

**SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION**  
**Meeting Minutes, March 23rd, 2026**

**Board Members Roll Call** (quorum = majority of Board = 4/7 Board members)

<b>Board Members Present:</b> (Quorum = majority of Board members))	Present	Regrets	
Valarie Best	X		
Michelle Bruecker	X		
Heather Ferguson	X		
Paul Jones		X	
Daryl MacPhail	X		
Jim Richards	X		
Lezlie Smith	X		

**1 Call Meeting to Order:**

**1.1. Adopt Agenda**

Moved by: [Lezlie Smith](#)

Seconded by: [Val Best](#)

**1.2. Adopt Minutes of February 16<sup>th</sup>, 2026**

Moved by: [Michelle Bruecker](#)

Seconded by: [Heather Ferguson](#)

**1.3. New and on-going Action Items & Business Arising from Minutes of February 16th, 2026.**

**Action Item (on-going):** Review of options for larger maintenance projects, particularly the replacing of non-conform floats; possible proposal to MacKenzie to provide a diver to inspect all of the floatation cubes.

Discussion and Agreement as follows: [Daryl](#) to obtain cost estimate and timeline for one marina finger this spring, possibly followed by another section in the fall

**Action Item (on-going):** Kayak dock needs repairs, some uncertainty as to whether can or should be repaired. If repaired, it may need to be repaired with Plastic grating to meet Dock Management plans. Floating system for the kayak dock also needs to be reviewed or possibly redesigned. Until we are certain of Dock Management requirements, we may need to replace some of the rotting boards for safety purposes.

Discussion and Agreement as follows: [More thorough appraisal](#) to be completed and possibly consider this portion for the fall as option

**Action Item (on-going):** hoses to be fixed at Marina – **Semi-completed** – 1 leak left, materials ready for use, will be completed in the spring as the water is now off. Needs hose clamps

Discussion and Agreement as follows: [To be addressed when water back on](#)

**Action Item (on-going):** Dock management Plan – communications with DOS and follow ups are underway. Apparently was not inspected at the date they indicated, no further updates

Discussion and Agreement as follows: [on standby for now – no action to be taken until there is a clearly endorsed legal requirement](#)

**Action Item (on-going):** Marina, based upon expenses Increase \$0.25 only for this year to \$5.00, expenditures are planned for floats

Discussion and Agreement as follows: [this has been communicated to members and integrated into budgets and invoicing processes, item to be removed next month as it has been completed](#)

**Action Item (on-going)** – Bulletin Boards need support - [Jim](#) to investigate – I can report that I have visited the various BB's and yes, they could all use some attention. Propose that we schedule a couple work parties in the spring. We will need some basic materials, bags of concrete, 4x4's, 2x4's,

screws, etc – but it's a straight forward job of replacing the posts and securing the boards. Ripple Way is supposed to receive new bulletin board through SCAF, still pending

Discussion and Agreement as follows: to be scheduled after the AGM, Jim to engage and organize

**Action Item (on-going)** – Marina - security camera to be replaced in the spring

Discussion and Agreement as follows: Heather to order camera in coming weeks

## 2. Executive Business Reports

### 2.1. President's Report: No report

### 2.2. Treasurer's Report:

We have four Long Term Deposits of \$31,362 and a current chequing account with \$39,431. One LTD comes due in March this year. A second LTD comes due in March next year. There are also two more that come due this Sept and October. Total assets of \$70,858. For the LTD coming due this March 19th rates have been quoted by the Credit Union – 1 year @ 2.85%, 18 months @3.0% and 2 year @ 2.75. They will need a letter of direction which could be these minutes plus two signatures online or in person.

1. **Motion to approve renewal of the March 19th LTD at 18 months @3.0%**, the bank reassured me it could still be determined following this meeting.

Moved by: Lezlie Smith

Seconded by: Jim Richards

Vote: All in favour

The Financial Statement for the months of April to January is attached as is the bank statements for January.

Our current net income is \$16,637, about \$2,294 less than what it was last year for the same period and no major differences in cost categories. Revenues were down \$3,275 – about 10% less and is related to the number and length of moored boats. Demand for new boats appears to be down.

With Heather away, I met with Don of MacKenzie Sea Services for an alternate estimate for the replacements of the plastic encased foam floats. He seemed quite certain that the Dock Management Plan will fail in the courts as they are now being disputed by the Pender Harbour group. He was reluctant to submit a quote for the replacements until all the floats had been inspected by a diver. He was pretty sure most were in good condition. He requested that a drawing be created with the floats and the dock sections identified for divers to better review and report back on. The sections of the docks help for the actual process of replacing. A drawing has been created and is attached.

**Question:** Shall we go ahead with requesting his diver to review the floats? Response was a unanimous NO

I attended the MedTalks event held by the Sechelt Hospital Foundation at the Ravens Cry. They presented well thought out plans that were very encouraging. I posted their key recommendations on the SHORA Facebook page and in an email to members. One item that I missed mentioning was they hoped communities would ensure there were more people with First Aid Certifications. It is important everyone download the Voyent Alert. Notices in an emergency are to be sent out through the app letting residents know when to evacuate, which routes to take and which reception centres they should go to.

At some point perhaps SHORA could sponsor some of our community members to secure First Aid Certification. The courses are 1 to 2 days, some mixed in person and online and around \$150 each course. Discussion was positive and encouraging of this initiative.

