

MINUTES OF THE 786th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY, JANUARY 21, 2010 AT THE DISTRICT OFFICE – 5:00 P.M.

The meeting was called to order at 5:07 pm.

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

1. PETITIONS AND DELEGATIONS

1. Leslie Clark from NSCU brought bank papers in for signing so the account can be opened. Secretaries to invest funds according to direction given by the Board.

2. INTRODUCTION OF LATE ITEMS

2. Machine time for Skateboard Park
3. Letters Patent/Voting Procedure Policy

3. APPROVAL OF AGENDA

Motion to approve the agenda. B. McLeod/D. Midgley **CARRIED**

4. ADOPTION OF PREVIOUS MEETING MINUTES

Motion to adopt the previous meeting minutes of December 17, 2009. D. Midgley/B. Mitchell
CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Taxation Review

Motion to raise the minimum tax to \$150.00. D. Midgley/C. McIvor
CARRIED
WITH 2 OPPOSED

6. REPORTS

A. SECRETARIES REPORT

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

Motion to receive. C. McIvor/D. Midgley **CARRIED**

In the future staff is to produce project completion reports showing whether or not projects were on budget.

B. OPERATIONS AND MAINTENANCE UPDATES:

1. 2010 DM Budget
The District Maintenance budget was reviewed. Staff to prepare a draft of the whole budget for next meeting.
2. Capital projects assessment
Trustees to complete assessment prepared by Jeff for determining the level of importance of future proposed capital projects.
3. Lidar information – how can the Lidar benefit the PVDD?
 - can aid in future dyke design or new alignments
 - fine-tunes conceptual plans without a lot of work
 - fine-tunes FCL's – current floodplain work based on 1970's info
 - applicable to every drainage system in the valley
 - updated ortho's
 - benefit for emergency response – will determine easiest avenue to evacuate water

Cost is \$64,500.00 – calibrating to local benchmarks will cost another \$900.00. Proposed cost shares-
 - PVDD – 35%
 - Mt. Currie/Village of Pemberton – 25% each
 - SLRD – 15%

Cost for PVDD would be \$23,000. Cannot replace survey work with Lidar but if it could save \$2,000.00 or more per year it will eventually pay for itself. Jeff to continue to work deal with other agencies.

4. Pemberton Creek Slushy – Task No.

Jeff was at the site at 7:30am and called for the excavators. Village was denied a task number from PEP. PVDD was denied and informed that not eligible for task no. Finally the village was issued one.

Staff is to let PEP know that it is completely inappropriate for PVDD to have claims going through the Village or SLRD. PVDD has its own infrastructure and needs to respond and submit its own claims. If necessary find out what legislation denies PVDD from being eligible for task no.

Updates:

5. Naylor's ROW

SLRD has made a proposal to the Naylor's that is still on the table. Jeff has not received a response from CN yet. Jeff to contact Gary Hanson of CN.

6. Rock Quarries

-Valleau's Pit - map reserve is expiring. Jeff was first informed that Ministry of Environment would be required to cancel the reserve and have it transferred to Ministry of Agriculture where it would be held for the PVDD. MOE decided instead to renew the reserve for 5 years and hold the pit for the PVDD.

- Suicide Hill Pit is within the Nairn Falls Park boundaries. Area of concern is under the power lines. Mike Bristol from Ministry of Environment will speak to parks department to see if anything can be done.

7. RFP's

- Jeff will have RFP's for next meeting. Lots of interest and six engineering companies are submitting. Jeff to make info available on web for review.

7. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

8. From: Ministry of Transportation Re: Preliminary Subdivision Approval – 580049 BC Ltd. File 01-006-25659

9. From: Ministry of Transportation Re: Preliminary Subdivision Approval – Raven's Crest Dev. Ltd. File 01-006-25316

10. To: Ministry of Forests and Range Re: McLeod's Grazing Application

11. From: Lil'Wat Nation (To Ministry of Rural & Community Development) Re: Removal of Mt. Currie Reserve lands – PVDD Boundaries

12. BC Assessment Notice

13. To: *Respective Landowners* Re: Manufactured Homes – Taxation Revisions

Motion to receive all correspondence. B. McLeod/D. Midgley

CARRIED

8. NEW BUSINESS

14. Tangible Capital Assets

Staff is to research how amortizing or not amortizing tangible capital assets might affect PVDD. Will it affect funding, borrowing etc? Trustees are interested in establishing a replacement value on dyking system. Staff to make final decision.

15. AGM Date – Set date and book community centre for April 15. Secretaries to contact Kathleen Angelski or Allison MacDonald to see if either of them would consider being appointed as returning officer.

9. LATE BUSINESS

1. Machine time for Skateboard Park

Jeff has been asked if the group could have some machine time to relocate material from Phare's to the park, and the Spirit Committee requested some excavator work at One Mile Lake for the Polar Bear Swim.

Jeff suggested that PVDD set up an equipment share agreement with the Village. Often the dyking district needs a backhoe etc. Hours could be recorded and traded by blue book rates. Borrower will pay lenders costs including lowbed, fuel and operator.

Motion that PVDD propose equipment share agreement with the Village of Pemberton. D. Midgley/B. Mitchell

CARRIED

Discussion that PVDD should not be out of pocket when donating the excavator to community group projects and should be acknowledged for its contributions. Secretary informed the Board payment has not been received from the last community group that used the excavator in November. D. Midgley will look into it.

Motion that when the excavator is to be used for "Board approved" community projects the respective community groups must acknowledge the dyking district's contribution and cover the PVDD costs including lowbed, fuel and operator's time. Contract must be signed to the same. C. McIvor/D. Midgley

CARRIED

Jeff to draw up a contract.

2. Letters Patent/Voting Procedure Policy

Secretary informed the Board that some wording on the proposed amendment to the Letters Patent conflicted with the wording in the Voting Procedure Policy.

