

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 824th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, January 17, 2013 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, C. McIvor, B. Ronayne (*late – 7:15 pm*)
 Staff: S. Flynn, P. Fotsch and K. Bergen
 VOP Rep: M. Richman

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 December 20, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Meeting Procedure Bylaw review

Trustees were given copies of Meeting Bylaw 185 to become familiar with it, as many were not board members when the bylaw was adopted. The secretary reported on some recommendations from the Ombudsman report for closed meetings, noted the last section of the bylaw regarding committee procedures and suggested that the bylaw be reviewed again after the new Improvement District Manual is released.

6. REPORTS

A. SECRETARIES REPORT - MOTION TO RECEIVE

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

2. Secretaries informed the trustees that Pia is working the annual extra hours

Moved/Seconded

That the Secretaries Report be received

CARRIED

B. OPERATIONS AND MAINTENANCE – MOTION TO RECEIVE

1. Lillooet River Sediment Removal – Steve reported that CME testing results revealed that gravel from the Voyageur Bar is considered to be an asset and gravel from the Beem and Belkin Bars are considered to be a liability. Doing the job over a 2 year period was considered, but decided against, as new approvals would be required and unforeseen issues could arise. Following lengthy negotiations the final offer from CME to complete the total project in 2013 was reduced from \$252,000 to \$197,750. The negotiations committee unanimously recommended that the final offer from CME be accepted.

Moved/Seconded

That the Board of Trustees accepts CME's amended proposal of \$197,750.00 for complete gravel removal in 2013.

CARRIED

Moved/Seconded

That the O & M Report be received.

CARRIED

2. Tiyata

The trustees agreed that a reimbursement strategy for the engineered plans can be negotiated when Tiyata gets to a point where they require the plans to proceed.

7. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: DFO Re: Authorization for Works, Undertakings or Activities Affecting Fish Habitat – *(signed copy)*
2. To: Cam McIvor Re: Sunstone Ridge Development
3. To/From: Ministry of Forests, Lands and Natural Resource Operations Re: Sunstone Ridge Dev *(emails)*
4. To/From: Village of Pemberton, Jeff Westlake Re: Poplar Road Lift Station
5. From: Ministry of Community, Sport and Cultural Development Re: 2013 Annual Reporting Requirement

8. NEW BUSINESS

9. LATE BUSINESS

10. INCAMERA

That pursuant to Section 90(1)(c) 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.

At 7:40 pm the meeting was moved to in camera.

Rise without report at 7:45 pm.

11. ADJOURNMENT

Motion to adjourn at 7:45 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 824th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, February 21, 2013 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: S. Flynn, P. Fotsch and K. Bergen
VOP Rep:

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Lillooet River IPPs – See New Business 2.

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 17, 2013 meeting be adopted as amended.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

A. OPERATIONS AND MAINTENANCE - MOTION TO RECEIVE

1. O & M Report

*Note: the Legal fees for the composure of the CME and NHC Agreements were high but they are excellent templates for impending agreements which could help reduce future expenses.

Moved/Seconded

That the Operations & Maintenance report be received.

CARRIED

2. Draft Budget – District Maintenance Portion presented to Board. Final Draft to be prepared for March 21, 2013 meeting.

Steve Flynn left the meeting for another scheduled engagement.

B. SECRETARIES REPORT – MOTION TO RECEIVE

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. Court of Revision

Moved/Seconded

That the Court of Revision date be set for Thursday, March 28, 2013

CARRIED

3. AGM Date – Secretaries to book room at the Community Center and confirm with Allison MacDonald her availability for the position of Returning Officer.

Moved/Seconded

That the Annual General Meeting date be set for Thursday, April 11, 2013

CARRIED

4. Auditor April Andiel was in the office February 14, 15 and 18. Financial statements are expected for review for the March meeting.

7. CORRESPONDENCE

A. ACTION REQUIRED

1. MFLNRO Re: Dike Management and Inspection Training Workshop scheduled for Wednesday, March 27, 2013 – 9:00am – 4:30pm at the Port Coquitlam City Hall – Steve Flynn has registered.
*Note: Steve recently attended the continuation of the Emergency Management and Defense Research & Development Canada Stakeholders Workshop from November 2012 - very informative – great workshop.

