

B.C. FERRY AUTHORITY *COASTAL FERRY ACT* COMPLIANCE YEAR ENDED MARCH 31, 2020

The obligations of B.C. Ferry Authority under the *Coastal Ferry Act* are set out in Part 2, Divisions 1 and 2.1 of the statute. These obligations fall within the following six categories:

- A. Director Roles and Responsibilities
- B. Director Qualifications and Appointments
- C. Director Remuneration
- D. Shareholder Responsibilities
- E. General Bylaws
- F. General Meeting, Records & Administration

This report summarizes the actions taken by B.C. Ferry Authority to meet its obligations under the *Coastal Ferry Act* in respect of these matters in the year ended March 31, 2020.

This report is respectfully submitted to the British Columbia Ferries Commissioner.

B.C. Ferry Authority
June 23, 2020

A.	DIRECTOR ROLES AND RESPONSIBILITIES	
A-1	<p><u>Management of the Affairs of B.C. Ferry Authority (“BCFA” or the “Authority”)</u> Directors must manage the affairs of the Authority or supervise the management of those affairs.</p>	<p><i>Coastal Ferry Act</i> section 13(3)</p>

The directors are stewards of BCFA. The board of directors (the “board”) exercises its stewardship responsibilities by overseeing the conduct of the business and endeavouring to ensure that all major issues affecting the business and affairs of the Authority are given proper consideration.

Board Affairs

The actions taken by the board to manage its business and affairs include:

- reviewing the skills and experience represented on the board for the purpose of seeking nominations and making appointments to the board in accordance with the *Coastal Ferry Act*;
- appointing the board chair;
- ensuring that new directors receive a comprehensive orientation;
- ensuring the corporate governance principles and guidelines that are applicable to BCFA continue to meet the needs of the Authority and are appropriately documented in the board governance manual;
- monitoring compliance with the Authority’s code of business conduct and ethics;
- ensuring that communications with stakeholders, the public and government remain effective and appropriate; and,
- reporting on the stewardship of the board for the preceding year through the holding of an annual general meeting open to the public and publishing an annual report prepared in accordance with the *Coastal Ferry Act*.

Audit and Financial Reporting

The board exercises its oversight responsibilities for the audit and financial reporting of BCFA by, among other things:

- ensuring that the financial results of BCFA are reported fairly and in accordance with Canadian generally accepted accounting principles (International Financial Reporting Standards);
- reviewing and approving the annual audited financial statements of BCFA;
- ensuring that the scope of the work undertaken by the external auditor, in association with its audit of the annual financial statements, and the report(s) of the external auditor arising from such work, are appropriate to assure the board of the integrity of the financial statements of BCFA;
- reviewing reports of the external auditor, as required;
- appointing the external auditor, considering independence and effectiveness, and determining the fees and other compensation to be paid to the external auditor;
- considering, in association with its oversight of BCFA’s financial statements, the disclosure of any related party transactions or unusual matter of significance;
- monitoring the status of any litigation, claims or contingency that could have a material effect on BCFA; and
- reviewing and approving the annual operating budget of BCFA.

Shareholder Responsibilities

BCFA oversees the strategic direction of British Columbia Ferry Services Inc. (“BC Ferries” or the “Company”) in support of the public interest, appoints the board of BC Ferries, and has responsibility for approving and establishing compensation plans for the Company’s directors and certain of its executive officers. The actions undertaken by the BCFA board during the fiscal year ended March 31, 2020 (“fiscal 2020”) in respect of these matters are discussed in subsequent sections of this document.

BCFA and BC Ferries entered into a protocol agreement effective October 1, 2010, which clarified and confirmed their respective roles and responsibilities in relation to the authority of BCFA as shareholder of BC Ferries and the matters respecting the appointment and remuneration of the Company’s directors and the remuneration of certain of its executive officers. During fiscal 2020, new processes regarding the appointment of BC Ferries’ directors and the remuneration of executives of the Company were established. The board of directors of each of the Authority and the Company established a joint committee for the recruitment of directors of BC Ferries (“Joint Committee”) and a committee of BC Ferries and Authority directors established an executive compensation plan effective September 1, 2019. As a result, the Authority notified the BC Ferries board that it was terminating the protocol agreement effective June 25, 2020.

During fiscal 2020, the Authority appointed the external auditor of BC Ferries and received the audited financial statements of the Company approved by the board of BC Ferries for the preceding fiscal year.

