

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 812th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, January 19th, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.

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

Present: Chair: B. McLeod
 Trustees: B. Mitchell, C. McIvor, B. Ronayne
 Staff: K. Bergen, P. Fotsch, S. Flynn
 Village: Alan Le Blanc

1. PETITIONS AND DELEGATIONS

1. Bruce Van Mook and Garth Phare on behalf of Tiyata Developments

- Mr. Van Mook and Mr. Phare expressed concern regarding PVDD expectations, to be reimbursed for the engineered plans. The developers feel that an upgrade to the Pemberton Creek dyke is not the responsibility of Tiyata.
- The Trustees provided history surrounding the Pemberton Creek discussions.
- PVDD Board of Trustees intention was to support development within the community by facilitating the initial phase of the process, with the anticipation that the PVDD would be reimbursed. PVDD should have had a mechanism in place to recover costs for the engineered plan (policy now in place).
- Requirements for dyking relative to developing a subdivision are not the responsibility of the PVDD (Development Permit process involves the Village of Pemberton and Inspector of Dykes)
- PVDD applied for funding to the Province – application was denied.
- The design report and report from Inspector of Dykes identified that both sides of the dyke would require upgrading for protection of new development. Recognized that the right bank (Creekside) deficiency was a result of a situation between a previous developer and the Village of Pemberton.
- The Pemberton Creek dyke system, as is, does not require an upgrade to protect existing infrastructure.

Discussion clarifying the PVDD Letters Patent – to maintain existing works and not to construct new works.

Mr. Van Mook and Mr. Phare expressed a desire to work with other agencies and are meeting with the Village tomorrow.

Trustees expressed regret that their effort was misunderstood but offered to help wherever possible within PVDD mandate.

Tiyata will provide PVDD with a list of potential assessed values for PVDD board to discuss and consider.

Mr. Van Mook and Phare thanked the Trustees and left the building at 7:50 pm.

Steve to meet with Village of Pemberton (Jeff and Carolyn) to discuss implementing a mechanism to ensure that PVDD will be reimbursed and design plans will be turned over to developer.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

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

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

Social Media – Can not block people from posting misinformation on Facebook and Twitter. There is also the possibility of sending out conflicting messages with other agencies. Steve will discuss with Village, SLRD and Mount Currie at next meeting.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts paid/Income and Expenses/Visa

Moved/Seconded

That the Secretaries Report be received as presented.

CARRIED

2. Extra hours – approximately 60 extra hours required for 2012 Tax assessments and 2011 audit preparations – board agreed hours to be included in 2012 Budget.

B. OPERATIONS AND MAINTENANCE

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

1. Grandmother Slough

- Steve to determine cost of the problem. If the ditch is fixed now how much money could be saved in the long term?
- Steve to ask Mike Richman if he would be the point of contact for the property owners and request that they all send letters to the Premier.
- Before going ahead with engineering study for ditch, Steve to check with Ian Chong from McElhaney to see if the information is available on the Lidar.

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Ombudsperson – 2010/11 Annual Report
2. To: Village of Pemberton Re: S054-Subdivision Referral Package
3. To: Village of Pemberton Re: KAP76833 Benchlands Phase 1 – Application Package Dec 2002
4. To: Ministry of Forests, Lands and Natural Resource Operations Re: Map Reserve No. R072043
5. To: Bruce Van Mook Re: Tiyata (Petitions & Delegations)

9. NEW BUSINESS

10. LATE BUSINESS

Alan LeBlanc left the building.

11. IN CAMERA

Moved/Seconded

That pursuant to Section 90(c,l) 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 9:05 pm the meeting moved to In Camera.

Rise without report at 9:10 pm.

12. ADJOURNMENT

The meeting was adjourned at 9:10 pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 813th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, February 16, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.

