenses incurred outside of regular FAC meetings must be approved in advance by BC Ferries.
- There is no remuneration to members for serving on the FAC.

