

# Ladysmith Maritime Society Board of Directors Meeting

April 14, 2015 9:00 am – Noon

Expo Building LMS Office

## Minutes

**In attendance:**       **Directors:** Lane Befus, Shirley Blackstaff, Allan Gould, David Grimstead, Jim Phillips, Rod MacNeil, Jay Page, Betty Pearson  
**Guests:** Sonny Hockey, Dianna Fisher, Cecelia Grimstead  
**Staff:** Debbie Loewen, Marc Pettigrew, Rod Smith

**Regrets:** Bob Cross

Betty Pearson, President, chaired the meeting

The meeting began at 9:00 am with a 15 minute in-camera session

The agenda and the February 24, 2015, board meeting minutes were **approved**. New members: John Prissick - Ladysmith **approved**.

**Dianna Fisher & Cecelia Fisher** presented the **volunteer report**. The Nanaimo Volunteer Fair went very well with 30 booths on site at Woodgrove mall Friday, April 10, 2015. They thanked Shirley for manning the booth Friday night and for the pictures and slide show she put together. It was felt that the event was worth doing again but that LMS should create a bit of a roadshow for these types of events including more materials, brochures and banners. Dianna thanked Cecelia for stepping up to take over the job of volunteer coordinator beginning in June. Currently Dianna and Cecelia are researching the volunteer information in the marina management system which they said is working well. One of the opportunities that came up at the fair was to purchase a refurbished AED (Automated External Defibrillator) which will be installed in the Welcome Centre on Thursday. The board thanked Dianna, Cecelia and Shirley for all their efforts.

**David Grimstead** presented the **Treasurer's Report**. David began by saying the Society is in good financial shape. An extra loan payment of \$10,000 has been made plus \$20,000 has been added to the LMS reserve fund bringing the fund to \$140,000. Three term deposits have been purchased. David stated that he is undertaking a review of our current banking and looking at other possible institutions. There was a discussion about investment options.

**Moved:** Befus/MacNeil to accept the Treasurer's report – **Carried**.

**Rod Smith** presented the **Managing Director's Report** ([attached](#)). **Jim Phillips** presented an update on possible breakwater improvements and the opportunity for an advisory role with

regard to marina operations ([attached](#)). There was a discussion about safety and firefighting capabilities. The board suggested a letter of thank be sent to Jean Crowder for her support on *Viki Lyne II* issue. As part of our efforts to be environmentally responsible it was suggest that the K-Cup coffee machine be removed from the Welcome Centre. Staff will make it happen. There was a discussion about a potential oil spill in DL651 and what we could do to protect the marina. Putting boom sticks right to shore down the south side of the marina should go ahead and it was suggested that perhaps a containment boom around *Viki Lyne II* should be in place. Staff will investigate this option and continue to pursue clean up by the Coast Guard.

There was a discussion about this year's beautification process now that Annette Douglas has said she will be unable help out this year. Tricia Pinkerton and Gerda Francis have volunteered to help but more volunteers are needed. The board expressed its appreciation to Annette for all the work she put in over the years to make the marina look welcoming.

**David Grimstead** presented the **harbour tours update**. The tour boat is in good shape with just a few minor repairs left to do. There are now 13 operators trained and available which means we should have coverage for seven days a week through July and August and for special requests. There is an operators meeting May 4, 2015.

**Shirley Blackstaff** presented the **heritage report** ([attached](#)) and stated that the educational program is now on the website.

**Rod MacNeil** presented the **heritage boat update**. *Lesley* is almost finished and will be water tested this week. Rod M suggested that when it is time to officially launch *Lesley* that efforts should be made to have the press and invited guests on hand. The LMS row boat is also ready. A survey will be performed on *Saravan* April 27, 2015. Rod M suggested that the Yellowpoint Lodge cutter should be invited to the heritage boats festival. *Saravan* will be in Cowichan Bay for their festival May 1 & 2 and will likely participate in the Ladysmith sail past on May 3<sup>rd</sup>. Rod M put forward a proposal for the restoration of the LMS cutter ([attached](#)). After a discussion a motion was put forward.