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

Present: Chair: B. McLeod
 Trustees: B. Mitchell, C. McIvor, B. Ronayne, R. Stacey (late)
 Staff: P. Fotsch, K. Bergen, S. Flynn
 Village Rep: M. Richman

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Audit Letter – see 7A3

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 be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Tiyata – email from Mr. Van Mook and follow up

Steve met with of the Village of Pemberton (Caroline Lamont). The VOP has a mechanism in place so that the subdivision cannot move forward without PVDD approval. Steve was also informed that the Community Development Charge for the development has been reduced by \$400,000.00 - \$500,000.00 in order for the developers to upgrade the dyke. Steve to send a response to the developers reiterating that the dyke upgrade requirements are relative to the Tiyata subdivision and not the responsibility of the PVDD.

Moved/Seconded

That the plans be given to the Village of Pemberton on the understanding that they not distribute those plans to the developer until they have made satisfactory arrangements for cost recovery.

CARRIED

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports/Visa

Moved/Seconded

That the Secretaries Report be received as presented.

CARRIED

2. Set AGM date

Moved/Seconded

That the AGM be held Thursday, April 12, 2012 – 7:00 PM.

CARRIED

Secretaries to book room at new Community Center.

Moved/Seconded

That Allison MacDonald be appointed as Returning Officer for the 2012 Trustees Elections.

CARRIED

It is possible that the Letters Patent amendment may be approved in Cabinet before the 2012 AGM which would result in changes to some election procedures and the voting and candidate eligibility. Staff to review for next meeting.

3. Audit

The auditors were in earlier this week. Trustees to discuss 2012 auditor appointment at next meeting. Chair McLeod presented an audit letter that was sent directly to her, for Board review.

Operations and Maintenance

1. O & M Manager's Report – see O & M Report binder for details.

- Miller Creek Sediment trap is filled with gravel. Gravel removal was not scheduled to take place again until next year.
- The O&M budget was reviewed and discussed. To be reworked for reviewed at next meeting.

A. ACTION REQUIRED

1. From: Village of Pemberton Re: OR112 – Rutherford Rezoning Application-Referral package

The districts interests are not affected by this application. Secretaries to send comments.

2. From: Ministry of Transportation and Infrastructure Re: Proposed Conventional Subdivision Application for 8127 Pemberton Meadows Road – Carl Alexander Ross

The districts interests are not affected by this application. Secretaries to send comments.

3. Ministry of Community, Sport and Cultural Development Re: 2012 Annual Reporting Requirements

B. INFORMATION

1. From: Village of Pemberton (copy of letter sent to Premier) Re: Birkenhead River issues in the Pemberton Valley

8. NEW BUSINESS

9. LATE BUSINESS

10. ADJOURNMENT

The meeting was adjourned at 8:50 pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 814th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD Thursday,
March 15, 2012 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, R. Stacey
 Staff: K. Bergen, S. Flynn
 Village Rep: M. Richman

1. PETITIONS AND DELEGATIONS

1. Lillooet Orphan Dyke – Residents from the Green Road area: Doug Helmer, Jeannett Helmer, Anna Helmer, Richard Hartl, Diane Hartl, Wendy Richards, and Delaney Zayac.

The property owners requested that the PVDD consider resuming maintenance of the Lillooet berm upstream of Hungerford Dyke. In previous years (approximately 16 years ago) the PVDD regularly maintained the structure and residents question why it was abandoned. Some concerns expressed were:

- In 2003 the dyke offered the residents protection from flooding, silt lines coming near to the crest of the dyke.
- That a canyon at the end of Bruce Millers has the tendency to back up in high water making the area susceptible to flooding.
- The dyke which runs in and out of private and crown lands could be altered or removed by someone if it is not under the jurisdiction of the dyking district, exposing the area, including lands downstream, to flood risk.

The group concluded that the dyke is a solid and well built structure and feels that it is a shame to see it not being taken care of.

After some discussion the trustees agreed that staff will do some research on the status and history of the dyke and communicate back to the group.

The residents thanked the trustees and left the building.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

That the minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Letters Patent has not been updated as of yet. Staff to follow same procedures as in 2011.
2. Staff has not heard from Mr. Van Mook and there is some question as to whether the letter sent to him was received. Staff to follow up.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income and Expense Reports/Visa

Moved/Seconded

That the Secretaries Report be received as presented.

CARRIED

2. Motion to set Court of Revision date – March 30, 2012

Moved/Seconded

That the Court of Revision be held on March 30, 2012.

