

**SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION**  
**Minutes, May 27<sup>th</sup>, 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 |  |
|---|---------|---------|--|
| Michelle Bruecker   | X       |         |  |
| Rob Ferguson  | X       |         |  |
| Paul Jones  | X       |         |  |
| Daryl MacPhail  | X       |         |  |
| Jim Richards  | X       |         |  |
| Michelle Schmidt  | X       |         |  |
| Lezlie Smith  | X       |         |  |

**1 Call Meeting to Order: 7:00 pm**

**1.1. Adopt Agenda**

Moved by: Lezlie Smith  
 Seconded by: Rob Ferguson

**1.2. Adopt Minutes of April 14, 2026**

Moved by: Rob Ferguson  
 Seconded by: Daryl MacPhail

**1.3. Adopt Minutes of AGM April 30, 2026**

Moved by: Lezlie Smith  
 Seconded by: Michelle Bruecker

**1.4. New and on-going Action Items & Business Arising from Minutes of April 14, 2026.**

**Action Item:** Dates and activities in support of Canada Day –

Discussion and Agreement as follows: **BBQ set for Sunday June 28 from 1 to 4 pm**

- Clean-up of site – weekend of June 20/21, time tbc – Jim leading on volunteers and tasks – cut and whip, power-wash bbq and chairs, make sure power is on...
- Entertainment - Ron Leclerc confirmed to perform and supply sound, he has also confirmed Lynn and Reg, some of the Mother Pluckers – need to confirm with him, new time and set length
- Food – Lezlie leading on purchase of food – Rob taking on pre-bbq cooking
- Face Painting and Kids activities – Lezlie to question Alex, Jody and Nicki (for her relative?)
- Décor – Jim to lead on day of preparations with support of volunteers
- Communications – Michelle S to lead, Jim to support with examples from past and printing/delivery of flyer to all households (Heather has volunteered to support with email training to ensure correct distribution lists are used)
- Volunteers – as a part of communications, recruiting of volunteers for support in clean up and final décor of site

- Parking – Rob to email Mike to inform of need of parking area

**Action Item:** SHORA membership hang tags for cars in marina parking area

Discussion and Agreement as follows: design to include ‘overnight’ to ensure that members don’t feel a need to use these each time they park in the marina parking area, Jim to finalize design and circulate for comments, printing at the copy shop, goal to have tags ready for Canada Day distribution

**Action Item (on-going):** Review of options for larger maintenance projects, particularly the replacing of non-conform floats (all agreed at last mtg that no need for 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 – issue that size of floats required are not available locally and have to be ordered from USA, likely 6 week delivery window, Daryl to confirm costs once estimate confirmed, work date based upon delivery, boat and diver to be invoiced, small crew of volunteers (Paul, Daryl, Rob, Jim ready to help once floats received), once this ‘sample finger’ is completed, evaluate work and design of kayak dock.

**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: See above

**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)** – Bulletin Boards need support - Jim to investigate – they could all use some attention. Agreed that we schedule a couple work parties after AGM. 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 completed 2<sup>nd</sup> half of July - Jim to engage and organize

## 2. Executive Business Reports

### 2.1. President’s Report:

The SHORA AGM was a success, solid attendance, required special motions carried and 2 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.

Given the various action items, roles should be discussed and determined as a priority to aid the assignment of activities with regards to the action items.

Roles – Pres, VP, Treasurer, Wharfinger, Communications, At Large

We have a couple of priorities in this coming year. They include:

- complete an assessment of necessary repairs – show membership that we are using the funds collected for their benefit – activities include estimates and costs with regards to upgrades and repairs, assembling a small committee to support goal
- an increase in membership numbers, a few paths to consider – more community events, outreach to community, 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:**

### Current Financial Status

We have four Long Term Deposits of \$31,667 and a current chequing account with \$60,365. Total assets of \$92,100. The last one that was maturing in March was converted to a 18-month term at 3% as expected. Interest income for the year was \$800 on a T5 slip issued from the bank. No income tax reports need to be filed unless there is over \$10,000 investment income. And no Income tax reports required unless there is over \$200,000 in assets.

