

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 857th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, January 21, 2016 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present: Chair: B. McLeod  
Trustees: B. Mitchell, R. Symons, J. Beks and B. Ronayne (arrived late)  
Staff: K. Bergen, S. Flynn and P. Fotsch

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. November 19, 2015 Meeting Minutes

Moved/Seconded

**That** the minutes of the November 19, 2015 meeting be adopted as presented.

**CARRIED**

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

1. Green River Quarry – VOP council sent a formal request to access materials at the Green River Quarry for Community Use and Community Benefit.  
- Steve will investigate regulations but in the meantime the Board supports the request.

Moved/Seconded

**That** PVDD supports extending a onetime offer to the VOP, SLRD and Lil'wat Nation for access to materials (combined total equaling 50,000 cubic meters and not including rip rap material) from the Green River Pit for Community Use and Benefits pending appropriate approvals.

**CARRIED**

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – January 2016  
- Steve to meet with VOP regarding drainage issues in the Sunstone/MacRae ditch causing a transfer of risk to neighbouring properties- a gauge has been installed for monitoring purposes.
2. RFP #SR001-216a Lillooet River Sediment Removal 2016 – Closing Time 4:00 pm, January 29, 2016
3. O & M Report for Pemberton Creek Gravel Aggradation
4. Draft 2016 O & M Budget/Projects – to be tweaked for next meeting.

Board Moved/Seconded

**That** Steve to proceed with the Pemberton Creek Environmental Assessment regardless of funding availability.

**CARRIED**

5. Miller Creek Sediment Removal, Arn Canal Vegetation Control Phase 2 and Arn Canal Culvert replacement  
– Steve to start the approval process.

Moved/Seconded

**That** the January, 2015 O&M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

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

Moved/Seconded

**That** the Secretaries Report for January 2015 be received.

**CARRIED**

**7. BYLAWS**

**8. CORRESPONDENCE**

**C. ACTION REQUIRED**

1. From: Village of Pemberton Re: Tiyata Subdivision – see response Correspondence Info item # 10
2. From: Ministry of Transportation and Infrastructure (MOTI) Re: Preliminary Subdivision Application – Lot B, DL182 LLD, Plan EPP34077 and Lot A DL183 and DL1163, LLD Plan 11734 – Steve has communicated with concerned parties
3. From: Matt Green – Xerox Re: Xerox Upgrade Proposal – current contract ends May 6, 2015 – Matt will send new proposal for review.
4. From: Village of Pemberton Re: SO62 580049 (Biro) Subdivision Application – Steve to present concerns to VOP
5. From: Village of Pemberton Re: Green River Quarry – see Business Arising item # 1

**D. INFORMATION**

1. From: MOTI Re: Proposed Subdivision 8324 Pemberton Meadows Road (copy of letter sent to applicant)
2. To: MOTI Re: Proposed Subdivision 8324 Pemberton Meadows Road
3. From: Emergency Management BC Re: Disaster Financial Assistance Acknowledgment Letter
4. To: Village of Pemberton Re: OR108 Biro Subdivision Ext. Referral Package Update
5. From: Lil'wat Nation Re: Lillooet Gravel Removal - support
6. From: SLRD Re: Lillooet Gravel Removal - support
7. From: Village of Pemberton Re: Lillooet Gravel Removal – support
8. From: NHC Re: 2015 Pemberton Creek Bank Emergency Erosion Completion Document
9. To: MoCS&CD RE: VOP funding application to complete the Underground Services Management Plan
10. To: VOP Re: VOP S061-Tiyata Subdivision Referral Response

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. IN-CAMERA**

Moved/Seconded

That pursuant to Section 90(1)(j) 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 8:55 pm the meeting moved to In-Camera  
Rise without report at 9:29 pm

**12. ADJOURNMENT**

The meeting was adjourned at 9:30 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 858th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, February 18, 2016 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present:                    Chair:                    B. McLeod  
                                 Trustees:                B. Mitchell, R. Symons, J. Beks and B. Ronayne  
                                 Staff:                    P. Fotsch, S. Flynn  
  
