

PEMBERTON VALLEY DYKING DISTRICT
MEETING OF THE 798th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, January 20, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:05 pm

Present: Chair: B. McLeod
 Trustees: B. Mitchell, C. McIvor, J. Sturdy, B. Ronayne
 Staff: J. Westlake, P. Fotsch, K. Bergen

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Village of Pemberton – Flood Plain Mapping
2. DFO comments re: Summary of Gravel Removal Rationale Letter

See Reports - Operations and Maintenance

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the November 18, 2010 meeting be adopted as amended.

CARRIED

Moved/Seconded

That the minutes of the December 17, 2010 meeting be adopted as amended.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Tiyata Subdivision - Dyke Improvements
The PVDD intends to recover costs for the shelf ready dyke design. Jeff to discuss cost recovery options with the VOP. Jeff to have draft letter ready for the Board to review for next meeting.

6. BYLAWS

2. Bylaw No. 194 - A bylaw to authorize the execution of an agreement with Emergency Management BC - Flood Protection Fund (the "Province") for Pemberton Creek Floodbox Replacement – Contract #SGEMBCTUA11156981006

Moved/Seconded

That Bylaw No. 194 is adopted as presented.

CARRIED

7. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid/Income and Expense reports
Staff to compare Shaw rates for telephone and investigate the amount of paper used in a year.
Extra Hours – The board agreed that extra hours are required in order to prepare for audit and year end, assessment notices and Delinquent letters. Staff to inquire at BC Assessment if PVDD tax roll information could be simplified.

Moved/Seconded

That the Secretaries Report be received.

CARRIED**B. OPERATIONS AND MAINTENANCE**

1. Village of Pemberton – Flood Plain Mapping – Proposals prepared for the Village passed on to the PVDD for information.
2. Overview of DFO comments regarding the Lillooet River Gravel Management Plan and Summary of Gravel Removal Rationale – Since 2005 PVDD has spent approximately \$130,000 in an effort to acquire a DFO approved gravel management plan. Response from DFO indicates the plan has significant shortfalls but will consider specific project applications until a flood management plan can be developed. DFO is dictating engineering principles related to flood mitigation works with no accountability for maintaining the capacity of the dyking system. Jeff to submit applications for site specific gravel removals base on the GMP.
3. Pemberton Creek Dyke, Floodbox replacement update
Engineering is done and material purchased. Received an extension to March 30. If no appropriate construction windows arise the district will carry out the work at a later date.
4. Green River Quarry
The current tenure over the land is a mineral claim which does not apply to aggregates. The reserve PVDD had was a Notation of Interest – no rights – just land on hold. Inspector of Dykes office has set up another Notation of Interest in the district's name and is pursuing a Map Reserve on behalf of the district (involves lengthy process). If approved the use of Quarry material will be for flood protection works.
5. Lillooet River Gravel Removal/Capricorn Creek issues
Jeff presented a draft letter to the Minister of Public Safety and Solicitor General in response to the Barry Penner letter. Jeff to rework letter clarifying misperception that the PVDD received any gravel removal approval from DFO and add that DFO is putting community at risk. Also continue to support funding for cross section surveys and hydrometric station.
6. Flail mower options
Jeff to get report on oils and warranty on used machine.

Moved/Seconded

That the board authorizes Jeff to spend a maximum of \$75,000 on a flail mower.

CARRIED

7. Ayers Dyke Application – Was shortlisted to the SIMSI process - forwarded to the federal government for approval. Time frame for this project is 2011 – 2014.

8. CORRESPONDENCE**A. ACTION REQUIRED**

1. From: Emergency Management BC Flood Protection Fund Re: Transfer of Agreement
The agreement was signed by the Chair.

B. INFORMATION

1. To: Village of Pemberton RE: Lot 3, Plan 12807, DL203LLD – Tiyata Subdivision #2 – Project SO50
2. From: Ministry of Transportation and Infrastructure Re: Building Canada Fund – Flood Protection Program
3. From/To: Village of Pemberton Re: 1340 Collins Road-Cedar View Estate – Temporary Commercial Permit
4. From: Village of Pemberton Re: Official Community Plan
5. Ombudsperon Re: 2009/10 Annual Report
6. 646862 BC Ltd. Re: Holdback funds on purchase of 1928 Carpenter Road
The holdback funds have been distributed and the matter is closed.

9. NEW BUSINESS

1. K. Bergen taking holiday on February 18 – Office will be closed.

10. LATE BUSINESS

11. IN CAMERA

THAT Pursuant to Section 90(1) (c) of the Community Charter, the Trustees of the Pemberton Valley Dyking District serve notice to hold an Incamera meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

At 9:05 pm the Board moved to In Camera.

Rise without report at 9:08 pm.

12. ADJOURNMENT

The meeting was adjourned at 9:10 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 799th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, February 17, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:05 pm

Present: Chair: B. McLeod
 Trustees: B. Mitchell, C. McIvor, B. Ronayne
 Staff: J. Westlake, P. Fotsch, K. Bergen

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Grandmother Slough
 See Reports - Operations and Maintenance

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the January 20, 2011 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Village of Pemberton – BCR Properties/Tiyata Subdivision – Pemberton Creek Flood Protection
 - Jeff to draft letter to the Village the PVDD's position and expectations.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid/Income and Expense reports
3. Court of Revision – set for March 31, 2011
4. 2011 Annual General Meeting – set for April 28, 2011
5. 2011 Draft Estimated Budget – some adjustments to be made – Jeff to do further breakdown of individual projects – Brenda to check into printer lease options.
6. Coast Capital Credit Unions – Member Late Fees – responsibility of the Credit Unions to reimburse members for online payments that were confirmed and then reversed.
7. 2010 Office Audit has been completed – Financial Statements to be forwarded upon completion.

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. Ditch Relocation – Macrae Road – received MoT approval – Jeff to follow up with DFO – work to commence April or May (weather permitting).
2. Lillooet River Gravel Removal – As a result of letters to Provincial Staff and Officials the Inspector of Dikes office suggested that a meeting be held between DFO, PVDD and IOD to discuss issues related to gravel removal/flood management with an objective of finding a common ground where the Fisheries Act and Public Safety requirements are met. Utilizing provincial resources such as technical support and negotiation of specific requirements needed to establish a 3 to 5 year management plan will reduce consultant fees and the overall budget amounts.

