

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
Minutes, March 18th, 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:

7:03 pm

1.1. Adopt Agenda

MOTION - Jim

2nd – Robbert

All in favour

1.2. Adopt Draft Minutes of February 12th, 2024

MOTION - Robbert

2nd – Lezlie

All in favour

1.3. Action Items & Business Arising from Minutes of February 12th, 2024.

Action: Signs at Gate and on Breakwater to include language around Security Camera
STATUS - completed, ready to be installed, to be completed this weekend

Action: Flashing Light at Breakwater

STATUS – repairs not possible, price of \$580 for a new unit, is it indeed required? To be checked with Peter, Hugh or Dave King, what are our other options? MacKenzie ?

Action: Water hose system has a leak before it can be restored

STATUS - March 23rd meeting to assess repairs and actions

Action: Michelle to initiate neighbourhood survey for emergency planning, to include update on current plans with District and SCR D

STATUS – draft shared with Board, comments incorporated, a couple more edits required

Action: Lezlie to create template for Canada day, planning, supplies, and volunteers

STATUS - underway, June 30th held with entertainers

Action: Robbert to process cheque payment to Sunshine Coast Community Services for Food Bank in the amount of \$200

STATUS - completed

Action: Michelle to prepare Facebook page plan for organizing and managing

STATUS – completed, membership to be notified at AGM

2. Executive Business Reports

2.1. President’s Report— Lezlie Smith

- Started work on the planning for the Canada Day workshop. The list of duties and supplies is starting to come together for planning purposes, will add to the Google Drive
- Lynne and Ron both agreed to June 30th 2 pm to 4:30
- Worked on the new online version of QuickBooks and updated all the months up until the end of February 2024. All months reconciled to the bank statements. It was not an easy process as everything was different than the desktop version. I ran into a few problems, but the online support system was very good once you were able to talk to someone. Most of the customer information could not be transferred where we kept details on the boats, keys and slip numbers. Most of that will now need to be relied on with the Wharfinger spreadsheets.
- Started planning for the AGM. Notice letter to be sent first week of April to include financial statements for Year end 2023, and AGM minutes from last year. Notice letter drafted for review. Also prepared a forecast to support increase in rates again.
- I have sent directors 6 items for review;
 - February Bank statement, income statement, reconciliation and forecast for next several years.
 - Notice letter for AGM
 - Template for Canada Day Planning

2.2. **Treasurer's Report** – Robbert

P&L comparison shared as pdf

Expenses down from this time last year

Banking account and term deposits all healthy – term deposit to be renewed at 4.9 %

2.3. **Wharfinger's Report** – Heather

1. The new season for the marina communications started on March 1st with a long email to the whole membership about timelines and the process for renewals and new applications for space in the marina. By March 18th, 60% of the replies had been received. All replies have been recorded on the priority lists. A reminder email should go out March 19th to catch the remainder of members. On March 31st, the work of puzzling it all together to maximize the number of vessels will take place. Following that the boat owners will be contacted with a map and a contract for the annual period starting May 1st. No contracts are final until payment is received, and the deadline announced was April 26th.

2. Second security camera has been purchased, \$250 plus tax. The operation of the solar powered camera proved to work well over the winter months so we feel that two cameras will be effective at providing more coverage.

3. A new large sign was printed for the main breakwater to replace the existing faded sign. It faces outward to traffic on the inlet. It says "Members Only, Private, Security cameras in Use, SHORA". Still to be installed this month. Total cost was \$192. Thanks to the Downie family for designing the sign and saving SHORA the cost of creating the design file for the printer.

4. The flashing green Sealight that used to be on the breakwater was quoted at \$580 plus shipping and taxes. It would be shipped to Britmar Marine in North Vancouver. I can find no record of the original purchase of the lights however they appear to be about 20 years old.

5. Saturday March 23rd has been arranged as inspection day for the kayak decking and other maintenance projects. A few people have volunteered to participate and we'll see how big the upcoming jobs will be and whether SHORA will do the work ourselves or consider contracting it out.

6. We've been reading the latest news on the region's Dock Management Plan. There is nothing to do at this time other than keep up with the news. SHORA leases the water lot from the District of Sechelt and is responsible for adhering to the dock management rules laid out. The current lease is valid until 2036.

2.4 SCAF meeting update – Michelle

SCAF NEPP Planning

1. Tomorrow night, SCAF is meeting with that topic as the main issue. Diana Mumford is spearheading this for SCAF - she has experience in emergency planning and has re-created a couple of demonstration boards to create a 'travelling show'.

The current plan is to run what SHORA has already started, such as creating NEPP in the various community association areas, using mostly materials provided on the B.C. government website as well as materials from other B.C. communities such as Nanaimo and Comox.

Neither SCAF nor I have not found the SCR D to be very helpful, even though they have a full-time emergency preparedness staff person (Nancy Hughes) now. SCAF are therefore planning to apply for local funding to create a website, materials, etc.

SCAF is planning a town hall on **May 11th** at the Seniors' Centre to educate interested folks about NEPP and emergency planning in general, and to hear input from all community associations.

2. SCAF is advocating for the District of Sechelt to consult, as per their mandate, with community associations, currently the proposed zoning bylaw amendment is under discussion. The amendment would allow for higher density in areas where public sewer is available, such as areas within SHORA.

Does SHORA have concerns/comments for SCAF in regards to the amendment to bring to the DoS? SCAF will be meeting tomorrow night to discuss.

