

SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION
Meeting Minutes, May 26th, 2025

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		
	Valarie Best	X		
	Daryl MacPhail	X		
	Paul Jones	X		

1 Call Meeting to Order: 7:36

1.1. Adopt Agenda

Moved by: Heather Ferguson/ Seconded by: Lezlie Smith

1.2. Adopt Minutes of April 14, 2025

Moved by: Lezlie Smith / Seconded by: Val Best

1.3. Adopt Minutes of AGM April 24, 2025

Moved by: Lezlie Smith / Seconded by: Daryl MacPhail

1.4. New and on-going Action Items & Business Arising from Minutes of April 14, 2025.

Action Item: Research purchase of 2 picnic tables – either delivered, or in kits, or as raw lumber. Home Hardware has kits for sale at \$259.99.

Action Item: Dates and activities in support of Canada Day – work party to clean up site determined for Saturday June 14 – Heather leading, BBQ set for Sunday June 29. Lezlie to take lead on food, Jim on décor and volunteers, Val for communications

Action Item: hoses to be fixed at Marina – work party set for Saturday June 14 – Heather to coordinate

2. Executive Business Reports

2.1. President's Report:

Jim Richards –

The SHORA AGM was a success, excellent attendance, all special motions carried and several new Board members to help guide the association in the coming year.

The past Board members are very happy to welcome the new volunteers to the team and to share our knowledge with regards to the yearly activities and operations of the Board. Roles will be determined later in the meeting once each of the executive shares their reports and new business is discussed.

From the President's point of view, we have a couple of priorities in this coming year. They include:

- complete an assessment of the Marina for the Dock Management Plan, including estimates and costs with regards to upgrades and repairs, assembling a small committee to support the Wharfinger in these efforts is critical
- an increase in membership numbers, a few paths to consider – more community events, additional canoe and kayak spots, more communications for NEPP and safety and security, these and other ideas should be discussed, considered and actioned in the very near future.

2.2. Treasurer's Report:

Lezlie Smith –

SHORA uses an online version of Quickbooks and the history goes back to 2013. We did just upgrade from a desktop version to online version with only some minor loss of customer details. Generally, each month the treasurer enters all data into QuickBooks and balances it to the Bank Statement using a Reconciliation calculation. An update to the directors is provided for a profit and loss statement to date that compares with last year either to the month or to the full year. Most of the income is received during April and some in May so it makes sense to compare to the full last year data. A copy of the Bank Statement is also provided that shows the Long-Term Deposits and chequing account. Most payments these days are by E-transfer, a benefit of changes during COVID. Saves time with preparing cheques and getting someone to cosign. All expenditures need to be approved by two of the directors including anything paid using E-transfer.

We do have an arrangement for a Line of Credit that is limited to \$25,000 and has not been used in well over 7 years, possibly longer than that. It was originally set up to cover expenditures on the docks that we did not have cash for. It costs about \$85 for the bank to review annual use of the credit line even though we don't use it. It has always been considered a back up plan for emergencies.

We also have a SHORA credit card as some things need to be paid using that process. We also have a post office box for mail. I have the key.

Current Financial Status

We do have three Long Term Deposits of \$21,000 and a current chequing account with \$58,000.

The Month of April has been reconciled with all new payments processed. Currently slightly ahead of last year for the same period. The Statement for April is attached as well as the Bank Statement. A second statement is attached that shows the current month of April that is compared to the full year of 2024-25. All filings for Society reporting and bylaws have been processed; it doesn't show on income statements as it was paid with the SHORA credit card which will be processed next month.

2.3. Wharfinger's Report:

Heather Ferguson –

2025 Moorage

1. All kayak and canoe berths subscribed and paid. We have a waitlist of 3 members and 3 more on the dock but are waiting for a lower berth.
2. All moorage is paid up. There are 21 vessels with contracts. We have 5 open slips, most on the smaller size. Map completed.

Maintenance and Site Clean Up

1. Leaking water hoses is the first item to take care of. I'm looking for a work party, along with Dave King, to make the necessary fixes. I think if we pick a day then we'll get it done. It may require getting into the water to fix a few things. The sooner the better because it will be easier with fewer boats moored. Can we pick a day and a back-up day? May 30-31 or June 13-14?
2. The metal pin at Slip 25 is still an issue. It wiggles its way out. The owner of the boat in Slip 25, Mike Johnson, has been made aware. It was last hammered back in by Dave King and by Rob on May 15th.
3. I propose a site clean up and dump run. There are a few items that blew in over the winter. I propose that we get rid of the old furniture because it detracts from the beauty of the natural landscape and attracts more items.