B. INFORMATION

1. From: Delcan Re: Sunstone Ridge Development Storm Water Management Plan – topic discussed and Board agreed to wait for the next level of approvals before any further action is taken.
2. From: Doug Bourhill/Lauren Kerr email Re: Status of the Letters Patent approvals and Improvement District Manual amendments. Doug will provide bi-weekly updates until the LP is approved. The new version of the IDM has been completed and will be available for viewing soon. Lauren will provide the link when it becomes available.
3. From: Steve Flynn Re: Lillooet River Sediment Removal Contract – see O & M Report

8. NEW BUSINESS

1. Bereavement Leave – Employment Standards Act states that an employee is entitled to up to 3 days of unpaid leave on the death of a member of the employee's immediate family. Ministry of Labour states that it is up to the employer to decide if the leave is paid or unpaid.
- a sample Bereavement Leave Policy was presented to the Board – to be revisited at the next meeting.
2. Lillooet River IPPs – Chair McLeod expressed some concerns and asked that the Inspector of Dikes office be contacted to ask if they had been involved in the consultation and approval process for these IPPs.

9. LATE BUSINESS

10. INCAMERA

11. ADJOURNMENT

Motion to adjourn at 8:05 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 826th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, March 21, 2013 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, B. Ronayne, R. Stacey and C. McIvor
Staff: S. Flynn, P. Fotsch and K. Bergen
VOP Rep: M. Richman

1. PETITIONS AND DELEGATIONS

1. George Henry and Niki Madigan of the Pemberton & District Museum & Archives Society presented the Pemberton Valley Dyking District Board and Staff with the very first Pemberton "Heritage Award of Merit" in recognition of its success in preserving the original period qualities of a structure that reflects the history and heritage of time in which the PVDD office building was constructed.

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 February 21, 2013 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. AGM – Room "B" booked for Thursday, April 11, 2013 – 6:30 – 9:00 PM
 - Allison MacDonald has confirmed her availability for the Returning Officer position at the AGM
 - Pia will not be available for the AGM – Steve will assist Kathie if necessary.
2. IPPs - the Inspector of Dikes John Pattle had not been contacted regarding the IPPs nor had anyone from the Flood and Groundwater group but they do not typically receive these referrals. Scott Cosman of Flood and Groundwater suggested contacting the Water Allocation Section of FLNRO if wanting to explore how approvals under the Water Act are administered.
 - Chair McLeod to forward links regarding these IPPs to Trustees and Staff so that a more informed discussion can be held at a future meeting regarding this topic
3. Bereavement Policy - staff to investigate further and draft a PVDD sample bylaw for next meeting.

6. REPORTS

A. OPERATIONS AND MAINTENANCE - *MOTION TO RECEIVE*

1. O & M Report

- Birkenhead River - the PVDD has joined forces with the VOP, SLRD and the Lil'wat Nation to seek immediate provincial cooperation and funding to mitigate the current threat of serious flooding from the Birkenhead River with potential to cause damage to Continental Log Homes, flooding of several SLRD and Lil'wat Nation residents and damage to a large section of BC HWY 99 and surrounding area.
- Ryan Wainwright of the SLRD composed a letter addressed to the Honourable Ministers Shirley Bond and Terry Lake, on behalf of the concerned parties, regarding this issue.

Moved/Seconded

That the request for funding be supported by signing of the letter Re: Imminent Threat from Birkenhead River.

CARRIED

Moved/Seconded

That the Operations & Maintenance report be received.

CARRIED

2. Annual Report – a draft copy of the Annual Report was presented. Steve will make some minor adjustments and expand on the Lillooet River Sediment Removal section in preparation for presentation at the AGM.

