

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
Agenda, January 8th, 2024

Board Members Roll Call (quorum = majority of Board = 3/5 Board members)

Board Members Present: (Quorum = majority of Board members))	Present	Regrets	
Michelle Bruecker	X		
Heather Ferguson	X		
Jim Richards	X		
Lezlie Smith	X		
Robbert Visscher	X		

1 Call Meeting to Order:

7:00pm

1.1. Adopt Agenda

MOTION – Lezlie

2nd – Robbert

All in favour

1.2. Adopt Draft Minutes of October 23rd, 2023

MOTION - Lezlie

2nd - Robbert

All in favour

1.3. Action Items & Business Arising from Minutes of October 23rd, 2023.

Action: Signs at Gate and on Breakwater to include language around Security Camera – status: underway

Action: Flashing Light at Breakwater – status: yet to be repaired

Action: Water hose system has a leak before it can be restored – status: yet to be repaired

Action: Michelle to initiate neighbourhood survey – status: to be completed

Action: Lezlie to create template for Canada day, planning, supplies and volunteers – status: to be completed

Action: Robbert to secure quote for online Quickbooks and Lezlie to review Wave online accounting – status: completed

2. Executive Business Reports

2.1. President’s Report— Lezlie Smith

- Campfire at Marina on Sunday Dec 3rd from 3 to 5 was a success and really enjoyed by those who attended. It cost \$122 in cookies and hot chocolate (mostly hot chocolate) but the amount of food products we were able to donate to the Food Bank was beyond expectations and was so appreciated – more than made up for the cost of hosting. We had a full trunk load of donations. I recommend we continue to plan for this and maybe it will be even better attended – an estimate of attendance was about 30 to 40 people. Guy did fabulous job of starting and maintaining the fire. I think the afternoon of first Sunday of December is a good time to schedule. Next year maybe see about putting some of the hot chocolate into thermoses to keep

hot longer. Event kept simple and as easy to undertake as possible. Christmas music played using Bluetooth/Spotify.

- Council asked for our members to comment on their 2023-2026 Strategic Plan and Shared Water values. A request was sent out to our members twice and comments that were received were forwarded. Many of the comments had to do with how unspecific their goals were and therefore no way to measure success. Plan did not identify any current projects. Concerns also around forest depletion, lack of neighbourhood plans that include services, priorities not clear, climate change not addressing water supply and current reliance on rain. Water restrictions should not include farms and private vegetable gardens. Not very specific on Emergency Management, did not include planning for the new Provincial guidelines for density and multiple unit housing, nor were the new restrictions on STR mentioned.
- Reviewed online accounting systems such as WAVE. Many involved connecting to current accounting system, monthly fees were also needed depending on number of transactions per month. Most months are negligible except for April and May and could change fees charged. I don't really see them as solving our issues.
- **DISCUSSION** – past request by SCR D to understand community vulnerabilities with regards to excessive heat
- **TO DO** – Excessive heat questions to be included with neighbourhood survey to understand residents at risk (Michelle)

2.2. **Treasurer's Report** – Robbert

I would like to wish everyone a very good 2024!

Alas, for our SHORA computer, the year did not start out great. It is not starting up anymore. This means that the Treasurer report will lack the income statement and bank reconciliation. Luckily the expenses in the last few months of 2023 were minimal, and no revenue came in. So instead of the usual report, I will provide the bank statement information and update the income statement for next meeting.