Motion that wording in Letters Patent amendment be changed to agree with Voting Procedure Policy. B. Mitchell/B. McLeod

CARRIED

Secretary was informed that the amendment will not be in place before the next AGM in April therefore the PVDD will be required to follow the voting procedures as set out in the Letters Patent. Secretaries to make a policy procedure list for this AGM based on current Letters Patent.

10. ADJOURNMENT

Motion to adjourn at 7:25 pm.

Chairman

Secretary

**MINUTES OF THE 787th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY,
March 4, 2010 AT THE DISTRICT OFFICE – 5:00 P.M.**

The meeting was called to order at 5:12 pm.

Present: Chair: J. Sturdy
Trustees: B. McLeod, C. McIvor, D. Midgley, B. Mitchell (arrived late)
Staff: J. Westlake, K. Bergen, P. Fotsch

1. PETITIONS AND DELEGATIONS

1. Niki Madigan – reviewed Dyking District Records Management & Retrieval Project – guideline used for the project was RAD (Rules, Archival, and Destruction). Main activities were organization of records, maps, reports and creating a finding aid.

Recommendations - that both a Records Management and a Descriptive Policy be implemented.

- also presented proposal to finish minutes, deal with new material received from Jan MacFayden and organize the photos

Board agreed to discuss the proposal later in the meeting and let her know.

Niki thanked the Board and left the meeting at approximately 5:45 PM

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Motion to approve the agenda with the inclusion of the Late Items. B. McLeod/D. Midgley

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Motion to adopt the previous meeting minutes of January 21, 2010. B. McLeod/D. Midgley

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Pemberton Rotary Club – Staff to contact Mr. Ryan regarding payment of the outstanding invoice.
2. Returning Officer - Kathleen Angelski has expressed interest in the Returning Officer position.

Motion to offer \$25.00/hour up to a maximum of \$200.00 for the Returning Officer position at the 2010 AGM.

D. Midgley/C McIvor

CARRIED

3. Voting Procedures for 2010 AGM – document was revised so that the wording of the proposed policy coincides with that of the Letters Patent. Staff to bring comparison copies to next meeting for further review and contact Cathy Bickford requesting that the line referring to a "tied vote" be removed from the Letters Patent along with the other requested revisions.

6. REPORTS

A. SECRETARIES REPORT

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

Motion to receive. B. McLeod/D. Midgley

CARRIED

3. – Draft Budget

B. OPERATIONS AND MAINTENANCE UPDATES:

1. 2010 DM Draft Budget/Project Schedule – budget reviewed and discussed.

Motion to go In Camera at 6:12 PM:

That Pursuant to Section 90(1) (m) 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. C. McIvor/B. Mitchell **CARRIED**

Rise with report at 6:47 PM – Contract awarded to nhc northwest hydraulic consultants for Phase I

2. Lidar – the VOP and the Mount Currie Band are definitely interested in cost sharing – SLRD still considering.
 - Arn Canal Upgrades – areas to be addressed – Poplar Street to high school and upstream of the Wray property. Jeff will be meeting with High School and Stewardship Pemberton representatives regarding this project but not likely to be receiving funding assistance from either.

Motion to approve, in principle, the over all Draft budget as amended. C. McIvor/B. Mitchell **CARRIED**

7. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Verney Kho of Kia Ora Court Re: Manufactured Homes – Taxation Revisions – staff to reply stating that the action taken is in conformance with the Provincial Legislation and will reduce the overall tax burden.

B. INFORMATION

1. Email To: Greg Kanya and Mike Bristol, John Pattle of MOE RE: PVDD Access to PEP Resources
2. From: Transport Canada – Navigable Waters Protection Program RE: Application under the Navigable Waters Protection Act by Pemberton Valley Dyking District for Approval of the Dredging located at Miller Creek in the Province of British Columbia

8. NEW BUSINESS

1. Disaster Recovery Plan – to be reviewed – should be adopted as a policy at some point
 - The Board chose this time to discuss Niki's follow up proposal.

Motion to approve a \$3,000.00 budget for Niki to finish recording the remainder of the minutes and describe the culled portion of B. MacFayden's donated documents. B. McLeod/C. McIvor **CARRIED**

- Staff to inform Niki of the approval and Jeff to cull B. MacFayden's donated items prior to Niki starting her work.
- possible future projects – bylaws and photos

9. LATE BUSINESS

1. Stewardship Pemberton Society request for gravel for the One Mile Creek Nature Center.

Motion to provide material free of charge and loading of material at cost. Stewardship Pemberton to incur all other expenses. C. McIvor/B. Mitchell **CARRIED**

2. Integrated Land Management Bureau Re: Valteau's Pit. This Crown Land has been temporarily established as a Map Reserve on behalf of the Pemberton Valley Dyking District, due to its importance for quarrying purposes, for a 5 year period commencing February 19, 2010.
3. Lisa Griffith – forwarded the notes from the January 28, 2010 Technical Working Group meeting for the Sunstone Ridge Proposal.

10. IN CAMERA

* See Section 6. REPORTS

11. ADJOURNMENT

Next regular meeting be held Thursday March 25, 2010 at 5:00 PM

Meeting was adjourned at 7:20 pm.

Chairman

Secretary

**MINUTES OF THE 788th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY,
March 25, 2010 AT THE DISTRICT OFFICE – 5:00 P.M.**

The meeting was called to order at 5:05 pm.

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

1. PETITIONS AND DELEGATIONS

2. APPROVAL OF AGENDA

Moved/Seconded

That the agenda with the inclusion of the Late Item be approved as presented.

CARRIED

3. ADOPTION MINUTES

Moved/Seconded

That the minutes of the March 4, 2010 Meeting be adopted as amended.

CARRIED

4. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Kia Ora Court Response Letter
2. Rotary Club Outstanding Invoice – send another firm letter – Jeff and Dave to work on collecting
3. Draft Voting Procedure Policy – have 2 distinctly separate copies ready for AGM
- bring draft revised Letters Patent to next regular meeting for review

Moved/Seconded

That the AGM notices and newspaper ads include Voter and Candidate eligibility.

