

**SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION**  
**Final Minutes, January 11<sup>th</sup>, 2025**

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

<b>Board Members Present:</b> (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: 12:00 pm**

**1.1. Adopt Agenda**

Moved: Lezlie Smith, Seconded: Robbert Visscher

**1.2. Adopt Draft Minutes of October 28, 2024**

Moved: Michelle Bruecker, Seconded: Robbert Visscher

**1.3. Action Items & Business Arising from Minutes of October 28, 2024.**

**Action:** Initiatives to increase membership – pod leaders to consider a house-to-house initiative, also to be considered is a flyer drop to inform community of Shora initiatives – timing tbd – agreed to do a flyer drop house to house, with headlines of Campfire / food bank, NEPP and Membership benefits - agreed Sunday Dec 1 for campfire – Robbert to do first draft, everyone to send info, mail drop to go out Nov 15 (approx.) – Heather to count number of homes – **PARTIALLY COMPLETED** – flyer drop ahead of agm did not occur, but notices were placed on BB’s and members were emailed

**Action Item:** house to house flyer drop to occur in the spring ahead of the AGM, goal to encourage attendance and membership, secondary goal to inform community of actions of Board and results of budget meeting with District

**Action:** District of Sechelt mtg notes to be shared with membership – no further info received from District, to be sent later this week by Heather - **COMPLETED**

**Action:** invite Annie to Board Mtg to understand best practices with regards to neighbourhood Watch type activities – agreed to initiate contact in the new year – **TO BE COMPLETED** – Jim to send note

**Action:** \$10,000 term deposit to be purchased – **completed at 3% interest - COMPLETED**

**Action:** communication and prep list for Christmas Campfire to be prepared – **volunteers, fire, food bank, baking, Lezlie to centralize activities with Robbert to support - COMPLETED**

**2. Executive Business Reports**

**2.1. President’s Report:**

Jim Richards –

President’s Report

Happy New Year to all, I trust that everyone had an enjoyable and peaceful holiday season.

As you are all aware, I have been away these past weeks and as a result have not been directly involved with the community activities.

I would like to take this opportunity to once again make note of the efforts and publicly thank our more active Board Members for their continued labours! The entire community is indebted to Lezlie, Michelle and Heather for their excellent management of the finances, emergency preparedness and harbour operations. I'd also like to thank Robbert for his continued efforts across a variety of files and especially with regards to the December Campfire!

I look forward to being more active upon my return to the Coast.

## **2.2. Treasurer's Report:**

Lezlie Smith –

**Current Financial Status:** \$31,947 in chequing; \$20,568 in Long Term Redeemable as at the end of December. (\$52,000 current assets) Bank Statement at end of December is attached and the accounts were reconciled in Quickbooks. Very few transactions in December except for the gates and Robbert billed Shora for the Quickbooks subscription he had been paying since it was upgraded to online. Once it was switched over to SHORA the billing was going to be \$60 per month, a downgrade in level did decrease that cost to about \$30.00 with some decrease in functioning but not to a significant degree.

### **Budget/ Forecast Planning:**

The current Financial Statement for this year to December 31<sup>st</sup> is attached and is compared to the same period last year. Overall revenues are up 10%, Membership fees are steady, moorage fees up 10% and storage fees up 9% Net income for this year is almost \$19279 about \$1675 higher than last year. Office expenses are higher and reflect the 3-year renewal charges with GoDaddy web site, and the new online fees for Quickbooks.

Milynda Accounting Services did forward the year end financial statements for 2023-2024 and apologized for not having forwarded earlier and said she would not be invoicing us for the work. I let her know she could bill us anyway and no real hard done but as yet haven't received anything. The documents were first sent at the end of July for our year end.

The Statutory Declaration was submitted, and I met with Kerianne Paulson. In that meeting she mentioned that the Outrigger group for Sechelt was needing to find a new place to keep their boats. Their request indicated that Gibsons supports space for them without cost and was looking for same support. Our location was being considered. At the council meeting that evening they submitted their request for space towards Tuwanek. There are issues with parking and space for their boats. In the meantime the space they have been using next to MacKenzie Services near where the other kayak rental facility is was being renewed for another year. Our location is more complicated because of parking, space for their boats and the amount of debris that collects on the beaches.

I recommend we get some estimates for the real repairs we may need to get to comply with the new Dock Management plans – such as the east breakwater and the wooden dock under the kayaks.

**ACTION ITEM:** Lezlie to speak with Mackenzie and Tuwanek to find out what they know and / or are doing to their docks with the Dock Plan in place, and to obtain an estimate for costs and possible timing of services to replace items that may be considered deficient.

## **2.3. Wharfinger's Report:**

Heather Ferguson –

In the winter months, things are pretty quiet at the marina. There are only 4 boats in the water however some are actively being used. It will be March 2025 when we check on renewals and go through the process of annual contracts once again.