3. Flail Mower – the mower previously discussed was sold – Jeff looking at other options.

Moved/Seconded

That the board authorizes Jeff to increase spending maximum to \$85,000.00 for the purchase of a flail mower.

CARRIED

4. Weather Station – PVDD has arranged access to the MoT Weather Station located on Meager Creek.
5. Grandmother Slough – Jeff met with Lucinda Phillips of the Mount Currie Band to discuss options such as installation of flap gates on culverts on Highway 99 (Jessie of MoT will have engineers review the impacts to the highway) and the possibility of constructing an overflow channel to help alleviate reoccurring flood conditions in the area.

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Hedley Improvement District Re: Access to Infrastructure Grants

9. NEW BUSINESS

10. LATE BUSINESS

11. IN CAMERA

THAT Pursuant to Section 90(1) (c) of the Community Charter, the Trustees of the Pemberton Valley Dyking District serve notice to hold an Incamera meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

At 8:50 pm the Board moved to In Camera.

Rise without report at 8:57 pm.

12. ADJOURNMENT

The meeting was adjourned at 8:58 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 800th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, March 17, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.**

The meeting was called to order at 7:03 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, C. McIvor, J. Sturdy
Staff: J. Westlake, P. Fotsch, K. Bergen

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. UBCM Re: Diking Authorities for New Dikes – section 8.B.4

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the February 17, 2011 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

2. Village of Pemberton – BCR Properties/Tiyata Subdivision – Pemberton Creek Flood Protection

The application has been held up because a ROW letter from the developer has not been received. To facilitate the process, the IOD agreed to process the application with conditions that a ROW is granted.

The Village has discussed that highway and bridge improvements may be an alternative option to upgrading the dyke.

Discussion that the PVDD should have a second party commitment before engaging in a process that involves cost recovery for a specific plan.

Moved/Seconded

That Staff develop a draft cost recovery policy for board review.

CARRIED

6. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid/Income and Expense reports

Moved/Seconded

That item 1 & 2 of the Secretaries Report be received.

CARRIED

3. 2011 Draft Estimated Budget

Staff to change the budget to show differences between 2010 Actual and 2011 budgeted.

How much more work is required before the district is caught up on major improvements? Jeff to prepare a long term budget for next meeting. Board to consider increasing the minimum reserve to \$700,000.00 from \$500,000.00.

PVDD is presenting EMBC with survey costs and other information regarding the Lillooet Survey at their request.

4. Financial Statements

The Board would like to see a reference note in the financial statement that shows an estimated current value of infrastructure to better reflect the costs of maintenance.

B. OPERATIONS AND MAINTENANCE

1. Project extensions

The province granted the PVDD extensions for both funded projects. Claims have been submitted for the expenses incurred thus far.

2. Flail mower

Jeff has purchased a 2007 flail mower at \$85,000.00. Currently waiting for paperwork.

7. **CORRESPONDENCE**

A. ACTION REQUIRED

B. INFORMATION

1. To: Village of Pemberton Re: BCR Properties/Tiyata Subdivision

2. From: Rich Coleman – Solicitor General – Response to letter sent regarding the Capricorn Creek Landslide.

3. Ministry of Natural Resource Operations – Notation of Interest No. R112008 – Green River Pit

The Village is interested in obtaining access or interest on the same pit.

4. From: UBCM Re: Diking Authorities for New Dikes

Municipalities and regional districts that have agreed to become the diking authority will be responsible for new dykes and the upgrading of existing orphan dykes within their jurisdiction.

8. **NEW BUSINESS**

1. AGM

Moved/Seconded

That the AGM date be changed to April 14, 2011 so that it is carried out within the allotted time frame.

CARRIED

Moved/Seconded

That the Board appoints Allison MacDonald as Returning Officer for the election at the AGM.

CARRIED

Election procedures

The Board agreed that ID must be presented in order to receive a ballot.

The same election procedures from the 2010 election will be used for the 2011 election. Staff informed that the Letters Patent amendments may be passed in cabinet between now and the AGM. In this case Item #3 will be changed to read, "Each term is a 3 year term. Every person who is eligible to vote shall be eligible to be a candidate for and to hold the office of Trustee."

2. Annual Report

Staff to include basic information regarding the diking the system as well as PVDD efforts to facilitate gravel management subsequent to the Capricorn Creek landslide.

9. **LATE BUSINESS**

1. Holidays - The office will be closed March 21st and 22nd as Pia will be taking holidays.

10. **IN CAMERA**

THAT Pursuant to Section 90(1) © of the Community Charter, the Trustees of the Pemberton Valley Dyking District serve notice to hold an Incamera meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

At 9:00 pm the Board moved to In Camera.

Rise without report at 9:04 pm.

11. ADJOURNMENT

The meeting was adjourned at 9:05 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 801st SPECIAL REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
MONDAY, March 28, 2011 AT THE DISTRICT OFFICE – 3:30 P.M.

The meeting was called to order at 3:40 pm.

Present:	Chair:	B. McLeod
	Trustees	B. Mitchell, C. McIvor and J. Sturdy
	Staff:	J. Westlake, K. Bergen

PURPOSE – A brief meeting was held for the following reasons:

1. To adopt Bylaw No. 195 “2011 Lillooet River Gravel Management Assessment Agreement Bylaw”
2. To sign the 2011 Lillooet River Gravel Management Assessment Agreement
3. To authorize Jeff to proceed with the survey work.

Moved/Seconded

THAT Bylaw No. 195 is introduced and given first reading.

CARRIED

Moved/Seconded

THAT Bylaw No. 195 is adopted as presented.

CARRIED

Moved/Seconded

THAT the works for the “2011 Lillooet River Gravel Management Assessment” be carried out under the funded amount of \$160,000.00 awarded from Emergency Management BC’s Flood Protection Program and that Jeff be authorized by the board to proceed.

CARRIED

The meeting was adjourned at 3:43 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 802nd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, April 21, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:03 pm.