**Moved:** Gould. That the LMS board reaffirms its support for the refurbishing of the LMS cutter in accordance with the proposal received from Rod MacNeil April 14, 2015. - **Carried**

**Rod Smith** presented a brief update on the **festivals** stating that the committee seems to have everything well in hand.

**Rod Smith** reviewed the draft **board priorities** document and invited board members to send him comments before creating the final document. It was suggested by a board member that the board should reach out to past presidents Doug Bell, Barrie MacDonald and Tim Richards to be more involved with the organization recognizing the substantial contributions each one of these individuals has made to LMS. It was also suggested that Rod Smith should seek out a volunteer to act as recording secretary to relive him from this responsibility.

**Betty Pearson** suggested that the focus of the May 21, 2015 members' meeting be the celebration of **LMS 30<sup>th</sup> anniversary**. A short update on LMS activities (5 minutes or so) would allow time for members to socialize over complimentary wine and cheese. The board was supportive of this suggestion. Recognition of 30 years of serving the community will appear in ads (where possible) and on the website.

There was a discussion about **communications to members** and the need for newsletters to be sent out on a regular basis. It was suggested that Betty and Rod S should reach out to Tim Richards to continue the good work he did in this area last year. It was also suggested that perhaps a new relationship with *Take5* could be developed to assist in this area. The board would like to formally thank Marnie Craig for all she has contributed in the areas of advertising, communications and marketing over the years.

There was discussion about who LMS would support through its **donations program** this year.

Moved: Grimstead/Page that the following organizations should be supported with financial contributions: Ladysmith and District Marine Search & Rescue \$2,000; Western Purple Martin Recovery Program (GBEARS) \$500; Kinsman for the Transfer Beach playground renewal \$500.

The meeting was adjourned at 12:20 pm.

The next meeting will be on Tuesday, June 9, 2015 in the LMS office.

## Ladysmith Maritime Society

### Managing Director's Report to the Board April 14, 2015

#### **Welcome Centre Doors**

First set of doors will be installed April 21, 2015. I may wait on installing the second set until the fall.

#### **Law Suit**

You will recall that a past boathouse owner has brought a small claims action against LMS regarding the destruction of their boathouse after it was removed from the marina. My hope was that this would go away during the discovery process but no such luck. We will be going to court in May.

#### **No Discharge Zone**

January 22, 2015 with the approval of the Board I sent a letter to Minister Raitt (DOT) urging that DOT drop the proposed change in the no discharge zone from three miles to one mile at least until the science had been presented to support the proposed change. I can advise the Board that DOT has dropped this proposed change for now. Phase II of this approach is to get the area around our pump out station (three mile radius) declared a no discharge zone.

## **Viki Lyne II (Aberdeen)**

To no one's surprise the derelict vessel bill put forward by Jean Crowder did not receive support in the House of Commons. Just a reminder to the Board that the situation with the Viki Lyne II is grave and a clear threat to the harbour and our marina. As of today's date the letter that went to Minister Raitt jointly signed by Chief John Elliott of Stz'uminus First Nation and Mayor Aaron Stone of the Town of Ladysmith has not received a response. I did, however, receive a response to a note that I sent to Minister Raitt:

*Mr. Rod Smith*

[admin@lmsmarina.ca](mailto:admin@lmsmarina.ca)

*Dear Mr. Smith:*

*Thank you for your correspondence of February 3, 2015, in which you outlined your concerns related to the vessel Viki Lyne II, commonly known as the Aberdeen.*

*I should explain that Transport Canada's mandate is to support a safe and secure marine transportation system. To this end, a Transport Canada Navigation Protection Officer conducted an inspection on February 11, 2015, to assess the potential effects of the vessel on navigation within Ladysmith Harbour. Based on this inspection, it has been determined that the vessel is not now, nor would it be likely to become, an obstruction to navigation in its current position. As a result, unless there is a third party that is interested in obtaining the vessel or the situation changes, the Navigation Protection Program has no mandate to intervene further in this matter.*

