SUNSHINE HEIGHTS OWNERS & RESIDENTS ASSOCIATION

Minutes, August 24th, 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: 7:05

1.1. Adopt Agenda

Moved by: Rob Ferguson

Seconded by: Michelle Schmidt

1.2. **Adopt Minutes** of July 20, 2026

Moved by: Rob Ferguson

Seconded by: Michelle Schmidt

1.3. New and on-going Action Items & Business Arising from Minutes of July 20, 2026.

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 – **July 20 update** – possibility to piggyback on an upcoming order – timeline is late summer, early fall … possibility to do entire dock if crane boat is in place – plans for increased kayak storage to be considered – **AUG 24 UPDATE** – paying job to be finalized soon and once confirmed, materials to be ordered

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 – AUG 24 UPDATE – plan to consider possible additional space on land, allowing for storage of kayaks while work under way and additional storage once work completed, also to be considered a possible redesign for water options to try and increase space close to water, communications to members once plan confirmed, … all this in September

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: **July 20 update** – on hold for now, to be considered in early fall.

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 - **July 20 update** – agreed for – Sunday 20 sept – hot dog sale fundraiser, also craft fair, flea market, swap meet bake sale – communications required for a 'hold the date' as well as invitations to participants. Need to consider capacity, registration process, how tables would be assigned, etc **- AUG 24 UPDATE** - save the date and questionnaire to go out this week – new title and concept to be explained - fall harvest exchange

Action Item (on-going) – Kinnikinnick childcare housing project (from VP report) – Jim to follow up to understand impact

Discussion and Agreement as follows: verbal report to follow at board meeting

2. **Executive Business Reports**

2.1. **President's Report**:

Nothing to report

2.2. **Treasurer's Report**:

Current Financial Status

We have four Long Term Deposits of $31,667 and a current chequing account with $62,308. Total funds $94,040. One of the Long-Term Deposits Matures at the end of September and is at $10,000, A second one for $10,299 matures at the end of October which could also be renewed or have funds transferred to cash. Should we renew or transfer funds to cash – really depends on the anticipated maintenance expenses. Current interest rate offers are 3.5% for 2 year and 3.0% for 1 year.

Motion to reinvest Long-Term Deposit that matures end of September for 2 years

- all in favour
- motion carried

The Financial Statement for the first four months of our fiscal year is attached. We are very close to what was reported for the same period last year. The bank statements for July are attached for the Directors review and reconciliations were complete and balanced. Expenses for Canada Day Celebrations were $580, just $40 more than last year. Food supplies were very close to what they needed to be although a couple of late attendees had to settle for hot dogs.

We received the updated 2025-year end financial statements from Mylinda Accounting Services. We have not received any invoices for the leasehold fees due to the district.

District Requests

The district sent a request for Capital budget items for their consideration and to request a meeting date We have to get our meeting date requests in to them by the end of August. Last year we asked for the stairs to Marina to be fixed, for a crosswalk at Ripple and Fairway and for bike lane on Fairway Avenue. **Everyone present has agreed to request all three again. Lezlie and Jim to attend meeting on 9 Sept.**

2.3. **Wharfinger's Report**:

There have been a number of requests for moorage from both inside catchment and out, two new commitments completed.

Parking tags have been delivered to all boats and kayak owners in the marina. Feedback has been very positive.

Minor maintenance at the marina include installation of foam on the bottom of the gate leading into the marina and lock lubrication.

Happy to report that some members have had success catching salmon in the inlet which is awesome to hear. This leads to a question regarding the fish cleaning sink and table on the dock. The station is not that sanitary and in disrepair. I suggest we look into either building a new station or purchase a replacement.

Motion to approve the purchase of a fish table up to $750.00

- all in favour
- motion carried

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

DoS: ***Committee of the Whole (July 22)***

- ***Ebbtide encampment fencing.*** After a request from ~30 Ebbtide strata owners, Council passed a motion (one opposed) directing the District to write to the private owner of 5711 Ebbtide to fence the property for safety under the Property Maintenance Bylaw. BC Housing will fence only its own lot. Some councillors felt this was premature before Mr. Bracewell met with residents; it still needs Regular Council approval.
- ***Suncoast Racquet Club.*** President Tamara Jacobson requested a District partnership to build two more courts (from ~$250,000, plus fencing and lighting). The club would maintain them, with public court time at set hours.