Background information (from Catherine Hanson, SCAF):

Subject: Re: Draft 10 of SCAF input to Public Hearing

March 20, 2024

District of Sechelt

Mayor and Council

Re: Community Association Referral Process for Public Hearing Submission on Official Community Plan Amendment Bylaw 492-35, 2023 - Floor Area Ratio (FAR) and Building Height

Dear Mayor and Council,

The Sechelt Community Associations Forum (SCAF) is concerned with the lack of communication between our 8 Community Associations and the District Planning Department and Sechelt Council as required under the Local Government Act (LGA) and Community Charter (CC).

The proposed OCP Bylaw Amendment 492-35, 2023 has not met the policy, established practice nor spirit of reasonable and adequate community consultation as required in the LGA. All CAs should have received a Referral Form (example attached) for this proposed amendment. There are specific sections of the OCP, the LGA (Consultation during the development of OCP, Sect.475, Planning & Procedures Bylaw 588, 2018) that are required and District Administration Policy 1.4.6 Community Associations that link all Sechelt Community/Neighbourhood Associations to the referral process for any OCP amendment - not just the neighbourhoods immediately impacted. Consultation with, and a referral to, all CAs did **not** happen for this proposed amendment.

Previously, the policy and practice was to include referrals to the Sechelt Community Associations for any proposed OCP change before a Public Hearing. It should be noted the OCP includes the whole Sechelt community, therefore, any change, regardless of the neighbourhood within which it is proposed, can be used in other areas, either directly or as a precedent for change.

SCAF wants to reiterate that open and transparent communications with all citizens and CAs is key to ensuring Council makes decisions that reflect community aspirations. Failure to do so could negatively affect the reputation of District and its governance practices.

Respecting the long term impacts this proposed amendment could have on the community, **SCAF requests Council not adopt the amendment.** Rather, allow for:

- 1.) All CAs to provide input to the referral process;
- 2.) Provide an opportunity for the public to provide their input and have their questions answered.

Respectfully,

Catherine Hanson

Chair, Sechelt Community Associations Forum:

Davis Bay-Wilson Creek-Selma Park Community Association

East Porpoise Bay Community Association

Sandy Hook Community Association

Sechelt Village Community Association

Sunshine Heights Residents and Owners Association

Tillicum Bay Neighbourhood Association

Tuwanek Ratepayers Association

2.5 Emergency Preparedness- Michelle

1. As per the action items from last meeting, I have cleaned up the NEPP survey which would be ready to send out if it receives final approval tonight:

https://docs.google.com/forms/d/e/1FAIpQLSd_mrKeyKtRZ3cR15xkxsT88M0Q7IVx9IFWYNoRP7KQy18dJQ/formResponse

2. I was also tasked with creating an intro to the NEPP survey, so here is my suggestion, comments welcome:

Hello neighbour!

As you know, SHORA is in the process of creating a neighbourhood emergency preparedness plan (NEPP). As a community we want to be prepared as best as we can in case of a crisis such as excessive heat, earthquake, flooding, heavy winds, rain and snowfall, or a combination of these, including power and cell outages.

SHORA is currently pulling together a needs assessment and baseline information on which to base our program. The program will be following the provincial NEPP guidelines. SHORA is also coordinating NEPP efforts with the other seven community associations in the District of Sechelt to create a larger and more coherent initiative.

How can you support our community's NEPP? You can help by:

- filling out the survey linked below
- becoming part of the group of SHORA residents working on NEPP
- spreading the word in our community and beyond.

By the way, research has shown that just knowing your neighbours reduces risk in the event of a crisis :-)

Thank you so much!

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.
- [Meeting Saturday March 23 to discuss and assess requirements of above](#)

3.2.2 Additional Maintenance issues

- Secure Water piping along docks

4. New Business

4.1 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, perhaps ask for a team to prepare a plan at the AGM

[DISCUSSION - On list for March 23 – f/u with Dave King](#)

4.2 Planning for AGM – Propose last Thursday of April – the 25th;

- Official invite letter to go out to members the first week of April, should include minutes from last year and financial statements for 2023-year end.
- Financial reporting to current year end can be sent out closer to the AGM
- Rate increase to \$4.50 from \$4.25 per foot per month.
- Reception desk to collect funds and handout vote cards to track quorum.
- Suggest open reception at 6:30 pm and meeting start time at 7 pm.
- I suggest we book the hall at the community church on Reef Road and to continue with providing some snacks and beverages.
- Directors need to provide written report and present at the AGM
- No changes planned for bylaws.
- Returning Directors? Any possible new directors?
- Perhaps request volunteers for Maintenance planning?

[DISCUSSION – letter drafted and shared with Board, comments required, Lezlie booked space and happy to pick up refreshments, all Directors confirmed interest in staying on Board, meeting required ahead of AGM](#)

4.3 Long term deposit

- One of our Long Term Deposits are coming due March 19th, if we renew as a Nonredeemable our rate can increase from 3.5 % to 4.9% I suggest we approve that.

[DISCUSSION – all agreed that renewing term deposit was a good suggestion](#)

4.5 Dock Management Plan update,

- Original document and “we hear you” document to be posted on web site. Changes may impact SHORA when our Tenure ends.

[DISCUSSION – all agreed](#)

5. **End of Meeting Administration**

5.1 Next meeting date

Monday April 15, 7:00 pm

5.2 Meeting Adjournment

7:58 pm