*I understand that Canadian Coast Guard Environmental Response has been in contact with you regarding some of the specific questions and pollution effects related to the vessel. As you may be aware, the Canadian Coast Guard would be the lead agency in coordinating a response to any pollution events.*

*Thank you for sharing your concerns with the federal government.*

*Sincerely,*

*The Honourable Lisa Raitt, P.C., M.P.*

*Minister of Transport*

This week's oil spill in English Bay is a grim reminder of what kind of damage oil pollution can do in our coastal waters. And to put this in perspective the EB spill appears to have been 2700 litres. The Viki Lyne II contains more than four times as much oil. How would a spill here affect our marina and our boats?  
From the Vancouver Sun:

*"Craig Minielly, commodore of the False Creek Yacht Club said there was a concern that oil could be swept in with the afternoon tide putting the marina's 115 boats at risk. "We're right at the entrance to the creek," he said. From what I've seen, it's nasty bubble-gum stuff that sticks to paddle boards. If that should get into any marina, it would be a hell of a mess to clean up.*

I will continue to press the Coast Guard to come back and finish the job while engaging some environmental groups and look at possible media options. We simply have to get this issue addressed or risk losing all we have built.

### **Ladysmith Community Clean UP**

There has been a lot of effort put into this initiative. Hopefully it will pay off and the area between the marina and town will be much more welcoming for residents and visitors. Cheryl Bancroft has created a beautiful logo and facebook page. Official sign-ups are slow but we are expecting to have a good size crowd there. Check out the link below and plan to get involved. Please spread the word.

[www.facebook.com/LadysmithCommunityCleanUp](http://www.facebook.com/LadysmithCommunityCleanUp)

### **Breakwater**

A meeting is scheduled for Monday April 13, 2015 to discuss how to proceed with addressing our breakwater needs.

### **Website**

I hope you have had a chance to check out the live webcam on our website. It's pretty cool. The weather station we received came in damaged so John Dul is getting another one and will install it. For now we are relying on Yahoo weather information. Updates on the site are ongoing. Suggestions are appreciated. Please send them to me.

The Google analytic information we get on the site is fascinating and confirms that the new site seems to be attracting more visitors and more visits from members. I am happy to send the analytics package to any Board member who is interested.

## **Insurance**

We have just completed a review of our insurance needs (Betty, David, Sonny and me) and gave all the required information to our insurers. We should be receiving a quote and a revised Statement of Values back from them about the end of April.

## **Structure**

Early in the year we began a process of reviewing our structure with regard to our charitable status and the application of GST. I supplied a package of information to and met with the firm of Bull Housser in Vancouver. We have received a memorandum from the firm with recommendations about wording of our mission/mandate and suggestions on how we should proceed with GST. There is some clarification required but I expect there will be recommendations brought to the Board at the next Board meeting.

The completed Board Priorities process will inform how we move forward on the recommendations contained in the Bull Housser document.

## **Marina Layout**

Marc, Debbie and I have had discussions about the marina layout and are considering proceeding with some changes, specifically putting boom sticks down both sides of the marina and moving the dinghy dock to the east side of the Welcome Centre. The boom sticks are for asset protection – drifting boats to the north, drifting boats and oil spill to the south. Moving the dinghy dock will give us greater control over who uses it and for what period of time and create better access for visitors. I am sure this will upset some of our friends in 651 but I believe these changes are necessary for the protection of the marina. I have also had initial discussions with Harry Blackstaff and Marc about creating more deep water moorage by moving assets around. To that end an invitation has gone out to a number of people for a walk around and a brief workshop on how to move forward.

