

Meeting Details:

FAC:	Salt Spring Island
Date:	November 26, 2003
Location:	Fulford Regional Office Conference Room – Salt Spring
Time:	17:30 – 19:00

Attendees:

<i>Committee</i>	<i>BC Ferries</i>
Chair, Doreen Hewitt Salt Spring Island	Captain Bill Dickie Marine Superintendent
Gary Holman CRD Director	Senior Master Edward S. Dahlgren Rt 6 – Vesuvius-Crofton
Bob Jones Salt Spring Island	Senior Master Roger Charron Rt 9 – Long Harbour-SGI-TSA
	Senior Master Thomas Schnare Rt 4 – Fulford-Swartz Bay
	Captain Ratch Wallace A/Vice President, IIS &NS
	Steve Clapton Manager, Terminal Operations IIS
	Gary Leitch Manager, Stakeholder Relations/Public Consultation
	Stephen Nussbaum Communications Manager, IIS & NS
Guests:	
Wayne Hewitt Gladys Campbell Jean McCaw Mary Gillies	

1. Call to Order:

The Chair, Doreen Hewitt, called the meeting to order at 17:30

2. Approval of Agenda:

- a. The agenda was approved with the addition of the following items:
 - SSI FAC Terms of Reference
 - Replacing resigned members
 - CRD funded bus service feasibility study

3. Minutes of Previous Meeting:

Minutes of the meeting held on February 26, 2003 were approved and distributed in April.

Review of Action Items:

- a. SSI FAC input into the Master Planning process for Swartz Bay Terminal:
 - Gary Leitch provided the Committee with an overview of the master planning process that will be planned to begin in mid-December. The planning process will contain a 6 to 9 month public component to seek input from various stakeholders and neighboring communities to help address operations issues such as highway congestion/local access, inter-route connections, terminal structures and traffic handling/holding lane improvements as well as new retail/catering opportunities to improve the customer experience on the terminal.
 - Other master planning processes currently being planned include Tsawwassen terminal retail areas, Crofton Terminal redevelopment in conjunction with the Crofton waterfront redevelopment being planned by the Regional District of North Cowichan.
 - Rt #4-Rt #1 connections: Steve Nussbaum explained a reservations concept which would allow Rt 4 customers to make regular Rt #1 reservations with a check-in process on the preceding vessel enroute to Swartz Bay. This concept will need a thorough operations review within the master plan for Swartz Bay.
 - Other issues raised by the committee include increased ease of connections using better in-terminal traffic marshalling and reviewing the current practice of closing a SWB berth for a large vessel refit during the winter.
- b. Traffic Statistics: Rt 9/9A:
 - Steve Clapton provided the committee with current traffic statistics for the Rt #9/9A service over the past summer.
 - Capt. Tom Schnare provided the committee with a brief review of the small adjustments made to the Rt #9A schedule to allow it to operate more efficiently. In response to a request to lengthen the seasonal period of operation for Rt #9A, it was explained that the Bowen Queen does not have Transport Canada clearance to operate across the Strait after September 15 and that the Bowen Queen is needed as the replacement vessel for refits.
- c. SSI FAC Terms of reference:
 - An updated terms of reference will be provided to the committee members for review and adoption at the next meeting.

4. New Business:

- a. SGI Schedule review and design process:
 - Steve Nussbaum provided a brief review of the SGI schedule review process which begins with an extensive internal traffic demand analysis and the design of a corresponding service plan and schedule. The process will involve the SGI FAC in the review process to review the draft schedule and provide input. The SSI FAC has a seat on the SGI FAC for schedule review purposes.

Action: Bob Jones was nominated as the SSI FAC representative for the SGI schedule review process.

b. Commuter Tickets:

- Gary Leitch provided an update on the status of plans to review the commuter/discount tickets system wide within a general tariff review to create greater equity; the review is still planned in the future.
- A general tariff increase of an average 4.4 percent on the smaller routes will be announced in early December with an effective date in the early January, however, no immediate changes are being made to the discount rate applied to the commuter/discount tickets.

Action: None

c. Corporate Strategic Plan:

- Gary Leitch provided an update on the status of the Company's Strategic Plan; it has been approved by the Board of Directors. It will be posted on the BC Ferries website and a summary document will be produced for public distribution in the near future.

Action: None

d. Capital Projects:

- Steve Clapton provided the Committee with an update on capital projects being planned, including:
 - Crofton Terminal-holding compound/waterfront improvement plan co-development with Regional District of North Cowichan 04/05
 - Sturdies Bay Terminal-ramp tower replacement in the fall 04
 - Fulford Harbour Terminal-master planning process to begin 04/05 with possible redevelopment in 06/07

Action: The Committee should become involved in the committee being formed in Fulford community.

e. Replace two committee members:

- Gary Leitch reviewed the nomination and appointment process through local government to replace retired advisory committee members.

Action: Gary Leitch will arrange the placement of ads in the two newspapers soliciting new members for the committee. Gary Holman offered the services of the CRD as the administrative post office for the process.

f. CRD funded bus service feasibility study:

- Gary Holman informed the Committee that the CRD has provided funding to study the feasibility of a local bus service on Salt Spring Island and mentioned that there may be partnership opportunities with BC Ferries.

Action: Gary Holman will ask the study team to contact BC Ferries through Gary Leitch for input.

5. Correspondence:

- a. The chair received correspondence from David Hahn, BC Ferries President and CEO stating that he wasn't able to attend this meeting but hopes the invitation would

extend to a future meeting. The committee expressed their eager notification of the President's visit.

6. Next Meeting:

- a. March 2004

7. Meeting adjourned: 19:00.

Approved:

Captain Bill Dickie
Doreen Hewitt, Chair

Date: December 19, 2003

Date: December 18, 2003