New Dock Management Plan

We received an email from Kerrianne Poulson, Corporate Office with District of Sechelt, on April 17th. She states that the marina is for non-commercial purposes so it is considered private. This means we need to do a self-assessment and submit SHORA's agreement and responsibility for any liabilities.

"Existing dock and boathouse owners can complete the [self-registration form](#) to receive a temporary authorization (a shíshálh swiya General Permission) under the Land Act. Refer to the [Sample shíshálh swiya General Permission \(PDF, 199KB\)](#) for an example authorization. These authorizations and existing tenures will be transitioned to long-term 20-year renewable authorizations upon individual review over the next three years."

1. Self-Registration involves the docks and any buildings on the leased property.
2. We need to examine and report on: Floatation, Decking and Pilings.
3. Best Practices state that the bottom of all floats must be a minimum of 1.5 meters above the seabed during the lowest tide.

This is not at all a difficult report. More than anything, the self-registration is a commitment to adhering to the Dock Management Best Practices within a timeline and with the goal of obtaining a 20 year lease renewal. I suggest that we form a committee of about 3 people and submit this for SHORA by August 2025.

We'll want a quote by MacKenzie Sea Services to be able to budget what the short and long term costs are going to be to come up to best practices where we are falling short.

Membership Housekeeping

In the SHORA Google Account for 2025 communications:

Boat Owner Members (37)

No Boat Owner Members (17)

Emergency Preparedness (16 however at least 3 are not members)

I think we still want to grow membership to help with Emergency Preparedness. We still have the 2024 member labels because all last year's members are still members until July 1 2025. We obviously want to keep everyone and hope they will renew. If they do not, I add them to a label called "Last Year's Members" and delete the 2024 labels to tidy up. Those members can still be reached if needed, by remembering to select this label.

2.4 Vice-President's Report (SCAF and Emergency Preparedness):

Michelle Bruecker –

Executive Summary

2024 marked a pivotal year for SHORA's community engagement and emergency preparedness initiatives. Through active participation in the Sechelt Community Associations Forum (SCAF) and the establishment of our Neighbourhood Emergency Preparedness Program (NEPP), we have significantly strengthened our community's resilience and collaborative capacity.

SCAF (Sechelt Community Associations Forum) Activities

Leadership and Governance

Our participation in SCAF continued to provide valuable advocacy and coordination opportunities throughout 2024. Key developments included Catherine Hanson's election as interim Chair, replacing Katie Clogg, and the implementation of designated issue leads to address topics affecting multiple community associations.

Strategic Initiatives

SCAF successfully advocated for community consultation regarding the District of Sechelt's proposed zoning bylaw amendment, which would allow higher density development in areas with public sewer access—directly impacting SHORA boundaries. Joint meetings with Town Council were established to address common concerns and seek municipal support for community initiatives.

Infrastructure and Communication

Significant progress was made in developing SCAF's organizational capacity, including the acquisition of funding for website development and the creation of new communication materials. The organization also pursued society status to enhance grant eligibility and banking capabilities.

Neighbourhood Emergency Preparedness Program (NEPP)

Program Development

The NEPP initiative represented a valuable foundation for future work in this area. Beginning with survey development in January, we successfully created both digital and paper-based tools to assess community needs and engage residents in emergency preparedness planning.

Community Engagement

The May 11th, 2024 Town Hall meeting at the Seniors' Centre proved to be a resounding success, generating considerable community interest and discussion. This event, featuring keynote speaker Fire Chief Stephanie Dunlop from Metchosin, effectively communicated the importance of both individual preparedness and neighborhood cooperation.

This year, SCAF organised an Emergency Preparedness Fair on May 10 which was again

held at the Sechelt Seniors Activity Centre. Key Takeaways:

- **Scope & Partners** – One-day fair featuring displays from Sechelt Fire, SARS Marine, VCH, Sun Coast Amateur Radio, Greensleeves Hospice, Roberts Creek Firefighters Society, Sunshine Coast Community Solar, and SCAF.
- **Community Demand** – Decision to hold the fair (Feb 18) was followed by a local quake (Feb 21); >600 email enquiries handled. Between Mar 28 – May 17, residents ordered **≈322 discounted 72-Hour grab-and-go bags**.
- **Distribution** – All bags delivered or collected: Sechelt 129, Roberts Creek 30, Gibsons 26, Halfmoon Bay 6, Pender/-Madeira/-Garden Bay 5, other/unknown 6. No surplus stock remains.
- **Volunteers & Recognition** – Five community associations, Sandy Hook residents, and seven Chatelech Interact students staffed the event; Coast Reporter ran a full-page photo spread (May 16). Thanks to Alton Toth & Darren Inkster (cost-sharing), Brenda Rowe (raffle donation), Gillian Smith (venue support), Rotary Interact, Coast Reporter, and Chapman Creek Hatchery.
- **Next Steps** – Cancelled follow-up sales tables (no extra stock/volunteers). Recommend thanking Interact students with end-of-year “goodies” and closing vendor reconciliation once replacement items are received.