CARRIED

3. Estimated Budget - was reviewed but not finalized.
4. Voting Procedure Policy for the 2012 Elections – was reviewed. Some clarification to be made in Section 9 – Tie Breaking Procedures.
5. Financial Statements (draft)– were reviewed. Secretary to have correction made.
6. 2012 Auditor Appointment – After discussion the board agreed to stay with the current auditor – BDO Canada LLP

B. OPERATIONS AND MAINTENANCE

1. O & M Manager’s Report – see O & M Report binder for details.
2. Lillooet Gravel Removal

Moved/Seconded

That the Pemberton Valley Dyking District submits applications for tenure over all relevant gravel bars slated for gravel removal.

CARRIED

3. Annual Report – was reviewed. To be presented to the property owners at the 2012 AGM.

A. ACTION REQUIRED

1. From: Village of Pemberton Re: SO52 – Subdivision Application – Ravens Crest – Trustees reviewed response letter prepared by Steve. Steve to make a small change and send.
2. From: Jordan Sturdy (email) Re: January Minutes – Re: Pemberton Creek dyke - Trustees reviewed and approved the response letter prepared by Steve.

B. INFORMATION

1. To: Village of Pemberton Re: OR112 – Rutherford Rezoning Application-Referral package
2. To: Ministry of Transportation and Infrastructure Re: Proposed Conventional Subdivision Application for 8127 Pemberton Meadows Road – Carl Alexander Ross
3. From: Premier Christy Clark Re: Flooding in the Birkenhead River
4. To: Bruce Van Mook Re: Pemberton Creek Dyke Upgrade Plan
5. To: Honorable Shirley Bond (from VoP, SLRD, Lil’wat Nation and PVDD) Re: Lillooet Warning System
6. From: Rebecca Denlinger – Ministry of Justice Re: Flooding in Birkenhead River

8. NEW BUSINESS

1. Lillooet River 2002 Dyke Upgrade – Discussion regarding the incomplete right of ways and funds withheld from a provincially funded dyke upgrade in 2002. Amount withheld is \$12,915.61. Staff to research details such as which SROW’s are still required and which owners agreed to grant SROW’s. Steve to approach property owners.

9. LATE BUSINESS

10. ADJOURNMENT

11. IN CAMERA

That pursuant to Section 90(1c) 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 9:25 pm the meeting moved to In Camera.

Rise without report at 9:35 pm.

12. ADJOURNMENT

The meeting was adjourned at 9:35 pm.

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 815th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD Thursday,
April 19, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.

1. THE MEETING WAS CALLED TO ORDER AT 7:10 PM.

Present:	Chair:	B. McLeod
	Trustees:	B. Mitchell, C. McIvor, R. Stacey (arrived 7:18)
	Staff:	K. Bergen, S. Flynn, P. Fotsch
	Guest:	H. Lipsett

2. PETITIONS AND DELEGATIONS

Lillooet Orphan Dyke – Resident Hank Lipsett from Green Road: expressed concerns, and questioned how the dyke became orphaned and why such a well built, fully functional dyke would not fall under the PVDD's dyke inventory?

- The PVDD has contacted the Inspector of Dykes in this regard and will continue to research the history of this dyke through the PFRA and other avenues.
- Chairman McLeod asked that the Green Road residents submit a letter supporting further investigation of this matter.
- Obligations, liability, funding for maintenance, SROWs are just some of the items that would have to be considered should this dyke be reinstated as a regular dyke.
- Keeping the dyke mowed for access to PVDD rip rap will be considered.

Mr. Lipsett thanked the trustees and left the building.

3. ELECTION

1. Bob Mitchell nominated - Cam McIvor – declined
2. Roger Stacey nominated – Brenda McLeod – accepted

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

4. INTRODUCTION OF LATE ITEMS

5. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

6. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the March 15, 2012 meeting be adopted as presented.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Orphan Dyke – further Board discussion resulted in the following action to be taken: Brenda to search for PFRA contact, Steve to walk and inspect dyke and continue communication with Inspector of Dykes
2. Van Mook Letter – letter had been returned to office from Whistler address and was redirected to Pemberton address – has not been returned to date
3. SROWs – staff continues to research right-of-ways – there were 7 unattained in the 2002 Dyke Upgrade - to claim the funds withheld the PVDD would need to acquire a minimum of 4 of the 7 right-of-ways

8. BYLAWS

9. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid Report/Visa

Moved/Seconded

That the Secretaries Report be received as presented.