Present: Trustees: B. McLeod, B. Mitchell, C. McIvor, B. Ronayne, Roger Stacey
Staff: J. Westlake, P. Fotsch, K. Bergen

1. ELECTION

1. Bob Mitchell nominated Brenda McLeod and the nomination was accepted. There were no other nominations and Brenda was re-elected as Chair by acclamation.

2. PETITIONS AND DELEGATIONS

3. INTRODUCTION OF LATE ITEMS

1. Lillooet River Watershed Planning – see 8.B.5

4. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

5. ADOPTION OF PREVIOUS MEETING MINUTES

1. March 17, 2011

Moved/Seconded

That the minutes of the March 17, 2011 meeting be adopted as presented.

CARRIED

2. March 28, 2011

Moved/Seconded

That the minutes of the March 28, 2011 meeting be adopted as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. requested changes to budget, financial statements and annual report were made
2. Discussion on cost of audit. Secretaries to prepare for review of audit services.
3. Flail mower should be here next week.

7. BYLAWS

8. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid
3. 2011 Draft Estimated Budget – The mill rates were discussed and the Board agreed that there would be no increase to the minimum tax for 2011.
4. Financial Statements – *Signed by Trustees*
5. 2011 Draft AGM Minutes – *Review only*

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. Draft Cost Recovery Policy

Jeff focused on maintenance agreements and Right of Ways as well as cost recovery. Jeff to make some changes. To be reviewed again.

2. Miller Creek Update

- Right side of the sediment trap weir washed out, straightened and dropped the river bed. Gravel was removed and weir was rebuilt as per DFO site visit approval last week.

- Village of Pemberton will use the material for the airport.
 - Jeff advised that when the weir broke some material travelled downstream.
3. Draft 5 Year Budget
Overview of capital projects. Can't be sure when the PVDD will be caught up as all depends on future funding.
 4. Project Schedule:
 - Rip Rap - Just upstream of Ayers dyke will be completed next week
 - Culvert Replacement – Pemberton Creek dyke near Kym's property will likely be completed the week after that.
 - Survey – Lillooet River – Prepping lines and clearing lines next week. Jeff tried to get some local contractors involved but highly specialized people are required to carry out this survey – need consistency. Atek did the 2000 survey and are familiar with the river. Some of the budget has been set aside for a cross section comparison including ones from as far back as the 60s and 70s. Should have some results in about 1-1/2 months.
 - Inspector of Dykes meeting with PVDD and DFO was cancelled. DFO did not like the presentation of the Gravel Management Plan. Want to see impacts - where the gravel is going and what the level of risk is. IOD meeting will be rescheduled.
 5. Lillooet River Watershed Planning – Jeff attended a new committee meeting consisting of various stakeholders. Initiated by Veronica Woodruff this group was formed to facilitate coordination of projects and keep everyone informed. Jeff suggested that Board members attend any future meetings. Jeff will email notice of meetings to Board.

9. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Emergency Management BC – Flood Protection Program Contribution Agreement – New completion date - *Signed*

B. INFORMATION

1. From: Emergency Management BC - Seasonal Readiness Workshop May 10, 2011
2. From: Emergency Management BC – Project No. 2010-3-016-2011 Lillooet River Gravel Management Assessment
3. From: Emergency Management BC – Flood Protection Program Agreement – 2011 Lillooet River Gravel Management Assessment – Project Number: 3-016
4. From: Ministry of Natural Resource Operations – Application to Upgrade the Pemberton Creek Dike – CN Rail to Highway 99 Bridge – Pemberton BC – Deputy Inspector of Dikes Review
5. From: Thuro Logging Ltd – Consent to Right of Way Agreement on Private Lands
6. From: Young Anderson – Audit of Financial Statements – PVDD
7. From: Ministry of Forests Lands and Natural Resource Operations – Annual Dike Inspection Reporting and the 2011 Spring Freshet

10. NEW BUSINESS

1. Jeff is interested in taking a presentation training course. The Board agreed. Jeff to bring back information for next meeting.

11. LATE BUSINESS

12. IN CAMERA

13. ADJOURNMENT

The meeting was adjourned at 8:20 PM

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 803rd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, May 19, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:00 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, C. McIvor, B. Ronayne, R. Stacey
Staff: P. Fotsch, K. Bergen, J Westlake

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Anne Crowley Property – lack of flood protection – See B.6

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the April 21, 2011 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Audit Info – Board agreed to stay with BDO for the current year – staff to request notification prior to any additional costs.
2. Seasonal Readiness Workshop Update – on May 10, 2011 all staff attended the workshop at the Pemberton Community Center

6. BYLAWS

1. By Law No. 196: Taxation Rates By Law 2011

Moved/Seconded

That the Residential Mill Rate be set at 0.64 cents and that the Taxation Rates By Law 2011 - No. 196 be adopted as presented.

CARRIED

7. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid/Income and Expense Reports

Moved/Seconded

That the Secretaries Report be received.

CARRIED

3. 2011 Estimated Budget – minor wording adjustment

Moved/Seconded

That The 2011 Estimated Budget be adopted as amended.

CARRIED

4. Tax Roll

Moved/Seconded

That the 2011 Tax Roll be adopted as presented

CARRIED

B. OPERATIONS AND MAINTENANCE

1. Project Updates:
 - Miller Creek Gravel removed
 - Ayers Dyke rip rap completed
 - Helmer's Bank Failure repaired

Jeff has been out in the field - will work on providing changes to the Cost Recovery Policy and Training Course information for the next meeting.

2. Birkenhead Emergency Preparedness – Jeff attended meeting in Mount Currie – people are anxious re the snow pack and the likeliness of the Birkenhead flooding again this year. Jeff continues to work with MoT regarding floodgate installation on the lake road.

Board agreed that the PVDD offer assistance such as excavator hours, possible surveying to confirm that a overflow drainage ditch would be beneficial and cost sharing on projects that impact the Grandmother Slough.

- send brief letter to property owners stating that the PVDD is working on an Emergency plan with Mount Currie Band

- compose Letter of Understanding between Mount Currie Band and PVDD re works to be done

3. ROW Crown Land adjacent to Millerd property – License No. 241176 will expire on November 30, 2011 – Board agreed to let it expire due to \$9,000.00 cost of survey work.