B. SECRETARIES REPORT – MOTION TO RECEIVE

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. Draft Financial Statement – A discussion arose regarding the large receivable amount concerning the Engineered Plans for Pemberton Creek. It was agreed that a conference call be arranged between the Auditors, Trustees McLeod, McIvor, Stacey and PVDD Staff to discuss this matter. Roger to outline discussion - Secretaries to arrange call.
3. Draft Budget – requires some tweaking and Secretaries to provide Tax samples using different Mill Rates for next meeting.
 - Board agreed that available funds shown on the Capital Project Fund spreadsheet should be decreased by \$250,000 in favor of the Sediment Removal project
 - Secretaries to investigate the cost of iPads or a competitive product for Board members to use for meeting purposes – would save paper, time and money in the long run.

7. CORRESPONDENCE

A. ACTION REQUIRED

1. To: Provincial Government Re: Imminent Threat from Birkenhead River – discussed and signed under the O & M report section

B. INFORMATION

1. From: BDO Re: Engagement Letter

8. NEW BUSINESS

9. LATE BUSINESS

10. INCAMERA

11. ADJOURNMENT

Motion to adjourn at 8:53 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 827th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, April 18, 2013 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, B. Ronayne, R. Stacey and C. McIvor
Staff: S. Flynn, P. Fotsch and K. Bergen
VOP Rep: M. Richman (left meeting @ 8:00 PM)

1. PETITIONS AND DELEGATIONS

2. ELECTION

1. Cam McIvor nominated – Brenda McLeod – accepted

There were no other nominations – Brenda was re-elected as Chair by acclamation.

3. INTRODUCTION OF LATE ITEMS

1. Press release – see Section 10 - New Business – Item 1.

4. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

5. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the March 21, 2013 meeting be adopted as presented.

CARRIED

6. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Draft Bereavement Policy – 3 PVDD samples were provided – Board agreed on Draft #1 with a few changes. Policy to be drawn up with suggested changes and presented at the May meeting for adoption.
2. Ipads/Tablets – Board agreed to the purchase of Ipads for Trustees and Staff for use at the meetings to reduce paper waste and increase efficiency.

Moved/Seconded

That 7 Ipads with the appropriate configurations for Board and Staff usage be purchased.

CARRIED

7. REPORTS

A. SECRETARIES REPORT – MOTION TO RECEIVE

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. 2012 Statement of Financial Position – 2 copies signed
3. 2013 Mill Rates

Moved/Seconded

That the 2013 Residential rate be set at \$0.72 and the minimum taxation amount be increased to \$157.50.

CARRIED

4. 2013 Budget – to be finalized for presentation and adoption at the May meeting.
 - Capital Funds – as there was no Government funding this year the Capital Project Fund reserve was largely reduced with the cost of the Lillooet River Gravel Removal project. The Board agreed to direct

\$30,000.00 over and above the regular \$25,000.00 annual contribution, to re-establish the balance for future projects.

5. 2013 Tax Sale Date

Moved/Seconded

That the 2013 Tax Sale be held on Friday, August 30, 2013 at 2:00 PM.

CARRIED

6. 2013 AGM Minutes – reviewed – to be approved at the 2014 Annual General Meeting.

- Regarding comments from Mayor Sturdy at the AGM, the Board agreed to provide notification to the VOP, SLRD, Trails Association and other community minded entities of future gravel removal plans and notices will be placed in the local papers prior to extraction.

B. OPERATIONS AND MAINTENANCE - *MOTION TO RECEIVE*

See copy of report in the Operations and Maintenance binder.

Moved/Seconded

That the Operations & Maintenance report be received.

CARRIED

8. BYLAW

1. 2013 Taxation Bylaw

Moved/Seconded

That Bylaw 201 – 2013 Taxation Bylaw be adopted as presented.

9. CORRESPONDENCE

A. ACTION REQUIRED

1. To: BDO Re: Letter of Representation – signed
2. To: NSCU RE: BIS Account withdrawal - signed

B. INFORMATION

1. From: Ryan Wainwright SLRD (email) Re: Birkenhead River Steering Committee/Funding Approved
2. From: Ministry of Justice Re: Flood Protection Program – Intake 2013 – Funding Application Package
3. From: Ministry of Justice Re: 2013 Funding Application Guidelines
4. From: BDO Re: Audit of the Financial Statements of Pemberton Valley Dyking District for the year ended December 31, 2012
5. From: BDO Re: Management Letter – Pemberton Valley Dyking District

10. NEW BUSINESS

1. Press Release – Staff to create a press release for submission to the local papers to thank all involved for their cooperation throughout the project and provide insight to the public on the fundamentals of the completed project.