We used the QuickBooks system for issuing estimates for moorage and kayak storage this year. This process was much easier than the mail merge process. It was however new to members and not always recognized as it was so different than the Contracts issued in previous years. Plus, the emails came from QuickBooks and not the Wharfinger. Next year should be more straightforward for members.

Insurance was paid in May at \$4,024 and there was no increase in cost. The Financial Statement for the month of April, the first operating month for our 2026-2027 year is attached. We are close to what was reported for the same month last year and more payments are expected to be received in May. The bank statements for April are attached. Monthly reconciliation was completed and balanced.

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

## **2.4 Vice-President's Report:**

### **SCAF**

### **Directors' Meeting – April 21, 2026 (Summary)**

#### **Emergency Preparedness**

- Approximately 500 Grab & Go bags have been sold to date, with 54 remaining in stock
- Upcoming presentations include the SHORA AGM and a 'Hey Neighbour' group at Watermark in Sechelt
- An Emergency Preparedness event is booked at Seaside Centre on May 9, with a booth at the Farmer's Market
- SCAF passed a motion to request funds from both the District of Sechelt and SCRD to cover room rental and event costs
- Participating organizations will include FireSmart, Amateur Radio, Solar Association, Roberts Creek Firefighters Society, and SARS Marine; Rotary Interact youth will assist

#### **Bulletin Boards**

- Three more bulletin boards are nearly complete; the final group will include boards for SHORA, Sechelt Village, and West Porpoise Bay
- Each board costs approximately \$1,500
- More wood has been requested from Community Forest, pending milling

#### Website

- The current developer has indicated the SCAF budget will limit how much content can be incorporated
- The company owner has moved off-Coast, though two local employees remain
- Blue Lotus in Gibsons has been contacted as an alternative, based on a referral

#### Other Items of Note

- Discussion took place about SCAF's role and mandate, including coordinating projects for mutual benefit and potentially hosting an all-candidates meeting ahead of the fall election
- The Sechelt Ferry Advisory Committee was discussed; some SCAF members have reservations about its effectiveness but agreed to take a wait-and-see approach
- At least two SCAF members have applied to the OCP/Touchpoint Committee reviewing BC Housing projects; it was hoped participants would be Sechelt residents or taxpayers

#### SCAF - DoS Council Engagement Update

- Following a joint meeting with Council, a follow-up meeting was held with 2 SCAF reps, 2 Council members, and 2 staff (Diana and Angela attended)
- Staff offered 2 SCAF spots at each of three upcoming stakeholder meetings, and agreed in principle to hold separate meetings with individual associations
- The three meetings available for SCAF participation are:
  - **May 21:** Vancouver Coastal Health, Affordable Housing Society, TraC — topics include healthy communities, housing, and active transportation
  - **May 22:** One Straw, Community Forest, Bear Alliance, Farmers Institute — topics include environment, parkland, and farming
  - **May 29:** Land developers, Chamber of Commerce, homebuilders, and others — topics include economic development, downtown vitality, and infrastructure

#### Upcoming SCAF Dates

- Next SCAF meetings: June 2 and July 21
- Joint SCAF/Council meeting: July 28, 7:00 PM, Community Board Room

#### SCRD Extreme Heat Plan — Summary for SHORA Board

##### Why This Is Relevant to SHORA

The District of Sechelt's Committee of the Whole met on May 27, 2026 to receive a presentation on this plan. The SCR D Board formally endorsed it in March 2026 and referred it to the District of Sechelt, Town of Gibsons, and shíshálh Nation for information. As a neighbourhood within the District of Sechelt, SHORA residents are directly covered by this plan.

##### What the Plan Is

The SCRD Extreme Heat Plan is a community preparedness and response framework developed in the wake of BC's deadly 2021 "heat dome," which caused 619 heat-related deaths across the province. The plan's goal is to reduce heat-related illness and death on the Sunshine Coast by coordinating a community-wide response to extreme heat events (EHEs).

