

## **OVERALL MANDATE - FACs**

To represent the community in a consultative relationship with BC Ferries, while bringing forward local ferry service concerns identified by residents, businesses and other stakeholders to BC Ferries.

Members are to provide feedback on local ferry service to residents of the community, and in turn advise BC Ferries, on behalf of residents of the community, on long-term community planning requirements in relation to local ferry service.

Members are to advise BC Ferries on effective ways to communicate local ferry service issues to residents of the community (e.g. traditional media, social media, and public engagement sessions, etc.) and relay to local residents BC Ferries' long term plans and priorities (i.e. vessel/service strategy changes).

## **FUNCTIONALITY**

### **Appointment**

- Members are appointed by BC Ferries after receiving nominations from stakeholder groups 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 customer and stakeholder interests (e.g. Local government, 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.

### **Chairperson**

- The committees are expected to appoint one of the members to serve as Chair.
- FAC-BCF communication is carried out between the Chair and the Public Affairs Manager; all members are asked to send questions via the Chair.
- The Chair is a member of the FAC Chairs Committee (FACC); this group meets in person once per year, and otherwise communicates via email.
- A Chair who is within the last year of completing of a second FAC term is to prepare to handover the Chair position to a member who will be continuing on the FAC.
- Ideally, the Chair should not be someone in their first year on a FAC.
- One main role is not necessarily to bring the committee to consensus, but rather to ensure that all community perspectives being brought forth by FAC members are brought to the attention of BC Ferries.

### **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.

### **Term**

- Members are expected to serve a term of four years, for a maximum of two consecutive terms. NOTE: a member can serve for greater than two terms under extenuating circumstances; however, they would be expected to only serve one year into the next term.
- 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.

### **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.

### **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 and BC Ferries sufficiently in advance of each meeting to allow time to address agenda items. The Chair may consult FAC members prior to setting the agenda, which is finalized 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'. Presentations from members of the public or organizations are welcome, but must be scheduled prior to the meeting and included on the agenda. Presentations should generally be made at the beginning or end 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 twice each year, with a goal of holding meeting in spring (May/June) and another in the fall (October/November).
- 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.