CARRIED

2. Draft Budget – Motion to set Mill Rates (Bylaw to be presented at May meeting)

Moved/Seconded

That the 2012 Residential rate be set at \$0.66 and the minimum taxation amount remain at \$150.00.

CARRIED

- 3. 2011 Financial Statement - Motion to accept (copies signed)

Moved/Seconded

That the Financial Statements for the year ended December 31, 2011 be adopted as presented.

CARRIED

- 4. 2012 AGM Minutes to be reviewed at next meeting.
- 5. Motion to set Tax Sale date

Moved/Seconded

That the Tax Sale be held on Friday, August 31, 2012.

CARRIED

B. OPERATIONS AND MAINTENANCE

- 1. O & M Manager's Report – see O & M Report binder for details.
- 2. Lillooet Gravel Removal Resolution

Resolved

That application is submitted for a Community/Institutional Tenure on Crown Land for the purpose of conducting gravel removal in the Lillooet River at the locations applied for by the Pemberton Valley Dyking District.

CARRIED

- 1. Grandmother Slough Stakeholders Meeting Notes (copy in O & M binder).
- 2. Excavator Business Arrangement with Mount Currie Band – Steve to:
 - contact Curt Walker to discuss arrangements
 - research insurance coverage
 - draft rental agreement covering all requirements

10. CORRESPONDENCE

C. ACTION REQUIRED

D. INFORMATION

- 1. From: BDO Re: Management Letter
- 2. From: BDO Re: Audit of the Financial Statements of PVDD for the Year Ended December 31, 2012
- 3. From: Ministry of Community Sport & Cultural Development (Circular) Re: 2012 Improvement District Trustee's Handbook
- 4. To: VOP Re: S052-Subdivision Application – Raven's Crest – *amended and mailed*
- 5. To: Mayor Sturdy VOP Response to February 20, 2012 communication - *sent*

11. NEW BUSINESS

12. LATE BUSINESS

13. ADJOURNMENT

The meeting was adjourned at 8:45 pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 816th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD Thursday,
May 17, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.

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

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the April 19, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. SROWS – chart of possible reimbursable right-of-ways was presented. Steve to continue pursuing them.
2. 2012 Tax Roll Assessments

Moved/Seconded

That the 2012 Tax Roll Assessments totaling \$461,460.65 be adopted as presented.

CARRIED

6. BYLAWS

1. By-law No. 200 – Tax Rates By-law, 2012

Moved/Seconded

That the Taxation Rates By-law 2012 be adopted as presented.

CARRIED

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid Report

Moved/Seconded

That the Secretaries Report be received as presented.

CARRIED

2. 2012 AGM Minutes reviewed. To be approved at the 2013 AGM.
3. Tax Sale Time

Moved/Seconded

That the Tax Sale time be set for 2:00 PM on Friday, August 31, 2012

CARRIED

4. 2012 Estimated Budget

Moved/Seconded

That the 2012 Estimated Budget be adopted as presented

CARRIED

B. OPERATIONS AND MAINTENANCE

1. O & M Manager's Report – see O & M Report binder for details.
 - Grandmother Slough - Veronica is working on the Section 9 for application. Steve to invite INAC representative to the proposed Public meeting, tentatively scheduled for May 30th.

 - Lillooet Orphan Berm – At Board discretion the berm will only be lightly groomed for necessary access to the existing PVDD Bank Protection Works. The PVDD cannot assume any substantial dyke maintenance responsibility as the berm is not included as a provincial structure in the PVDD inventory list.

 - Sunstone Ridge – when dealing with VOP response, emphasize that VOP is the approving authority in flood water management within the VOP – VOP needs to hold developers accountable for the design and final functioning capabilities of the finished project.