11. LATE BUSINESS

12. INCAMERA

Moved/Seconded

That pursuant to Section 90(1, g) 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.

At 8:45 pm the meeting moved to In Camera
Rise without report at 8:53 pm

13. ADJOURNMENT

Motion to adjourn at 8:55 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 828th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, May 16, 2013 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, B. Ronayne and C. McIvor
 Staff: S. Flynn, P. Fotsch and K. Bergen
 VOP Rep: M. Richman

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Equipment Procurement Process – see Section 6B 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 April 18, 2013 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Bereavement Policy

Moved/Seconded

That the Bereavement Policy be adopted as presented. Effective date May 16, 2013.

2. Ipads – will be available for the June meeting.

6. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. 2013 Tax Roll Assessments

Moved/Seconded

That the 2013 Tax Roll totaling \$478,437.98 be adopted as presented.

CARRIED

3. 2013 Estimated Budget

Moved/Seconded

That the 2013 Estimated Budget be adopted as presented.

CARRIED

Discussion for future budgets:

- Capital Funds will be reviewed and adjusted annually
- Gravel Removal expenses to be shown separately from the other DM accounts. Staff to create Gravel Removal section in Chart of Accounts.

B. OPERATIONS AND MAINTENANCE

See copy of report in the Operations and Maintenance binder.

Equipment Procurement Process – questions have arisen regarding the procurement process for equipment – as previously resolved (see the March 26, 2009 meeting minutes) the Operations and Maintenance Manager has authority to hire appropriate contractors as required to perform efficiently. Any contractors wishing to discuss this further are welcome to contact O & M Manager Steve Flynn.

Moved/Seconded

That the Operations & Maintenance report be received.

CARRIED

7. BYLAW

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: NSCU RE: Notification of Name Change
2. From: MCS&CD RE: Registered copy of By-law No. 201 – cited as the “Tax Rates By-law, 2013”
3. From: L. Maynard Harry RE: St’at’lmc SEEDS conference June 19 – 21, 2013 in Lillooet BC – Secretaries to notify Mr. Harry that the O & M is not available for this conference.

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

Moved/Seconded

That pursuant to Section 90(1, g) 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.

At 8:14 pm the meeting moved to In Camera

Rising with report at 8:35 pm – letter to be sent informing Creekside residents of the PVDD’s roll regarding the Creekside Berm.

12. ADJOURNMENT

Motion to adjourn at 8:36 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 829th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, June 20, 2013 AT THE DISTRICT OFFICE – 7:00 P.M.**

The meeting was called to order at 7:10 pm.

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Correspondence sent to Creekside - WRM Strata Management & Real Estate Services Ltd. *(moved to Section 8.B.5)*

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 16, 2013 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

Refer to Operations and Maintenance Reports binder.

1. Birkenhead – The Risk Assessment Report to be forwarded to trustees.

7. BYLAW

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. Municipal Pension Plan Re: Employer Contribution Rate - down to 11.96%
2. MFLNRO – Inspector of Dikes Re: Application for Emergency Dike Construction – Pole Yard Dike
Staff to investigate ownership of the portion(s) of dyke located on private land. The project proposal should include costs to have the survey and right of ways completed if the PVDD is to accept maintenance responsibilities.
3. Village of Pemberton Revitalization Tax Exemption Bylaw No. 733, 2013
4. Young Anderson Newsletter www.younganderson.ca/publications/newsletter
5. To: WRM Strata Management & Real Estate Services Ltd. Re: Upgrades to Pemberton Creek Dyke.

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

Moved/Seconded

That pursuant to Section 90(1,g) of the Community Charter the Trustees of the Pemberton Valley Dying 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.

At 7:40 pm the meeting moved to In Camera.

Rise without report at 8:05 pm.