### Why It Matters to Our Community

The Sunshine Coast has some specific vulnerabilities that make this plan particularly important for us:

- Over 33% of Sunshine Coast residents are 65 or older — well above the national average of 18.8%. Many of the seniors served by local organizations are also the volunteers running them.
- About 18% of residents live alone, making them harder to reach during a heat event.
- The local poverty rate of 12.6% is nearly double the national average, limiting residents' ability to afford cooling options.
- Most homes and many NGO buildings do not have air conditioning.
- Designated cooling centres have been underutilized, partly due to lack of awareness and transportation barriers.
- Climate projections show the District of Sechelt's hottest days rising from a current average of about 29.7°C to a median of 33.3°C by 2051–2080, with the range potentially reaching 36°C or higher.

### How Heat Alerts Work

The plan uses a two-level system issued by Environment and Climate Change Canada (ECCC):

- **Level 1 Heat Warning:** Daytime highs of 29°C or more for two consecutive days, with overnight lows staying above 16°C. Expected 1–3 times per summer. Poses a moderate public health risk.
- **Level 2 Extreme Heat Emergency:** Temperatures meeting heat warning criteria AND rising day over day for three or more consecutive days. Expected only 1–2 times per decade. Poses a very high public health risk, with a projected increase in mortality of 20% or more.

Residents can sign up for Voyent Alert! through the SCRD website to receive notifications.

### What the Plan Recommends

Key strategies include:

- Identifying and publicizing cool public spaces (libraries, beaches, spray parks, community centres) and designated cooling centres before heat season
- Extending hours of cool public facilities during heat events and reducing or waiving entry fees
- Encouraging a **Heat Buddy Program** — pairing residents to check in on one another — and **Neighbourhood Heat Patrol** volunteers
- Distributing drinking water to at-risk areas and cooling centres
- Conducting wellness checks on vulnerable residents, especially those living alone
- Activating overnight cooling centres when indoor temperatures remain dangerously high after sunset (indoor temperatures above 26°C are dangerous for vulnerable people; above 31°C is unsafe for anyone)
- Improving transportation access to cooling facilities, including HandyDART and potential BC Transit support

### What This Means for SHORA Residents

SHORA, as a neighbourhood association, could play a meaningful role in this plan. The plan specifically calls for engaging neighbourhood associations in:

- Promoting heat buddy and heat patrol programs

- Amplifying public messaging through community networks
- Identifying vulnerable residents who may need support
- Helping distribute heat health information

This aligns directly with SCAF's ongoing work and the Emergency Preparedness initiatives SHORA has been involved in. SCAF's Grab & Go bags, participation in the May 9 Emergency Preparedness event, and bulletin board network are all tools that can support heat preparedness in our neighbourhood.

### Upcoming Dates to Note

- The SCRD plan is a living document, reviewed annually
- Pre-season heat planning is triggered each February 1
- Community partner coordination calls are held before and during heat events
- Residents are encouraged to register for Voyent Alert now, before heat season begins

### 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 Rob, 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?

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

- Jim to update What's App group

- Michelle S to have g-mail forwarded to her personal email

- Jim and Michelle to speak with Peter regarding his subscriptions to help generate monthly content for more regular updates.

**4.3 Assignment of Board positions** – President, Vice-President, Secretary, Treasurer, Wharfinger, etc

All positions filled:

President – Jim Richards

Vice- Resident – Michelle Bruecker

Treasurer – Lezlie Smith

Wharfinger – Rob Ferguson

Director of Communications and Member Engagement – Michelle Schmidt

Member's at Large – Daryl MacPhail and Paul Jones

**4.4 Remuneration of Gate Keepers** – proposal to increase honorarium

Proposal to increase fees from \$80 to \$150 / month

Moved by: Jim Richards

Seconded by: Michelle Schmidt

All in favour

**4.5 Mode Guy request for Search and Rescue to use dock for practice** – request to arrive at outer dock from the sea, about once a month to practice docking and mooring procedures, duration is about 30 minutes, no need for access to the parking lot nor gate – this appears to be part of a general familiarization with all marina facilities located in the inlet

Discussion around possible issues and benefits, all are in favour of supporting this initiative –

Rob to email positive response

5. **End of Meeting Administration**

5.1 Next meeting date: June 15, 7 pm at Rob Ferguson's home

5.2 Meeting Adjournment: 8:00 pm