Pod System Implementation

We successfully implemented a neighborhood pod system, dividing the SHORA area into 11 manageable zones, each led by dedicated volunteers. By year-end, we had secured 8 pod leaders with ongoing recruitment for the remaining 3 positions (areas E, F, and G).

Communication Infrastructure

The establishment of six notice boards at mailbox locations created a robust paper-based communication network for emergency situations. These boards, funded through SCAF, will serve as critical information hubs when digital communications fail.

Key Accomplishments

Database and Resource Development

- Created comprehensive contact database with privacy protections
- Developed emergency preparedness materials approved by SCAF for public distribution
- Established resource sharing protocols and needs assessment systems

Community Response

- Achieved volunteer participation with multiple residents expressing interest in committee involvement
- Engaged residents through door-to-door outreach and digital platforms
- Leveraged Facebook group for ongoing community communication

Strategic Partnerships

- Strengthened relationships with municipal government through SCAF advocacy

Challenges and Solutions

Municipal Coordination

While we encountered some obstacles with SCRD participation and support, we developed alternative strategies focusing on grassroots organization and community self-reliance. Direct outreach to senior SCRD members continues as we work to improve institutional cooperation.

Information Collection

The door-to-door contact collection process proved slower than anticipated, with only one pod leader completing the full cycle by year-end. However, we successfully gathered comprehensive information from the Poise Island Drive strata, demonstrating the effectiveness of our approach. More data from other pods is still being delivered. Looking Forward to 2025

Immediate Priorities

- Complete pod leader recruitment for areas E, F, and G

- Finalize contact database with responses from ongoing door-to-door surveys

Program Expansion

- Establish regular meetings and support to pod leaders
- Consider creating resource-sharing networks between pods
- Continue gathering data
- Regularly update SHORA members and residents on NEPP activities and progress.

Recommendations for the New Board

Continued Leadership

Maintain SCAF representation and NEPP coordination, given the established relationships and ongoing commitments, but consider separating portfolios.

Resource Allocation

Consider budgeting for emergency preparedness materials, communication tools, and potential matching funds for grant applications.

Community Engagement

Continue outreach through community events, and digital platform enhancement.

Conclusion

2024 saw SHORA make valuable progress in emergency preparedness and in establishing inter-association cooperation. The foundation we have built through SCAF participation and NEPP development, positions our community for enhanced resilience and stronger neighborhood connections. The enthusiasm and volunteer spirit demonstrated by our residents throughout this year indicates support for continued expansion in these directions.

The incoming board inherits robust systems, engaged volunteers, and clear pathways for further community development. With continued dedication to these initiatives, SHORA can serve as a model for other communities while ensuring our residents are well-prepared for any emergency situation.

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
- 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.

Marina Committee established to oversee collection of estimates, assessment of work required, supervision and/or taking care of repairs, and the completion of the self-assessment for the Dock Management Plan. Members of the committee include Heather, Paul, and Daryl.

4. New Business

4.1 Review of annual calendar of events, activities and meeting times - July BBQ, dock repairs, District Submissions and Meeting, Winter campfire, AGM, Board Mtgs, other?

Discussion around events and activities –

- July bbq date established – June 29 – work parties and dates agreed upon, volunteer recruitment is required
- Dock repairs – discussed along with need for support, committee established, initial dates to start repairs agreed – June 14
- Interest in Emergency preparedness and general neighbourhood security – to be continued

4.2 Communication protocols and channels - What's App, personal email, SHORA's Google Account, Website, Facebook, QuickBooks (for contracts now)

All agreed on the following:

- what's app would be used for general conversations and day to day intra-board communications
- Shora email remains preferred method for membership communications
- Shora emails to be forwarded (for now) only to exec board, but all Board members will be able to sign in and read or send Shora emails.
- Val volunteered to be Communications Officer
- Quickbooks access remains limited to Lezlie

4.3 Assignment of Board positions – President, Vice-President, Secretary, Treasurer, Wharfinger, other?

All agreed without contest to the following people and positions:

- President and Secretary – Jim Richards
- Vice President – Michelle Bruecker
- Treasurer – Lezlie Smith
- Wharfinger – Heather Ferguson
- Communications Officer – Val Best
- Members at Large – Paul Jones, Daryl MacPhail
- Marina Committee – Heather, Paul and Daryl

5. End of Meeting Administration

5.1 Next meeting date: 23 June at 7:30 pm

5.2 Meeting Adjournment: 9:08 pm