

Minutes PIRA Directors Meeting – September 11, 2008

Beacon House

Directors present: Denise Bonin, Peter Frewin, Michael MacColl, Lynn Roberts, David Essig, Coreen Hanson, Thora Howell, Josephine Kenchenten
Directors absent: None
Guests: Barb LeBrasseur, Marian Luxton, Louise Hamilton (Volunteer)

1 Opening Remarks

- 1.1 Call to order at 7:37 pm
- 1.2 Late agenda items
No late additions to the agenda
- 1.3 Approval of the agenda
MOTION: (moved by Roberts and seconded by Howell)
That the agenda be approved.
(Motion Carried)

2 Minutes of the Previous Directors Meeting

- 2.1 MOTION: (moved by Frewin and seconded by MacColl)
That the minutes of the May 12 2008 Directors Meeting be approved by the three directors present at that meeting.
(Motion Carried)

3 Business Arising from the Previous Directors Meeting

- 3.1 Playing surface / basketball court
Josephine will determine from Jason Metz the status of communications with the city regarding the resurfacing and conversion of the basketball court to allow multiple uses, and the designation of the grass area adjacent as an outdoor play area.

4 Correspondence

- 4.1 Mail (NOTE: new PIRA address: Box 115, Nanaimo, BC V9R 5K4)
 - 4.1.1. Letter from Frank Ney to Liam Taylor dated July 31, 2008 expressing appreciation for Liam's term as a Director and President of PIRA
 - 4.1.2. Georgia Strait Alliance, *Annual Report*
 - 4.1.3. Port of Nanaimo, *Harbour News*
- 4.2 Email
 - 4.2.1. Chris Sholberg, re: Gallows Point
The Nanaimo City Engineering Department is planning further work to lessen erosion of the banks near Gallows Point. Chris requested input from PIRA regarding the work which is planned for 2009. Lynn requested more information about the area which would be affected. Denise will request more information. Chris also expressed a desire to continue the City's productive community planning relationship with PIRA.
 - 4.2.2. Chris Sholberg, re: Public Art Focus Group
The Public Art Focus Group will hold a meeting to discuss the development of a Community Plan for Public Art related to Nanaimo's selection as a Cultural Capital of Canada for 2008. Kirsty McDonald, Parks and Open Space Planner, is the group chairperson. The involvement of a member of PIRA has been requested. Lynn will follow-up with Kirsty to determine possible funding for public art projects on the island (such as the Little Diggers banners for the community garden) and will informally poll residents for their input.

5 Reports of Directors

- 5.1 Treasurer - Peter Frewin
Interim Financial Report to August 20, 2008
(see Appendix 1)

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Dock Fees are being received for fiscal years 2007/8 and 2008/9. Cathy Person has volunteered to continue to collect dock fees. Peter will ask her to assist by providing more information and specifically about which year users are paying for. All incoming amounts are correct and have been recorded.

Peter anticipates that Larry Iwaskow will request monies for dock repairs as needed.

The General Insurance premium is paid from the Dock account; two-thirds of the Directors' & Officers' Liability Insurance premium are paid from the Dock account and one-third from the General account.

Peter will review insurance with Denise, as this is the last year of a 3-year policy, and will raise this again at the next meeting.

2008/9 Projected (Budget) for the General Account

(see Appendix 2)

Peter used the actual expenditures for the two previous fiscal years to project this year's budget.

The budget doesn't include all anticipated expenditures, e.g. survey costs which were \$600 in 2005. Denise will contact the City to see if they can provide any financial assistance for conducting the survey. While an online version of the survey would reduce costs, anonymity and multiple returns are a concern.

PIRA currently has 66 members and Peter has forecast 75 members for budgeting purposes. There will be a balance of only \$1000 at the end of the year and the directors should consider ways to increase membership.

Peter will revise the amount budgeted for Port Authority dock fees based on information received from Michael that the increase will be 3%, not 8%.

A new mail box has been rented paid from the Dock account. The mail box keys are held by Denise and Peter.