CARRIED

5. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid
3. Draft 2009/2010 Annual Report – Board to review and notify staff of any errors or omissions – Chair Sturdy to present report at the AGM
4. Court of Revision Date – April 22, 2010
5. Draft Financial Statements – to be reviewed

B. OPERATIONS AND MAINTENANCE UPDATES:

1. nhc Contract - design/recovery cost clarification (possible cost recovery to be examined at a later date)

Moved/Seconded

That the Board authorizes Jeff and Chairman Sturdy to execute the Phase 1 Design agreement based on the amendments and conditions that were discussed.

CARRIED

2. Miller Creek Gravel Removal – work to commence April 15th, weather permitting.
3. Pemberton Creek Dyke Repair – approximately 15m repair downstream of the Arn Canal culverts.
- Board would like drainage plan for Lot 5 Plan 5957 DL 203 LLD
4. Mike 11 Files (corridor model) – If Mike 11 model info was required for part of another contract – what would the value be – Jeff to investigate.

5. PEP Task Numbers

Moved/Seconded

That a Process Agreement be drawn up to present to the SLRD regarding PEP Task numbers. **CARRIED**

6. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Fisheries and Oceans Re: Arn Canal/Pemberton Creek Dyke erosion protection repair.
2. From: MoE Re: Application for Proposed Pemberton Creek Dike Protection Repairs, PVDD – Deputy Inspector of Dikes Review
3. From: Young, Anderson Re: Audit of Financial Statements – PVDD – Our File No. 46-95
4. From: Paul Vacirca KAS Strata 1994 Re: Request for Information – PVDD Bylaws

Moved/Seconded

That the correspondence be received as presented. **CARRIED**

7. NEW BUSINESS

8. LATE BUSINESS

1. Lillooet Lake/Tenasse Narrows

Moved/Seconded

That Flood Management strategies regarding the lower valley continue to be pursued. **CARRIED**

9. IN CAMERA

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**

At 6:28 the Board moved to In Camera

Rise without report at 6:35 PM

10. ADJOURNMENT

Meeting was adjourned at 6:35 pm.

Chairman

Secretary

**MINUTES OF THE 789th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY
April 22, 2010 AT THE DISTRICT OFFICE – 5:00 P.M.**

The meeting was called to order at 5:00 pm.

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

1. ELECTION

Nominees: Jordan Sturdy nominated by Cam McIvor – accepted

Brenda McLeod nominated by Bob Mitchell – accepted

Ballots were collected and counted resulting in Brenda McLeod as the new Chair for the 2010/11 term.

- Bank Signing Authority – Documents to be signed at the NSCU and BNS – ID required
- Meeting times moved to 7:00 pm for the summer sessions.

2. PETITIONS AND DELEGATIONS

3. INTRODUCTION OF LATE ITEMS

4. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

5. ADOPTION OF MINUTES

Moved/Seconded

That the minutes of the March 25, 2010 Meeting be adopted as amended.

CARRIED

6. 2010 AGM MINUTES

Moved/Seconded

That the minutes of the 2010 AGM minutes be received.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Rotary Club – outstanding invoice was paid in full by the Village of Pemberton
2. Disaster and Recovery Plan – Board to read – bring to next meeting for adoption
3. Letters Patent – to move forward with the completion of the amended Letters Patent, staff are to put all the necessary documentation in chronological order for review prior to the May meeting. Staff to contact Cathy Bickford of Community Development and get some firm answers on how to move forward and have a final print out of the Letters Patent by December 2010.

8. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE UPDATES:

1. Miller Creek Environmental Assessment for Gravel Removal – when the weir was built an EA was not requested. An EA is now mandatory to move forward in obtaining the right to remove gravel.

Moved/Seconded

That the Operations and Maintenance Manager move forward with the Miller Creek Environmental Assessment with a budget that is not to exceed \$15,000.00. **CARRIED**

- 2. Pemberton Creek Dyke – the Arn Canal site was repaired and also a section by the SLRD Office that had not been detected earlier. Both sections were completed within the Pemberton Creek Dyke Repair 01 budget.
- 3. Emergency Plan PEP # - at this point the PVDD is not qualified to obtain a separate task number. Jeff to continue investigating options and organize a protocol with the SLRD and VOP.
- 4. Lillooet Lake – Board to review the literature regarding the studies of the Narrow for the next meeting – decide from there whether to meet with the Mount Currie Band in further pursuit of lowering of the lake.
- 5. Miller Bridge – Jeff to investigate cost of an assessment re stability of bridge.
- 6. Suicide Hill Pit Application – still need support from MOE, IOD and Parks. Jeff to follow up with Jesse Morwood of MOT – Jordan to check with Village Council if interested in sharing the pit.
- 7. Tom Routh Drainage Ditch – the current ditch is ineffective and the PVDD does not have a right of way over it - Jeff to recommend that the ditch be relocated to the eastern boundary of the property and also contact MOT regarding a long term drainage plan for the area.
- 8. Mike 11 – Monica Mannerstrom of nhc concludes that the value of the KWL Mike 11 is of limited value to nhc - could be used on a comparison level and for fine tuning cross sections but PVDD already has cross sections. - agreement template now contains a clause pertaining to the rights of ownership for models.

9. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

- 1. From: nhc Re: Pemberton Creek Dyke Improvement Project, Phase 1 Consulting Services Contract – contract has been officially signed
- 2. From: DFO Francesca Knight Re: Proposed gravel removal on Miller Creek

10. NEW BUSINESS

11. LATE BUSINESS

12. IN CAMERA

13. ADJOURNMENT

Meeting was adjourned at 7:15 pm.

Chairman

Secretary

**MINUTES OF THE 790th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY
May 20, 2010 AT THE DISTRICT OFFICE – 7:00 P.M.**

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

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

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 MINUTES

Moved/Seconded

That the minutes of the April 22, 2010 Meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Disaster and Recovery Plan

Moved/Seconded

That the Disaster and Recovery Plan for the Records of the Pemberton Valley Dyking District be adopted as a guideline manual.