4. Ryan River Bridge Decking Costs – Jeff to explore possibility of leasing rock from neighbouring property owners.

Moved/Seconded

That up to \$15,000.00 be allotted to repair bridge decking.

CARRIED

5. Lillooet River Gravel Management Plan Meeting DFO and Inspector of Dykes – provincial support was beneficial in moving things forward – will be meeting again this summer – Jeff and 1 Trustee to attend.

- current survey info not sufficient – new survey results will be examined to determine if there is gravel aggradation and if so where.

6. Anne Crowley Property – Anne has once again expressed her concerns regarding the lack of flood protection in her area. Because the road acts as the dyke the only real solution would be to have the highway raised.

The PVDD has been in contact with Main Roads and MoT but due to the cost of such an undertaking it is not likely to happen in the near future.

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Min of Forest, Lands and ... Re: License No. 241176 over that parcel or tract of land in the vicinity of DL 1536, Lillooet District ("the Land") for dyking purposes. (*behind Millerd property*)

- No action required

B. INFORMATION

1. From: BDO Re: Audit of the Financial Statements of PVDD for the Period Ended December 31, 2010

2. From: Tim Napier – email Re: Weather Warning

9. LATE BUSINESS

10. IN CAMERA

11. ADJOURNMENT

The meeting was adjourned at 8:35 PM

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 804TH REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, June 16, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:00 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, B. Ronayne, R. Stacey
Staff: P. Fotsch, K. Bergen, J Westlake

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the May 19, 2011 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Audit Info – notification of any extra billings throughout the year.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. Tax Sale Date

Moved/Seconded

That the 2011 Tax Sale Date be set for Wednesday, August 31, 2011.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. Project Updates:

- **Pemberton Creek Floodbox** – completed under budget
- **Large Woody Debris Assessment** – completed – digital and hard copies to be received by the end of next week (improvements have been made to the GIS system) - copies will be forwarded to all the stake holders so that in cases of emergency all concerned will be viewing the same maps and information. The assessment shows that most of the debris is small and manageable but some concerns are that the Cable Bridge behind the Hortie property is very low and could collect debris and that there is a log jam building up behind the Miller property – need to keep an eye on it.
- **Lillooet River Survey** – completed – data to be processed then KWL will provide overlays of the x-sections from the 60's through to the 2000's.
- **Grandmother Slough Flapgate** – received consent from MoT to install a flapgate on the main culvert on the Lake Road – used an old one from Kym's culverts – seeps but does hold water back. Mount Currie also dug a drainage ditch in efforts to relieve the high waters.
Emergency Responders flew over the area last week – J. Pattle to forward a synopsis – KWL sent a proposal to Mount Currie Band for an additional ditch line from Pasture Creek to Lillooet River.
- **Dyke Mowing** – the new tractor/mower is working well – completed mowing the Pemberton Creek Dyke, currently mowing the Miller/Lillooet Dyke.
- **Forestry Dyke Resurfacing** – will start project next week

2. Ayers Dyke Bank Erosion – bank sluffing up stream of Lillooet River bridge – need engineered assessment and notify MoT of the situation – also look into cost sharing with MoT as this could affect the bridge.

Moved/Seconded

That an engineered assessment of the erosion on the Ayers Dyke be carried out as soon as possible.

CARRIED

- 3. Fraser Basin Council Meeting held at North Arm Farm – Jeff provided a brief overview of the flood protection in the valley.
- 4. Dyke Improvement Policy

Moved/Seconded

That the policy be adopted as presented.

CARRIED

- Correspondence

A. ACTION REQUIRED

From: Village of Pemberton Re: Rezoning Application-Raven’s Crest Educational Site – Board agreed that there were no comments at this time but requests that the PVDD be kept informed and that a comprehensive drainage plan accompany future phase referrals.

B. INFORMATION

- 1. To: Ministry of Community Services Re: By-Law No. 196 – Tax Rates 2011
- 2. From: Ministry of Community, Sport and Cultural Development Re: By-Law No. 196 – Registered
- 3. To: Ministry of Transportation (email) Re: Grandmother Slough Flapgate
- 4. From: Ministry of Community, Sport and Cultural Development Re: New Long-Term Borrowing (Capital Financing) Policies and Procedures for Improvement District Services (not for Fire Protection)
- 5. From: A C & D Insurance Services Ltd. Re: Commercial Policy – Contact Joe Stonehouse regarding replacement cost coverage for equipment (what effect will it have on the annual premium).

8. NEW BUSINESS

- 1. Old Sewage Treatment Plant – Village applying for Park status – Jeff to communicate with VOP regarding proper clean up of site and designing a divider between the park and the dyke (ie. plant trees)
- 2. Staff Holidays – Kathie Bergen – possibly July 4th and 18th, 19th or 20th (Office will be closed – signage will be posted.
- Jeff Westlake – July 29 – August 5th – Emergency Call out Plan to be assembled for Jeff’s absence.

9. LATE BUSINESS

10. IN CAMERA

11. ADJOURNMENT

The meeting was adjourned at 8:40 PM

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 805th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, July 21, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:07pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, B. Ronayne, C. McIvor
Staff: K. Bergen, P. Fotsch, J. Westlake

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the June 16, 2011 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Insurance – Replacement Cost – Although the PVDD equipment is insured for its Actual Cash Value or Market Value (what it would cost to replace the same piece of equipment of the same age and condition) there is coverage in place included on the policy for Replacement Cost if the equipment has been manufactured within 3 years prior to the date of a loss.

Staff to create an equipment list for recording the age, market value and condition of equipment annually.

2. Emergency Call Out Plan Re: Holidays

Jeff has created an emergency contacts and procedure list for while he is on holidays. This will be brought to the next Board meeting to be considered for adoption as a policy and also included as part of the emergency plan.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports/Visa

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. Tax Sale

Only 4 properties were in the tax sale this year and all have been paid.

B. OPERATIONS AND MAINTENANCE

1. Project Updates:

- Ayers Dyke (bank failure) –

Moved/Seconded

That emergency repair on Ayers Dyke is authorized to proceed.

