

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 881st  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, January 18, 2018 AT THE DISTRICT OFFICE – 7:00 pm**

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The meeting was called to order at 7:04 pm.

Present:                   Chair:                   B. McLeod  
                                  Trustees:               B. Mitchell, J. Beks, C. Gilmore, B. Ronayne  
                                  Staff:                   S. Flynn, S. Miller and P. Fotsch  
  
                                  Other:                  T. Craddock – VOP Rep (left meeting at 7:40 pm)

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. December 21, 2017 Meeting Minutes

Moved/Seconded

**That** the minutes of the December 21, 2017 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**6. REPORTS**

A. OPERATIONS AND MAINTENANCE

1. O&M Report January 2018 – Verbal

- Long Term Water Approvals – Steve met with Dave Sutherland of FLNRO. The Water Sustainability Act does not permit Long Term approvals. Each application must be reviewed individually but an alternative method would be to submit all proposed Non Emergency project applications in one package in January of each year to be processed as one application, which would be much more efficient than submitting each one separately.
- For Long Term approvals to occur the Act would have to be changed and First Nations would have to be in support of this change.
- PVDD currently has a five year water licence on the Lillooet River ending in 2019. Another application will be submitted for another five year term. An application for a Water Licence on Miller Creek has been submitted. A licence application for Pemberton Creek will also be submitted.
- Lillooet River Early Warning System – a meter gauge was installed underneath the Forestry Bridge. The numbers are a bit small, but will still be a good high water indicator.

Moved/Seconded

**That** the January 2018 O&M Report be received.

**CARRIED**

2. Draft 2018 Five Year Plan

3. Draft 2018 O&M Budget

Both the Five Year Plan and Budget were well presented. S. Flynn to make a few changes and represent at a future meeting for Board approval.

B. SECRETARIES REPORT

1. January, 2018 Secretary Report

Moved/Seconded

**That** the January, 2018 Secretaries Report be received.

**CARRIED**

2. Then new email address: [admin@pvdd.ca](mailto:admin@pvdd.ca) is now operational
3. Savings Account/GIC 2017 Contribution – Scotia Bank recommended that PVDD change the current Power savings account (0.02%) to a Dual Rate savings account (0.90%). Board agreed – P. Fotsch/S. Miller to make necessary changes. The 2017 annual contribution to the Project Renewal Reserve Fund will be invested in a Cashable GIC.
4. Website Upgrade – Vibe9 quote was presented. P. Fotsch/S. Miller to inquire with other web developers regarding pricing.
5. Computer/Server Upgrade Information:
 

P. Fotsch' s & S. Miller's main computer	purchased -September 25, 2013
Secondary Computer	purchased - April 5, 2014
Newman Server	purchased - August 24, 2012
S. Flynn's laptop	purchased - January 28, 2013

All except for the secondary computer to be replaced in 2018. IT Pharmacy has provided a quote for the laptop and will forward quotes for the remainder to be included in the 2018 budget.

6. Co-Administrator Permanent Part Time Position: closing date for applications is Thursday, January 25, 2018. Six applications have been received to date. Once all resumes are in, staff will review and short list, then schedule interviews. All resumes will be forwarded to the Board. Trustee J. Beks will attend interviews.

## 7. BYLAWS

## 8. CORRESPONDENCE

### A. ACTION REQUIRED

1. Lot 28 SROW Amendment – received Plan EPP79436 showing the amended SROW and Form C Release for signing. The documents have been signed and witnessed and will be returned to T. Docking's office for the registration process. Once registered at Land Titles, a final copy will be returned to PVDD.

### B. INFORMATION

1. EMBC Claim Approval for Projects 1, 5 and 6 – these projects have been completed and final payment received. A total of \$426.43 claimed was deemed ineligible.
2. DFO/PVDD Email Correspondence RE: Letter of Credit Requirements – Letters of Credit will be required for all future project applications. This requirement has been acknowledged by the PVDD and is currently working on developing a letter of credit with its financial institution.

## 9. NEW BUSINESS

## 10. LATE BUSINESS

## 11. OPEN QUESTION PERIOD

## 12. IN-CAMERA

Moved/Seconded

**That** pursuant to Section 90(2)(b) 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 8:06 pm the meeting moved to In-camera

Rise with report at 8:28 pm – PVDD boundaries and extreme slide scenarios were discussed.

## 13. ADJOURNMENT

The meeting was adjourned at 8:29 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 882nd  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, February 15, 2018 AT THE DISTRICT OFFICE – 7:00 pm**

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The meeting was called to order at 7:05 pm.

Present: Chair: B. McLeod  
Trustees: B. Mitchell, J. Beks, C. Gilmore (7:10pm), B. Ronayne  
Staff: S. Flynn (Left meeting at 7.36pm), S. Miller and Kerry Teitzel  
Other: T. Craddock – VOP Rep (left meeting at 7:55 pm)

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. January 18, 2018 Meeting Minutes

Moved/Seconded

**That** the minutes of the January 18, 2018 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

- Trustees and staff welcomed Kerry Teitzel as the new Co-Administrator to work alongside of Pia Fotsch.

**. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report February – Verbal
- Flood Plain Mapping Project –S. Flynn updated the Board on the status of the project mentioning that the project is currently four-six weeks behind due to Lidar upgrading on the provincial level. He mentioned that the last Lidar data was received back in 2009. The final report is tentatively set to be completed sometime in May.
  - 2018 Capital Projects- S. Flynn has completed the application process for all Board approved 2018 projects with DFO and is currently waiting for the approvals.