CARRIED

NSCU Signing Authority Documents were signed. Trustee Ronayne to go to the Credit Union to fill out an individual form.

2. Letters Patent

Moved/Seconded

That a consolidated copy of the Letters Patent be requested from Ministry of Community and Rural Development.

CARRIED

3. PEP Task Number – Jeff to follow up.

4. Lillooet Lake – Jeff to identify cost of modeling – provide info to Mount Currie Band and arrange meeting to discuss both the Lillooet Lake and Birken Head impacts.

5. Miller Bridge – Phil Read to provide assessment.

6. Suicide Pit – Parks Area Manager John Tisdale is interested in further discussions regarding the pit location – Village considering partnering with PVDD in obtaining pit.

6. REPORTS

A. SECRETARIES REPORT

1. Visa

2. Accounts Paid/Income and Expense

Moved/Seconded

That the Secretaries Report be received.

CARRIED

3. 2010 Taxation Bylaw

Moved/Seconded

That that the Residential Mill Rate for 2010 be set at 64 cents and the 2010 Taxation Bylaw No. 192 be adopted as presented.

CARRIED

4. Estimated Budget – SLRD opted out of purchasing a portion of the Lidar which would result in a percentage increase to be covered by PVDD (40%), VOP (30%) and the Mount Currie Band (30%).

Moved/Seconded

That the PVDD strive to maintain a minimum cash reserve of \$500,000.00 and the 2010 Estimated Budget be adopted as presented. **CARRIED**

B. OPERATIONS AND MAINTENANCE UPDATES:

1. Pemberton Creek Dyke Community Gardens Project is to commence May 31, 2010.
2. Mowing Maintenance has started – Board to give consideration to future purchase of tractor/mower.
3. Annual Dyke and Boat Inspection were carried out the week of May 10, 2010. All deficiencies have been identified and represented in the 2010 Dyke Inspection Budget Forecast. There are 2 sections of rip rap that are being monitored #1 North Arm Plug and #2 Lot 19 off Fraser Road.
4. Pemberton Creek Dyke Chainsaw and Chipping has been completed.
5. Arn Canal Dredging proposals have been submitted to Fisheries. Area #1 located by the Wray property will be basic dredging and Area #2 by the High School will involve reshaping of the banks and deepening of the canal in some areas. Area #2 will also incorporate an educational program for some of the High School students.
6. nhc Meeting and Design Work – A meeting with nhc Monica Mannerstrom, DFO, Geotech firm and the Developers was held Thursday May 6, 2010. The alignment of the Pemberton Creek Dyke will remain as is. The Creekside berm requires work to meet the 200 year flood construction level requirements. The RFP will include the matching of the left and right bank and is to be delivered in June.

7. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: BDO Dunwoody Re: Audit of Financial Statements – December 31, 2010.
2. From: Sharon Calderwood MCVMP (Underhill's) Re: PVDD Taxation Changes
3. To: MCVMP – Response Letter
4. From: Sharon Calderwood Re: Taxation of Manufactured Homes – Board agreed to proceed with taxation process as previously agreed based on legal advise, information from Ministry of Community and Rural Development and the Local Government Act.
5. From: AC&D Insurance Joe Stonehouse Re: Insurance Policy
6. Province Newspaper Article dated April 25, 2010 – Re: Dyking District Closures – an email from Don Sutherland of MCRD provided the following information; the Dyking Districts referred to in the article were not created under the Local Government Act but created under the Dyking, Ditch and Drainage Act. *Improvement Districts* will only be transferred to local government jurisdiction when there is local support to do so.
- Chair McLeod provided contact names for further info if required.

8. ADJOURNMENT

Meeting was adjourned at 8.40 pm.

Chairman

Secretary

**MINUTES OF THE 791st REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY
June 17, 2010 AT THE DISTRICT OFFICE – 7:00 P.M.**

The meeting was called to order at 6:58pm.

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF MINUTES

Moved/Seconded

That the minutes of the May 20, 2010 Meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. PEP Task Number – Jeff spoke with Greg Kanya of PEP - the issue is being debated by the officials – a decision is forthcoming – Staff to forward correspondence to the Board.

Moved/Seconded

That a letter be sent to PEP specifying the importance of the Pemberton Valley Dyking District having their own PEP Number for a more direct line to managing resources in emergency situations.

CARRIED

2. Modeling Costs for Reduction in Lake Levels

Moved/Seconded

That option 3b - Develop Model Visuals of the KWL Lillooet Lake Outlet Analysis Project Proposed Work Program Budget be approved. Jeff to discuss possible cost variances.

CARRIED

3. Letters Patent – a request for a consolidated copy of the Letters Patent has been sent to MoCD. Have not received confirmation of time frame for receiving final copy.
4. Suicide Pit – Jeff met with John Tisdale – no materials permitted to be removed from park boundaries – could look into possibly shifting park boundaries – very lengthy process.
- Jeff to communicate with Terrane regarding the Green River Pit options.

6. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid/Income and Expense

Moved/Seconded

That the Secretaries Report be received.

CARRIED

3. 2010 Final Tax Roll

Moved/Seconded

That that the 2010 Final Tax Roll be adopted as presented.

CARRIED

4. Tax Sale Date

Moved/Seconded

That the Tax Sale date be set for Friday August 27, 2010.

CARRIED

OPERATIONS AND MAINTENANCE UPDATES:

1. Pemberton Creek Gravel Bar Removal Application/Flood Channel - Section 9 Application has been submitted to DFO and MOE.
2. Community Garden Dyke Repair has been completed successfully.
3. Project Updates – machine mowing and brushing to start next week with a Spider Excavator which has a flail mower for better reach and access – Jeff to look in to possible lease option for next year.
 - nhc design is currently with Inspector of Dykes for review.
 - Creekside Berm – original design was below flood level – approximately 2m to low – concerns to be presented to Strata Council.
4. Vacation Time – Jeff will be on holidays July 8 – 15, 2010

7. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Village of Pemberton Re: Development Permit Application – DP #63 One Mile Lake Nature Center.