B. DIRECTOR QUALIFICATIONS AND APPOINTMENTS

B-1	<u>Appointments of BCFA Directors</u> The board of BCFA is to consist of nine members. BCFA is to appoint: four nominees from the 14 coastal regional districts (grouped into four appointment areas established by the Lieutenant Governor in Council); and one nominee from the B.C. Ferry & Marine Workers' Union. The Province is to appoint four members. ¹ The term of office of a director is three years beginning April 1. Directors may serve a maximum of two consecutive terms.	<i>Coastal Ferry Act</i> sections 5,7 (As at March 31, 2020)
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The directors of BCFA in fiscal 2020 and their terms of appointment are listed below.

At the conclusion of fiscal 2020, Sandra A. Stoddart-Hansen, a qualified candidate from the Southern Mainland Appointment Area, retired from the board, and the Authority appointed J. Wayne Rowe as a director effective April 1, 2020. In addition, Susan G. Mehinagic, a qualified candidate from the Southern Vancouver Island Appointment Area fulfilled her three-year term, and the Authority appointed Marlene G. Kowalski as a director effective April 1, 2020. Also effective that date, the Province reappointed G. Wynne Powell for a subsequent three-year term ending March 31, 2023.

**BCFA Board of Directors
Year Ended March 31, 2020**

Director		Term Ending March 31
Sandra A. Stoddart-Hansen, Chair	Southern Mainland Appointment Area	2020
Yuri L. Fulmer, O.B.C. ¹	Community-at-Large	2021
Fiona L. Macdonald ¹	Community-at-Large	2022
Shelley L. Chrest	Central Vancouver Island & Northern Georgia Strait Appointment Area	2021
Shirley J. Mathieson	Organized Labour	2022
Susan G. Mehinagic	Southern Vancouver Island Appointment Area	2020
Shona A. Moore	Province of British Columbia	2022
G. Wynne Powell	Province of British Columbia	2020
Michael W. Pucci	Northern Coastal & North Island Appointment Area	2021
Marvin G. Shafer	Province of British Columbia	2022
Lecia Stewart	Province of British Columbia	2022

Notes:

- The *Coastal Ferry Amendment Act - 2019* altered the composition of the board, by eliminating the two positions appointed from the community-at-large and increasing the number of positions appointed by the Province from two to four. These changes were effective May 22, 2019 and, as at that date, Yuri L. Fulmer and Fiona L. Macdonald, members appointed from the community-at-large, retired from the board, and Shona A. Moore and Marvin G. Shaffer were appointed by the Province to the board.

<p>B-2</p>	<p><u>Qualifications and Factors to be Considered in Appointing Directors</u> A director of BCFA must be a “qualified Authority candidate” as that term is defined in the <i>Coastal Ferry Act</i>, and must also be qualified to act as a director under the <i>Business Corporations Act (British Columbia)</i>. When appointing directors, the board must select appointees in such a way as to ensure that as a group, the directors are qualified Authority candidates who hold all of the skills and all of the experience identified in the current vacancy skills and experience profile set out in the general bylaws of the Authority.</p>	<p><i>Coastal Ferry Act</i> sections 9(2), 12</p>
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At the time of appointment, each director is required to sign a form consenting to act as director, in which the qualifications for being a director as specified in the *Coastal Ferry Act* and the *British Columbia Business Corporations Act* are confirmed by the individual as being satisfied.

In selecting individuals to serve as directors of the Authority, two primary objectives guide the board in its deliberations. The first objective is to ensure that the composition of the board continues to meet the requirements of the *Coastal Ferry Act*, and the second is to ensure that collectively, the board includes qualified individuals with the skills and experience necessary to ensure the sound performance of the Authority and the effective interaction and operation of the board.

The skills and experience profile for the BCFA board guided the board in its appointment process during fiscal 2020. The profile is reviewed by the board on an annual basis to ensure it encompasses the appropriate set of skills and experience. A copy of the profile is attached as Schedule “A” to the general bylaws of the Authority.

The Authority believes that a diverse board serves to strengthen decision-making and enhances overall board governance. Within the overarching objective of ensuring that the board is composed of members that collectively possess the appropriate skills and experience to enable the Authority to perform its stewardship role effectively, the board, in selecting candidates for appointment, also seeks to maintain and/or enhance the diversity of background among its members.