"Due" column shows when insurance premiums must be paid. The expensive Port Authority dock fees are due in December.

The possibility of establishing a reserve for major dock repairs was discussed in conjunction with opening a term deposit or high interest savings account to increase returns. There is not enough money to make this worthwhile at this time. Following Lynn's suggestion, Peter will research the RBC eSavings account, and will reassess the situation at the end of October following receipt of dock fees.

Peter will provide the revised 2008/9 projected budget to Denise for posting with these minutes (see Appendix 2).

2007/8 Annual Report

The annual report was to have been approved at the AGM in July. It appeared as an item on the agenda, but was not available for distribution and could not be voted on. Approval must be sought at the next AGM or at a special meeting if one is held before then.

Annual Report Audit

Peter would prefer that the annual report be audited although this may not be required by provincial statute. Michael will discuss with a Protection Island resident who is a CGA.

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Port Authority Dock Lease

Addressing concerns raised at a previous meeting, Michael has spoken with Mike Walker of the Port Authority and determined that the dock lease will expire in 2010; however, there is an option to renew the lease for an additional five year period. The dock fees are likely to remain linked to the 2006 dock head assessed value of \$160,000 with future fee increases in line with changes in the CPI.

MOTION: (moved by Bonin seconded by MacColl)

To accept the Treasurer's report with modifications discussed.

(Motion Carried)

6 Reports of Committees

6.1 Emergency Access - Michael MacColl

Michael reported that Toby Seward of the City met with Brian McIntosh of the Leeshore property on August 20. The Leeshore property remains in probate but a decision is expected at year end. The city has offered to assist PIRA to prepare for the anticipated sale of the Leeshore property but only in terms of learning what can be done. Michael remarked that the offer price might be absurd. Michael has suggested to the city that no matter what type of development occurs, fire and ambulance services will be required to the centre of the development. A prospective developer could arrange preferential variances from the city for enabling access to all on the island. Michael observed that a 3-acre walk-on waterfront parcel with MA-3 zoning would be very desirable to a developer.

Michael reported that work had started on the disabled access ramp from the Dinghy Dock. Lynn added that construction was in abeyance due to concerns about the wall structure.

An emergency dock behind the fire hall would require one of the owners abutting (Trudy Chatwin or Leeshore property) to allow a fifteen foot egress /ingress right of passage. Ideally, this right would be placed on the title. Neither owner is prepared to allow access at this time. The city may still obtain the rite of passage but won't initiate any action until a decision about the Leeshore property is made.

6.2 Parks and Garden Circle - Josephine Kenchenten

Josephine met with Alison Watt, the past parks and garden circle liaison. There are concerns about the automatic sprinkler heads at the circle not extending above the ground high enough to water effectively. Josephine will speak to Irene about watering issues. Lynn suggested that DIGS might take over care of the circle.

The mapping project is on hold in Alison's absence although considerable work has already been completed. Denise suggested that the map be shown at the next meeting. Josephine would like to obtain a copy of *Islands in the Salish Sea* on which the mapping project is based.

Josephine will liaise with Jurgen Goering and a group of islanders who share an interest in maintaining the island's natural parklands. Denise offered to introduce Josephine to Rob Lawrence who is responsible for the City's Urban Forest Plan. This plan is available online.

There was a brief discussion about how to convey to city and utility employees that repair methods less destructive of natural vegetation would be appreciated.

Lynn will follow-up on the issue of beach access trail maintenance.

6.3 Community Liaison - Thora Howell and Lynn Roberts

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Lynn suggested that PIRA approach the Junk Away team to help with the survey because it is a team which already works well together, is not busy this year, and has a good sense what is going on in the community. PIRA could look for creative ways to get the survey out without it costing \$600, e.g. a survey party. Thora suggested forming a sub-committee to make recommendations. Peter had 3 names to add to the list of survey volunteers.

Thora has studied the online version of the provincial Society Act and thinks it can be used as a boilerplate for updating the PIRA constitution although some changes would be required.