CARRIED

The engineers and local emergency managers met on site to assess the situation. The province was notified of the impending disaster and a 75/25 cost share agreement was negotiated. DFO gave a verbal approval and then made an unannounced visit to the site concluding that the project was much larger than what had been described. The first day of the project DFO shut down operations while Jeff conferred with them about their concerns and eventually the work was allowed to proceed. Rock was purchased from Sabre pit just down the road. Project came in around \$100,000.00, PVDD portion - \$25,000.00.

The Board requested that Jeff start a DFO file for full documentation of all such incidents.

- Forestry Dyke Resurfacing – Project is completed.

- Mowing – Mower is working remarkably well. Will be servicing and steam cleaning the machine before moving on to Ryan Dyke. Asset program upgraded to calculate mowing costs per kilometer. Once mowing is completed will move on to brushing. To avoid hitting mower on rocks Jeff will work toward covering the rip rap with 6" minus.

- Green River Quarry

Surveyors have staked the area and ad should be in the paper next week.

2. Grandmother Slough

Attended meeting with residents at Grandmother Slough. John Pattle has viewed the area and has documented that if dredged – the area would need on going gravel removal and that dyking would be a more appropriate solution. Jeff has sent an email to Lucinda in an effort to set up a joint board meeting to discuss the problem.

3. Footbridge at Meadow Lands

The Large Woody Debris Assessment has identified the bridge as a hazard. Jeff presented a letter to notify the owner of the property that removal or raising of the bridge is recommended.

4. Rip rap failure – Denman Property – Not considered an emergency. Jeff will start the Section 9 process for repairs which are expected to be around \$20,000.00.

5. Lillooet River Survey – Information has been forwarded to KWL. Currently filtering out a discrepancy in cross sections. This was a more comprehensive survey which included more cross sections. The survey information will reveal general trends – where there are accumulations. Identifying these sections will reduce survey costs in the future.

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Pauline Harding of Ministry of Community Sport and Cultural Development Re: Emergency Task Staff to work at Amending the Meeting Procedure Bylaw to include a provision for Emergency Meetings that can be held electronically. In future the Board can discuss whether establishing a policy is necessary.

B. INFORMATION

1. To: Village of Pemberton- Email Re: Ravens Crest Educational Site
2. From: Ministry of Natural Resource Operations Re: Application to conduct emergency repairs on the Ayers Dyke, Pemberton Valley Dyking District – Deputy Inspector of Dykes Review
3. From: Caroline Lamont VOP Re: PVDD Buildings

Arts Council would like to take advantage of funding available through the heritage fund to upgrade the Art Barn. Jeff asked the BC Heritage Fund to forward some information and applications. The current lease, which expires in October 2012, states, " the Landlord is in no way consenting to the Building to being designated as a heritage site and the Tenant covenants and agrees that it shall not at any time take any steps to have the Building designated as a heritage site".

Jeff to advise Caroline that the Arts Council should send a letter to the PVDD or arrange to attend a board meeting to discuss what changes they would like to make to the building.

From: Joe Stonehouse A C & D Insurance Services Ltd. Emails Re: Replacement Cost

9. NEW BUSINESS

1. Directors and Officers Insurance

Although the PVDD has the same powers as a municipality with respect to indemnification, are Trustees and Staff covered for all costs? Does the PVDD have an Indemnification Bylaw in place? If you are no longer on the board or an employee but something happens from decisions or actions made when you were there, are you covered? Staff to research and get a legal opinion.

10. LATE BUSINESS

11. IN CAMERA

12. ADJOURNMENT

The meeting was adjourned at 8:45 pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 806th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, August 18, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:11 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, R. Stacey, C. McIvor, B. Ronayne
Staff: J. Westlake, K. Bergen

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Job description
2. Transition period for O&M Position
3. North Arm Ditch

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the July 21, 2011 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Emergency contact and procedure policy – As the plan will require regular updates; the Board decided against making it into a policy and instead agreed it should be included as a supplementary to the Emergency Plan.
2. Electronic Meetings
 - Section 128 – Community Charters – Electronic meetings and participation by members.
 - Ministry of Community, Sport & Cultural Dev – Electronic meetings
 - Outline Draft – Policy for Emergency Purchase of Goods and Services

Holding electronic meetings is not an option for Improvement Districts. A standing policy to allow the persons responsible to act quickly in an urgent matter would be more appropriate. The Board will review the draft policy for discussion at next meeting.

3. Directors and Officers Insurance
 - Insurance, Liability and Indemnification – Improvement District Manual
 - Email from Alyssa Bradley – Young Anderson
 - Draft Indemnity bylaw

It is recommended that the district obtain Directors and Officers Insurance. Staff to apply for quotations and amend the draft bylaw for next meeting.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports/Visa

Moved/Seconded

That the Secretaries Report be received.

B. OPERATIONS AND MAINTENANCE

1. Orphan dykes

The district has been approached by property owners about mowing orphan dykes along the Lillooet. Although the dykes are not part of the districts active dyking infrastructure these dykes do still offer some protection during high water events. The board agreed not to mow the dykes or rent the mower. If

property owners wish to remove or alter the dykes, staff should advise them to contact the Inspector of Dykes office prior to doing so.

2. Mowing Costs

Mowing costs were broken into sections of dykes. Fuel and labour costs averaged \$200.00 per km. Jeff to check the hours on the machine to get average time it takes to mow all the dykes. Should get more efficient every year.

3. Damn breach assessment

The assessment was based on a 10 year peak flow resulting in a flow increase of 94-100 cubic meters per second. Does not address the impacts of a 200 year flow. Not certain who sets the limits on what they assess. The Board would like Creek Power engineers to explain and provide a written statement on how the project will impact the PVDD works. Jeff to arrange another presentation.

4. Denman rip rap

Jeff inspected the site when he returned from vacation to find the hole in the rip rap had doubled in size. As we are in the "fish window" Jeff recommended that it be repaired now. DFO visited the site and will approve the work but requested a design. Jeff will use funds from Pemberton Creek Culvert and the Forestry Dyke Upgrade which were both under budget.

Moved/Seconded

That repair to the Denman bank protection be completed.

