

Sandy Hook Community Association (SHCA)

Meeting Minutes

Date: September 8, 2025

Time: 6:00 pm Location: Jen's

CALL TO ORDER – 6:15 pm

ATTENDEES: Ken Hookham, Randy Knill, Jane Allan, Karen Taylor, Jennifer, Dale  
Komanchuk, Manon Gelinas

REGRETS: May Jim

APPROVAL OF AGENDA – Jane moves, Ken Seconds

APPROVAL OF MEETING MINUTES – Ken moves, Dale seconds

REGULAR BUSINESS

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- Business arising from previous minutes – action items – (All)
  - Road Safety (Ken): Ken followed up with District of Sechelt via email. As of the time of this meeting, there was no reply. Ken agreed to bring forward the SHCA and community concerns at the September 10<sup>th</sup> meeting with Amy Clarke, re: Capital Budget requests. Items being brought forward at this meeting will include: 1) Road Painting/barriers, 2) Crumbling Road, 3) Tot park
    - Action: Ken to provide an update post meeting
    - Update from September 10th with DoS:
    - Item 1 - road painting / barriers
      - road painting is hoping to commence this fall, but DOS has not been able to find anyone to do the painting. The barrier was painted by public works and used a different paint than the thermal plastic line painting. DOS is contacting painters directly to see if they will accept the work. If it does not happen in the fall it should happen in the spring.
      - barrier likely won't happen as the road is thin and putting up a barrier on the edge of a road could create a situation for a pedestrian to get pinned against it by a vehicle which is a safety concern. DOS will begin with painting, reflectors and perhaps surfacing to make the road less slippery. This MAY happen in 2026. They would then wait 1-2 years to see if this

work solves our concern before looking at barriers or other options.

▪ Item 2). Crumbling Road

- money has been set aside to do a geotechnical and archeological survey. This work has not been booked but they are hoping to use the money set aside to get it complete in 2026.
- work likely will not begin to repair the road until 2027 or 2028 due to the extreme expense and planning required. They believe there are decaying logs or stumps under the road causing crumbling so the road will need to be excavated, and the debris removed before work can be completed. The road will have to be done in 2 sections to ensure resident access during the process.

▪ Item 3) - tot park

- a geotechnical has been on site but has not quoted to complete work. DOS is hoping to get a quote to fix drainage and then drawing to complete the park to SHCA but cannot go forward until this is done. If a quote is not received before the end of 2026 budgeting the park may move to 2027 budget. Ken let them know SHCA can approve plans quickly as SHCA already have community support. 28k already allocated for this work and SCHCA is eager to communicate an update to the community on the related to this work.

- Raffle Draw - Winners were informed by Ken. No Facebook posts were completed announcing the winners.

- Action: Ken agreed to complete a write-up and Manon to post on website SHCA

- Roles & Responsibilities/Draft workflow - subcommittee (Ken, Jen, Manon):

- Action: Manon to submit a revised Roles and Responsibilities document for consideration by the Board. Jane to meet with Manon to discuss. Once approved, this revised version will be added to the updated Bylaws document.

- Treasurer (May)

- Financial statemen dated September 4<sup>th</sup> provided, balance \$2507.33

- Effective September 2025: All fund from RBC account have been moved over to the TD Small Business – Community Plan account that has a monthly fee of \$1.95. Automatic deposit has been set up for any e-transfers with email address of sandyhookcommunityassociation@gmail.com.
- Treasurer reimbursed monies for BBQ event \$\$346.54 (E-transfer to Jennifer Garden completed Sept 7, 2025)
- Treasurer presented a question to the Board re: GIC options. Jen moved that we keep \$1000 in the TD account for upcoming expenditures and invest the balance in a 100-Day GIC at 2.25%, this was seconded by Ken. All approve. September 9<sup>th</sup>, treasurer invested \$2,500 in the 100-Day GIC at an interest rate of 2.25%. A copy of this investment is stored in the SHCA shared folder (Banking).
- Secretary (Manon)
  - Thanks extended to Jennifer Garden for maintaining the Gmail over the summer months.
  - Sara Zieleman, Executive Director, Sunshine Coast Community Forest, would like to share information with SHCA about the Wildfire Risk Reduction initiative. All agreed to invite Sara to the next meeting, October 6<sup>th</sup> (email sent to the Board September 11<sup>th</sup> for consideration of inviting above to the November AGM to reach a larger Sandy Hook audience).
    - Action: Manon to send email invitation as per board decision
  - Note: Jane to invite Michael Davidson, Hidden Groves member and resident, to join the meeting when Community Forest present.
- By-Laws (Jane)
  - Jane provided a draft of revised Bylaws and received feedback from some of the Board and awaiting further feedback from remainder of the board.
    - Action: final draft to be circulated once all input has been received (complete by October 6<sup>th</sup>)
    - Action: Once reviewed and approved by the Board, the new Bylaws to be voted on at the next AGM.
  - Clarification is needed with regards to membership calendar year in the Bylaws. Ken moved that the membership calendar year and fiscal year be from January to December. Manon seconded and all present approved.
    - Action: add to ByLaws above Fiscal Year from January to December and Membership fees be from January to December, payable at AGM.
    - Note: Those who wish to vote at the AGM need to have an active membership.