Moved/Seconded

**That** the February 2018 O&M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

1. February 2018 Secretary Report

Moved/Seconded

**That** the February 2018 Secretaries Report be received.

**CARRIED**

2. Draft 2018 Budget
3. Draft 2018 Mill Rates
4. 2018 AGM dates- Tentative April 12, 2018

Moved/Seconded

**That** the approved AGM date is set for April 12, 2018.

**CARRIED**

5. 2018 Bank Signing Authority Letters to be signed. Board of Trustees have been notified that they will have to sign documents at the PVDD's financial institute.
6. Court of Revision – tentative date: March 29, 2018

Moved/Seconded

**That** the approved Court of Revision date is set for March 29, 2018.

**CARRIED**

- 7. 2018 Returning Officer – Allison MacDonald NOT available this year. Staff and Board will look into filling the position for the next AGM
- 8. Auditors – February 7, 2018
- 9. Tax Sale Date: August 24, 2018

Moved/Seconded

**That** the approved Tax Sale date is set for August 24, 2018.

**CARRIED**

- 10. Cost of Living Increase – 2.1%

**7. BYLAWS**

**8. CORRESPONDENCE**

A. ACTION REQUIRED

- 1. Groundwater Licence for Myrtle Meadows Inc. from Front Counter BC. Optional response for this application to be submitted before March 3, 2018. The Board has asked for more information regarding the property in question. Staff are to look into this and report back to the Board via email.

B. INFORMATION

- 1. Work Safe BC Confined Space Initiative

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. OPEN QUESTION PERIOD**

**12. IN-CAMERA**

Moved/Seconded


**That** pursuant to Section 90 (1)(C) & Section 90 (2) (B) 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.

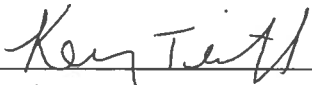
At 7:56 pm the meeting moved to In-camera

Rise with report at 8:07 pm – PVDD boundaries and staffing changes

**13. ADJOURNMENT**

The meeting was adjourned at 8:08 pm.

  
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 Chair

  
 \_\_\_\_\_  
 Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 883rd  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, March 15 , 2018 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present:                   Chair:                   B. McLeod  
                                  Trustees:               B. Ronayne, C. Gilmore and J. Beks (late arrival)  
                                  Staff:                   S. Flynn, P. Fotsch and K. Teitzel  
  
                                  Other:                  Russel Mack – SLRD and Ted Craddock - VOP

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. February 15, 2018 Meeting Minutes

Moved/Seconded

**That** the minutes of the February 15, 2018 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

1. Staehli Talbot ROW follow up – the statutory right of ways that the PVDD were considering taking over from Staehli Talbot Holdings would not be beneficial so will not be following through on this matter. The PVDD does have SROW 35277 which covers some of the Miller Creek dykes on the upper side of the bridge.
2. 2018 Tax Sale – not required at this time.
3. Province of BC Groundwater Licence Referral – PVDD responded – No comment at this time
4. 2018 AGM – confirmed for Thursday, April 12, 2018 at the Pemberton Community Center at 7:00 pm

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M March 2018 Verbal Report

- Green River Quarry – will be spreading out the burn pile to ensure there are no Hot spots to help prevent any unwanted burning
- Miller Creek Weir – have DFO approval now just waiting for Provincial approval. Will be working on one side in the spring when it is dry and then will wait for the Fish Window to do the other side.
- 2018 Projects – have some approvals and confident that will have the others in time for project start ups
- From: nhc Monica Mannerstrom: Re: Flood Plain Mapping Project – received Work Summary No. 2 – will be forwarding a Sediment Budget (volume) Report which will be a great asset – the Province’s 2009 Lidar data was inadequate as it was recorded in high water levels so not as helpful as anticipated – have meeting scheduled for March 28<sup>th</sup> in Vancouver – Neil Peters (ex Inspector of Dykes) will also be attending the meeting

Moved/Seconded

**That** the March 2018 Verbal O&M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

**1. March 2018 Secretaries Report**

Moved/Seconded

**That** the March 2018 Secretaries Report be received.

**CARRIED**

**2. 2018 Returning Officer – Melissa Sutherland VOP Admin Assistant**

Moved/Seconded

**That** Melissa Sutherland be appointed as the Returning Officer for the 2018 Annual General Meeting.

**CARRIED**

**3. 2018 Mill Rates**

Moved/Seconded

**That** the 2018 Residential Mill Rate be set at \$0.56 per one thousand dollars of assessed value and that the minimum tax rate be increased to \$190.90.

**CARRIED**

**4. 2017 Draft Financial Statements – reviewed for adoption at 2018 AGM**

**5. Letter of Representation & Statement of Management’s Responsibility for Financial Reporting – signed**

**6. Draft 2017 AGM Meeting Minutes – reviewed for adoption at 2018 AGM**

**7. Draft 2017 SGM Meeting Minutes – reviewed for adoption at 2018 AGM**

**8. Voting Procedure Policy**

Moved/Seconded

**That** the revised Voting Procedure policy be adopted as presented.

**CARRIED**

**7. BYLAWS**

**1. Bylaw No. 231 – 2018 Tax Rates Bylaw**

Moved/Seconded

**That** Bylaw 231 – 2018 Tax Rates Bylaw be adopted as presented

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

**1. Certificate of Signing Officers Documents from BlueShore Financial – signed**

**2. From: Emergency Management BC Re: Spring Seasonal Readiness Workshop April 17, 2018 in Squamish – Steve and Kerry are registered to attend**

**B. INFORMATION**

**1. From: EMBC – DFA department re: DFA Recovery Plan Final Payment/Supporting Documents for Projects 2, 3, and 4**

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. OPEN QUESTION PERIOD**

VOP Rep – Ted Craddock asked if it was mandatory for the PVDD to have a Reserve fund – Not mandatory. It is the Board’s responsibility to be financially prepared for emergencies as there is often a delay in receiving the Provincial Emergency funds to cover repairs and emergency funding is not guaranteed.

**2. IN-CAMERA**

Moved/Seconded

**That** pursuant to Section 90(2)(a) and 90(2)(b) 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.

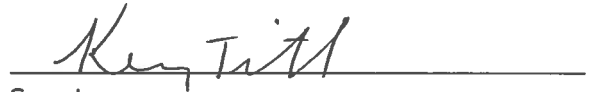
At 8:00 pm the meeting moved to In-camera  
Rise with report at 8:44 pm – PVDD boundaries and audit information

**13. ADJOURNMENT**

The meeting was adjourned at 8:44 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT**  
**Minutes OF THE 884 th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD**  
**Thursday, April 19, 2018 AT THE DISTRICT OFFICE – 7:00 P.M.**

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meeting was called to order at 7:10 pm.