**AGM date agreed for April 30<sup>th</sup>: Lezlie to book the hall, letter, facebook, webpage and emails to go out – Jim to draft outline agenda and contact Fire Smart to see if they are interested in presenting, also Home Hardware to see if they would like to participate again.**

### 2.3. Wharfinger's Report:

1. The standard email went out on March 6th to all Members of SHORA. This is the one about expressing interest in moorage or kayak space for 2026. As of March 20th, about 50% of members with renewals, which is Priority 1, have replied. That is normal for this stage of the process. We are accepting a new 25 foot sailboat into the marina that a member recently purchased which means some rearranging of slips. A reminder to reply by March 31st will be sent out.

2. On March 31st, Lezlie and Heather will work together to invoice those who wish to confirm renewal and we expect payment by April 23rd to confirm the contracts. For those who reply in April we'll do a second batch of invoicing mid-April.

3. A separate email was prepared for the board to outline the marina maintenance planning.

### 2.4 Vice-President's Report:

#### SCAF

#### 1. SCAF Annual General Meeting — February 24, 2026

SCAF held its first AGM as a formally registered Society, with representatives from all eight Sechelt Community Associations in attendance, including Michelle Bruecker representing SHORA. Quorum was met.

#### Key outcomes

- **Financial statement accepted.** Three program areas reported: bulletin boards, emergency bags, and general operations. Outstanding invoices related to the emergency bag program remain unresolved; Diana Mumford continues to pursue.
- **Society accomplishments noted:** Emergency preparedness programming, installation of community bulletin boards (3 of 8 placed; 5 remaining), and receipt of a District of Sechelt grant to develop a SCAF website (in progress).
- **Representatives and Alternates confirmed** for all member associations.

#### Officers elected

- **Chair:** Diana Mumford (nominated by outgoing Chair Hanson)
- **Vice-Chair:** Ray Parfitt — confirmed by subsequent email vote (see Section 2)
- **Secretary:** Position remains vacant; a call for volunteers was endorsed by email vote
- **Treasurer:** Lynne Forrest (nominated by John Carsley)
- **Director at Large:** Diana Mumford confirmed
- **Alternate Representative, East Porpoise Bay:** Rhian Piprell confirmed by email vote

#### 2. Recent SCAF Decisions (Email Vote)

- **Rotary Community Connections Fair — April 18, 2026** (10 a.m.–3 p.m.): SCAF will attend with an emergency preparedness focus and association promotion. Volunteers are being sought for two shifts.
- **Third Annual Emergency Preparedness Event** to be held during Emergency Preparedness Week, May 3–9, 2026.
- **Sunshine Coast Climate Action Strategy gathering (March 28)**: SCAF representatives voted not to attend as an organization.

## Emergency Preparedness

### 3. MedTalks Emergency Preparedness Presentation — March 3, 2026

Three SCAF members staffed a table in the lobby of the Raven's Cry Theatre selling pre-assembled emergency bags at this record-breaking event (235 attendees). A full recording is available on the Sechelt Hospital Foundation YouTube channel. The following summarizes key messages from the panel of first responders and health authorities.

#### Key messages for residents

- **Personal preparedness is essential.** Maintain a 72-hour kit, a grab-and-go bag, and a vehicle kit. A one-week supply of food, water, medications, and pet supplies is recommended.
- **Voyent Alert! is the authoritative emergency notification system** — free to register, available via app, email, and landline. Residents should register now at their civic address.
- **Transportation is the top vulnerability.** The single-highway corridor and key bridges are a critical pinch point. A multimodal evacuation plan (road, air, marine) is in development and expected in summer 2026.
- **Timed evacuations will be used.** Residents must follow orders for their specific area only and avoid returning to evacuated zones.
- **Hospital has 72 hours of independent backup power and oxygen.** Residents should not call or visit the hospital unnecessarily — consult Voyent Alert! first.
- **\$1.1 million approved by the SCRD Board** for radio infrastructure upgrades to strengthen emergency communications.

#### Observation for the Board

The SCRD Emergency Management Coordinator suggested residents could begin an emergency kit with an old sweater and shoes. While intended to encourage those on limited budgets, this guidance falls short of the structured, budget-friendly framework available on the Province's own Prepared BC website. This confirms that SCAF's emergency preparedness programming fills a meaningful gap not covered by government agencies — our work is complementary, not duplicative.

### 4. Recommendations

The Board is asked to:

- **Consider promoting Voyent Alert! registration to SHORA members** given its central role in all official emergency communications.
- **Encourage any interested members to volunteer at the April 18 Rotary Fair.** Contact SCAF Secretary Diana Mumford to confirm availability.

#### 2.5. Communications Officer Report: [No report](#)

### **3 Maintenance planning for 2026 (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.
- Bulletin boards need to be inspected and repaired as needed.
- Floats to be replaced under docks as there is some breakdown of the plastic and to safeguard environment from Styrofoam leaking into water. Estimate of 68 floats need to be replaced. This project to have two quotes submitted and to start this year, before April is ideal. Still be discussed.

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**

- AGM planning, Valerie may not be returning, but rest in attendance are okay with staying on the board. Schedule for April 30<sup>th</sup>. Lezlie to send out notice of meeting, proxy form and 2024/2025 year end financials as prepared by Milynda Accounting Services.
- Diana Mumford agreed to set up displays for an Emergency Preparedness table again. No speakers scheduled as yet.
- Agm discussion – Fire Smart and Emergency Preparedness at AGM, Jim to contact FS and Home Hardware to question interest in participating with coupons and door prizes

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

**5.1** Next meeting date: April 14, 7:00 pm

**5.2** Meeting Adjournment: 8:03 pm