Moved/Seconded

That a letter supporting the development of the One Mile Lake Center be forwarded to Stewardship Pemberton Society.

CARRIED

From: Ken Charles Archer Re: Boundary Decisions of our Property 1901 Hwy 99 Lot 13

Moved/Seconded

That Jeff correspond with stakeholders and bring more information to the July 15 meeting.

CARRIED

B. INFORMATION

1. From: Liz Scroggins Re: Creek Power Inc. Letter of Introduction – staff to invite Liz to the next meeting to provide overview of project, discuss any impacts on dyking issues and the availability of flow data to the public.
2. From: MoCRD – Pauline Harding Re: Bylaw No. 192 (2010 Taxation Bylaw) has been registered.

8. ADJOURNMENT

Meeting was adjourned at 8.50 pm.

Chairman

Secretary

**MINUTES OF THE 792nd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY
July 15, 2010 AT THE DISTRICT OFFICE – 7:00 P.M.**

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

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. KWL – 2010 Birkenhead River Flooding Log Jam Removal – Work Program and Budget (*discussed under 6B-4*)

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF MINUTES

Moved/Seconded

That the minutes of the June 17, 2010 Meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Letters Patent – boundary changes have gone forward to Legislative Counsel before being sent to Cabinet for approval – Legislative Counsel has not yet commented on the voter eligibility wording – a draft of the amendments to the Letters Patent will be forwarded once received.
2. Green River Pit – Jeff met with Casey Jackson of Terrane – open to options – Jeff to draft a proposal for Board review.
3. Pemberton Creek Application is with the Inspector of Dykes – concerns about Creekside Development - John Pattle to further research why berm was allowed to be constructed without being built to the 200 yr level.

6. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid/Income and Expense

Moved/Seconded

That the Secretaries Report be received.

CARRIED

OPERATIONS AND MAINTENANCE UPDATES:

1. Project Budget Report

Moved/Seconded

That the the Project Budget Report be received.

CARRIED

2. Dyke Mowing – machine currently broken down but other wise going well. Jeff to prepare a “Cost per kilometer” report.
3. Flood Protection Program Application Intake 2010.

Tier 1: For infrastructure projects to be completed before February 25, 2011 – deadline for applications is July 30, 2010

- Jeff recommended - application for replacement of the culvert behind the Kym property

Moved/Seconded

That application for replacement of the culvert on Pemberton Creek Dyke adjacent to Lot 9, DL 205 be submitted for funding.

CARRIED

Tier 2: For infrastructure projects to be completed before February 28, 2014 – deadline for application is September 24, 2010.07.16

- possible repairs to Ayers Dyke – further discussion required.

Tier 3: For all other strategic flood protection projects (sediment removal/log jams, etc.) to be completed anytime before February 28, 2014 – deadline for application is September 24, 2010

- suggested Miller Creek environmental assessment for gravel removal and modifications to the geometry of the sediment weir trap – further discussion required.

- 4. Mount Currie Flooding – onsite meeting with provincial and local authorities at the log jam – 2 options – heli grapple or chainsaw
 - Board of Trustees agreed that action needs to be taken

Moved/Seconded

That an agreement be drawn up to be presented to the Mount Currie Band that the log jam be removed manually and that the Pemberton Valley Dyking District cost share up to 50% of a maximum \$20,000.00 total project value. This is offered as a one time event in an effort to alleviate a long standing flooding issue in the Mount Currie area.

CARRIED

7. CORRESPONDENCE

A. ACTION REQUIRED

- 1. From: Mike and Tanya Richman Re: Localized State of Emergency in SLRD Area C and Mount Currie IR10.
 - Jeff to contact the Richmans with an update.

B. INFORMATION

- 1. To: Stewardship Pemberton Society Re: One Mile Lake Nature Center
- 2. From: SLRD – Susie Gimse (copy of letter to MOE) Re: Birken Head River Flooding

8. NEW BUSINESS

- 1. Holidays – Kathie Bergen will take some holiday time - Monday July 19 and Tuesday July 20, 2010 (office administration department will be closed on those days)

9. ADJOURNMENT

Meeting was adjourned at 8.10 pm.

Chairman

Secretary

**MINUTES OF THE 793rd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY
August 19, 2010 AT THE DISTRICT OFFICE – 7:00 P.M.**

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

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

1. PETITIONS AND DELEGATIONS

1. Mike Richman and John-David Haire Re: Localized State of Emergency in SLRD Area C and Mount Currie IR10 – PVDD's motivation to have the log jam removed was very much appreciated – would like to keep moving forward in working to resolve the long standing flooding situation in this area. In the past once the emergency aspect is gone the problem gets shelved. The separate jurisdictions involved need to pull together and work on a long term solution.

- culverts and flap gates would be a good start
- Jeff to follow up with all the stakeholders

- Prior to leaving the meeting Mike and John-David asked that they be kept informed of any updates. They left the meeting at 7:36 pm.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF MINUTES

Moved/Seconded

That the minutes of the July 15, 2010 Meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Letters Patent and Green River Pit – No updates at this time
2. Mowing – Fletcher's machine is no longer operating – cost per kilometer chart to be prepared at a later date.

6. REPORTS

A. SECRETARIES REPORT

1. Visa
2. Accounts Paid/Income and Expense

Moved/Seconded

That the Secretaries Report be received.

CARRIED

OPERATIONS AND MAINTENANCE UPDATES:

1. Meager Creek - Landslide/Gravel Removal – at the debriefing meeting it was suggested that updates be put on the web in half hour intervals, that some form of early warning system be put in place, avoid night evacuations and get provincial reps in the area sooner.

- Jeff to get Debriefing Meeting minutes for Board review
- need to have Emergency Plan professionally finished and include a disk containing updated flood maps

Jeff to use Pemberton Creek Gravel Management budget for Landslide/bedload related works.