Present: Chair: B. McLeod  
Trustees: J. Beks, B. Ronayne, C. Gilmore, A. Bush  
Staff: P. Fotsch, K. Teitzel and S. Flynn  
Other: VOP Rep: T. Craddock, SLRD Rep: R. Mack

**1. ELECTION**

J. Beks nominated B. McLeod who accepted. After three calls nominations were closed and Brenda McLeod was re-elected as Chair by acclamation.

**2. PETITIONS AND DELEGATIONS**

**3. INTRODUCTION OF LATE ITEMS**

**4. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**5. ADOPTION OF PREVIOUS MEETING MINUTES**

1. February 15, 2018 Amended Meeting Minutes

Moved/Seconded

**That** the minutes of the February 15, 2018 meeting be adopted as amended.

**CARRIED**

2. March 16, 2018 Meeting Minutes

Moved/Seconded

**That** the minutes of the March 16, 2018 meeting be adopted as presented.

**CARRIED**

3. April 12, 2018 AGM Minutes

- Reviewed only- to be adopted at 2019 AGM

**6. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**7. REPORTS**

A. OPERATIONS AND MAINTENANCE

1. April 2018 O&M Report-verbal

- Currently inspecting culverts, flap gates and beaver dams for damage. Doing repairs to be ready before high water. There was damage to Fritz's culvert. Pemberton Creek dyke near Kym's rotten culvert which can be fixed, should be done Monday.

-Going to Ryan Dyke with backhoe and excavator to perform repairs from cattle damage and cottonwood tree cleanup.

-Estimating one week for repairs before high water. Checking everything before freshet.

Moved/Seconded

**That** the April 19, 2018 O&M Report be received.

**CARRIED**



**B. SECRETARIES REPORT**

## 1. April 2018 Secretaries Report

Moved/Seconded

**That** the April 19, 2018 Secretaries Report be received.**CARRIED**

## 2. 2018 Assessment Tax Roll Final

Moved/Seconded

**That** the 2018 Assessment Tax Roll be approved as presented.**CARRIED**

## 3. 2018 Authenticated Tax Roll. The 2018 completed Tax Roll totaling \$604,871.65 was presented.

Moved/Seconded

**That** the 2018 Authenticated Tax Roll be adopted as presented.**CARRIED**

## 4. 2018 Budget

Moved/Seconded

**That** the 2018 Budget be adopted as presented.**CARRIED**

## 5. 2018 5 Year Plan/Capital Projects

Moved/Seconded

**That** the 2018 5 Year Plan/Capital Projects be adopted as presented.**CARRIED**

## 6. 2018 Projected Cash Flow Report

-For review only

## 7. 2018 Auditor Appointment

Moved/Seconded

**That** BDO Canada LLP be retained as the 2018 Auditors for the Pemberton Valley Dyking District.**CARRIED****8. BYLAWS****9. CORRESPONDENCE****A. ACTION REQUIRED**

1. From Jennie Helmer – Paramedic Ambulance Station Re. Gate key and access for Clover to Airport Dyke for Emergency Road Closures. Staff to write response to Jennie Helmer that PVDD want to involve VOP and SLRD to engage in a united emergency plan for long road closures by RCMP and investigate safety and insurance for those accessing the dyke in emergency vehicles. T. Craddock and R. Mack will bring up issue at next VOP and SLRD meetings.

**B. INFORMATION**

1. To: VOP Re. VOP Boundary Extension Information and Presentation. For review only.
2. From: MoFLNRO Re: Confirmation Letter Approval#2006095 Project Changes in and about Miller Creek
3. From: VOP Re: Payment of Lillooet River Early Warning Systems Invoice. Staff to provide further invoice information to VOP and follow up on invoice payment. Future maintenance and repairs will be budgeted and discussed with all cost share partners.

**10. NEW BUSINESS****11. LATE BUSINESS**

**12. OPEN QUESTION PERIOD**

SLRD Rep – Russel Mack asked if there was a budget for the Lillooet Early Warning System for ongoing maintenance and repairs? – Not yet as these costs are still being assessed during first year of regular operation. Once an annual budget is set correspondence will be sent to engage all cost share partners.

**13. INCAMERA**

Moved/Seconded

**That** pursuant to Section 90(2)(b) 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**

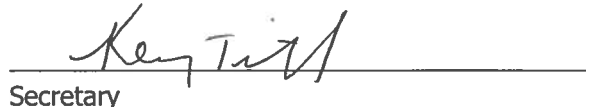
At 8:16 pm the meeting moved to In-camera  
Rise with report at 8:44 pm – PVDD boundaries

**14. ADJOURNMENT**

The meeting was adjourned at 8:44 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT**  
**Minutes OF THE 885 th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD**  
**Thursday, May 17, 2018 AT THE DISTRICT OFFICE – 7:00 P.M.**

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meeting was called to order at 7:08 pm.

Present: Chair: B. McLeod  
Trustees: C. Gilmore, A. Bush  
Staff: P. Fotsch, K. Teitzel and S .Flynn  
Other: VOP Rep: T. Craddock, SLRD Rep: R. Mack

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. April 19, 2018 Meeting Minutes

Moved/Seconded

**That** the minutes of the April 19, 2018 meeting be adopted as presented.

**CARRIED**

2. March 15, 2018 Amended Meeting Minutes

Moved/Seconded

**That** the minutes of the March 15, 2018 meeting be adopted as amended.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. May 2018 O&M Report

-Lillooet River Warning System draft annual budget was presented for repairs, maintenance and flow measurement station maintenance prepared by NHC. The total annual cost is estimated to be \$9,000 which would be \$2,250.00 per partner if costs are shared four ways.

-Mowing has started by Tyler, estimated 5 more weeks to complete, Tyler's dad will take over when Tyler leaves for 3 weeks for a prior commitment.

-All dike inspections are complete and repairs were made to Ryan dike. All other dikes look good.

-2018 Freshet Patrols found a few issues; Belkin Ditch Flap Gate, North Arm Culverts, Arn Canal Outlet Culverts

-2018 Freshet Forecasting: Water Survey Canada has recently adjusted the rating curve which has resulted in a large change in anticipating what to expect and when on Lillooet River. Based on this new rating curve and most recent forecast at this time the Lillooet is forecasted to hit 625 m3/sec (equivalent to old 875 m3/sec) which could be sustained for a long period of time. Possible results are Lillooet back flow up Pemberton Creek and the Arn will need pumping, low lying unprotected areas such as IR 1&2, Mount Currie Old Site and everything in between could see water, North Arm Channel could require completion of Hydrostatic Berm, Ryan River Dike could see very little freeboard, other flap gates could fail.