- As per suggestion from May, propose to add membership forms indicate the calendar year from January to December AND tab with yes or no for permission to share photos on website (events). Manon moves that the above be added, Ken seconds and all approve.
- Jennifer moves that we include a vote at AGM for Annual membership fees be as follows: \$10 per individual and \$20 per Household. Ken seconded. All agree to bring this to the AGM to be voted on.
  - Action: AGM vote re: membership fees as above
- SCAF updates (Dale and Randy)
  - No meeting occurred during the summer months
  - Community Plan Framework follow up & SHCA board member concerns SCAF (Dale)
    - Drafted and submitted a letter during the summer (July), no response back
  - Next SCAF meeting the week of Sept 15<sup>th</sup> (1 x month, am). Dale to attend

## COMMITTEES

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- Event Committee and Community Engagement (Karen)
  - Pumpkin Carving – on a Friday – Oct 31<sup>st</sup>
    - Action: Karen to provide a Flyer, Manon to post on Website. Jen to share templates/Ken to circulate posters on bulletin boards. Committee to purchase or coordinate for donation of pumpkins.
  - Caroling: December event – with local children. Week before Christmas celebrations.
    - Action: Jane to invite Charlotte Diamond. Create a flyer, share with Manon for Website, Ken to circulate poster on bulletin boards closer to the date.
  - Chip Up promotion 2026 & PicNic will be a joint event (details to follow).
- Emergency Preparedness – nothing to report, dormant this summer
  - Action: Jennifer & Dale, reach out to Diane Mumford. Set up a time to meet to discuss the scope of these efforts. Ken wants to join this effort.
  - Note: Community focus has been on individual readiness and exploration of neighbourhood pods
  - Suggestion to share on website and with community – relevant resources: what to do in case of an emergency, power outage, who is your emergency person, etc.

- Playground Planning: Ken will pass the buck to the district as this is their responsibility, drainage issues. \$20,000 is said to be for the Geotechnical report need. Randy shares that the last input on this was that there was going to be an RFP for Geotec report...Ken to get regular updates on the status of this work with DoS.
- New Sandy Hook Sign – a work in progress. The recent pain refresh is a temporary measure.

## NEW BUSINESS

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- Bulletin Boards:
  - Missing bulletin board, Jennifer reports that the local resident shared they would put it back up (Carrie) at some point in the next six months
  - Jane has extra tin for the bulletin boards roofing (black) if it can be of use
  - Ken agrees to maintain the bulletin boards – re: current and relevant postings.
  - Manon has plastic pockets available to put on bulletin boards to insert flyers.
- Action proposed for next meeting: Develop an annual budget outlining priorities and anticipated expenditures:
  - What are fixed costs, banking costs,
  - Server – who is hosting our server, website – costs...
  - Thank you cards (for donations, etc.)
  - Pumpkin carving, Caroling, etc...
  - AGM event costs
- Gmail – SHCA shared documents
  - Google vs MStTeams has been brought up as a consideration re: Canadian platform, privacy considerations
  - In previous meeting May shared she could provide a tutorial on Gmail folders
  - Jennifer suggested Falvio was savvy and could advise SHCA on best platform to use for website and shared documents. Randy and Jane move and second that Flavio receive free membership for his IT support.
  - IT committee needed for Communications, Website, and Facebook -

DATE AND LOCATION OF THE NEXT MEETING: October 6, 6 pm Jen's place...

MEETING ADJOURNMENT: 7:59 pm

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