<p>B-3</p>	<p><u>Conflicts</u> A director must disclose and/or eliminate conflicts of interest as described in the <i>Coastal Ferry Act</i>.</p>	<p><i>Coastal Ferry Act</i> section 8</p>
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BCFA adopted a code of business conduct and ethics (“code”) in the fiscal year ended March 31, 2005 and made amendments to it in fiscal 2019. Upon appointment, and annually thereafter, each director reviews the code and acknowledges his/her support, understanding and compliance with it, including the provisions of the *Coastal Ferry Act* in respect of conflicts of interest, by signing an annual disclosure statement. Supplemental forms are available for completion should a director’s circumstances change after the annual statement is completed.

The board has adopted a definition of an independent director consistent with the definition of independence in National Instrument 52-110. Each director is also required annually to confirm his/her independence within that definition and report on all directorships held.

In addition, directors are required annually to report on related party transactions, and any such transactions are reported in the notes to the annual financial statements of the Authority.

C.	DIRECTOR REMUNERATION	
C-1	<u>Director Remuneration & Expenses</u> Remuneration for directors must be set in an amount and manner consistent with provincial public sector organizations.	<i>Coastal Ferry Act</i> section 14

An outline of the current remuneration framework for directors of the Authority is provided below. The framework, which was set by the board effective October 1, 2010, is regularly reviewed and has remained unchanged since that date.

BCFA Board Remuneration Framework

ANNUAL RETAINERS	
Board Chair Retainer	\$25,000
Board Member Retainers:	
Base Retainer (all directors excluding board Chair)	\$ 6,250
Committee Chair Retainer ¹	\$ 2,000
Committee Member Retainer ¹	\$ 750
PER DIEM FEES	
Board Member Fees (all directors excluding board Chair)	Up to \$1,200 per day
FERRY TRAVEL PASS	
Ferry pass for directors and eligible members of their respective immediate families, for complimentary vehicle and personal travel on BC Ferries' vessels	

Notes:

1. There currently are no committees of the board.
2. Directors are also eligible for reimbursement of reasonable expenses incurred on board-related business.

The amount each BCFA director received for remuneration and expenses in fiscal 2020 is set out below.

BCFA Director Remuneration & Expenses
Year Ended March 31, 2020
(\$)

Director	Remuneration ¹	Expenses Reimbursed
Sandra A. Stoddart-Hansen, Chair ²	26,352.58	5,738.83
Shelley L. Chrest	24,025.23	nil
Yuri L. Fulmer, O.B.C. ³	3,596.49	34.00
Fiona L. Macdonald ³	2,241.68	nil
Shirley J. Mathieson	16,450.08	nil
Susan G. Mehinagic	17,997.48	1,231.55
Shona A. Moore	25,317.94	86.15
G. Wynne Powell	16,813.98	715.10
Michael W. Pucci	26,707.68	1,126.93
Marvin G. Shaffer	16,269.49	312.90
Lecia Stewart	20,754.58	304.77

Notes:

1. Remuneration includes retainers, per diem fees, and taxable income from the ferry travel pass program.
2. Yuri L. Fulmer served as Chair of the board to April 24, 2019. Sandra Stoddart-Hansen was elected Chair effective April 25, 2019.
3. Amendments to the *Coastal Ferry Act* were brought into effect on May 22, 2019 that eliminated the community-at-large positions from the board. Effective that date, Yuri L. Fulmer and Fiona L. Macdonald resigned from the Board.

D.	SHAREHOLDER RESPONSIBILITIES	
D-1	<u>Oversight of the Strategic Direction of BC Ferries in support of the Public Interest</u> The Authority, as sole voting shareholder of BC Ferries, is to oversee the strategic direction of BC Ferries in support of the public interest, including the public’s interest in safe, reliable and affordable coastal ferry services in British Columbia. BCFA must make public an annual report, published with the annual report required pursuant to Section 18(4) of the <i>Coastal Ferry Act</i>, which describes findings made and actions taken, if any, during the year in carrying out its oversight role.	<i>Coastal Ferry Act</i> section 21.01

During fiscal 2020, the Authority began with seeking clarity of the roles and responsibilities of Section 21.01 of the *Coastal Ferry Act*.

To ensure a full understanding of the intent of section 21.01, the Chair of the Authority met with the Honourable Claire Trevena, Minister of Transportation and Infrastructure (“MOTI”) and MOTI staff.

To further inform the Authority’s understanding of the intent of section 21.01, the Authority examined Hansard reporting of the debates in committee and the legislature that led up to the introduction of the legislative amendments, along with the Hansard records of the introduction of the *Coastal Ferry Act* in 2003.