CARRIED

5. Job Description - Jeff presented it to the Board.

6. Transition period for O & M Position

Jeff's last day is September 30th. Staff to place ¼ page ad in local papers including Squamish Chief for August 25th and September 1st. Deadline is 12:00 Noon on September 8th. Staff to email all resumes to board members as they come in. Board will hold a special meeting on September 8 at 7:00 pm to review applicants. Jeff will prepare a list of questions for interviews. Jeff is willing to work with the new person nights or weekends for the first while if it is needed.

7. North Arm Ditch - Will commence ditch cleaning at end of next week.

MacRae Ditch – Still lots of water in ditch. Will remove a ½ meter high spot in ditch to allow it to drain. Once Denman project is complete will move excavator back to relocate ditch.

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Gowlings Re: Property owned by Kuvera Capital Ltd.

Trustee Stacey declared a conflict and left the office.

An existing PVDD right of way is registered against the Riverlands. Consent requested to register new plan in respect of accreted land and related transfer to province.

Moved/Seconded

That consent to Plan EPP7575 is granted to Riverlands.

CARRIED

Trustee Stacey returned to the meeting. The document was signed and witnessed.

2. From: Village of Pemberton Re: Official Community Plan Amendment & Residential Land Use Rezoning Applications – Ravens Crest Development

Trustee Mclvor declared a conflict and left the office.

Staff to send letter with same comments requesting a drainage plan. Also request to be kept informed of any updates.

Trustee Mclvor returned to the meeting.

3. From: Jeff Westlake Re: Letter of Resignation – see 7B6

9. NEW BUSINESS

10. LATE BUSINESS

11. IN CAMERA

12. ADJOURNMENT

The meeting was adjourned at 9:15 pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
THE INCAMERA MINUTES OF THE 807th SPECIAL REGULAR MEETING OF THE BOARD OF TRUSTEES HELD Thursday September 08, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:12 pm.

Present:	Chair:	B. McLeod
	Trustees	B. Mitchell, B. Ronayne, R. Stacey and C. McIvor (left early)
	Staff:	K. Bergen, P. Fotsch and J. Westlake (came late)

PURPOSE – the meeting was held for the following reasons:

1. To adopt In Camera Meeting Minutes of March 17, 2011
2. To review resumes received for the Operations and Maintenance Manager position

Moved/Seconded

THAT the Minutes of the March 17, 2011 In Camera meeting be adopted as presented

CARRIED

Resumes:

- 24 resumes were received
- After review and discussion 5 resumes were short listed as follows:
 1. Norman Ryder
 2. Malcolm Shaw
 3. Steve Flynn
 4. Mike Richman
 5. Seamus Frew

Interviews to be arranged for next week.

- starting salary range \$55,000 – \$60,000 based on a 40 hour work week
- 3 month probation
- benefit package to commence once probation period has been successfully completed

The meeting was adjourned at 8:45 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 808th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, September 15, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:11 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, R. Stacey, C. McIvor, B. Ronayne
Staff: J. Westlake, K. Bergen, P. Fotsch

1. PETITIONS AND DELEGATIONS

1. Pemberton Arts Council – Chair: Dave Moldosky – the PAC would like to move forward with the required upgrades to the leased PVDD building but are concerned about the expiration date (October 31, 2012) of the current lease - would the PVDD be interested in extending the lease and for how long?

Dave to forward VOP correspondence – Board to discuss lease and get back to him.

Dave left the meeting.

2. INTRODUCTION OF LATE ITEMS

1. Pemberton Arts Council Lease – Board agreed that once the information is received from the Arts Council that they would be willing to terminate the existing lease and renew for 5 years with terms refined.

Moved/Seconded

That the PVDD enter into a new rental lease with the Pemberton Arts Council for another 5 year term with conditions regarding amalgamation into another government body defined.

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the August 18, 2011 meeting be adopted as presented.

CARRIED

Moved/Seconded

That the minutes of the September 08, 2011 Special meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Draft Policy for Emergency Purchase of Goods and Services – to be reviewed at next meeting
2. Indemnification Bylaw – to be reviewed at next meeting
3. Directors and Officers Insurance
 - Some quotes were recieved
 - Staff to contact Municipal Insurance Association regarding Commercial and Directors and Officers coverage for next meeting

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports/Visa

Moved/Seconded

That the Secretaries Report be received.

B. OPERATIONS AND MAINTENANCE

1. Overview of ongoing projects as per attached

Notes:

1. Lillooet River Survey – deficiencies with Control from 2001 survey are being worked out and will be absorbed with the funded portion of the Lillooet River Survey
2. Jeff to contact Bruce Miller regarding Bruce assuming absolute ownership of the bridge.
3. Denman Property – to be monitored until next spring – budget for works in 2012 budget – get rock ready so available as required

Moved/Seconded

That the Operations and Maintenance Manager be authorized to spend up to \$20,000.00 for blasting of rock to prepare for rip rap.

CARRIED

4. PVDD vehicle – watch for a used ¾ ton, extended cab – 4 door

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Village of Pemberton re: Official Community Plan Amendment – Bylaw No. 675, 2011
Staff to send same comments as submitted in the August 18, 2011 response letter.

B. INFORMATION

1. From: Ministry of Community , Sport & Cultrual Development – Re: Tax Bylaws
2. To: Village of Pemberton re: Official Community Plan Amendment & Resource Land Use Rezoning Application OR109 RS1 & OR109 RT1
3. To: Gowlings Re: Property owned by Riverlands

9. NEW BUSINESS

1. Vacation – Kathie taking 1 day on Friday September 16, 2011 and Jeff to use of the 4 remaining days of his vacation time prior to September 30, 2011

10. LATE BUSINESS

- discussed under Introduction of Late Items

11. IN CAMERA

12. ADJOURNMENT

The meeting was adjourned at 9:15 pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 809th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, October 20, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:08 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, R. Stacey, C. McIvor, B. Ronayne
Staff: P. Fotsch, K. Bergen, S. Flynn

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. IN CAMERA

Moved/Seconded

THAT Pursuant to Section 90(1) © of the Community Charter, the Trustees of the Pemberton Valley Dyking District serve notice to hold an In Camera meeting on today's date for the purpose of dealing with matters for which the public shall be excluded from attending.

CARRIED

At 7:10 pm the meeting moved to In Camera.