                                 Other:                    VOP Rep: T. Craddock    SLRD Rep: R. Mack

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. January 21, 2016 Meeting Minutes

Moved/Seconded

**That** the minutes of the January 21, 2016 meeting be adopted as presented.

**CARRIED**

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

1. Green River Quarry – VOP Request – FLNRO notes: because the quarry is sponsored by the Ministry of Inspector of Dykes they must approve of any quarry usage. FLNRO is exploring the possibility of material from the pit being used for community benefit but currently the only approved use is for emergency dyking purposes.  
- The Village of Pemberton could apply for their own quarry.
2. Xerox Proposal and PVDD Staff Report – staff to enquire if the proposed copy rates (B/W = 0.01200 and Colour – 0.08900) could be locked in for the duration of an agreed contract should the Dyking District decide to go with getting a new Xerox machine – WorkCentre 7225.

Moved/Seconded

**That** the Board authorized staff to enter into a new agreement with Xerox as per the Xerox proposal for a new WorkCentre 7225 should they decide to obtain a new machine after the enquiry about locked in copy rates has been answered.

**CARRIED**

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – February 2016

Moved/Seconded

**That** the February, 2016 O&M Report be received.

**CARRIED**

2. RFP #SR001-216a Lillooet River Sediment Removal 2016 – was awarded to Coastal Mountain Excavations Ltd.
3. Licence of Occupation for Lillooet River Sediment Removal 2016 – File No. 2411651 Disposition No. 923325
4. Resolution endorsement (as per attached) for Licence of Occupation on Lillooet River Sediment Removal Locations
5. Draft 2016 O & M Budget
6. Draft 2016 Five Year Capital Projects

7. Draft 2016 Five Year Combined
8. 2016 Projected Renewal Reserve Chart  
- Staff to draft a Renewal Reserve Bylaw for next meeting

**B. SECRETARIES REPORT**

1. Secretaries Report for February, 2016

Moved/Seconded

**That** the Secretaries Report for February, 2016 be received.

**CARRIED**

2. 2015 Audit – Auditors were here the week of February 8<sup>th</sup> – draft Financial Statements for the Year Ending December 31, 2015 to be presented at the next March meeting.
3. 2016 Court of Revision

Moved/Seconded

**That** the 2016 Court of Revision date be set for Thursday, March 24, 2016

**CARRIED**

4. 2016 AGM – staff to book room and Returning Officer

Moved/Seconded

**That** the 2016 Annual General Meeting of the Pemberton Valley Dyking District be held Thursday, April 14, 2016 at the Pemberton Community Center between 7 – 9 pm.

**CARRIED**

Moved/Seconded

**That** Allison MacDonald be appointed as Returning Officer for the 2016 Trustees Election

**CARRIED**

5. 2016 Tax Sale

Moved/Seconded

**That** the 2016 Tax Sale be held Friday, August 26, 2016 at the Dyking District office.

**CARRIED**

**7. BYLAWS**

1. Staff Report Re: Draft Miscellaneous Service Charges Bylaw regarding charges for general service fees, equipment rental including excavator, gravel sales and various other fees and the repeal of bylaws 23, 87, 116 and 190.
2. Miscellaneous Service Charges Bylaw 211

Moved/Seconded

**That** Miscellaneous Service Charges Bylaw 211 be adopted as presented.

**CARRIED**

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

**B. INFORMATION**

1. To: VOP Re: Referral S062 – 580049 – response (included in the February, 2016 O & M Report)
2. From: SLRD Re: 2016 Squamish Lillooet Regional District Representative – Russell Mack

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. IN-CAMERA**

Moved/Seconded

**That** pursuant to Section 90(1)(j) 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 8:50 pm the meeting moved to In-Camera Rise without report at 8:57 pm

**12. ADJOURNMENT**

The meeting was adjourned at 8:58 pm.