## **Café Update**

A couple of weeks to May 1<sup>st</sup> and the opening of the Café! Trudy will be back and we have added a second chef – Sylvie Landry – giving us full seven day coverage. We will also have support for Café operations from two high school students who will double as marina support. There are a couple of upgrades required for operations but no big expense. Cheryl Bancroft and I are pulling together an advertising and promotion plan to support activities. I know a lot of local folks are looking forward to the opening of the Café. Personally, I have been in oyster chowder withdrawal for some time now.

## **Purple Martins**

They're back, at least a few scouts. I have spoken to our GBEARS friends and as planned, the nesting boxes on boathouse row will be moved to the north piles. We are ready to do this anytime but will take our lead from Charlene and Bruce. Best guess – the boxes will be moved in two weeks.

## **Expo Building**

Not much to report here. I think I have participated in three or four meeting about the refurbishing and redevelopment of the Expo build and last week we were advised by town staff that there is no money. This is very disappointing and equally disappointing that since the Expo upgrades the town has not set aside any funds for this (could have been anticipated) maintenance.

## **Clean Marine BC**

You will recall that Neils Weise complete a marina self-assessment package that was sent to the Georgia Strait Alliance as the first step in being certified as a Clean Marine BC marina. Step two happens April 24 when a GSA assessor comes to our marina to go over the assessment.

## **The Beautiful Game**

No not soccer – cribbage. March 15<sup>th</sup> Barrie McDonald hosted a cribbage tournament on the main floor of the Welcome Centre. What I love about this event is that it was organized by a member for members and used our facility as, I believe, it was intended to be used. Give it some thought. We should have more members' events like this.

My personal thanks to Debbie and Marc for hard work during a very busy period. Hats off to Brian Tilley for keeping the Centre open on weekends and to everyone who has pitched in to get fingers replaced, the steps swept, the decks power-washed and the place looking good.

Also to Board members who are running hard with their initiatives.

Rod

## **Meeting Notes: [Breakwater and Marina Advisory](#)**

### **Attendees:**

- Betty Pearson
- Jim Phillips
- Rod Smith
- Debbie Loewen
- Marc Pettigrew

### **Breakwater:**

1. Both short term and long term approaches to the breakwater were discussed. Replacement of the existing floating propane tanks with purpose-built concrete structures would be expensive (beyond the direct means of LMS) and would be unlikely to attract grant funding. Purpose built structures with improved wave attenuation would require considerably more space than the existing floating tanks. While additional moorage space alongside a new breakwater would be advantageous, this would further increase the space required and some portion of Block 651 would need to be added to the LMS waterlot .
2. Observations over this and previous winters have shown that the existing breakwater while not ideal provides adequate protection from Southeasterly winds blowing up Ladysmith Harbour. A-Dock is well protected. B-Dock is new, benefits from the existing breakwater and has pilings and structural strength to take the weather. The outer extremity of C-Dock is exposed. C-Dock also has the boathouses on it's outer face and takes the brunt of Westerly storm winds blowing down the harbour.
3. As an alternative to replacing the breakwater, it is recommended that:
  - I. Boats are to be removed from the outer extremity of both B-Dock and C-Dock during the winter months. (This is the current practice)
  - II. C-Dock is to have piles added and dock structure strengthened.
  - III. Breakwater moorings, chains and attachments are to be checked by divers annually and any deficiencies rectified. (Schedule an inspection spring 2015 then annually each fall going forward)
  - IV. Upper attachments at the tanks are to be checked from a boat each quarter for wear and possible damage.
  - V. Moorings to be lifted every second year for examination of lower attachments if not visible to the diver.
  - VI. Draft marks to be painted on each side at both ends of the floating tanks to signal any increase in draft resulting from a leak.
  - VII. Aesthetics of the existing breakwater are difficult to address due to the foam-type coating over the tanks. Staff will investigate what can be done to upgrade the aesthetics of the breakwater in an environmentally responsible manner and LMS Signage on the tanks will be maintained.