Rise with report at 7:18 pm.

Steve Flynn was hired as Operations and Maintenance Manager effective October 1, 2011.

5. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the September 15, 2011 meeting be adopted as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Pemberton Arts Council – Staff to obtain form for annual notification of Proof of Liability Insurance.
Staff to draw up new Lease agreement and email to the Board for review next meeting.
2. Draft Emergency Purchase of Goods and Services Policy –

The Board resolves

That the Emergency Purchase of Goods and Services policy be adopted as amended.

CARRIED

3. Directors and Officers Insurance

Moved/Seconded

That Directors and Officers Insurance be obtained as quoted from Encon for 36 months term with \$2,000,000 liability.

CARRIED

7. BYLAWS

1. Bylaw No. 197 – Indemnification

Moved/Seconded

That Bylaw No. 197 a bylaw to indemnify a Municipal Official of the Improvement District against a claim for damages arising out of the performance of his/her duties and to pay legal costs incurred in a court proceeding arising out of the claim be adopted as presented.

CARRIED

2. Bylaw No. 198 – Licence of Occupation Agreement

Moved/Seconded

That Bylaw No. 198 a bylaw to authorize the execution of an agreement with her MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA cited as the “License of Occupation File No.: 2410210 Agreement Bylaw” be adopted as presented.

CARRIED

8. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports/Visa

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. Draft Administrative Job Description – *email to the Board for review.*

B. OPERATIONS AND MAINTENANCE

- Cross Farm – will meet with owners to review proposed works.

O & M Report: see O & M Report binder.

Additional notes/recommendations:

- Gravel Management Plant – Steve to check with Squamish regarding funding received for cross sections and gravel removal.
- Ryan River Bridge – Steve to continue working on solution without investing too much time – possibly install signage ie Use at Own Risk or No Trespassing.
- Ritchie Ditch – fencing to be finished tomorrow, relocate ditch next week.
- Ryan River North Ditch – removed several beaver damns – install culvert to increase flow at a later date.
- Denman Bank Erosion – has grown considerably in past 2 weeks – may have to rip rap sooner than originally thought.
- CN Culverts – no additional comments
- Hydro Metric Station – check into possible joint maintenance cost for the existing Lillooet River Hydro Metric Station and the new one.
- Green River Quarry – check into possibly partnering with the Mount Currie Band and VOP.
- Valleau Quarry – will be blasting next Wednesday and stock piling materials for future use.
- Used Truck – watching for possible private deals and also with Greg Gardner - \$20 to 30,000 range
- Ayers Dyke Emergency Repairs – completed – just waiting to find out where to submit final report to.

9. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Ministry of Forest, Lands and Natural Resource Operations Re: Application for a Tenure over Crown Land (near Millerd property) – *Signed*
2. From: Squamish Lillooet Regional District Re: Pemberton Valley Agricultural Area Plan
Staff to forward comments requesting that the PVDD be included in the process for decisions and implementation.

B. INFORMATION

1. To: Caroline Lamont of VOP – response to: Official Community Plan Amendment – Bylaw No. 675, 2011
2. From: Young Anderson re: Annual Local Government Law Seminar, Vancouver, BC – Friday Dec 2, 2011

10. NEW BUSINESS

1. Vacation – Kathie – November 7 and 8 – Administration department to be closed those 2 days.
2. Christmas Dinner – December 2, 2011 – location yet to be decided

11. LATE BUSINESS

12. ADJOURNMENT

The meeting was adjourned at 8:53pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 810th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, November 17, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:06 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, R. Stacey, C. McIvor, B. Ronayne
Staff: P. Fotsch, K. Bergen, S. Flynn

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the October 20, 2011 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Pemberton Arts Council – New lease reviewed

Moved/Seconded

That authorization is given to Chair person Brenda McLeod to enter into a lease agreement with Pemberton Arts Council.

CARRIED

Staff to arrange meeting for signing of the documents.

2. Directors and Officers Insurance - application has been sent in.
3. Letters Patent – email from Doug Bourhill of MCS&CD states that “Letters Patent have been drafted and are currently within the chain of approval”. He will keep us posted of the advancements.
4. Offer of Employment from Steve Flynn

Moved/Seconded

That the offer of employment which includes; allowance of \$130.00/month for personal cell phone usage – to be reviewed quarterly, be accepted as amended.

CARRIED

5. Administrative Job Description – to be updated as required
6. Christmas Dinner – Friday, December 2, 2011 – Big Sky Golf Course – 7:00PM. Kathie and Pia to meet with Ryan to decide on menu and seating arrangements.

6. BYLAWS

1. Bylaw No. 199 – Lease Agreement

Moved/Seconded

That Bylaw No. 199 a bylaw to authorize the execution of a lease agreement with the Pemberton Arts Council be adopted as presented.

CARRIED

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports/Visa

Only the Accounts Paid portion was available for review. The Income and Expense portion needs to be adjusted and the Visa statement had not been received. Staff to put adjusted Income Statement online for Board review.

Moved/Seconded

That the Secretaries Report be received as presented.

CARRIED

B. OPERATIONS AND MAINTENANCE

- Fall Seasonal Readiness Workshop – Kathie Bergen and Steve Flynn attended this workshop and found it very informative – good opportunity to meet contacts and obtain some of the history and projections of many of the dyking district related events in the area.
Christchurch earthquake volunteers found Twitter and Face Book very useful tools for organizing themselves. Staff to investigate these Social Media strategies for PVDD use. Info to be brought to January meeting with anticipation of implementation by March 2011.

O & M Report: see O & M Report binder for details.