2. Flood Observer Training for Local Government Power Point Session – May 14, 2012 Dyking District Office – attended by Steve Flynn and Geoff McLeod.
Steve will provide a course, for all Volunteer Patrollers regarding proper protocol, when time permits.

3. Ryan River Bridge is to be sold once legal bill of sale has been drawn up alleviating the PVDD of any past, present or future liabilities – proper legal procedures to be followed.

8. CORRESPONDENSE

C. ACTION REQUIRED

1. From: VOP Re: Rezoning Application-OR113 Durfeld Log Construction Ltd.
Part of DL 4095 – License of Occupation File No. 2408149
- Staff to respond - Not in PVDD boundaries – No comments at this time

D. INFORMATION

1. From: Malcolm Scholz MOF Re: Google Earth Place mark – Ryan River Bridge

9. NEW BUSINESS

10. LATE BUSINESS

11. ADJOURNMENT

The meeting was adjourned at 8:25 pm.

Chair

Administrator

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 817th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, June 21, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.

Present: Chair: B. McLeod
Trustees: B. Mitchell, C. McIvor, R. Stacey, B. Ronayne
Staff: S. Flynn, P. Fotsch, K. Bergen
Village: No Rep in Attendance

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. FOI Workshop

3. APPROVAL OF AGENDA

Moved/Seconded

That agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the May 17, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Permission slips – Lillooet Berm

Staff presented the permission slips amended by PVDD lawyer to include the trustee's comments and concerns.

Moved/Seconded

That staff execute the permission slip to enter private lands.

CARRIED

2. Ryan River (Miller Pit) Bridge Agreement

Final copy of release agreement was presented.

Moved/Seconded

That the release of the Ryan Bridge be executed.

CARRIED

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income & Expense/Visa

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. Letters Patent Amendment (update)

The proposal is going ahead for approval.

3. Pia – Vacation The office will be closed December 24th – 27th.

4. Pension rate increase from 9.03% to 12.22% due to all employees being over the age of 50. In future staff to post notices of this sort with meeting package.

5. FOI Workshop – K. Bergen attended FOI workshop at Village of Pemberton – May 29th.

Discussion. Staff to obtain FOI reference manual and forms for office and obtain clarification on what is to be protected, particularly with respect to the minutes.

B. OPERATIONS AND MAINTENANCE

1. O & M Manager's Report (see binder for details)

Lillooet River Sediment Removal – Belkin Bar - Steve to obtain information regarding hydro pole location on Clover Road access.

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Ombudsperson – Annual Report
2. To: VOP Re: Rezoning Application-OR113 Durfeld Log Construction Ltd.
Part of DL 4095 – License of Occupation File No. 2408149
3. From: Liz Scroggins (email) Re: Upper Lillooet Hydro Project Open House – July 10
4. From: Ministry of Community, Sport and Cultural Development Re: Registered copy of Bylaw 200 Tax Rates Bylaw, 2012
5. To: Honourable Shirley Bond (letter from Lil'wat Nation, SLRD, VOP and PVDD) Re: Birkenhead River

9. NEW BUSINESS

10. LATE BUSINESS

11. ADJOURNMENT

The meeting was adjourned at 8:25 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 818th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, July 19, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.

Present: Chair: B. McLeod
Trustees: B. Mitchell, R. Stacey, B. Ronayne
Staff: P. Fotsch, K. Bergen
Village: No Rep in attendance

1. PETITIONS AND DELEGATIONS

1. Lillooet Berm residents, Doug Helmer and Richard Pomeroy attended to express their concerns with some of the wording on the permission slip to enter private lands, particularly reference to the berm on the lands not being part of dyking district inventory. Trustees explained that the PVDD does not yet have the background history and information explaining when and why the berm was removed or if it ever was inventory. After discussion it was agreed that the wording would be softened and that an expiry date would be included making the agreement temporary. Forms will be redistributed. Mr. Helmer gifted the office with a copy of the book, The History of a Settlement Pemberton.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the June 21, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Lillooet Berm – no further discussion
2. Pension – As requested, the rate increase information forms were made available to the trustees
3. Freedom of Information and Protection of Privacy Act Toolkit for Local Government Organizations – Reference manual was purchased from LGMA for office.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income & Expense/Visa

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. O & M Manager's Report

Roger informed for Steve (on vacation) that since the O & M Report had been written the transmission of the tractor failed. After discussion the board agreed that the tractor should be shipped to Prairie Coast in Kamloops for repairs.