Chair



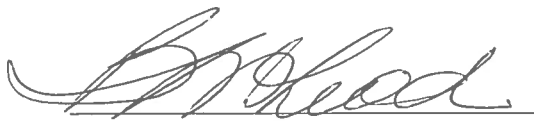
Secretary


## Pemberton Valley Dyking District Resolution

**WHEREAS** the question of whether to endorse the Licence of Occupation File No: 2411651, Disposition No: 923325, Legal Description Schedule: Unsurveyed Foreshore or Land Covered by Water Being Part of the Bed of Lillooet River, Lillooet District, Containing 8.8 Hectares, More or Less for the purpose of conducting gravel removal in the Lillooet River at the locations that have been applied for by the Pemberton Valley Dyking District was put before the Board of Trustees at a meeting held on the 18th day of February, 2016:


**AND WHEREAS** the Trustees deem it advisable to endorse the Licence of Occupation for the purpose of removing gravel in the Lillooet River at applied for locations.

**THEREFORE BE IT RESOLVED** that: the endorsed Licence of Occupations be submitted for the purpose of conducting gravel removal in the Lillooet River at the locations applied for by the Pemberton Valley Dyking District.

  
Trustee

  
Trustee

  
Trustee

  
Trustee

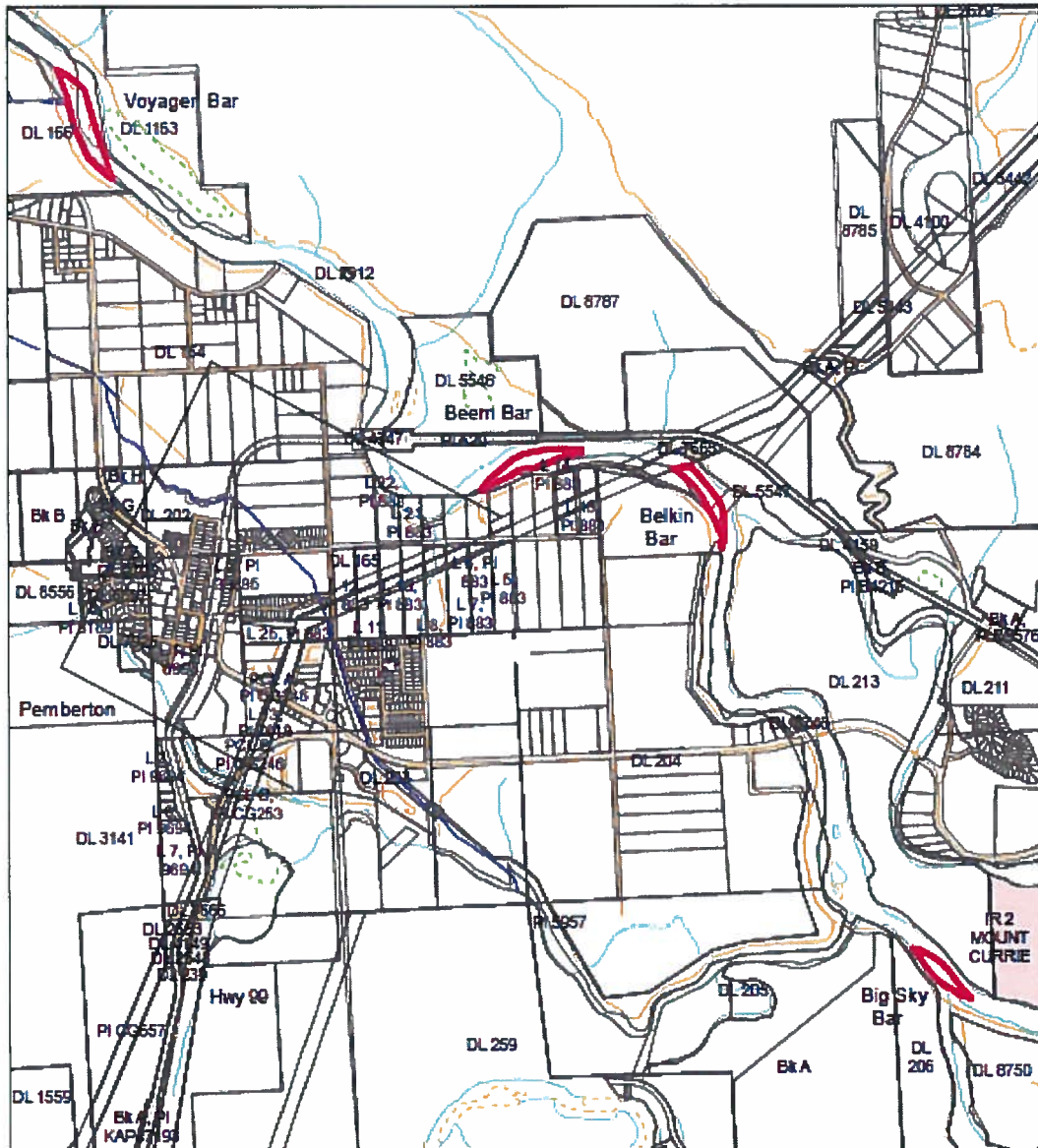
  
Trustee

Certified a true copy of the resolution adopted by the Trustees of the Pemberton Valley Dyking District 18th day of February, 2016.

  
Officer

LEGAL DESCRIPTION SCHEDULE

UNSURVEYED FORESHORE OR LAND COVERED BY WATER BEING PART OF THE BED OF LILLOOET RIVER, LILLOOET DISTRICT, CONTAINING 8.8 HECATRES, MORE OR LESS



Purpose: INSTITUTIONAL  
Subpurpose: PUBLIC WORKS  
Type: LICENCE

Date: 10 Feb 2016

Area: 8.815 ha +/-



**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 859th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, March 17, 2016 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present:	Chair:	B. McLeod
	Trustees:	B. Mitchell, R. Symons, J. Beks and B. Ronayne
	Staff:	P. Fotsch, K. Bergen and S. Flynn
	Other:	SLRD Rep: R. Mack (left the meeting at 8:11 pm)