The BCFA Chair met with the British Columbia Ferries Commissioner (“Commissioner”) to discuss the relationship between the Commissioner’s public interest and fare affordability responsibilities vis-à-vis the Authority’s section 21.01 responsibilities. The above information gathering provided the Authority with the foundational understanding of the intent behind the legislation, as well as clarity in its role in relation to that of the Commissioner.

On the basis of the meeting with the Minister and MOTI staff, it became apparent that once completed, the ‘visioning process” planned by the MOTI, aimed at establishing a long-term vision for coastal ferry services, would serve to further inform the BCFA of its role with respect to its strategic oversight responsibility. Notwithstanding that the visioning process has not yet occurred, the BCFA determined that it should proceed with the implementation of its section 21.01 responsibilities.

As an initial step in carrying out its section 21.01 responsibility, the Authority developed the following working definitions to guide its work:

“Oversight of strategic direction” – the oversight mandate requires the BCFA to determine whether BC Ferries’ strategic plans are appropriately responsive to public interest issues whereby BC Ferries has considered i) the full range of alternatives in developing its plans, ii) the expected impacts in the short-, medium-, and long-term are well-defined, and iii) that a process has been established to monitor actual results in order to inform future planning processes.

“Public interest” – matters of public interest are all of those policies, plans and actions of BC Ferries that materially affect BC Ferries users, ferry-dependent communities and other British Columbians and more specifically all those matters that affect customer service, the environment, the well-being of First Nations and other coastal communities, the economy, the workforce, and the long-term sustainability of the corporation.

The Authority first began by examining the BC Ferries strategic plan to review the content of the plan along with the cycle of activities and decision points associated with the strategic planning process.

On August 14, 2019, BC Ferries presented a detailed briefing to the BCFA board on the strategic plan and the planning process at BC Ferries.

Subsequent to the initial meeting to discuss the BCFS plan, the BCFA corresponded with the BCFS Board Chair requesting further information, including a description of the processes used to engage with the public and gather stakeholder feedback, specifically to:

- identify the issues and matters of public interest that BC Ferries' strategic and related plans address,
- explain how these issues were identified, and
- elaborate on the rationale supporting the chosen directions to address these issues.

The Authority would like to thank BC Ferries and acknowledge that BC Ferries responded to the request by the Authority as it represents a first step in what the Authority will require for carrying out its oversight role consistent with its duties under the *Coastal Ferry Act*. The Authority also stated that in order to be able to monitor progress against the BC Ferries strategic goals, it would be useful for the Company to include an assessment of BC Ferries' current performance relative to each of the goals. The Authority would recommend that measurements of progress be taken annually, and that this assessment be incorporated into the plan as the starting point for the next planning cycle.

The Authority's report regarding the oversight of the strategic direction of BC Ferries in support of the public interest and the findings made and actions taken during fiscal 2020, will be published with the Authority's annual report in August 2020.

D-2	<p><u>Appointment of Directors of BC Ferries</u> When electing directors of BC Ferries, BCFA must select individuals in such a way as to ensure that as a group, the directors are qualified candidates who hold all of the skills and all of the experience needed to oversee the operation of BC Ferries in an efficient and cost-effective manner.</p>	<p><i>Coastal Ferry Act</i> section 21.1</p>
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The Authority has established a profile setting out the key skills and experience that directors of BC Ferries individually and collectively should possess in order to ensure that the operation of the Company is overseen in an efficient and cost-effective manner. This profile guides the Authority in its determinations respecting the size and composition of the Company's board. It is reviewed regularly by the Authority to ensure the continued alignment of the skills and experience represented on the BC Ferries board with the key operational and strategic objectives of the Company for which the directors collectively have oversight responsibility.

The Authority holds the view that a diverse board makes prudent business sense and makes for good corporate governance. Within the over-riding objective of ensuring that the board of BC Ferries possesses the appropriate skills and experience, the Authority also seeks to maintain a composition of talented and dedicated directors with a diverse mix of backgrounds that is reflective of the nature of the business environment in which the Company operates, and the people and the communities it serves.