**Marina Advisory:**

1. Boom-sticks at the waterlot boundary with Block 651 will be extended closer to the beach to provide better protection from debris and drifting vessels. The boom sticks will be secured with steel cables or chains connected to purpose-made staples or bored holes in the end of the boomsticks.
2. A new string of boomsticks will be procured to protect the boathouses on C-Dock in a similar fashion.
3. The dinghy dock will be relocated to the outer side of the Welcome Center to better serve visiting boaters and provide access to the sewage plant for inspection and maintenance.

4. Wolfe boathouse maintenance to bring the boathouse into compliance as far as possible with LMS boathouse standards will be put in hand.
5. Guidelines for the use of the Welcome Center and Boathouse 13 (draft attached) to be updated and implemented. Conflict or doubling-up on marina regulations to be avoided.
6. A meeting will be held April 17 to address the utilisation of marina space and optimise moorage revenue.
7. The marina infrastructure 5-year plan will be updated.

**Safety:**

8. Incident reports are to be completed and kept on file for medical and other emergencies that are dealt with at the marina.
9. AED (defibrillator) to be procured ASAP for use in medical emergencies that may occur at the marina.
10. Safety committee to be re-established.
11. Safety Plan (draft attached) to be updated and implemented.

Kind Regards,  
Jim Phillips

## **Marina Happenings**

### **Moorage**

We still have approx. 20 moorage contracts outstanding.

We have one boat chained to the dock for overdue 2014-15 moorage. We are in contact with the owner and are making payment arrangements.

We have hosted our first rendezvous. Next rendezvous is May 15th

### **Boathouse Inspections**

We still have approx. 4 boat house inspections to complete. These were the snowbirds that have now arrived back.

Follow ups for all deficiencies scheduled 30 days after initial inspection.

Hydro billing is now on its 3rd cycle and seems to be smoothing out.

Café is being remodelled to allow more staff space and efficiency.

Café is on schedule for May 1 opening

## **Welcome center**

The door access code has now changed and will be changed and issued weekly to visitors.

Customers wanting afterhours access to washrooms/showers and laundry have or will be issued cards upon request.

Folding seats have been installed in the shower stalls and the stalls repainted.

WC apron has been pressure washed

Exterior facia of WC will need to be re-stained this spring. We will acquire more quotes.

Banners are being prepped for install.

## **Docks**

7 new fingers now installed 1 more to go.

Received quote for re-planking the last 80 ft of C-dock

We will do a structural inspection of C-dock

We will start to install the water line under C-dock

Docks have been pressure washed one small section remains.

We will extend the log booms on the south side of the marina to the beach.

We will acquire more boom sticks to install a boom on the north side of the marina.

Tents have been set up but we are prepared to take them down if we get a late spring storm.

Bar-b-qs are ready to go.

Breakwater committee has decided not to pursue replacement.

A plan will be developed to maintain the current system.

## **Emergency response/First Aid**

Marc, Debbie and \Trudy attended a first aid course last Saturday where they received OFA level one certification.

An automated external defibrillator has been purchased.

3 new level one first aid kits have been purchased.

The live a board freezer has now been moved out.

We will now move the safety room asap to the beautification room location.

LADYSMITH MARITIME SOCIETY



**MARITIME MUSEUM AND HARBOUR HERITAGE CENTRE  
UPDATE – APRIL 14, 2015**

**Harbour Heritage Centre**

- Coal diorama will be complete by June 2015, so perhaps an unveiling of the diorama could be part of LMS 30<sup>th</sup> Anniversary plans
- Ladysmith Log Dump diorama - new informational sign - draft stage.

**Maritime Museum**

- Small side room has been emptied and volunteers will start building new display based on research, photos and sketch.

**Forms**

- Created a draft Information Form for potential donors of heritage/museum gifts to fill in and leave with Staff when offering items to LMS. These forms will be passed on to Museum curator who will contact potential donors to learn more about the items to determine if we need them and if so may arrange to view items before accepting or rejecting them.
- Improved permanent Gift Form (Deed of Gift) – draft ready

**Education Program**

- All aspects of the LMS Education Program are progressing well.

*Respectfully submitted,  
Shirley Blackstaff*