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. February 18, 2016 Meeting Minutes

Moved/Seconded

**That** the minutes of the February, 2016 meeting be adopted as presented.

**CARRIED**

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

1. Xerox Proposal and PVDD Staff Report – contract signed – staff to order new Work Center 7225

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – March 2016

Moved/Seconded

**That** the March, 2016 O&M Report be received.

**CARRIED**

2. 2016 Draft Annual Report – to be finalized for April 14, 2016 AGM

**B. SECRETARIES REPORT**

1. Secretaries Report for March, 2016

Moved/Seconded

**That** the Secretaries Report for March, 2016 be received.

**CARRIED**

2. Draft 2015 AGM Minutes – reviewed for adoption at 2016 AGM

3. Draft 2015 SGM Minutes – reviewed for adoption at 2016 AGM

4. 2016 Draft Voting Procedure Policy

Moved/Seconded

**That** the Voting Procedure Policy for the 2016 AGM be adopted as presented

**CARRIED**

5. 2016 Draft Budget/5 Year Plan/Capital Projects

6. 2016 Cash Projection Report

7. 2016 Draft Mill Rates – tabled

8. Draft 2015 Financial Statements – to be approved at the 2016 AGM



**7. BYLAWS**

- 1. Draft Bylaw 212 – CME Agreement Re: 2016 Lillooet River Sediment Contract

Moved/Seconded

**That** Bylaw 212 CME-Lillooet River Sediment Removal Contract Bylaw be adopted as presented.

**CARRIED**

- 2. Draft Bylaw 213 – 2016 Renewal Reserve Fund Disbursement Bylaw No. 213

Moved/Seconded

**That** Bylaw 2016 Renewal Reserve Fund Disbursement Bylaw No. 213 be adopted as presented.

**CARRIED**

- 3. Draft Bylaw 214 – NHC-Agreement for Professional Services Contract PO3001662

Moved/Seconded

**That** Bylaw 214 – NHC-Agreement for Professional Services Contract No. P03001662 Bylaw regarding 2016 Pemberton Creek Emergency Gravel Removal Project be adopted as presented.