In fiscal 2020, the Authority and BC Ferries designed a new appointment process which involved the establishment of the Joint Committee. The Joint Committee is comprised of four members, two of whom are appointed by the BCFA board from among its members, one of whom must be the chair of the BCFA board, and two are appointed by the BC Ferries board from among its members, one of whom must be the chair of the BC Ferries board. In fiscal 2020, the Joint Committee, with the assistance of an external recruitment firm, undertook a comprehensive search to identify suitable candidates to fill the one vacancy on the board of BC Ferries, including advertising in the *Vancouver Sun*, the *Victoria Times Colonist* and a number of coastal community newspapers. This effort resulted in the successful appointment of Janine M. North to the board of BC Ferries effective June 23, 2020.

The directors of BC Ferries in fiscal 2020 are listed below.

**BC Ferries Board of Directors
Year Ended March 31, 2020**

Director	Term Ending
John A. Horning, Chair	2020
Bruce A. Chan	2022
Brenda J. Eaton	2022
Jan K. Grude	2021
Gordon M. Kukec	2022
Sarah A. Morgan-Silvester, O.B.C.	2020
David R. Podmore, O.B.C.	2023
Judith F. Sayers	2021
Donald P. Hayes	2020
Brian G. Kenning	2020
P. Geoffrey Plant, Q.C.	2020

Notes:

1. Effective May 22, 2019, the *Coastal Ferry Act* was amended to limit the maximum period of time that a director can serve on the BC Ferries board to eight consecutive years, and having each served in excess of that time, Donald P. Hayes, P. Geoffrey Plant and Brian G. Kenning resigned from the board.
2. Effective May 22, 2019, in response to the legislative amendment, the Authority also reduced the term of Bruce A. Chan's re-election by one year to 2022 such that his consecutive years of service will not exceed the maximum allowable. This change was effective June 24, 2019.

D-3

Remuneration of BC Ferries' Directors

Once a compensation plan for directors of BC Ferries has been established or amended, BCFA must, in accordance with that plan, determine the remuneration for directors of BC Ferries and the terms on which it is to be paid. As well, BCFA must publish the plan on its website and amend the Articles of BC Ferries to adopt the plan, require that remuneration be set and provided in accordance with the plan, set out the remuneration that may be paid under the plan, and require that BC Ferries publish in each fiscal year, details on the remuneration provided to the directors in the previous fiscal year.

**Coastal Ferry Act
section 21.2**

A compensation plan for the directors of BC Ferries was established by BCFA in the year ended March 31, 2011. The remuneration limits set out in the plan were established with the assistance of an independent third-party compensation expert and with reference to the *Coastal Ferry Act*, which requires that the remuneration under a directors' compensation plan be consistent with the remuneration that organizations in Canada that are of a similar size and scope to BC Ferries provide to their directors, and not be greater than the remuneration that provincial public sector organizations in British Columbia provide to their directors. The remuneration for the directors of the Company was set by BCFA in accordance with the plan effective October 1, 2010. The Articles of BC Ferries were subsequently altered by the Authority to reflect the establishment of the plan.

The compensation plan and the remuneration framework for the Company's directors have remained unchanged since October 1, 2010. The directors' compensation plan is available for public view on the Authority's website.

BC Ferries publishes information on the remuneration provided to its directors in the preceding fiscal year in the Company's annual statement of executive compensation, which is filed and available for public view on SEDAR. The Company's statement of executive compensation for the year-ended March 31, 2019 ("fiscal 2019") was filed on June 21, 2019.

D-4	<p><u>Remuneration of BC Ferries' Executives</u></p> <p>Once a compensation plan for executives of BC Ferries has been established or amended, BCFA must publish the plan on its website and amend the Articles of BC Ferries to adopt the plan, require that remuneration for the applicable executives be set and provided in accordance with the plan, set out the remuneration that may be paid under the plan, and require that BC Ferries publish in each fiscal year, details on the remuneration provided to the applicable executives in the previous fiscal year.</p>	<p><i>Coastal Ferry Act</i> section 21.4</p>
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An executive compensation plan applies to the executives² of the Company, as that term is defined in the *Coastal Ferry Act*, which in fiscal 2020 were the individuals holding the positions of, or acting in a similar capacity or performing similar functions to, the Chief Executive Officer ("CEO"), Executive Vice President ("EVP"), or Vice President of BC Ferries. Pursuant to *Miscellaneous Statutes Amendment Act No. 3 - 2010* ("Bill 20"), an individual who held the positions of, or acted in a similar capacity or performed similar functions to, the CEO or EVP, on the date Bill 20 received first reading in 2010, is excluded from the provisions of an executive compensation plan for so long as that individual remains in that executive position with BC Ferries.