- ***Municipal spending / taxes.*** Council discussed a Coast Reporter article on municipal spending. Returning councillors tied past tax increases to earlier under-investment in the sewage treatment plant and asset management, plus inflation and provincial downloads, and defended a 3% asset-renewal levy; one member pushed back on staff and regional costs. Several agreed the current tax base isn't sustainable.
- ***Solar.*** Item set aside; the District is proceeding with a metal roof built to allow solar later.

District of Sechelt — Community Safety Coordinator

At the District's July 22 Committee of the Whole, staff introduced Kevin Bracewell as the new Community Safety Coordinator — a former police officer with provincial, federal, and international experience, including work with unhoused populations in North Vancouver. He described a long-term, collaborative approach across all levels of government and said he'd already begun patrolling with bylaw staff. (Notably, the Chair declined to approve the agenda because the position was listed "for information" when it had in fact already been filled.)

On July 30, the District announced Mr. Bracewell had resigned after a brief tenure, saying he felt the community's existing ties to District leadership would serve residents well and that leaving early would let the District recruit someone better aligned with the role. The District will revisit the position's scope before reposting.

2.5 **Director of Communications and Member Engagement Report:**

Since the last Board meeting, communications with the broader membership have been relatively quiet. There have been few urgent or time-sensitive matters requiring a standalone member update, and I have intentionally avoided sending communications simply for the sake of maintaining a particular frequency, particularly during the summer months.

SHORA Newsletter

As reported previously, a draft of the inaugural **SHORA Update** was prepared prior to our last Board meeting and the text has since been paired down.

The newsletter is largely complete. Before distribution, the remaining work includes:

• Adding a brief message from the Board President.
• Adding a link to a short member survey.
• Reviewing and updating any time-sensitive information.
• Completing a final proofread and formatting review.

My goal is to have the newsletter otherwise finalized prior to Monday's Board meeting so that the President's message and any final Board input can be incorporated before distribution.

Newsletter Launch & Member Survey

I deliberately held off distributing the newsletter during the quieter summer period—and because I knew Jim had other important matters to consider. Rather than sending members a separate survey asking whether they would be interested in receiving a SHORA newsletter, I propose sending the **first edition as a pilot** and including a short survey within it.

This gives members an opportunity to see what we are proposing before providing feedback.

The survey will ask members:

• Whether they find the newsletter useful.
• What types of content they would most like to see.
• Which features they would like us to continue.
• How frequently they would like to receive the newsletter.
• Whether they would be interested in contributing photographs, neighbourhood stories, historical information, wildlife sightings, or other content.
• Any other suggestions they have for improving SHORA communications.

• How often they would like SHORA to organize community events.
• What kinds of SHORA events or activities people would be interested in.
• Whether they'd be interested in helping organize a SHORA event.
• If they have an idea for an event or activity they'd like SHORA to consider.
• Anything more they'd like to add.

The feedback can then be used to determine the content, format, and frequency of future editions, as well as future events.

Communications Approach

The newsletter is intended to complement—not duplicate—information already available through local newspapers, municipal websites, and other community sources.

The emphasis will be on **curating information that is particularly relevant to Sunshine Heights residents**, while also providing original neighbourhood content and opportunities for members to participate.

Potential recurring features include:

• Photo of the Month
• Wildlife Watch
• Meet Your Neighbour
• Community Poll
• Did You Know?/Sunshine Heights history
• SHORA and neighbourhood updates
• Community consultations and opportunities to have your say
• Emergency preparedness and seasonal information
• Relevant transportation, infrastructure, and community notices

Standalone emails will continue to be used when information is urgent or sufficiently time-sensitive that it should not wait for the next newsletter.

Next Steps

• Finalize the newsletter shortly following the August Board meeting.
• Obtain and incorporate the President's message.
• Update any time-sensitive content before publication.
• Distribute the inaugural edition to members.
• Review survey responses and other member feedback.
• Use the results to establish the content and frequency of future newsletters.
• Continue monitoring relevant community information and send standalone alerts when warranted.

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**

5. **End of Meeting Administration**

5.1 Next meeting date: **Sept 21, 7 pm at Lezlie's**

5.2 Meeting Adjournment: **8:06 pm**