PIRA should include a question on the survey about the possibility of incorporating residents/renters in the membership. The City has indicated that other local citizens' groups do include residents.

Lynn has talked to Liam Taylor about PIRA material for the PICHS Archives but there is not much that is truly archival. PIRA has existed for 35 years but Barb Neild has little archival material from PIRA. There was a brief discussion about what would normally be archived. Minutes, correspondence and survey results were suggested.

6.4 City of Nanaimo Liaison - David Essig

David and Denise, with Liam Taylor, had an introductory meeting with Chris Sholberg. Chris stated that city resources are currently low in service delivery areas such as road work and engineering.

There are 4-10 neighbourhoods already involved in the neighbourhood planning process and Protection Island isn't in the queue. A neighbourhood plan must be in concert with the Official Community Plan (OCP), land use and zoning bylaws.

David is planning to meet with Chris again before the end of September. David will determine if the city would look favourably on the island providing its own resources to move the neighbourhood planning process forward. Good first steps have already been taken. The island has people capable of completing the preliminary work and of drafting language that could go directly to the city planning department. Perhaps the city has tools that could be made available to islanders interested in community planning. The goal would be a neighbourhood plan, and the creation of a Development Permit Area.

Thora hoped that PIRA would encourage the involvement of more people in the planning process. There is community interest and 85 people had attended the initial planning meeting.

6.5 Dock Committee - Coreen Hanson

Coreen met with Cathy Pearson, the past dock liaison, and documents were transferred. Dock fees are \$110 with the suggestion that this be increased to \$200 in lieu of assisting in dock maintenance. Cathy will continue to collect fees and issue decals. Coreen will determine types and amounts of dock income and inform Peter. Shannon Taylor will continue to deposit cheques to PIRA's bank account.

Dock concerns include installing an anchor to resist dock twisting and resurfacing the ramp. Denise noted that the city had completed similar improvements to the dock surface at Gallows Point and that a letter regarding this is posted on the PIRA website.

6.6 Communications - Denise Bonin

Denise will continue as contact for the PIRA website and Prolsle announcement placement.

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- 6.7 Roads and Safety - Position Vacant – Denise Bonin reported
Denise restated the motion passed at the AGM *that the PIRA executive continue to investigate and develop a trial contract for a year with the city to have them supply us with road material and pay PIRA for the work required to repair potholes and where the funds earned are donated to Beacon House.* Liam Taylor is continuing discussion with the city on the matter and Denise will report back on the progress at the next meeting.

Michael said that Don McQueen and Doug Compton and others had expressed interest in experimenting with and exploring long term road repair solutions. Denise advised that this group should wait until the City accepts the road repair plan, but thought that if they wanted to meet and come up with ideas, that would be fine. Michael will follow-up with Don McQueen and ask him to liaise with Josephine because roads fall under land use although not specifically parks. Lynn remarked that the target areas for road repair are already known. Liam Taylor, previous roads and safety liaison, will have one more meeting with Tom Hickey and then pass responsibility back to the PIRA board.

7 Unfinished Business

7.1 DIGS

Denise stated that issues surrounding DIGS are festering in the community and that she would like to see these resolved. Discussion ensued:

Coreen: Jim Harris' first request was that PIRA write a letter to the City defining the difference between PIRA and DIGS in case city staff or officials were confused about the roles of the two societies. The suggestion of the inclusion of a statement of PIRA support for DIGS was added later. PIRA supports all active community groups and shouldn't specifically support DIGS but could approve DIGS actions to this point.

Denise: PIRA doesn't represent everyone on the island, but is seen by the City as an organization that it communicate with.

Michael: DIGS mission statement and purpose are stated in generic terms. A letter could state that these should be allowed to continue.

Peter: The PIRA board is a reporting body, to and from the community, and is not a sanctioning body. PIRA doesn't sanction groups, e.g. Junk Away. A letter defining the differences between the two groups is sufficient.