Moved/Seconded

That the O & M Manager's Report be received.

CARRIED

8. CORESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Shirley Bond – Minister of Justice and Attorney General Response to VOP, SLRD, PVDD and Lil'wat Nation Re: Birkenhead River

2. From/To: Bruce Van Mook (emails) Re: Tiyata and arrangements for release of NHC plans

8. NEW BUSINESS

1. Donations – The Donation of the excavator to Stewardship Pemberton sparked a need for review of a trustees motion from January 2010 in relation to excavator donations.

Moved/Seconded

That the Pemberton Valley Dyking District establishes and maintains a policy manual.

CARRIED

Each policy to include meeting date of policy adoption.

Moved/Seconded

That an excavator donation policy be established for Board approved community projects with the proviso that the recipient is responsible for all costs including fuel, oil, lowbed and a PVDD approved operator.

CARRIED

9. LATE BUSINESS

10. INCAMERA

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.

At 8:05 the Board moved to In Camera.

Rise without report at 8:23 pm.

11. ADJOURNMENT

Motion to adjourn at 8:24 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 819th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, August 16, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.

Present: Chair: C. McIvor (appointed as Acting Chair)
 Trustees: B. Mitchell, B. Ronayne
 Staff: S. Flynn, K. Bergen

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the July 19, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Draft Policy for Donation of the District Excavator

No additional comments. Staff to bring clean copy to next meeting for possible adoption.

2. Ryan Bridge

Staff to post a laminated sign on the bridge indicating that it is not maintained by the PVDD. Picture of posted sign is to be kept in file.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income & Expense/Visa

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. O & M Manager's Report

- Lillooet River Sediment Removal

New Front Counter BC representative is investigating the option to establish a map reserve over Lillooet River for gravel removal purposes.

- Ayers Dyke Upgrade

The board was in support of continuing with the process to secure funding for the Ayers Dyke Upgrade.

8. CORESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

8. NEW BUSINESS

1. Ayers Dyke Upgrade – see O&M Report

2. Office equipment

Moved/Seconded

That staff dispose of redundant office equipment at the local consignment shop or the Re-Use-It Centre in Whistler.

CARRIED

9. LATE BUSINES

10. INCAMERA

11. ADJOURNMENT

Motion to adjourn at 7:55 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 820th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, September 20, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.**

The Meeting was called to order at: 7:08 PM

Present: Chair: B. McLeod
Trustees: B. Mitchell, B. Ronayne, R. Stacey and C. McIvor
Staff: S. Flynn, K. Bergen and P. Fotsch
VOP Rep: M Richman – *left the meeting at 8:00 PM*

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the August 16, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Policy for Donation of the District Excavator

Moved/Seconded

That the Excavator Donations Policy be adopted as presented and that the Operations and Maintenance Manager compose a contract outlining the policy stipulations for agreement by the organization requesting the donation.

CARRIED

Draft contract to be presented at October meeting.

2. Ryan Bridge – sign has been posted – photo filed in O & M Monthly Report Binder
3. Office Equipment – Old equipment brought to the Re-Use-It Center
- New Server has been installed by IT Pharmacy

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income & Expense/Visa

Secretaries to bring breakdown of PVDD funds (Capital Projects/Equipment/Reserves) to October meeting for review.

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. O & M Manager's Report – photos included (see binder)

- All proposed projects have been completed.
- Steve will be meeting with engineer regarding quality of gravel removal materials.

Moved/Seconded

That the O & M Report be received.

CARRIED

8. CORESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Pemberton & District Museum & Archives Society – Community Partnership Application Re: Dragline Staff to notify Niki, at the museum, that the dragline at Underhill's is not the one used for dredging by the PVDD. Bruce Miller currently owns the original one used by the PVDD. Niki could contact Bruce for more details.
2. From: Association of British Columbia Land Surveyors – Professional Development Opportunity – Seminar to be held in Burnaby, Thursday, October 18, 2012.
3. From: MoFLNRO John Pattle email Re: Orphan Berm Status (Other Flood Control Works).