Moved/Seconded

That staff to contact KWL to draft a letter to the Province (cc to Joan MacIntyer) requesting post landslide information identifying what is to be expected in terms of future gravel deposits(speed/quantity) – letter is also to emphasize public safety concerns.

CARRIED

Moved/Seconded

That staff apply to the Emergency Management BC Flood Protection Program for funding for Landslide Recovery funds for river surveys – x-sections. **CARRIED**

- Jeff to also investigate other possible funding avenues

2. Ryan River – Tree – a large tree has fallen across the river just upstream from the Beattie property. DFO has authorized removal and this will be done in the near future.
3. Birkenhead Logjam – has been 75% removed by helicopter – flow will definitely be improved but it will not totally alleviate the problem as a large amount of gravel had built up behind the logjam – PVDD's cost portion is \$8,000.00
4. Flood Protection Program- Pemberton Creek Culvert Application has advanced to the Federal Review Board
5. Pemberton Creek Dyke/Creekside Dyke application is with the Inspector of Dykes – general comment is that if the left bank is improved then the right bank must also be improved re transfer of risk.
 - nhc design to include improvements for Creekside Berm – final plan to be turned over to the VOP and developers.
6. MacRae Road – Jeff to apply to MoT to relocate the ditch within the right of way. Concerned landowners will be contacted prior to project startup.
7. Arn Canal – enlarging capacity at the high school location and full dredging at the Wray property. The project is progressing smoothly and should be completed by middle of next week.

Moved/Seconded

That the hoe be rented out at the farm rate for agricultural work on the Wray property as per request.. **CARRIED**

- CN culverts were recently cleaned out re beaver debris.-

7. CORRESPONDENCE

A. ACTION REQUIRED

1. From/To: Front Counter BC Re: Referral Package File 2003294 – Fritz and Heidi Kym – Water Licence Application – Jeff replied to Don Stevenson stating that the PVDD cannot authorize construction of an irrigation line through the Pemberton Creek Dyke and that an application must be forwarded to Inspector of Dikes office.
 - Board concerned about the long term maintenance (land owner or PVDD) if such a project was permitted. Jeff to investigate what other districts do in this situation.
2. From: Joe Lax (property owner) Re: Dyke Access from Pemberton Meadows Road through MoT lands. – putting up “No Posts” or a gate was included as part of the gravel management plan – Board agrees that a gate should be installed at this location.
3. From: Village of Pemberton Re: External Referral Package S050 – Tiyata Subdivision – Board has no concerns providing the developers adhere to the dyke design in the plans.

B. INFORMATION

8. NEW BUSINESS

1. Municipal Pension Plan

Moved/Seconded

That the Board accepts the Municipal Pension Plan Resolution pending confirmation that the PVDD is not committed to the plan upon plan eligibility acceptance. **CARRIED**

2. Holidays – Kathie Bergen will take some holiday time – Friday August 20, Monday August 30 and possibly Tuesday August 31, 2010 (office administration department will be closed on those days).

9. ADJOURNMENT

Meeting was adjourned at 9:10 pm.

Chairman

Secretary

**MINUTES OF THE 794th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
THURSDAY, September 16, 2010 AT THE DISTRICT OFFICE – 7:00 P.M.**

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

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

1. PETITIONS AND DELEGATIONS

1. Liz Scroggins and Natalie Closs – Creek Power Slide Presentation

Creek Power is owned and operated by Innergex which has previously completed run of river hydroelectric facilities on Fitsimmons, Ashlu and Rutherford Creek. The three proposed projects are the Upper Lillooet River, Boulder Creek and North Creek - expected cost - \$420 million.

There are no known implications to the dyking system. Geomorphological studies will be carried out before and after project completion. All reports will become public documents.

Jeff commented that early warning systems and real time hydrological information should be made available.

Before leaving the board was encouraged to fill out the provided forms if there were any suggestions or concerns about the project

The ladies thanked the board and left the building.

2. INTRODUCTION OF LATE ITEMS

1. Mount Currie View Mobile Home Park – copy of letter to Ministry of Community and Rural Development
2. Valleau Pit Gate

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 August 19, 2010 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Irrigation pipes through dykes and long term maintenance responsibilities – Re: Kym Water License Application - there are provisions in the Dyke Maintenance Act application for deactivation.
2. Grandmother Slough (update) - Jeff emailed all stakeholders suggesting that the group start working towards creating a plan for a long term solution but has not yet received any response. Jeff to draft a letter to Mount Currie staff suggesting installation of screw gates on the culverts on the Lake Road.
3. Industrial Park Lot – holdback – Costs to install the 6" water service totaled \$9,262.14. A letter will be sent to the vendor and the holdback funds distributed accordingly.

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

3. Letters Patent (update) - Email from Ministry of Community Development that the Letters Patent will hopefully be approved within the next few weeks.

4. Refunds on prepaid balances – Both the PVDD and Village of Pemberton use BC Assessment account numbers for reference - occasionally electronic funds transfer payments are sent in error to the incorrect agency. Currently the PVDD holds some Village-intended funds from an out of town taxpayer whose property is in the Village tax sale.

If PVDD staff receives written consent from the taxpayer the amount can be applied to the outstanding dyking taxes and the remaining balance forwarded to the Village of Pemberton on the taxpayers behalf - for this time only

The Board is not opposed to refunding taxpayers that have prepaid balances upon request but does not want Staff to transfer taxpayer's funds directly to the Village. Staff to look into having the PVDD account numbers changed slightly to avoid this from happening in the New Year.