An executive compensation plan describes the philosophy for executive compensation and the maximum remuneration that the individuals whose compensation is governed by such a plan can receive in any fiscal year. The remuneration limits set out in an executive compensation plan are established with the assistance of an independent third-party compensation expert and with reference to *the Coastal Ferry Act*, which requires that the remuneration under an executive compensation plan be consistent with the remuneration provided to individuals who, in organizations in Canada that are of a similar size and scope to BC Ferries, perform similar services or hold similar positions, and not be greater than the remuneration that provincial public sector employers in British Columbia provide to individuals who, in those organizations, perform similar services or hold similar positions.

In fiscal 2020, a committee of members of the Authority and the BC Ferries board, with the assistance of an independent compensation advisor, undertook a review of executive remuneration limits in conjunction with market data from appropriate Canadian general industry and transportation sector companies and provincial public sector employers. Based on this review, a new executive compensation plan was approved by the Authority, with an effective date of September 1, 2020 (the "2020 Plan").

As required by the *Coastal Ferry Act*, alterations to the Articles of BC Ferries to reflect the establishment of the 2020 Plan were approved by the Authority in fiscal 2020, subject to their approval by the Province, as holder of the preferred shares of the Company. A response from the Province on the alterations to the Articles is outstanding.

Consistent with the requirements of the *Coastal Ferry Act* and Bill 20, the Company publishes, in each fiscal year, details on the remuneration provided in the preceding fiscal year to the individuals whose compensation is governed by an executive compensation plan. The report for fiscal 2019 was posted for public view on the Company's website on June 21, 2019.

Separate from the requirements of the *Coastal Ferry Act* and Bill 20, BC Ferries also publishes information on the remuneration provided to its executive officers in its annual statement of executive compensation, which is filed and available for public view on SEDAR. The Company's statement of executive compensation for fiscal 2019 was filed on June 21, 2019.

² The *Coastal Ferry Amendment Act – 2019* broadened the definition of "executive" in the *Coastal Ferry Act* to include Vice Presidents, effective May 16, 2019.

E.	GENERAL BYLAWS	
E-1	<p><u>Bylaw Amendments</u> Proposed amendments to the bylaws must be made public at least 4 months before the amendments take effect.</p>	<p><i>Coastal Ferry Act</i> section 16</p>
<p>In fiscal 2020, as a consequence of the amendments to the <i>Coastal Ferry Act</i> effective May 16, 2019, the bylaws of the Authority were amended to, among other things, expand the definition of “executive” to include Vice Presidents and also to reflect the term limits that have been imposed on the directors of the BC Ferries Board. In early September 2020, the proposed amendments were made public through newspaper advertisements and were also posted on the Authority’s website. The proposed amendments became effective in January 2020.</p>		
F.	GENERAL MEETING, RECORDS & ADMINISTRATION	
F-1	<p><u>Annual General Meeting</u> BCFA must hold an annual general meeting open to the public in one of the appointment areas within six months of the end of the fiscal year. The date and location of the meeting must be made public not more than two months before the meeting. BCFA must make public its annual report for the most recently completed fiscal year at least 10 days before the meeting and must make a copy of the report available, without charge, to any person requesting a copy.</p>	<p><i>Coastal Ferry Act</i> section 18</p>
<p>BCFA’s annual general meeting was held in Vancouver, British Columbia on August 15, 2019 in conjunction with the annual public meeting of BC Ferries. The date and location of the combined meetings were made public through newspaper advertisements and were also posted on BC Ferries’ website within the timeframes set out in the <i>Coastal Ferry Act</i>. The annual report of BCFA for fiscal 2019 was prepared in accordance with the requirements of the <i>Coastal Ferry Act</i>. It was posted on BCFA’s website prior to the meeting and public notice of its availability for viewing was provided through the advertisements of the annual general meeting.</p>		
F-2	<p><u>Records & Administration</u> BCFA must keep records in accordance with generally accepted accounting principles; keep specified records at its head office and allow inspection of those records by the public; maintain a website on which its bylaws, including all proposed and actual amendments, are posted and available for public view; maintain a register of directors; and make public the location of the Authority’s head office.</p>	<p><i>Coastal Ferry Act</i> sections 17, 9(1), 13(6)</p>
<p>BCFA complied with all requirements of the <i>Coastal Ferry Act</i> with respect to the records and administration of the Authority in fiscal 2020.</p>		