The balances and withdrawals on our Checking Account were as follows:

	Opening Balance	Deposits	Withdrawals	Ending Balance
October 2023	\$25,207.94	\$ -	\$442.04	\$24,765.90
November 2023	\$24,765.90	\$ -	\$106.11	\$24,659.79
December 2023	\$24,659.79	\$ -	\$108.10	\$24,551.69

October expenses:

Bonniebrook: \$187.43

Dock repair expenses: \$175.61

Collabria Payment: \$65.00

Bank Fees: \$14

November expenses:

Bonniebrook: \$93.61

Bank Fees: \$12.50

December expenses:

Lending review: \$85.00

Collabria payment: \$12.10

Bank Fees: \$11.00

TO DO – provision of payment to our gate keepers, check on camera service subscription costs, cash for key to be e-transferred and registered as key deposit (Robbert)

Proposal SHORA Bookkeeping

Last meeting proposals was presented to update the bookkeeping for SHORA by moving from our old computer to a cloud-based solution, or to stay with an older software and buying a new computer. Buying a new computer was deemed unnecessary and the consensus is to stay with Quickbooks. The preliminary agreement was to move to Quickbooks online depending on the cost and the ability to have some history transferred as well.

The total cost depends on discounts that often are provided, but I will give the non-discounted cost to ensure we base our decisions on the maximum cost.

Given our minimal bookkeeping needs as SHORA organization we should be able to do all we need with the most basic plan: Easy Start at \$24 per month full cost, or \$288 per year.

The next plan up is Essentials plan at \$48 full cost or \$576 per year.

Quickbooks will also move 2 years of our history from Quickbooks to Quickbooks online. That way we do not lose comparable information as well as all our vendor and client information.

Given the computer is not working anymore, I would like to move ahead if possible.

MOTION to adopt on-line Quickbooks – Robbert

2nd – Lezlie

All in favour

TO DO – Robbert to move ahead with Quickbooks online and system import and set up

2.3. Wharfinger’s Report –. Heather

1. There are few boats in the marina over the winter - 6 in total.

One member reported a lost or stolen gate key and their boat key. The gate key was replaced for a deposit fee of \$50.

2. Regarding the Dock Management Plan for the Sechelt Swiya (most of the Sunshine Coast). Wharfinger attended the special SCRD zoom meeting where a proposal for new legislation was put forward by the Ministry of Indigenous Relations and Province of BC. This meeting is recorded and available on YouTube [November 30, 2023 - SPECIAL Board Meeting \(youtube.com\)](https://www.youtube.com/watch?v=...). Plan is not finalized. Input is encouraged with a deadline of January 12, 2024, a request was made by SCRD to extend the input period that until May 18, 2024. If understanding is correct, it appears that the SHORA marina falls within the jurisdiction and will need to be compliant in 2036 when the lease from the DOS comes up for renewal. It appears that the marina already has many of the preferred attributes that were mentioned in the documentation:

- we have encapsulated styrofoam (not unencased)
- the dock area is less than 40 sq m per vessel as required for ‘commercial docks’, ours is ~10 sq m per vessel
- we have no roof covered areas (boathouses)

We do require clarification regarding the classification of our dock and maximum length of dock allowed. Proposed is 60 m (196’) max length for commercial docks (private is maximum 30 m2). Our

dock is around 466 feet x 6.8 feet. We do appear to be in a unique situation as it seems we are the only non-profit, community marina in the District of Sechelt.

TO DO: Establish a relationship with the 'Decision Makers' to highlight our situation and unique circumstances. Given the assumed direction of the Dock Management Plan, our community marina may already illustrate many best practices for minimizing environmental impact across a relatively high number of users. Draft of communications to be prepared for Board endorsement (Heather).

shishalh
NATURAL
COLUMBIA | Resource Stewardship

Opportunity for Feedback

PUBLIC OPPORTUNITIES

- **Private Moorage:**
 - Comments regarding the proposed amendments will be received through **written submission** to: Applications, Comments and Reasons for Decision Website
(search file # 2412772 at <https://comment.nrs.gov.bc.ca/applications>)
- **Commercial Moorage:**
 - Additional opportunities will be provided to allow for specific questions and opportunity for feedback
 - Comments can also be received through **written submission** to the above website

Comments relevant to the amendments will be summarized and provided to the Decision-Makers for consideration.