B. OPERATIONS AND MAINTENANCE UPDATES:

1. Arn Canal Project – Project wrapping up. Work in the upper section was not as extensive as planned because Coho fry were spotted at the Wray property.
 - The canal should be dredged every 10 – 15 years to be maintained properly.
 - Jeff to cc a copy of the Capricorn Creek Landslide letter to Chuck Strahl.
2. Miller Creek Sediment Trap Wier EA – will proceed with EA through DM budget. – Tier 3 Funding application will target Lillooet River Gravel Removal
3. Ryan River Tree – only half of the tree was removed from the river as a 48" chainsaw could not fully cut through it nor could the excavator completely dislodge it - high water should wash the remaining piece over towards the bank.
4. Flood Protection Program
 - Ayers Dyke – Tier 2 Funding – Structural Component - Over the last several years the Lillooet River right bank was brought to standards - logical to continue on the left bank. Project budget is \$400,000.00 – 1/3 PVDD – 2/3 provincial and federal government.

Moved/Seconded

That the Pemberton Valley Dyking District application for Tier 2 Funding be submitted for upgrades to the Ayers Dyke – Lillooet Left Bank

CARRIED

Gravel Removal – Tier 3 Funding – Instream Sediment Management – Lillooet River

Moved/Seconded

That the Pemberton Valley Dyking District application for Tier 3 Funding be submitted for Gravel Removal on the Lillooet River

CARRIED

5. Ditching – Currently ditching at Beattie's – will be cleaning Tschopp's ditch also.
6. Mowing cost – Mainroad – \$500.00 per km By Hand
 - \$1000.00 per km Spider
 - \$1300.00 per km

Spider probably does the best job. Discussion about purchasing equipment versus hiring equipment.

7. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. To: Honourable Barry Penner Re: Capricorn Creek Landslide – Implications for PVDD
2. To: Village of Pemberton Re: Referral Package S050 – Tiyata Subdivision

8. NEW BUSINESS

9. LATE BUSINESS

1. Mount Currie View Mobile Home Park – copy of letter sent to Ministry of Community and Rural Development
2. Valleau Pit Gate – Someone has been taking gravel from the pit - Jeff to install a gate at the pit floor. Using funds from the pit budget and the unused funds from the Pemberton Creek Budgets Jeff plans to do some blasting in the pit to replace the materials that were used on Pemberton Creek this year.
3. Bridge at Miller Pit – Engineer reported that the bridge is OK for singles but bridge abutments should be monitored. The bridge decking will need to be replaced in the near future.

10. ADJOURNMENT

The meeting was adjourned at 9:00 pm.

Chairman

Secretary

**MINUTES OF THE 795th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY
October 21, 2010 AT THE DISTRICT OFFICE – 7:00 P.M.**

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

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Belkin's Culvert
2. EMBC Funding
3. Kym's Water Line

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the September 16, 2010 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Folio Numbering Re: Payments – it is possible to have the folio numbering system adjusted without too much difficulty – Staff to investigate any costs involved pertaining to the process.
2. Mount Currie/Grandmother Slough – the meeting that was scheduled for October 13, 2010 was cancelled. Jeff drafted up a basic concept plan with different options to help mitigate some of the flooding in the area. Jeff to present to Lucinda Phillips in person.

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

3. Letters Patent (update) - Email from Doug Bourhill of Ministry of Community Development that he will be in contact with our office the week of October 25, 2010 regarding the timing of this project.

B. OPERATIONS AND MAINTENANCE UPDATES:

1. Lillooet Lake Modeling: received preliminary information – benefits beyond the confluence of the Green River would be insignificant – Jeff to put calibrated info on the web before next meeting.
2. Funding – Tier 1 Pemberton Creek Dyke Culvert Replacement – Final announcement not received yet but approval to prepare the soft costs has been given.
3. Website Stream Flow Advisory – Jeff to meet with Ryan Wainright from the SLRD next week – will discuss options of having the information communicated to the public through SLRD
4. High Water Event of September 28, 2010 was a good opportunity to evaluate the flood protection works – found that Ayers Dyke, Airport Road and Ryan River Dyke are lacking in freeboard.

The Arn Canal was back watered because flood gates are seeping. Flood gates should be replaced and culverts relined. A high volume emergency pump on hand locally is required to mitigate flooding in area's adjacent to the canal.

5. Capital Projects - Jeff presented an overview of proposed Capital Projects (list attached). In review of the list it was...

Moved/Seconded

That a letter be sent to the Village of Pemberton recommending that the PVDD and the VOP work jointly to procure an emergency dewatering system and develop a master drainage plan for issues pertaining to the Arn Canal.

CARRIED

Pemberton Creek Dyke Tiyata – a shelf ready project should be available for the next meeting – the Creekside Berm has been addressed in the plans – PVDD is responsible for providing the engineered plans – Developers and Village responsible for upgrades to Dyke's

7. LATE BUSINESS

1. EMBC Funding – up to \$100,000.00 for early warning system implementation - Jeff to meet with SLRD to discuss implementation of an emergency plan pertaining to woody debris and hydro metric station.
2. Belkin Culvert – the culvert located between the Belkin and Fecker property is completely silted in. Needs to be cleaned out. Geoff McLeod's equipment is very close to the site - Board agreed he should be hired to carry out the work.
3. Kym's Water License – the Kym's just wanted a simple solution to the problem – No cutting into the dyke. Jeff to discuss ideas with the Kym's such as possibly putting a thin line over the dyke with a small ramp over it for protection or deepening existing hole for more seepage.

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Pension Corporation Re: Coverage Under The Municipal Pension Plan for PVDD

Moved/Seconded

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

CARRIED

At 8:02 the Board moved to In Camera

Rise with report at 8:15 PM.

The Board supports entering into the Municipal Pension Plan - with conditions.