Michael: Statements made at the AGM about DIGS were very encouraging

Coreen: PIRA supports the Georgia Strait Alliance and is a member. Could we be a member of DIGS?

Thora: Any letter from PIRA will be published. A letter showing support tells islanders that PIRA isn't anti-DIGS.

Josephine: The letter could simply state that the two groups are separate. The board should remain neutral.

Lynn: The board has to show support. DIGS has been waiting a long time for the letter.

Michael: The letter should thank DIGS for generating community interest and its activities for children.

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Denise: Has spoken with Jeff Ritchie, City Parks Manager, who does not think there is any confusion at the Parks Board between the two groups. Jeff wants DIGS to poll all island residents, not just DIGS members, to determine the level of support for allotment plots in the community garden. He fully supported that that PIRA should include questions in its planned survey to gauge community sentiment about the issue. There will be no changing City staff opinion on city-funded private allotment plots and no taking any proposal further until the Parks Department has received a definitive reply from DIGS regarding the level of community support. Jeff recommends that the PIRA board work with DIGS to include a question on allotment plots in the survey.

Thora: Explore this with DIGS. The question should occupy a separate section within the survey.

Denise: This is how we can come together. The City has spoken loud and clear: if DIGS wants city-funded private allotment plots it must canvass all the Protection Island residents' not just DIGS members.

Peter: Will talk to Jim Harris and offer to work with DIGS to include a question on the community garden and allotment plots in the survey as an alternative to a letter.

Coreen: PIRA board needs to broadcast that it is doing its duty by feeling the pulse of the island.

8 New Business

PIRA must sign a contract with the Lions Club for the use of Beacon House for meetings. There is a conflict with other community events scheduled for Thursday evenings; however Mondays are available. The directors agreed that Monday meetings would be convenient. Thora will arrange Monday meeting bookings with Ann Millington. Lynn suggested PIRA meetings be scheduled for the first Monday of each month.

9 Closing Remarks and Announcements

Next meeting: Monday October 6, 2008 at 7:30 pm, Beacon House

10 Adjournment

Meeting was adjourned at 9:48pm

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Appendix 1

Protection Island Ratepayers Association

Interim Financial Report to August 20, 2008

Cash flows from General Account Activity

Cash Balance Per Last Report	1,088.87
Membership Fees	650.00
Donation	0.00
Other	0.00
Total Revenue & Cash Balance	1,718.87
Director's & Officer's Liability Insurance	0.00
Licenses & Permits	(-25.00)
Minister of Finance Filing Fee	0.00
Office Expense (New Bank Cheques)	(-28.63)
Postage & Delivery	0.00
Printing & Reproduction	0.00
Property Tax	0.00
Total Expenses	(-53.63)
General Account Balance August 20, 2008	1,665.24

Cash flows from Dock Account Activity

Cash Balance Per Last Report	4,743.95
Cash Received from Dock Fees, 2008/09	275.00
Cash Received from Dock Fees, 2007/08	475.00
Cash Received from Maintenance Contribution	0.00
Total Revenue & Cash Balance	5,493.95
Dock Supplies, Advance	0.00
General Insurance	(-875.00)
Director's & Officer's Liability Insurance	0.00
Morage Fee	0.00
Office Expenses (New Bank Cheques)	0.00
Printing & Reproduction	0.00
Total Expenses	(-875.00)
Dock Account Balance August 20, 2008	4,618.95