8. NEW BUSINESS

1. Set 2nd Tax Sale Date – Regarding the 2 remaining folios with delinquent balances.

Moved/Seconded

That the second tax sale date for 2012 be set for Friday, December 14, 2012 at 2:00 PM.

CARRIED

2. Holidays – Kathie and Steve will be taking some holiday days in October therefore:
 - Thanksgiving office closure will be extended one, possibly 2 days (Oct. 8, 9 & 10?)
 - Closure sign to include emergency contact number

9. LATE BUSINES

10. INCAMERA

That pursuant to Section 90(1)(a) 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 8:08 the Board moved to In Camera

Rise without report at 8:18 PM.

11. ADJOURNMENT

Motion to adjourn at 8:19 PM.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 821st REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, October 18, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.**

The Meeting was called to order at: 7:04 PM

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the September 20, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Insurance Coverage Re: Policy for Donation of the District Excavator
Insurance is in place provided the Operator is PVDD approved and paid either by invoice or payroll through the PVDD. Written confirmation from A C & D Insurance to be provided at next meeting.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Accounts Paid/Income & Expense/Visa
2. Funds Breakdown – report presented
 - Staff Performance Reviews held Thursday, October 18, 2012 – the Board is generally pleased with staff performances but would like to see some changes in the presentation of Financial Reports - Secretaries to simplify reports and include balance sheet - samples to be presented for review at the next meeting.
 - The Board would also like more supportive documentation for items on the agenda along with some form of recommendations to aid in decision making.
3. Tax Sale – as all delinquents have been paid it will not be necessary to hold the second Tax Sale scheduled for December 14, 2012.
4. Staff Training – resulting from Staff Reviews the Board -

Moved/Seconded

That the Staff be authorized to incur additional hours for staff projects/training as required. Staff to report additional Wage Expenses at the meeting following extra hours worked.

CARRIED

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. O & M Manager's Report – (see binder)
- Tiyata – Steve and Cam to meet with Caroline Lamont and Daniel Sailland of the VOP regarding options to ensure reimbursement of the cost of the engineering plans for the dyke improvements required on the Tiyata Development property.

Moved/Seconded

That the O & M Report be received.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: MFLN&RSO Re: Notice of Establishment of Section 16 Map Reserve No. R122093 Replacing Notation of Interest No. R112008, cancelled effective September 28, 2012 (*Green River Quarry approved*)
2. From: MFLN&RSO Re: Application to Upgrade the Pemberton Creek Dike – CN Rail to Highway 99 Bridge – Pemberton BC – Deputy Inspector of Dikes Review (*Extending the date the Approval is valid to Nov 1, 2013*).
3. From: Gobert's Backhoe Service Re: Snow Clearing 2012/13 Agreement (*Ted still needs to sign*)

9. NEW BUSINESS

1. Emergency Management and Defence Research & Development Canada Stakeholders Workshop – Pia attended the October 18th morning session and Steve is to attend the October 19th morning session. The objective of the workshop is to identify; what Pemberton provides to the people that live and work here - what the daily essential services are and what the main hazards facing Pemberton are and their likely consequences for the community.
2. Christmas Dinner 2012 – Staff to consult with the owner of The Wood (re: catering) and Pat Bradner of the Vineyard re: hosting the catered dinner.
- tentative date – Friday, November 30, 2012 – 6:30 PM
- alternative date – Friday, December 07, 2012 – 6:30 PM

10. LATE BUSINES

11. INCAMERA

12. ADJOURNMENT

Motion to adjourn at 8:05 PM.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 822nd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, November 15, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.**

The Meeting was called to order at: 7:00 PM

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the October 18, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Insurance Coverage Re: Excavations Donation Policy – written confirmation of adequate coverage received from Joe Stonehouse.
2. Christmas Dinner 2012 – Secretaries to; confirm menu with Chef John; confirm seating arrangements and organize transportation for Board Members and Staff.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid//Visa – Board approved the reports but requested that the actual monthly Bank Statements be included in future presentations. A copy of the Fixed Assets Spread Sheet to be brought to the next meeting for viewing.