-Current pro-active measures: A 12" diesel pump from Canadian Dewatering was ordered by PVDD and SLRD under a task number and will be delivered Friday 18 May to the Arn Canal for pumping and a second pump will be available by Saturday 20 May. The PVDD excavator has been moved to the Pemberton Creek Dike in the vicinity of the Arn Canal. The PVDD patrol volunteers have been notified and are standing by. The PVDD has sent out daily notifications to the SLRD, VOP and Lil'wat Nation. The SLRD is prepared to open an EOC should it be required. The PVDD will be on patrol and relaying information and potentially requesting support over the weekend.

\*It was noted that the board would like to discuss pumps on the Arn Canal when not in freshet season.

Moved/Seconded

**That** the May 17, 2018 O&M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

- 1. May 2018 Secretaries Report

Moved/Seconded

**That** the May 17, 2018 Secretaries Report be received.

**CARRIED**

**7. BYLAWS**

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

- 1. Blue Shore Signer Change Documents – Brenda sign one further spot.

**B. INFORMATION**

- 1. From: VOP, Lena Martin Re. Payment of Lillooet River Early Warning Systems Invoice
- 2. To: Jennie Helmer, Paramedic Ambulance Station Re. Emergency Ambulance Dyke Access
- 3. From: Joe Stonehouse, ACD Insurance Re. Insurance for Emergency Vehicles on Dykes
- 4. To: VOP, SLRD, Lil'wat Re. Flood Plain Mapping Meeting 11 June 2018 @ 10.00 AM @ NHC North Vancouver
- 5. From: VOP Re. Shipping Containers, Outdoor Storage and Landscaping Regulations

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. OPEN QUESTION PERIOD**

**12. INCAMERA**

Moved/Seconded

**That** pursuant to Sections 90 (1)(c) and 90(2)(b) 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 8:20 pm the meeting moved to In-camera

Rise with report at 9:04 pm – PVDD boundaries, Employee 3 Month Review and Lillooet River Early Warning System

**13. ADJOURNMENT**

The meeting was adjourned at 9:04 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT**  
**Minutes OF THE 886 th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD**  
**Thursday, June 21, 2018 AT THE DISTRICT OFFICE – 7:00 P.M.**

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

Present: Chair: B. McLeod  
Trustees: C. Gilmore, A. Bush, J. Beks  
Staff: P. Fotsch, K. Teitzel and S .Flynn  
Other: VOP Rep: T. Craddock

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. May 17, 2018 Meeting Minutes

Moved/Seconded

**That** the minutes of the May 17, 2018 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**6. REPORTS**

A. OPERATIONS AND MAINTENANCE

1. June 2018 O&M Report

-Mowing has been suspended due to fire hazard and will continue once the hazard has reduced. There is about 6 days of mowing left to complete all dykes. The tractor is in for general repairs during this break in mowing.

- Freshet Forecasting: the Lillooet River has risen considerably during the current heat wave but seems to have stabilized at the 500 m3/sec discharge rate. At this time there are no major issues to report however if moderate to heavy rain was to occur it would greatly increase the discharge rate. Staff will continue to monitor.

- Flood Plain Mapping – On June 11<sup>th</sup> a meeting was held at the NHC office North Vancouver to introduce the project outcomes to the Pemberton Valley local governments. The meeting was attended by the SLRD, VoP, Lil'wat Nation and the PVDD. The project is not finalized but is expected to be completed by late August/early September.

- Wil Hilsen of NHC has requested permission for use of the report for the purpose of the preparation of an academic paper being created by one of the NHC staff geomorphologists for presentation at a conference in the USA in December 2018.

Steve has forwarded the request to EMBC for guidance in our response to the request as they funded the project 100%.

Moved/Seconded

**That** the PVDD will follow the lead from the Province on how to respond to the request and should permission be granted for the report to be presented in the USA recognition of the Province for funding the project and the PVDD and local community for initiating the project should be noted. Release of the report will be time sensitive and must be coordinated with all parties involved so the information presented is uniform.

**CARRIED**

Moved/Seconded

**That** the June 21, 2018 O&M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

1. June 2018 Secretaries Report

Moved/Seconded

**That** the June 21, 2018 Secretaries Report be received.

**CARRIED**

**7. BYLAWS**

**8. CORRESPONDENCE**

A. ACTION REQUIRED

B. INFORMATION

1. Correspondence regarding Sewage Dumping on Green River FSR – Campers/RVs
2. From: VoP Re: Village of Pemberton Boundary Extension Initiative - terminated

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. OPEN QUESTION PERIOD**

**12. INCAMERA**

Moved/Seconded

**That** pursuant to Section 90(2)(b) 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 7:39 pm the meeting moved to In-camera

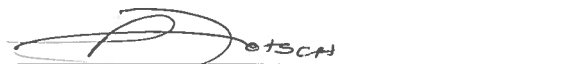
Rise with report at 8:08 pm – PVDD boundaries and Lillooet River Early Warning System

**13. ADJOURNMENT**

The meeting was adjourned at 8:08 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 887th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, August 16, 2018 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present:                    Chair:                    B. McLeod  
                                 Trustees:                B. Ronayne, A. Bush, J. Beks and C. Gilmore – 7:09 pm  
                                 Staff:                    P. Fotsch, K. Teitzel and S. Flynn  
  
                                 Other:                    R. Mack – SLRD and T. Craddock - VoP

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. June 2018 Minutes

Moved/Seconded

**That** the minutes of the June 21, 2018 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**6. REPORTS**

A. OPERATIONS AND MAINTENANCE

1. O&M Report – August 2018

Summary:

- 2018 Projects – Arn Canal Vegetation "DRY" – completed August 16, 2018
  - Arn Canal Vegetation "WET", Festival Grounds/McRae Road maintenance and North Arm Channel maintenance projects to be completed by first week in September
  - Pemberton Creek UMCZ Side Channel Restoration – to be completed when the lowest water conditions exist in September
  - Miller Creek Weir Right Bank Sediment Removal – when water elevation decreases in September this project will be evaluated to see if it passes a cost benefit analyses – if does will be completed in end of September – if doesn't permits will be extended to 2019
  - Excavator Repairs – unexpected repairs but in good shape now
  - Lillooet River Early Warning System – VoP agrees to support a funding contribution of 25% of costs associated with maintenance and operation for 2018 and moving forward
  - LREWS – meeting set for Tuesday, September 4, 2018 – 1:15 at PVDD office Re: training, joint maintenance costs, joint monitoring plan and annual operating budget.
  - Ayers Dyke – bank issue in close proximity to the dyke discovered during August 15, 2018 boat inspection – will need repair prior to fall freshet – cost estimated at \$25K
  - Boat Launch – PVDD approached to help find a solution for a reliable launch on the Lillooet River – Board agreed that this is not a priority at this time – Steve to respond to request
  - VoP Downtown Enhancement Plan – Staff attended two meetings to date and expressed concerns regarding: parking (Steve presented diagram of suggestions concerning PVDD parking – Board approves), drainage, business interruptions during construction and timeline for input
  - Flood Plain Mapping Draft Final Report – received today – need more time to thoroughly review – will finalize with nhc by August 31<sup>st</sup> - once finalized report will be shared with Emergency Program Managers from the SLRD, VoP and Lil'Wat Nation – after reviewing a joint communications plan,

update of all current emergency response plans, identification and prioritization of weaknesses in flood protection in the Valley, and development of a plan to address these issues by priority will be required. Report to be released to public following finalization.

Moved/Seconded

**That** the August 2018 O&M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

- 1. August 2018 Secretary Report

Moved/Seconded

**That** the August 2018 Secretaries Report be received.

**CARRIED**

**7. BYLAWS**

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

- 1. Email from Wil Hilsen NHC to Steve Re: Geomorphologist Academic Paper
- 2. EMBC Response Re: Academic Paper

**B. INFORMATION**

- 1. Letter to VoP Re: Lillooet River Early Warning System Support
- 2. Pique Article 2 Aug 2018 Lillooet River Early Warning System
- 3. Lillooet River Early Warning System – Meeting
- 4. Email from VoP Downtown Enhancement Workshop
- 5. Email Correspondence Follow Up on Downtown Enhancement

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. OPEN QUESTION PERIOD**

**12. IN-CAMERA**

Moved/Seconded

That pursuant to Section 90(2)(b) 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 7:56 pm the meeting moved to In-camera

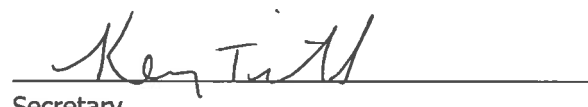
Rise with report at 8:48 pm – PVDD Boundaries, Tax Litigation Update and Flood Plain Mapping

**13. ADJOURNMENT**

The meeting was adjourned at 8:48 pm.



Chair



Secretary



**PEMBERTON VALLEY DYKING DISTRICT**  
**MINUTES OF THE 888th**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES HELD**  
**Thursday, September 20, 2018 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present:           Chair:           B. McLeod  
                  Trustees:       B. Ronayne, A. Bush, J. Beks  
                  Staff:           P. Fotsch, K. Teitzel and S. Flynn  
  
                  Other:          T. Craddock - VoP

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. August 2018 Minutes

Moved/Seconded

**That** the minutes of the August 16, 2018 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – September 2018

Summary:

- 2018 Projects

- Arn Canal Vegetation "DRY" – Completed.
- Arn Canal Vegetation "WET" – Completed.
- Festival Grounds/McRae Road maintenance – Completed.
- North Arm Channel Maintenance – Completed.
- Pemberton Creek UMCZ Side Channel Restoration – Due to notification from the province that they will not get the approval completed until the 2019 fish window this project is postponed until next year.
- Miller Creek Weir Right Bank Sediment Removal – Due to unfavorable water conditions an extension to the provincial and DFO authorizations will be requested to complete this work in 2019.
- Clover Rd South Ditch – At the request of land owners the ditch that runs through properties on the East side of Clover Rd. south was cleaned of mostly fallen cotton wood debris. It is now in good shape.
- Ayers Bank Repair – It has been difficult scheduling this repair due to scheduling conflicts with Sabre. It looks like it will get completed the week of September 24th.
- Slide gate installations – There are a few flap gate that are very unreliable and Steve will be having slide gates made locally to install on the land side of these culverts to address backflow concerns.
- Lillooet River Early Warning System-A staff level stakeholders meeting was held on September 4th. At this meeting it was decided that the monitoring would be equally shared by all stakeholders and that a \$2000/year/partner would be considered a good approach to the funding model. A final monitoring plan will be completed prior to Oct 1 2018. The PVDD will continue to stick handle the maintenance of the system should repairs be required. The VOP is now fully paid up to date and the partnership arrangement is now functioning very well.