! Opportunity for comment has been extended to:
January 12th, 2024

3. In keeping with communications from past years, suggest that we send to membership an email reminder on the Priority System for moorage and kayak racks in coming weeks. The goal is to ensure fair and transparent communications and equal access to services. We may also benefit from announced departures which helps us prepare for waitlist members.

DISCUSSION – early communications to include suggested fee structure for 2024 and any marina questions we want to ask of membership

TO DO – prepare draft of communications (Heather)

4. Kayak dock to be inspected and look at condition of the wood underneath to decide whether it needs replacing. That remains to be completed over the winter.

5. Do we feel we need to recruit new board members for next year well ahead of April 2024? Is there anything we can be doing now towards that?

DISCUSSION – ideal Board membership is 6 to ensure streamlined meetings, division of tasks and continuity.

TO DO – Draft to be prepared regarding benefits of SHORA community membership and volunteering to be a board member (Lezlie)

2.4 **SCAF meeting update** – Michelle

- Chair Katie Clogg announced her intention to step back from the Chair position but will continue as the DBWCSP SCAF representative.
- Catherine Hanson was nominated as the Interim Chair until January, with a nomination for the Chair position to be made at the January meeting.

- Each association provided updates on their activities and concerns.
- Sandy Hook focused on communication improvement, road work concerns, and STRs (short-term rentals).
- Tillicum Bay discussed work orders, STR regulations, and upcoming director meetings.
- Tuwanek introduced their new President and VP, discussed recent fire incidents and drainage issues, and expressed concerns about STRs.
- DBWCSP received information from members for identifying priority areas, held a fair, and discussed daycare plans and expanding activities at the Community Hall.
- East Porpoise Bay mentioned its lack of a President, upcoming events, and budget requests.
- West Sechelt planned an AGM and expressed disappointment in the Tower Road development decision.
- SHORA has three people working on NEPP (Neighbourhood Emergency Preparedness Plan).
- Three common concerns were identified: STRs, the BC Communities Act, and NEPP development.
- There was a discussion on how SCAF is perceived as "just complaining" and the possibility of a facilitated session with Council to address this perception.

2.5 Emergency Preparedness- Michelle

No update to report

3 Maintenance planning for 2023 (for ongoing references and updates)

3.3.1 Work recommended by Mackenzie Sea Services included

- Wooden pilings need repair above the water line with epoxy or wood – to be monitored and repaired as required.
- Spot paint exposed metal on gangway ramp
- Remove decking from kayak dock to confirm condition of wood underneath and to confirm the estimated five-year life span
- Monitor plastic-coated floats under the metal docks that may be deteriorating due to sunlight. Last year only one was found to have minor damage
- Examine floating concrete breakwaters for possible life-extending options.

3.2.2 Additional Maintenance issues

- Secure Water piping along docks

4. New Business

4.1 Decision regarding Quickbooks and Shora Computer issues – [completed](#)

4.2 Decision regarding second security camera facing out towards boats and entrance areas. – [happy with performance to date, decision on additional cameras later in spring](#)

4.3 Water meters are starting to be installed. Long term solutions may be needed – direct connection not possible, is there a way to collect runoff or rainwater as a supply source. Planning options needed.

TO DO - plan to talk to Dave to consider separate meter or alternate option, also to consider a storage tank of water for drought periods (Heather)

4.4 Generally we donate \$200 to various groups each year.

DISCUSSION - Food Bank was suggested and endorsed by Board

TO DO – cheque to be prepared by Robbert and co-signed by Lezlie. To be addressed to ‘Sunshine Coast Community Services’ with Sechelt Food Bank noted in cheque detail. Address is Box 1069, Sunshine Coast Community Services Society, 5638 Inlet Ave, Sechelt, BC, V0N3A0

4.5 Facebook Page plan –

DISCUSSION - agreed that draft community page to be developed for community updates and information with commenting approvals through administrator

TO DO – Draft to be prepared (Michelle)

5. **End of Meeting Administration**

5.1 Next meeting date: Feb 12

5.2 Meeting Adjournment: 8:17 pm