E. & O. E.



Peter W. Frewin
Treasurer

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Appendix 2

2006-07 Actual, June 30, 2007		2007-08 Actual, June 30, 2008		2008-09 Projected (Budget)		Due
General Account		General Account		General Account		
Balance Forward From Last Reporting Period	1067.38	Balance Forward From Last Reporting Period	1017.87	Balance Forward From Last Reporting Period	1068.87	
INFLOWS		INFLOWS		INFLOWS		
Donation	0.00	Donation	5.00	Donation	5.00	
Membership (Prior Years)	0.00	Membership (Prior Years)	0.00	Membership (Prior Years)	0.00	
Membership Dues	680.00	Membership Dues	850.00	Membership Dues	750.00	
		Membership Dues (Next Year)	30.00			
TOTAL INFLOWS	680.00	TOTAL INFLOWS	915.00	TOTAL INFLOWS	755.00	
OUTFLOWS		OUTFLOWS		OUTFLOWS		
Bank Charge	0.00	Bank Charge	0.00	Bank Charge	0.00	
Dues and Subscriptions	35.00	Dues and Subscriptions	30.00	Dues and Subscriptions	30.00	June
Director's & Officer's Liability	312.33	Director's & Officer's Liability	343.67	Director's & Officer's Liability	343.67	November
Licenses and Permits	16.86	Licenses and Permits	27.56	Licenses and Permits	27.56	August
Miscellaneous	0.00	Miscellaneous	0.00	Miscellaneous	0.00	
Office	75.91	Office	98.70	Office	90.00	
Postage and Delivery	78.21	Postage and Delivery	162.04	Postage and Delivery (Includes Survey Costs)	200.00	
Printing and Reproduction	188.18	Printing and Reproduction	177.03	Printing and Reproduction (Survey Costs)	600.00	
Filing Fee	25.00	Filing Fee	25.00	Filing Fee	25.00	July
TOTAL OUTFLOWS	729.49	TOTAL OUTFLOWS	864.00	TOTAL OUTFLOWS	1,316.23	
Surplus/Deficit	-49.49	Surplus/Deficit	51.00	Surplus/Deficit	-561.23	
Balance Forward to Next Year	1017.87	Balance Forward to Next Year	1068.87	Balance Forward to Next Year	507.64	
Dock Account		Dock Account		Dock Account		
Balance Forward From Last Reporting Period	1613.63	Balance Forward From Last Reporting Period	2357.47	Balance Forward From Last Reporting Period	4,743.95	
INFLOWS		INFLOWS		INFLOWS		
Maintenance Contribution	1,050.71	Maintenance Contribution	1,930.00	Maintenance Contribution	1,500.00	
Dock Fees (Prior Years)	640.00	Dock Fees (Prior Years)	1,430.00	Dock Fees (Prior Years)	1,000.00	
Dock Fees	5,450.00	Dock Fees	5,350.00	Dock Fees	5,400.00	
Fundraising	1,589.25	Fundraising	0.00	Fundraising	0.00	
TOTAL INFLOWS	8,829.99	TOTAL INFLOWS	8,710.00	TOTAL INFLOWS	7,900.00	
OUTFLOWS		OUTFLOWS		OUTFLOWS		
Dock Supplies	5,151.02	Dock Supplies	3,000.00	Dock Supplies	3,000.00	
General Insurance	995.00	General Insurance	875.00	General Insurance (2.5%)	875.00	August
Director's & Officer's Liability	624.67	Director's & Officer's Liability	687.33	Director's & Officer's Liability	687.33	November
Port Authority Moorage Fee	1,315.46	Port Authority Moorage Fee	1,343.02	Port Authority Moorage Fee (10%)	1,477.32	December
Office	0.00	Office	120.12	Office	60.00	
Postage and Delivery	0.00	Postage and Delivery	0.00	Postage & Delivery	150.00	
Printing and Reproduction	0.00	Lease Expense	1.05	Lease Expense	1.05	June
Contingency	0.00	Printing and Reproduction	297.00	Printing and Reproduction	150.00	
		Contingency	0.00	Contingency	0.00	
TOTAL OUTFLOWS	8,086.15	TOTAL OUTFLOWS	6,323.52	TOTAL OUTFLOWS	6,400.70	
Surplus/Deficit	743.84	Surplus/Deficit	2,386.48	Surplus/Deficit	1,499.30	
Balance Forward to Next Year	2357.47	Balance Forward to Next Year	4743.95	Balance Forward to Next Year	6,243.25	