Since the last meeting we've had a few usage and maintenance issues:

1. The fresh water is shut off for the season.
2. Got an email out reminding people to batten the hatches and ties up their boats- Thanks Lezlie!
3. A long metal pin, holding one of the sections of dock, was hammered back into place.
4. The gate lock has been lubricated.
5. Some deadhead logs have been removed several times. They come in with high tide.
6. Submitted a service request with DOS Parks to look at the wooden stairs leading to the marina. We've noticed some slight twisting of the stairs and also some metal mesh in bad shape which causes a safety hazard.
7. Responded to some concerns expressed by the important members who lock the gate each night.
8. I put a lock on the small shed at the bottom of the stairs. The key is on the same key chain as the lock for the other shed.

Upon review of the Dock Management Plan there are some changes to be aware of that we'll need to navigate. First of all, there are some questions that we need clarification on and after that we'll be in a position to make a plan towards how SHORA marina will be compliant and qualify for a lease extension. Our neighbourhood association is a sub-leasee of the District of Sechelt who lease the water lot and approvals from the Province. We are tenured until 2036 however there may be some actions that need to take place before this. I think our first set of questions should be directed to District of Sechelt when appropriate.

1. Is our association's non-profit, multi-boat marina considered private or commercial?
2. If commercial, when will the new Provincial rules in the Swiya be made clear for commercial docks?
3. Currently there is a Self-Assessment document required for private docks, will SHORA or DOS be completing one of these reports depending on whether we are considered private or commercial?

It is clear, going forward, that modifications will need to be made to the marina in the coming 10 year time frame. The aspects that need to be addressed are 1) any floats that are not encapsulated or are failing, 2) any decking that is not sunlight penetrating (ie. wooden). We are very, very lucky that the metal decking we have seems to be compliant but the ramp, the landing, that kayak storage, and the breakwaters will all have to be considered. I think the next 1-2 years will require some careful communication, budgeting and planning.

**ACTION ITEM:** Heather to speak with Kerriane to find out what the District might know about how Dock Plan requirements might be applied to our community (not for profit, therefore, not commercial) dock.

#### 2.4 SCAF and Emergency Preparedness update:

Michelle Bruecker –

##### NEPP

The group (pod leaders) are set up to go door-to-door with the NEPP questionnaire. Only one leader has finalized this process but has only dropped of the questionnaire at seven houses, so we are awaiting their response. We have detailed information for one pod from all houses as they are a strata (Poise Island Drive). The next step will be to continue entering the collected data into our database.

##### SCAF

### **Bulletin Boards Status Update:**

#### Current Issues

- No response received from Planning Department regarding:
  - Required DoS letter confirming bulletin board placement compliance with Sign Bylaw
  - Proposed MOU between SCAF and Council for 5-year structural condition verification

#### Action Items

- Chair to send follow-up correspondence to Planning Department
- CC to be included on next communication:
  - Chief Administrative Officer
  - Adam
  - Councillor Rowe
  - Councillor Toth (Community Forest Legacy Granting process representatives)

#### Cultural Considerations

- Archaeological consultation initiated with InSitu firm
- Purpose: To verify if proposed bulletin board locations have been previously assessed
- Focus: Avoiding disturbance of Shishalh Nation ancestral/cultural grounds
- Commitment to respecting Shishalh Nation interests throughout the process

### **Emergency Preparedness Initiative: Strategic Overview and Next Steps**

#### Background

Following the successful May 2024 SCAF Town Hall on Emergency Preparedness, we received approval from SCAF representatives in December 2024 to proceed with public dissemination of Emergency Preparedness (EP) materials.

#### Current Status & Distribution Strategy

- SCAF EP materials approved for public release
- Proposed distribution channels:
  - District of Sechelt
  - Community Associations' websites and email networks
  - Funding opportunity identified through SCRD grant program for printing costs

#### Implementation Timeline 2025

1. Q1: Sechelt Seniors Activity Centre presentation (March)
2. Q2: Community Outreach Events
  - Volunteer Fair Display (April 12)
  - National Emergency Preparedness Week (May 4-10)
  - Sechelt Library presentations (ongoing)

#### Resource Materials

##### Public Education Package

- EP Quiz for neighborhood engagement
- Personal Preparedness guidelines
- Emergency Kit checklist
- Grab-and-Go Bag inventory
- Neighborhood Group formation guide (4 pages)

#### Supporting Resources

- Prepared BC website materials
- Government pamphlets available through SCAF volunteer
  - Limited quantities on hand
  - Advance notice required for bulk orders

## Strategic Approach

### 1. Individual Preparation

- Focus on personal readiness before neighborhood initiatives
- Emphasis on emergency kits and grab-and-go bags

### 2. Community Integration

- Small-group neighborhood organization
- Block Watch-style coordination
- Resource sharing networks

## Recommended Actions

### 1. Immediate:

- Begin distribution of approved EP pages
- Submit SCRD grant application

### 2. Near-term:

- Launch community presentations
- Establish neighborhood group pilots

### 3. Ongoing:

- Monitor resource utilization
- Track community engagement
- Adjust strategy based on feedback

## **3 Maintenance planning for 2025 (for ongoing references and updates)**

### 3.3.1 Work recommended by Mackenzie Sea Services in 2023 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.

## **4. New Business**

### **4.1 Nil**

## **5. End of Meeting Administration**

**5.1** Next meeting date: [February 15, 1:00 pm](#)

**5.2** Meeting Adjournment: [12:48](#)