12. ADJOURNMENT

Motion to adjourn at 8:05 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 830th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, July 18, 2013 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, B. Ronayne and R. Stacey
 Staff: S. Flynn, P. Fotsch and K. Bergen
 VOP Rep: -

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

1. June 20, 2013 Minutes

Moved/Seconded

That the minutes of the June 20, 2013 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Birkenhead Risk Assessment Report

6. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. O & M Report

Refer to Operations and Maintenance Binder

- Lillooet Early Warning System – Applying for the Early Warning System funding is not considered a good option because funding does not cover the approximated annual maintenance costs (*less than \$20,000.00*).
- Staff to post two Birkenhead Reports and one Lillooet Sediment Removal Report to website on August meeting agenda for board to read.

Moved/Seconded

That the Operations and Maintenance Report be received.

CARRIED

7. BYLAW

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. To: Honourable Jordan Sturdy Re: Lillooet River Warning System (*from Lil'wat Nation, PVDD, SLRD & VOP*)
2. To: Honourable Suzanne Anton Re: Lillooet River Warning System (*from Lil'wat Nation, PVDD, SIRD & VOP*)

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

Motion to adjourn at 7:45 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 831st REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, September 19, 2013 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 and B. Ronayne (arrived 7:15)
 Staff: S. Flynn, P. Fotsch and K. Bergen
 VOP Rep: -

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

1. July 18, 2013 Minutes

Moved/Seconded

That the minutes of the July 18, 2013 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Birkenhead River – Flood Hazard Assessment and Mitigation Options –Final Report
2. Birkenhead River – Emergency Works – Construction Completion Report
3. Lillooet River Gravel Removal Project – Construction Completion Document

6. REPORTS

A. SECRETARIES REPORT

1. August - Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement
2. September - Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

3. Holidays – Kathie – October 7 – 10 Kathie to take 2 days of holiday time (office will be closed) and Pia to cover the other 2 days.

B. OPERATIONS AND MAINTENANCE

1. August - O & M Report
 Refer to Operations and Maintenance Binder
2. September – O & M Report (Verbal)
 - Beaver Control – will be hiring a trapper to help alleviate the beaver problems – Arn Canal will be top priority
 - Fall Readiness Patrol – rusting end of culvert, near B. Ronayne's, needs to be cut back and then have flap gate reattached
 - Door for the container at the Industrial Site has arrived and will be installed soon
 - Working on arranging a Desk Top Emergency Response workshop with VOP, SLRD and Lil'wat Nation – will have different scenarios available
 - Tuesday, September 17, 2013 had short Conference Call meeting re the Warning System with representatives from VOP, SLRD, Provincial Government and PVDD - since then Ryan Wainwright SLRD has received an encouraging phone call from EMBC regarding some possible funding

- A meeting will be held Tuesday, September 24, 2013 in Vancouver at Canada Place regarding the Warning System – Steve to attend in person and Chair McLeod to dial in

Moved/Seconded

That the Operations and Maintenance Report be received.

CARRIED

3. Ayers Dyke Upgrade Business Case V1 presented on the overhead screen – Board reviewed

A board resolution is required for Ayers Dyke Upgrade – PVDD Funding Portion

Moved/Seconded

That the Board deem it appropriate to fund 33% of the Ayers Dyke upgrade not to exceed \$170,000.00

CARRIED

The resolution was signed by all trustees.

4. VOP Unofficial Notes Re: Ayers Dyke Upgrade meeting held September 12, 2013 held at the Village Office
5. 2013 Questions (Steve Flynn) and Answers (Lotte Flint Petersen) Re: Ayers Dyke Upgrade
6. Equipment Rental Requirements – prior to renting out any other equipment, the trustees must first establish a bylaw which sets out the charge for renting the equipment
 - PVDD Bylaw 190 is for the excavator rental – Board agreed that no other equipment bylaw is required as no other equipment is to be rented out

7. BYLAW

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Ministry of Justice – Flood Protection Program Re: Request for Detailed Business Case for 2013 Application Intake Flood Protection Program – Ayers Dyke Upgrade
2. From: Ministry of Community, Sport and Cultural Development (email) Re: To the Secretary – Renewal Reserve Requirement – see New Business
3. To: VOP, SLRD, Lil'wat Nation Re: Ayers Dyke Upgrade Support
4. From: VOP Re: Ayers Dyke Response
5. From: Lil'wat Nation Re: Ayers Dyke Upgrade Letter of Support
6. From: SLRD to EMBC Re: Ayers Dyke Upgrade Letter of Support