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. BDO Accounting Update for Municipalities Webinar – Kathie watched the webinar and found some upcoming changes that could affect the district's financial reporting – will discuss with the Accountants.

B. OPERATIONS AND MAINTENANCE

1. O & M Manager's Report – (see binder)
 - Gravel Removal – Steve to format RFP suitable for the Pemberton Valley Dyking District with closing date of December 15, 2012.

Moved/Seconded

That the O & M Report be received.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: BC Hydro Re: Gravel Removal at Belkin Bar, Lillooet River (the "Proposed Use") – some changes to be made to the letter.
2. From VOP Re: SO55 – Tiyata Phase II/Subdivision Application – comments

Moved/Seconded

That the comments regarding the SO55 – Tiyata Phase II/Subdivision Application be as follows:

The developers must reimburse the Pemberton Valley Dyking District for the NHC Consulting Engineering design plans prepared for the Pemberton Creek Dyke Upgrade and adhere to the those plans as approved by the Ministry of Environment, Inspector of Dikes Office.

B. INFORMATION

1. To: Mark Strahl Re: Lillooet River Gravel removal (lack of response from DFO)
2. From: MCSCD RE: Realigned Financial Officer Responsibilities – (new officer Ms. Alexa Newton)
3. From: Young Anderson Re: Annual Local Government Law Seminar, Vancouver BC – Friday Nov. 30, 2012
4. From: Ombudsperson Re: Open Meetings: Best Practices Guide for Local Governments – Secretaries to review PVDD Meeting Procedure Bylaw for next meeting and provide any suggested updates.

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

Motion to adjourn at 8:22 PM.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 823rd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, December 20, 2012 AT THE DISTRICT OFFICE – 7:00 P.M.

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

Present: Chair: B. McLeod
Trustees: B. Mitchell, B. Ronayne, C. McIvor, R. Stacey (*late – 7:25pm*)
Staff: S. Flynn, P. Fotsch and K. Bergen
VOP Rep:

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Trustee McIvor asked that an In Camera discussion be added to the agenda.

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

Moved/Seconded

That the minutes of the November 15, 2012 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Meeting Procedure Bylaw review – Tabled till New Year for further discussion.

6. BYLAWS

7. REPORTS

A. SECRETARIES REPORT - MOTION TO RECEIVE

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement
2. Fixed Assets

B. OPERATIONS AND MAINTENANCE REPORT – MOTION TO RECEIVE

R. Stacey joined the meeting.

1. Tiyata – The Village advised it has “limited authority to require payment to another local government entity that is not of a statutory nature”. Secretaries advised that the account is past due. Staff to review and provide previous background information for next meeting.

2. Sunstone Ridge – C. McIvor declared a conflict of interest and left the building.

After discussion the board agreed that the developers engineer should be responsible to provide assurance that the construction project will not adversely affect the workings of the ditch. Steve will discuss further with the Village and Sunstone.

C. McIvor rejoined the meeting

3. RFP Proposals – Trustees McIvor, Stacey and McLeod will meet as a committee with Steve in the new year (Jan 2-4) for a review.

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. To: Village of Pemberton Re: SO55 Tiyata Phase II Referral Package
2. From: Kerr Wood Leidal Re: KWL Services for PVDD
Staff to clarify ownership of Mike 11 data.
3. From: DFO Re: Authorization for Works, Undertakings or Activities Affecting Fish Habitat
4. From: BC Hydro Re: Approval for Gravel Removal at Belkin Bar, Lillooet River

9. NEW BUSINESS

1. Resolution for Right of Way on Pemberton Creek

Moved/Seconded

That application is submitted for a SROW over Crown Land, Lot 2, DL203, Lillooet District Plan 12807 for dyke upgrade purposes.

CARRIED

The resolution was signed by the Trustees.

10. LATE BUSINESS

11. INCAMERA

Moved/Seconded

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

CARRIED

At 8:45 pm the meeting was moved to in camera.

Rise without report at 8:59 pm.

12. ADJOURNMENT

Motion to adjourn at 9:00 pm.

Chair

Secretary