Additional notes/recommendations:

- Gravel Management – Draft Report received - Steve to meet with Stefan of KWL on Tuesday, November 22, 2011 for detailed reviewing.
- Ayers Dyke Upgrade – Steve to continue working on funding
- Ryan River Bridge at Miller Pit– Steve to put together a package to present to lawyers – specify time frame on hours so that costs can be minimized.
- Ritchie Ditch – project completed – used some material from the Belkin ditch for fine tuning.
- Denman Bank Erosion – grown considerably – KWL is drafting a comparison report to help forecast what steps to take in the future – will discuss with Stefan at Tuesday's meeting.
- Green River Pit – Steve meeting with Harriet VanWart of the Mount Currie Band Friday, November 18, 2011 to discuss Mount Currie Band/Lil'wat Nations concerns.
- Valteau Quarry – blasting completed on or under budget – lots of rip rap stored
- Cross Farm – no response to messages and no activity at this time.
- Truck – purchased new Chev ½ ton 4X4 crew cab with canopy and box liner - \$34,700.00.
- Hydro Metric Station – 2 meetings with the stakeholders – VOP, SLRD, Lil'wat Nation and PVDD – joint funding for the Streamtracs upgrade – MoE is working on funding for the WSC portion – hoping to have system in place by spring of 2012.
- Grandmother Slough – Steve toured the Grandmother Slough with Mike Richman – lots of work required – Tracy and Kirk from Mount Currie Band to draft a summary report of all the information gathered over the years, then organize a meeting to discuss possible solutions including applications for funding.
Steve to draft suggested work plan and budget for Board review and to organize joint council meeting similar to the VOP's.
- Equipment – will get tractor and excavator prepared for winter storage – also working on getting side door in container at Industrial Park lot.

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: VOP Re: 0R110-Rezoning Application-Harrow/Portage – Staff to send letter regarding storm water management plan.
From: VOP Re: Benchlands TAL- staff to send letter regarding concerns with the lack of enforcement on rulings regarding storm water management set out in their bylaw as the run off affects PVDD works.

B. INFORMATION

1. From: Gobert's Backhoe Service Re: Snow Removal Clearing for 2011/2012 – contract accepted as presented.
2. To: SLRD (email response) Re: Pemberton Valley Agricultural Area Plan Referral.
3. To: Min of Forests, Lands and Natural Resource Operations Re: Licence of Occupation (Crown Land behind Millerd property) – application acceptance package has been submitted.

9. NEW BUSINESS

10. LATE BUSINESS

11. ADJOURNMENT

The meeting was adjourned at 9:06pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 811th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, December 15, 2011 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:07 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, R. Stacey, B. Ronayne
Staff: P. Fotsch, K. Bergen, S. Flynn

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the November 17, 2011 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Pemberton Arts Council – New lease – signatures obtained
2. Directors and Officers Insurance – Policy in place.
3. Tiyata - staff to respond to Mr. Van Mook's email (cc VOP) stating:

Moved/Seconded

That as the development process is administered by the VOP, any infrastructure questions should be directed to the Village of Pemberton, and any infrastructure costs (including the engineered plans) should be borne by the developer. The PVDD is committed to reviewing any proposed works within its mandate.

CARRIED

Also

Moved/Seconded

That the PVDD Operations and Maintenance Manager meet with officials of the Village of Pemberton to clarify the PVDD's position regarding responsibilities with respect to dyking requirements as set out in the subdivision approval. Furthermore, the O & M Manager is to clarify the PVDD's expectations for reimbursement of the engineered plan which was prepared in good faith to support development within the community.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports/Visa

Moved/Seconded

That the Secretaries Report be received as presented.

CARRIED

B. OPERATIONS AND MAINTENANCE

O & M Report: see O & M Report binder for details.

- Gravel Management Plan- Lillooet River Cross-section and Bathymetric Report and the Lillooet River Interpretation report to be finalized first week of January 2012 – meeting with DFO, Inspector of Dykes, KWL and Veronica Woodruff January 10, 2012. – Airport could use a lot of gravel and maybe some could be used to create fish habitat areas.
- Ayers Dyke Funding Application – No update from EMBC – expected early January 2012
- Ryan River Bridge - passed all information on to Mike Bristol – he will check records for any useful information that may be of assistance.
- Green River Quarry – meeting with Harriet Van Wart of the Mt Currie Band – will review site in the spring – hoping for agreement by summer 2012.
- Lillooet River Warning System – Request for funding has been denied – will pursue other possible funding options.
- Grandmother Slough – formed a working committee consisting of Mt Currie Band, VOP, SLRD, Veronica and PVDD – meeting held November 25, 2011 – toured the slough and identified many goals such as; developing a plan, work within DFO window, request Provincial support, etc.
- Future Projects – 9 projects have already been identified for future works – it is very possible that there will not be any Government funding for 2012.

Other Items:

- Swamp Mats – will purchase Swamp mats so the excavator can work around water ways in an environmentally friendly fashion
- Ditches – Steve to meet with Bryce Ronayne regarding some of the upper valley drainage ditches.

8. CORRESPONDENCE**A. ACTION REQUIRED**

1. From: VOP Re: S054-Subdivision Referral Package (C. McIvor) – staff to send letter requesting that the PVDD be kept informed of the progress and that a comprehensive storm water management plan be submitted for review.
2. From: MoFL and NRO Re: Map Reserve No. R072043 over that part of District Lot 203, LD (the “Land”) for maintaining and upgrading existing dykes for flood protection purposes (R92J.037)
 - this Map Reserve expires May 14, 2012 – staff to respond in writing:

Moved/Seconded

That the PVDD still requires this Map Reserve and will provide an updated site plan to the Ministry of Forests, Lands and Natural Resource Operations as requested. **CARRIED**

B. INFORMATION

1. From: MoFL and NRO Re: License No. 241803 (30 years commencing November 3, 2011)
2. From: Michael Ross Re: Ryan Creek North
3. To: Response to VOP Re: OR110-Rezoning Application – Harrow/Portage Road.
4. From: MoCS and CD Re: Bylaw No. 197 – Indemnification Bylaw – has been registered
5. From: A C & D Insurance Services Ltd. Re: Commercial Insurance Amendments
6. To: Response to VOP Re: Benchlands Phase 1 App Package Dec 2002 Whitehead and Webster
 - Response letter to be revamped – changes as follows:

Moved/Seconded

That the PVDD request that the Village of Pemberton implement a storm water management plan to ensure that directed storm water is not negatively impacting existing ditches, waterways, fields or roadways.

CARRIED

9. NEW BUSINESS

1. Expenses – Gifts in lieu of payment for work related helicopter rides – Board agrees

10. LATE BUSINESS

11. ADJOURNMENT

The meeting was adjourned at 9:27pm.

Chair

Administrator