- Sunstone Referral SO73-The PVDD has received a referral package to comment on from the VOP for new development on the Sunstone hillside property. The package has no information related to storm water management that Steve could find in the first read through of the documents. The PVDD referral response from the previous Sunstone development referral request was re-sent and re-requested the information from the previous referral be provided regarding the storm water management plan and its effect on the PVDD ditch. It was noted the PVDD will not be commenting on this most recent referral request until receiving information on the ditch and pond construction in the area since 2013. The Board advised Steve to wait for VOP to respond by the 24<sup>th</sup> September as indicated in VOP email. A special PVDD meeting may need to be held regarding the need for access to the storm water management plan for this development.
- Industrial Park Ditch Covering Request at 1391 Carpenter Road in Industrial Park from Brendan Martin - Board advised Steve to respond to request that the ditch may be covered if all required permissions and approvals are obtained from the VOP and Lil'wat Nation, a qualified Environmental Consulting company is engaged to ensure all environmental laws and regulations are complied with and that all required licenses, authorizations and approvals including but not limited to Provincial Water Allocations and Federal Department of Fisheries and Oceans are obtained by the land owners. Construction must be conducted to meet or exceed provincial and municipal storm water best practices principals and no permanent structures can be constructed on the statutory-right-of-way.
- Flood Plain Mapping - The project is now completed. On September 18th, a staff level meeting was held and the PVDD presented the report to the key staff of all stakeholders. Also discussed was:
  - Communications Plan - It is planned that the PVDD will do a presentation to the elected officials from all local governments on Sept 27th and that the report will be jointly released to the public on Oct 4th. A written statement from the Chairs, Mayor and Chief of the local governments will be included in the communications release. The release will also include a FAQ section to help the public understand the situation.
  - Emergency Response Plan-A plan was developed to address emergency response plan updates. This process has begun and a deadline of September 2019 was adopted for completion of the updates. This plan will include the Lillooet River Early Warning system and Mount Currie.
  - The PVDD will work on identifying and prioritizing logical upgrades required to improve the flood protection infrastructure in the valley.
  - All stakeholders will work together to identify and apply for all funding opportunities available for flood protection works.
- Dyke Inspections-Steve has begun the fall dyke inspections and will have all dykes inspected by Sept 28th. During a recent inspection of the Ryan Dyke it was noticed that Squamish Mills is using a 250m section of the Ryan Dyke as a haul road for logging trucks. Steve has made them aware that this is not authorized and that repairs to the dyke as a result of the hauling will be required to be completed by September 28th, they have agreed to comply with this request.

Moved/Seconded

**That** the September 2018 O&M Report be received.

**CARRIED**

## B. SECRETARIES REPORT

### 1. September 2018 Secretary Report

Moved/Seconded

**That** the September 2018 Secretaries Report be received.

**CARRIED**

## 7. BYLAWS

## 8. CORRESPONDENCE

### A. ACTION REQUIRED

1. Letter From VOP Re Gravel Extraction Procurement Request Aug 21 2018-Steve to email Nikki Gilmore at VOP that PVDD wants to help local governments as much as possible as well as remain fair to all local governments therefore PVDD will notify all local governments as gravel becomes available for sale and determine requirements of each local government.

2. Email From Front Counter BC Re Groundwater License Application Comment Request Aug 28 2018-Board has no comment at this time.
3. Letter From VOP Re Sunstone Ridge SO73 1B Referral Letter August 24 2018-Discussed in O&M Report
4. 2018 PVDD Christmas Staff Board Dinner Venue List-Last week of November or first week of December, staff to gather availability and cost information on two options.

**B. INFORMATION**

1. Letter From VOP Re Downtown Enhancement Project Next Steps Sept 6 2018
2. Letter From VOP Re Lillooet Warning System Invoice Payment Sept 5 2018
3. Email From UBCM Re 2018 UBCM Group Benefits Renewal Aug 31 2018
4. Email From Tim Napier Re Friendship Bridge Construction Concerns Aug 29 2018

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. OPEN QUESTION PERIOD**

- Ted Craddock commented that the Friendship Trail Bridge construction pilings are 47 metres deep.
- Ted Craddock commented that all VOP building and development applications must have water drainage plans done before ISL will approve the plans. Ted says he will speak to Nikki Gilmore and ask for PVDD to receive the storm water drainage plans for Sunstone before September 24<sup>th</sup>.

**12. IN-CAMERA**

Moved/Seconded

That pursuant to Section 90(1)(c) and 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**

At 8:31 pm the meeting moved to In-camera

Rise with report at 8:48 pm – Staff annual reviews preparation, Storm water drainage plans for new developments

**13. ADJOURNMENT**

The meeting was adjourned at 9:30 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 889th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, October 18, 2018 AT THE DISTRICT OFFICE – 7:00 pm**

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The meeting was called to order at 7:02 : pm.

Present:                   Chair:                   B. McLeod  
                                  Trustees:             B. Ronayne, A. Bush, C. Gilmore  
                                  Staff:                 P. Fotsch, K. Teitzel and S. Flynn  
  
                                  Other:                T. Craddock - VoP

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. September 2018 Minutes

Moved/Seconded

**That** the minutes of the September 20, 2018 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – October 2018

▪ Flood Plain Mapping Project

Lotte Flint-Peterson with EMBC asked that the Province have an opportunity to review the report before it is released to the public. In an email response from Mitchell Hahn, P.Eng. Inspector of Dikes, Head, Flood Safety Section received on 16<sup>th</sup> October received comments that the province has no concerns regarding the science and methodologies used by NHC to develop the Lillooet River flow regimes and flood plain maps and found the report to be conservative in nature and not precedent setting and the report takes into account climate change impacts which is now required of such reports in BC. An independent review by a qualified professional may require further evidence of the establishment and verification of their approach. The province also noted; it is recognized that adoption of the conservative methods used and the findings proposed may have implications of importance outside of health and safety (such as economic), but they do not see the report presenting an increase to risk to public health or safety. The province suggested exercising Section 4.4 of EGBC's "Professional Practice Guidelines - Legislated Flood Assessments in a Changing Climate in BC", which provides the District an avenue to follow up with an independent qualified professional not previous associated with the project if they seek further comfort in their decision making which states "*An independent peer review is an additional level of review beyond the minimum requirements of Bylaw 14(b)(2) that may be undertaken for a variety of reasons .... a local government or other Approving Authority may request an independent peer review to support project approval*"

▪ Emergency Response Managers Meeting 16th October

A meeting was held on October 16 that included the Emergency Response Managers from the PVDD, SLRD, Lil'wat Nation and VOP.

Notes and Actions from our Tuesday meeting:

-In terms of using 40 year or 100 year data for flood modelling, the Province has responded to the PVDD that while they do not take a view one way or the other, the approach taken by NHC is conservative but not precedent setting and that essentially taking into account climate change effects is encouraged.

-The working group agrees that the NHC report can now be considered 'final' and that the public release of the report should proceed with a first step being a meeting to brief the elected officials.

-Action: RW to email CAO/COOs to find an agreed date for this briefing (complete, tentatively Dec 4th)

-There are three funding opportunities to advance flood preparedness, resilience and hazard mitigation:

1. CEPF 2018 - Evacuation Route Planning funding, \$25K per application (so 3 jurisdictions could jointly apply for \$75K). These funds would support traffic modelling and mapping of evacuation routes for the various flood scenarios outlined in the NHC report. Deadline: Nov 30, 2018 and requires a Board/Council resolution to be included with the funding application.