B. INFORMATION

1. From: Greig Garland of Webster Engineering Re: Tiyata Flood Protection Discussion
2. From: SLRD Letter to Ministry of Forests, LRNO Re: Real Time Stream Flow Data
3. From: Louise Ludlam-Taylor Re: OGMA's in the Upper Lillooet River Riparian Areas
4. From: Young Anderson Newsletter - Link

9. NEW BUSINESS

1. Renewal Reserve – these funds will continue to be accounted for internally - Staff to draw up a draft Renewal Reserve Fund bylaw for next meeting

10. LATE BUSINESS

11. INCAMERA

Motion to move in Camera at 8:20PM

Moved/Seconded

That pursuant to Section 90(1,g) 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.

Rise without Report at 9:25

12. ADJOURNMENT

Motion to adjourn at 9:26 PM.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 832nd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, October 17, 2013 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, C. McIvor and B. Ronayne
 Staff: S. Flynn, P. Fotsch and K. Bergen
 VOP Rep: M. Richman

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

1. September 19, 2013 Minutes

Moved/Seconded

That the minutes of the September 19, 2013 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Renewal Reserve Draft Bylaw – Secretaries to bring final copy to next meeting for adoption.

6. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. October - O & M Report

Refer to Operations and Maintenance Binder

Additional notes:

- Lillooet Warning System – will continue to work on possible funding solutions for the maintenance of the system
- Birkenhead River - meeting regarding funding, to be organized in November with the Birkenhead River Technical committee (PVDD - project management only)
- Pemberton Creek SROW – regardless of the proposed development, it is important to obtain this right of way for maintaining PVDD existing works in the area

Moved/Seconded

That the Operations and Maintenance Report be received.

CARRIED

2. Ayers Dyke Upgrade – Amendment to Resolution of September 19, 2013

Moved/Seconded

That the trustees approve an amendment to the resolution of September 19, 2013 and agree to fund 1/3 of the \$601,472.00 upgrade costs.

CARRIED

7. BYLAW

8. CORRESPONDENCE

A. ACTION REQUIRED

- 1. From: Village of Pemberton Re: S056 Tiyata – Mill Site/Subdivision Application – Steve to communicate with Inspector of Dykes and then draft up letter for Board review before November 8th (comment response date)
- 2. From: Village of Pemberton Re: Ayers Dyke Project and Gate – Steve to respond and organize stakeholder information meeting regarding the dyking system so that all entities are familiar with dyking procedures and priorities.
 - Community engagement options are newsletters sent through the Assessment and Tax Notice mail outs, the PVDD website and the Annual General meeting.
 - The gate relocation request regarding the Friendship Trail needs further investigation (legal aspect, liabilities, etc.)
 - The airport road was recently surveyed. This will provide information on deficiencies, if any, from Highway 99 to Pemberton Creek. Results from the survey will be presented at the November meeting.

B. INFORMATION

- 1. From: Liz Andersen – Ministry of Community, Sport & Cultural Development Re: Boundary Amendment
- 2. From: Village of Pemberton Re: Letter of Support for Ayers Dyke Project (Original and Revision #1)
- 3. From: Municipal Pension Plan Re: Pension Contribution Increase for July 2014

9. NEW BUSINESS

- 1. 2013 Christmas Dinner – Staff to make reservations for Thursday, December 05, 2013 at the Black Squirrel Restaurant

10. LATE BUSINESS

11. INCAMERAZA

Motion to move in Camera at 8:55 PM

Moved/Seconded

That pursuant to Section 90(1,g) 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

Rise without Report at 9:35

12. ADJOURNMENT

Motion to adjourn at 9:36 PM.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 833rd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, November 21 , 2013 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 and B. Ronayne
Staff: S. Flynn, P. Fotsch and K. Bergen

Chair McLeod advised that she had just spoken with Roger Stacey on the phone. As Roger is currently working out of town his attendance at meetings may be limited, but he is willing to conference in. Last time checked, it was not possible for board members to attend meetings electronically, therefore Roger will not vote and staff will look into this again for next meeting.

