SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION

Minutes, June 15th, 2026

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

Board Members Present: (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: 7:02

1.1. Adopt Agenda

Moved by: Daryl MacPhail

Seconded by: Michelle Schmidt

1.2. **Adopt Minutes** of May 27, 2026

Moved by: Paul Jones

Seconded by: Rob Ferguson

1.3. New and on-going Action Items & Business Arising from Minutes of May 27, 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 – CHANGED TO WED JUNE 17 AT 10 AM – 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 – new time and set length CONFIRMED WITH RON
- Food – Lezlie leading on purchase of food – Rob taking on pre-bbq cooking
- Face Painting and Kids activities – Lezlie HAS CONFIRMED WITH Alex, Jody and ASKING SHARLEEN ABOUT FACE PAINTING
- Décor – Jim to lead on day of preparations with support of volunteers
- Communications – Michelle S to lead – FIRST EMAIL OUT, SECOND TO HAPPEN THIS WEEK
- 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
- Next year – photo booth
- ALPHA LIST TO BE PREPARED BY LEZLIE

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 – JR to COMPLETE ASAP

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. – DM HAS LOCATED APPROPRIATE FLOATS, DELIVERY TO BE CONFIRMED

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 2nd half of July - Jim to engage and organize

Action Item (on-going) – re-investigation of gate issue possibly catching user's feet – from comments at AGM

Discussion and Agreement as follows: Rob to take another look

Action Item (on-going) – RF and LS to check on camera subscription rates

Action Item (on-going) – examine if there is a possible service we can offer to community members beyond the marina activities – question around matching volunteers with those who have timely relatively simple requests

Discussion and Agreement as follows: agreed to continue discussion, build timeline for possible fall launch

2. **Executive Business Reports**

2.1. **President's Report**:

- Nice email exchange with Bev and Bill – they were very appreciative of the gesture
- Michelle and I spoke with Peter regarding comms resources

- Heather and Michelle met to go over google process
- Canada Day brochure / email completed
- Spoke with Ron regarding Canada Day - change in time, set length with breaks for conversation – fully in agreement, would like us to consider call for musicians next April in order to pre-screen ahead of Canada Day – would create an interesting dynamic for the annual event. Worth considering by the group.
- Spoke with David from FireSmart – they are very happy to attend and will be bringing their mascot
- Conflict for me for the scheduled weekend clean up, hoping to accomplish on another day – which has been agreed.
- Delivery of flyers – not enough time to accomplish task, will complete in an alternate manner.

2.2. **Treasurer's Report**:

- We have four Long Term Deposits of $31,667 and a current chequing account with $60,789. Total funds $92,250.
- The Financial Statement for the first two months of our fiscal year is attached. We are very close to what was reported for the same period last year. Revenues are almost the same. The bank statements for May are attached. Monthly reconciliation was completed and balanced and I have attached a scanned copy of it. You can identify the ending balance with the bank matches the Quickbooks Register balance showing that all items have been identified and entered correctly.
- I did file the reports consistent with the BC Society Act to reflect the AGM. Also ordered the Bonniebrook Portable Toilet for Mid May, we normally cancel after the Thanksgiving weekend. Service is byweekly.
- I sent all the financial documents to Milynda Accounting Services for their review. I generally get their version in September which is presented at the AGM. AGM costs will end up being marginally higher than last year - $228 vs $210 so far.
- I received the invoice from Doug Murray for the website maintenance and updates. $450 for the year. I have attached a copy of the invoice so that you can see what it includes.

2.3. **Wharfinger's Report**:

- Bill Downie reported that the lock for the gate at the top of the road was broken. A new lock was obtained from Suncoast Lock. All current keys still work.
- There have been 4 enquiries from moorage through the last 3 week. 2 inside catchment and 2 outside catchment with 1 new boat owner committing this year (Val Best & Rodger Violette). 6 open slips remaining. Non-commitments likely due to cost and full year duration.
- Installed an old non-working camera on the south east corner of the marina to act as a deterrent.

- Electrical outlet at the base of the light pole was not working however just reset the plug and all is well.
- The kayak launch requires minor maintenance. New pull rope and crank lubrication.
- No incidents reported since May 1.
- Rob and Lezlie to follow up on camera subscription costs – seems unclear

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

Key Takeaways for the SHORA Board from the SCAF meetings

1. **Emergency Preparedness** — SHORA's bulletin boards and neighbourhood networks are recognized by Council as valuable tools for reaching residents.
2. **Grant-in-Aid funding for community groups** is expected around September.
3. The **2027 Emergency Plan revision** is underway. Community associations may have a role in shaping neighbourhood-level components.
4. **OCP Touchpoint Committee** has now been struck with 13 community members appointed. This committee will shape Sechelt's Official Community Plan.
5. **Transparency** in governance remains an active topic at Council, of ongoing interest for SCAF's engagement with local government.

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?

Discussion around identifying and fulfilling a service to the community - What about matching volunteers with needs? – should we consider a once-a-year drive? Possible launch in the fall … discussion to continue …we would need to brand it … build a timeline of activities

5. **End of Meeting Administration**

5.1 Next meeting date: July 20, 7:00 pm - MS house

5.2 Meeting Adjournment: 7:50