2. ICIP - Disaster Adaptation, Resilience and Mitigation funding, \$96M fund and will fund 100% of eligible costs. Deadline: Jan 23, 2019.

3. CEPF 2019 - Flood Mitigation funding, up to \$750K per application. No details released yet about eligible costs and application period is likely to be October 2019.

-None of these funding streams support gravel removal as an eligible cost, so lobbying provincial and federal governments to gain traction on this issue seems to be the only current option.

-Action: SLRD to circulate ICIP program notes and links for review (complete)

-An application to upgrade the Ring Dike and Pole Dike would substantially increase flood protection for all three jurisdictions

-Action: (SLRD/VOP/Lil'wat) to get agreement to proceed with an ICIP application from SLRD, Village and Lil'wat respectively, and to commit to the staff and external costs to complete an application which meets all the requirements to be considered. Agreement to proceed required urgently if we are to meet a Jan 23, 2019 deadline to complete the application.

-Action: SLRD to complete a draft outline of an Interim Flood Response Plan by December 17, 2018 and circulate for input and comment by the working group. Initial flow rate trigger points are agreed to be 500m<sup>2</sup>/s (= High Streamflow Advisory = pumping), <500m<sup>2</sup>/s (= Flood Watch = Evacuation Alert), 750m<sup>2</sup>/s (= Flood Warning = Evacuation Order).

-Lil'wat is engaging a consultant to perform a gap analysis on the Birkenhead Floodplain mapping and would like to include the Lillooet River Floodplain assessment also.

-Next meeting date to be determined based on coordinating funding applications and progress of other action points.

-The ICIP Fund is a rare opportunity to apply for 100% of required infrastructure funding. However, time to apply is short with a January 23 deadline, the application requirements are complex and the application itself will likely incur some external costs to get detailed engineering cost estimates and project scope assessment. A Board/Council resolution supporting the application must be included and the application documents include the wording for this resolution.

Link to all documents: <https://www2.gov.bc.ca/gov/content/transportation/funding-engagement-permits/funding-grants/investing-in-canada-infrastructure-program/rural-northern-communities>

Notes:

Eligible Projects: Adaption, Resilience and Disaster Mitigation Outcomes (3.2.4)

- Total funding pool \$95M across all funding streams
- The SLRD, Village and Lil'wat qualify for 100% funding if awarded as population under 5,000
- Recipients must demonstrate commitment and ability to fund operations and maintenance over life of infrastructure (~50 years)
- Recipients must commit to fund cost overruns and project contingency (alongside risk management plan to mitigate and avoid such costs)

- Regional districts may make one application per community, councils may make one application per intake(no current indication of future intakes)
- Deadline is 23 January 2019 (67 business days to prepare detailed application from 15 Oct 2018)
- Requires a Board or Council resolution from all parties/beneficiaries to the application
- Third party organizations cannot prepare the application, it must be the local government(s) directly
- Application must demonstrate increased structural capacity to adapt to climate change and natural disaster impacts
- Target projects must be completed within 5 years of funding being awarded and by 2027 at the latest
- Application must include a Detailed Cost Estimate, including project planning, design/engineering, construction/materials, other eligible costs and contingency calculations.
- If project is shortlisted and <\$10M, then additional assessments are required, including a Climate Change Resilience Assessment. Link: <https://www.infrastructure.gc.ca/alt-format/pdf/guidelines-lignes-directrices/climate-lens-general-guidance-2018-05-28.pdf>
- Holidays  
Steve will be on holidays from Thursday Oct 25 to Sunday Nov 4, 2018.

Moved/Seconded

**That** the October 2018 O&M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

1. October 2018 Secretary Report

Moved/Seconded

**That** the October 2018 Secretaries Report be received.

**CARRIED**

**7. BYLAWS**

Bylaw No. 232 – Snow Clearing 2018-19 Bylaw

Moved/Seconded

**That** Bylaw 232 – Snow Clearing 2018-19 Bylaw be adopted as presented

**CARRIED**

**8. CORRESPONDENCE**

A. ACTION REQUIRED

B. INFORMATION

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. OPEN QUESTION PERIOD**

-Ted Craddock said thank you for the experience as VOP representative working with PVDD.

-Ted Craddock also commented that he would like to work towards solutions and specially two items from last meeting;

1. Ted has requested VOP to copy (cc) board on all communication to PVDD

2. Ted would like a list from PVDD of all areas of concern, VOP to employ an engineer to address areas of PVDD concerns at development sites, hopefully can be accomplished within two weeks, Sunstone site tour with VOP engineer

**12. IN-CAMERA**

Moved/Seconded

**That** pursuant to Section 90(1)(C)(G) and 90(2)(B) 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 7:34 pm the meeting moved to In-camera

Rise with report at 9:23 pm – Annual employee reviews, Storm water drainage plans for new developments, PVDD Boundary Expansion

**13. ADJOURNMENT**

The meeting was adjourned at 9:23 pm.

  
Chair  
Secretary

grammar

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 890th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, November 15, 2018 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present:	Chair:	B. McLeod
	Trustees:	A. Bush, C. Gilmore, J.Beks
	Staff:	P. Fotsch, K. Teitzel
	Other:	T. Craddock – VoP
	Guests:	Cam McIvor, Tammy McIvor

**1. PETITIONS AND DELEGATIONS**

Cam McIvor presented the Sunstone Ridge Developments Ltd Phase 1 Storm Water Management plan as prepared by Webster Engineering Ltd. A copy of the Storm Water Management plan for construction and a copy of the memorandum outlining the revision to the SRD Phase 1 Storm Water Management plan was left for review.

- Cam summarized the plan indicating pre-development runoff level must equal post-development runoff level which the plan ensures.

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the agenda be approved as presented.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. October 2018 Minutes

Moved/Seconded

**That** the minutes of the October 18, 2018 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – November 2018

Flood Plain Mapping Project

- There is an elected officials briefing booked for December 4, 2018 at 10:00am at the Pemberton Community Centre. The briefing will be facilitated by Steve and Monica Mannerstrom from NHC providing a summary of the report. Following the Elected Officials briefing there will be a 1 hour technical briefing for key staff from all local governments to discuss flood construction levels and other issues. The 4 local governments will be sharing the costs of the briefing which is expected to be approximately \$2,000 total / \$500 each.
- The joint communication release of the report will be released on December 5<sup>th</sup>. The release and the report will be posted on all local governments web sites.
- Steve will be working on the next steps including; prioritizing projects, developing high level cost estimates for projects and working with other stakeholders to secure funding.