Moved/Seconded

That the trustees agree to make every attempt to conference Roger in to meetings when available and to consider his input when voting.

CARRIED

Roger joined the meeting on speakerphone.

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

1. October 17, 2013 Minutes

Moved/Seconded

That the minutes of the October 17, 2013 minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Xmas Dinner update - Black Squirrel confirmed for December 5, 2013 – 6:30 pm. Dinner selections and transportation discussed.

6. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. November - O & M Report

Moved/Seconded

That the O&M Report be received.

CARRIED

Birkenhead Gravel Removal-discussion

Moved/Seconded

That the trustees authorize Steve, in his discretion, to offer project management and one hundred-fifty excavator hours, with conditions, to the project.

CARRIED

7. BYLAWS

- 1. Bylaw No. 202 - A bylaw to establish a renewal reserve fund for the maintenance, replacement, upgrading or renewal of existing works

Moved/Seconded

That Bylaw No. 202 be adopted as presented.

CARRIED

- 2. Bylaw No. 203 – A bylaw to authorize the execution of an agreement with HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA (the “Province”)

The trustees reviewed the agreement in Correspondence 8.A.2 regarding the Licence of Occupation over a section of Pemberton Creek Dyke.

Moved/Seconded

That Bylaw No. 203 be adopted as presented.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

- 1. From: Graham Haywood – Lil’wat Nation Re: Crown Land ROW Enquiry

The trustees agreed to give the go ahead to install the proposed hydro line over the Map Reserve. Steve to inform the band.

- 2. From: Ministry of Forest L&NRO Re: File No. 2410851 – Your Application over Crown Land – Pemberton Creek

The licence of occupation agreement was signed. *(see also Bylaw No. 203 above)*

B. INFORMATION

- 1. To: VoP Re: Ayers Dyke Project and Gate
- 2. To: VoP Re: SO56 Tiyata Mill Site
- 3. From: Email from Lotte Flint-Petersen (MoFL&NRO) to VoP Re: SO56 Tiyata Mill Site
- 4. From: Young Anderson Re: Annual Local Government Seminar

9. NEW BUSINESS

- 1. Letters Patent Boundary Reduction

Moved/Seconded

That District Lot 4101 and 3131 be excluded from the Pemberton Valley Dyking District boundary, together with the IR lands.

CARRIED

10. LATE BUSINESS

11. INCAMERA

Motion to move In Camera at 8:35pm.

Moved/Seconded

That pursuant to Section 90(1)(i) 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

Rise without report at 8:50 pm.

12. ADJOURNMENT

Motion to adjourn at 8:50 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 834th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, December 19, 2013 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 and C. McIvor
Staff: S. Flynn, P. Fotsch and K. Bergen

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Letter for Niki Madigan (*see Late Business*)

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

2. November 21, 2013

Moved/Seconded

That the minutes of the November 21, 2013 minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Electronic Meeting Attendance – There are not any provisions to allow for holding electronic meetings in the improvement district section of the Local Government Act. Improvement districts have asked that the legislation be updated in this regard. Trustee Stacey can participate in meetings however he cannot vote or be counted in the quorum.

6. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. December O&M Report
 - Preliminary O&M Budget

Moved/Seconded

That the O & M Report be received.

CARRIED

2. Copy of Lil'wat Funding Request to AANDC – Birkenhead River

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: MoFL&NRO Re: Licence No. 242490 – Pemberton Creek

9. NEW BUSINESS

1. Pia will be using a vacation day on December 27, 2013. The office will be closed.

10. LATE BUSINESS

1. Niki Madigan

Moved/Seconded

That Chair McLeod be authorized to sign a letter of confirmation for Niki Madigan on behalf of the trustees.

CARRIED

11. INCAMERA

Motion to move In Camera at 7:15 pm.

Moved/Seconded

That pursuant to Section 90(1)(i) 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.

Rise without report at 8:05 pm.

12. ADJOURNMENT

Motion to adjourn at 8:10 pm.

Chair

Secretary