

MANDATE

- To represent residents of the community in a consultative relationship to BC Ferries.
- To bring forward local ferry service issues identified by residents of the community to BC Ferries.
- To provide feedback on local ferry service issues to residents of the community.
- To advise BC Ferries, on behalf of residents of the community, on long-term planning issues for local ferry service in relation to community planning.
- 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.

FUNCTIONALITY

Appointment

- Members are appointed in cooperation with local communities.

Representation

- Members should represent customers and stakeholder interests (e.g. local governments, First Nations, students, seniors, commercial/economic interests, such as tourism, Chambers of Commerce and 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.

Term

- Members serve for a term of three years. The terms are coincident with the terms of local governments.
- Members who resign are requested to do so in writing to the Chair of the FAC and the Marine Superintendent with a copy to the Vice President, Corporate Relations.
- A new member may be appointed by the Chair of the FAC to serve the remainder of the term of the member who has resigned.

Responsibilities

- The Marine Superintendent or his designate is responsible for the management and administration of the FAC process.
- The Director, Sales and Community Relations or his delegate is the key support person to the Marine Superintendent in the management and administration of the FAC process.
- Members are responsible for attending all committee meetings.
- Members are responsible for representing the interests of their Official Community Plan in the discussion of local ferry service issues.
- 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 issues and to assist members in their response to questions.

- BC Ferries will respond to FAC's advice on local ferry service issues either by incorporating the input and/or by explaining in writing why the input was not incorporated.
- All formal communications with BC Ferries should be directed to the Marine Superintendent with a copy to the Vice President, Corporate Relations and the Director, Sales and Community Relations.

Structure

- Each year the FAC nominates a 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. Subcommittees may be used to provide recommendations to the FAC on particular issues.

Meeting Process

- Notice of a meeting will be provided two weeks in advance.
- The agenda for meetings is jointly set by the Chair of the FAC and the Marine Superintendent. 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 minutes of the meeting. Minutes are not verbatim, but rather, will record a summary of discussion, decisions and actions. Minutes are approved by the Marine Superintendent and the FAC Chair as soon as possible after the meeting.
- FAC meetings may be made open to the public with proper public notification. Presentations from members of the public or representatives of organizations are welcome, provided such presentations have been scheduled with the Chair prior to the meeting. Presentations are made at the beginning of the meeting, are limited to five minutes each, and together take no more than 30 minutes at any one meeting.
- The FAC meets at least two times a year, and may meet more often if required.
- Meetings of subcommittees or of the full membership acting as a committee-of-the-whole will occur as needed. These meetings may include one or more staff from BC Ferries, depending on the issue being considered.

Resources

- BC Ferries will provide meeting materials and facilities.
- BC Ferries will reimburse FAC members for pre-approved expenses incurred for regular FAC meetings. Travel and accommodation must be arranged by BC Ferries.
- 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.