2. From Viki Haberl (email) Re: Public Review Period for Conservancy Management Plans – K'zuzalt/Twin Two, Qwalimak/Upper Birkenhead, and kMkal'ts (Ure Creek) Conservancies. Staff to reply "No Comment"

B. INFORMATION

1. From: VOP Re: Capricorn Creek Landslide Implication for Pemberton Valley
2. To: Klaus Fotsch Re: Activities In and Around the Dyke – Jeff to meet with Klaus again and express concerns and provide further recommendations.
3. To: Cam McIvor Re: Holdback Funds on Purchase of 1928 Carpenter Road – Cam will get the signed confirmation letter returned to the PVDD office so funds can be dispersed accordingly.
4. To: Chuck Strahl (email) Re: Capricorn Creek Landslide
5. To: DFO Re: Letter regarding Lillooet River Gravel Removal (drafted by KWL) – Jeff to re vamp the letter by applying more dynamic wording before forwarding to DFO

9. NEW BUSINESS

1. Gobert's Backhoe Service – Snow Removal Contract – Board agreed to accept the contract – Agreement signed
2. Christmas Dinner – Black Squirrel Restaurant – Friday December 3, 2010.

10. ADJOURNMENT

The meeting was adjourned at 9:50 pm.

Chairman

Secretary

**MINUTES OF THE 796th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY
November 18, 2010 AT THE DISTRICT OFFICE – 7:00 P.M.**

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

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. See Late Business

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the October 21, 2010 meeting be adopted as amended.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Folio Numbering Change – there will not be any service charges from the banks and Kelly Blunden's charge will be approximately \$35.00. The change (placing the letter "F" in front of the current 8 digit folio number) has already been implemented by the banks.
2. Letters Patent: Doug Bourhill of Community Services is hoping to have the amendment approved by cabinet in December 2010 – will depend on cabinet holding meetings in December and if it makes their agenda.

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report and Budget be reviewed for next meeting.

CARRIED

3. EMBC Seasonal Readiness Workshop held in Whistler on Tuesday November 7, 2010 was attended by all PVDD staff members. The workshop was informative and a good opportunity to meet workers from other associated entities.

B. OPERATIONS AND MAINTENANCE UPDATES:

1. Disaster Financial Assistance Response and Recovery – as per email from Johanna Morrow of EMBC the PVDD is eligible for DFA. Jeff to notify Greg Kanya, SLRD and VoP.
2. EMBC Funding – up to \$100,000.00 is available towards an early warning system and a mitigation or response plan for addressing Large Woody Debris created by the Capricorn Creek Landslide.
Recommendations by Jeff: a) Installation of a Hydrometric System in the upper valley b) Large Woody Debris mitigation and emergency response plan c) River Survey
Jeff to draw up a proposal for the Board's review.
3. Pemberton Creek Dyke Improvement/nhc Progress Report and Budget Update – nhc has encountered complications with additional geotechnical requirements from the Inspector of Dykes – increasing the cost by \$20,850.00.
Jeff provided several options – Board agreed to option 4. Hold nhc to the contract, with the exception of the cost of the detailed design of the Creekside Training Berm.

Moved/Seconded

That Jeff has approval to spend up to \$6,700.00 as required for the additional compensation of a detailed design of the Creekside Training Berm with objective to spend less.

4. DFO Letter/KWL Letter – waiting for response – will review and respond accordingly. Jeff to look into the possibility of having the Fraser River Basin Council Gravel Management Plan extended to incorporate the Pemberton Valley Dyking District
5. Kym's Water License – Jeff to respond to the Ministry re license requirements – PVDD agrees to waterline going up and over dyke with a small protection ramp.
6. Lillooet Lake Modeling: received final draft – Jeff to adjust and put on web – model indicates that there would be no significant benefits beyond the confluence of the Green River.
7. Draft 5 Year Proposed Budget Strategy 2011 – 2015 presented for discussion.

7. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: MoCRD (copy of letter to Sharon Calderwood) Re: Mobile Home Taxation – Mrs. Calderwood is moving forward with the new taxing process and billing the Mobile Home owners directly.
2. From: Minister Barry Penner Re: Mount Meager Volcanic Complex
3. To: VoP Re: Arn Canal Drainage and Flood Protection Infrastructure – PVDD would like to work in conjunction with the VoP to explore opportunities for a cost sharing arrangement for the procurement of an emergency high volume pump and for the development of a long term Drainage Management Plan.

8. NEW BUSINESS

9. LATE BUSINESS

1. BCF_CC #040954 Pemberton Creek Dyke culvert Replacement – this project is excluded from an environmental assessment review but is subject to other conditions/requirements.
2. VoP – SO50 32 Lots Subdivision – Tiyata – Staff to reiterate previous comments and refresh setbacks. Staff to review previous minutes regarding original cost recovery plans. Jeff to obtain new completion date from nhc.
3. Creek Power Inc. –Liz Scroggins - Upper Lillooet Hydro Project – Meeting notes from September 16, 2010 meeting.

10. IN CAMERA

Moved/Seconded

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

At 9:20 the Board moved to In Camera

Rise with report at 9:35

The Board agrees to continue annual Cost of Living Increases.

ADJOURNMENT

The meeting was adjourned at 9:50 pm.

Chairman

Secretary

**MINUTES OF THE 797th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD THURSDAY
December 17, 2010 AT THE DISTRICT OFFICE – 4:30 P.M.**

The meeting was called to order at 4:36pm.

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

PURPOSE – a brief meeting was held to approve:

1. Bylaw No. 193 “Large Woody Debris Assessment Agreement Bylaw”
2. signing of the Lillooet River Large Woody Debris Assessment Agreement.
(agreement between Province of BC and the Pemberton Valley Dyking District)

Jeff reviewed the highlights of the agreement; review potential locations for Early Warning Systems, helicopter reconnaissance of Lillooet River corridor to assess current LWD conditions and develop GIS database package that can be used by all local authorities in times of emergencies.

Moved/Seconded

THAT Bylaw No. 193 be adopted as presented.

CARRIED

Moved/Seconded

THAT the works for the “Lillooet River Large Woody Debris Assessment and Mitigation Plan” proposed by Kerr Wood Leidal Associates Ltd. be carried out under the funded amount of \$65,000.00 awarded from Emergency Management BC Flood Protection Fund – Province of BC.

CARRIED

ADJOURNMENT

The meeting was adjourned at 4:45 pm.

Chairman

Secretary