Engineers & Geoscientists BC Seminar November 21, 2018

- Steve will be attending this seminar as it will be a great opportunity to learn the provinces plan for floods, as well as being a good opportunity to discuss funding requirements and overall a good networking opportunity..

Moved/Seconded

**That** the November 2018 O&M Report be received.

**CARRIED**



**B. SECRETARIES REPORT**

1. November 2018 Secretary Report

Moved/Seconded

**That** the November 2018 Secretaries Report be received.

**CARRIED**

**7. BYLAWS**

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

**B. INFORMATION**

1. Letter From VOP Re VOP Board Liaison 7 Nov 2018
2. Letter From Ministry of FLNR Re Order For Change Approval 31 Oct 2018 Miller Creek
3. Email To Ryan Carriere UBC Re Meager Monitoring Info 5 Nov 2018
4. Email To LTSA Surveyor General Re Accretion Referral 23 October 2018

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. OPEN QUESTION PERIOD**

-Ted Craddock asked if the board would like a site inspection at Sunstone Ridge Developments arranged.

-Board responded that they do not feel it is required at this time, maybe in December or at a later date.

**12. IN-CAMERA**

Moved/Seconded

**That** pursuant to Section 90(1)(C)(G) and 90(2)(B) 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 8:10 pm the meeting moved to In-camera

Rise with report at 8:32 pm – Annual employee reviews, Storm Water Management plans for new developments, PVDD Boundary Expansion

**13. ADJOURNMENT**

The meeting was adjourned at 8:32 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 891st  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, December 20, 2018 AT THE DISTRICT OFFICE – 7:00 pm**

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The meeting was called to order at 7:02: pm.

Present:                   Chair:                   B. McLeod  
                                  Trustees:             A. Bush, C. Gilmore, J.Beks and B. Ronayne (arrived 7:31pm)  
                                  Staff:                 P. Fotsch, S. Flynn  
                                  Other:                None

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

**That** the O & M Report be moved to Late Items and that the agenda be approved as amended.

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. November 2018 Minutes

Moved/Seconded

**That** the minutes of the November 15, 2018 meeting be adopted as presented.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS**

**REPORTS**

A. OPERATIONS AND MAINTENANCE

1. O&M Report – December 2018 - Moved to No. 10. Late Items

B. SECRETARIES REPORT

1. December 2018 Secretary Report

Assessment Adjustment: Folio No. 01001.000

Moved/Seconded

**That** the December 2018 Secretaries Report be received.

**CARRIED**

**7. BYLAWS**

**8. CORRESPONDENCE**

A. ACTION REQUIRED

B. INFORMATION

1. Letter/Information from: BC Land Title & Survey Re: Application to the Surveyor General – File No. 0889167  
- Board to consider obtaining access right of ways to Crown Land at a later date.
2. Letter From SLRD: 2019 Representative – Russell Mack

**9. NEW BUSINESS**

**10. LATE BUSINESS**

O & M Report – December 2018

1. Flood Plain Mapping Report project - has been completed
2. FPM Projects – projects and action items required as a result of the FPM report include:

Items Completed:

1. Public Notification – Done

2. Interagency Notification – Done
3. Flood Plain Maps be adopted and FCLs be applied to future development – Done to the best of PVDD's knowledge
4. River Forecast Center be made aware of the update flood hazards in the Pemberton Valley – Done and all alerts and warning triggers have been updated.

Items in Progress:

1. Update Emergency Response Plans (ERPs) – meeting planned for January 24, 2019 – Interim plan to be completed by January 31, 2019
2. Additional modeling of the Birkenhead River – planning phase - option for consideration
3. Critical Dike Upgrades – several funding options exist – all to be considered/applied for either jointly, individually or otherwise
4. Local Authorities Review the depth and hazard rating maps to identify areas where dike breaching and flooding would have major impacts on existing development
5. MOTI and other agencies identify areas where road and rail access/egress can be improved to allow transport during high floods
6. Assess feasibility of installing sediment control structures up stream of the FSR Bridge
7. Analyze effectiveness and review removal volumes of the ongoing Lillooet River lower reach sediment management program
8. Reinstall gauge on the Birkenhead River – there has been preliminary discussion on this and a unified request should be made to Water Survey of Canada (WSC) to reinstall gauge
9. Updating hydraulic model every 5 to 10 years – to be considered in the PVDD 5 year plan
10. Lillooet River Early Warning Gauge needs to be monitored and maintained – this is ongoing between the VOP, SLRD, Li'Wat Nation and the PVDD
11. Observe peak flows and collect high water marks during large floods – regular operating procedure for the PVDD
12. Funding opportunities – funding is essential to the overall strategic plan to improve flood protection in the Pemberton Valley
13. Fotsch Corner – will assess if improvements are required to the rip rap in this area

2. Draft 2019 O & M Budget/5 Year Plan – Budgeting and updating the 5 year plan for 2019 is challenging as a result of the Flood Plain Mapping report recommendations and the unknown variables such as funding application costs and the dike upgrade project identification and prioritizing process that will not be completed until June 2019 at the earliest. Staff will work to answer as many unknown questions and have a detailed budget for Board consideration at the January 17, 2019 regular meeting.

## 11. OPEN QUESTION PERIOD

## 12. IN-CAMERA

Moved/Seconded

**That** pursuant to Section 90(1)(C)(G) and 90(2)(B) 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 8:39 pm the meeting moved to In-camera

Rise with report at 9:25 pm – Legal Advice, PVDD Boundary Expansion and O&M Wage Review

*Employee P  
Wage Review  
b*

**13. ADJOURNMENT**

The meeting was adjourned at 9.25 pm.



A handwritten signature in cursive script, appearing to read "B. Hood", written above a horizontal line.

Chair



A handwritten signature in cursive script, appearing to read "J. Scott", written above a horizontal line.

Secretary