**CARRIED**

- 4. Draft Bylaw 215 – Tax Rates By-law, 2016 – to be adopted at a later date

**8. CORRESPONDENCE**

A. ACTION REQUIRED

B. INFORMATION

- 1. To: VOP (email) PVDD Response Re: Green River Quarry Gravel Request
- 2. From: MoLFNRO Re: Application for approval to make changes in and about Lillooet River Approval 2004004

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. IN-CAMERA**

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.

At 8:12 pm the meeting moved to In-Camera  
Rise without report at 8:23 pm

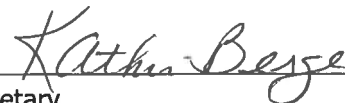
*CARRIED* <sup>f</sup>

**12. ADJOURNMENT**

The meeting was adjourned at 8:24 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 860<sup>th</sup> REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, April 21<sup>st</sup> 2016 AT THE DISTRICT OFFICE – 7:00 P.M.**

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Meeting was called to order at 7:00 pm.

Present: Chair: B. McLeod  
Trustees: B. Mitchell, R. Symons, J. Beks and B. Ronayne  
Staff: P. Fotsch, K. Bergen and S. Flynn  
Other: SLRD Rep: R. Mack (left the meeting at 7:45 pm)

**1. ELECTION**

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

**2. PETITIONS AND DELEGATIONS**

**3. INTRODUCTION OF LATE ITEMS**

**4. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**5. ADOPTION OF PREVIOUS MEETING MINUTES**

1. March 17, 2016 Minutes

Moved/Seconded

**That** the minutes of the March 17, 2016 meeting be adopted as presented.

**CARRIED**

2. April 14, 2016 AGM Minutes

- Reviewed only – to be adopted at 2017 AGM

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

**7. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – April 2016 Verbal

O&M attended the Spring 2016 Readiness Workshop held in Whistler with other provincial and local government reps.

Clarification on Response and Recovery

- Response 100% funded – immediate threat to people and property – PVDD must submit claim through VOP or SLRD
- Recovery 80% funded – once threat is eradicated funding goes from response to recovery – PVDD submits claim directly to EMBC

Weather predictions

- Early fire season
- Cooler July and August
- Expecting huge freshet in 2017

Moved/Seconded

**That** the April O & M Report be received.

**CARRIED**

**B. SECRETARIES**

1. Secretaries Report for April 2016

Moved/Seconded

**That** the Secretaries Report for April, 2016 be received.

2. 2016 Mill Rates

Moved/Seconded

**That** the 2016 Residential Mill Rate be set at \$0.70 per one thousand dollars of assessed value and that the minimum tax rate be increased to \$167.00.

**CARRIED**

3. 2016 Draft Budget

To be adopted at the May meeting when the taxroll is finalized.

4. 2016 5 Year Plan/Capital Projects

To be adopted at the May meeting when the taxroll in finalized.

**8. BYLAWS**

1. Bylaw 215 – 2016 Tax Rates Bylaw

Moved/Seconded

**That** Bylaw 215 - 2016 Tax Rates Bylaw be adopted as presented.

**CARRIED**

**9. CORRESPONDENCE**

A. ACTION REQUIRED

1. From: Village of Pemberton Re: Emergency Preparedness Open House – Saturday May 7, 2016

B. McLeod to attend. Staff to notify VOP and provide Brenda with video.

B. INFORMATION

1. From/To: Village of Pemberton Re: SO59 BCR Properties (AKA Wye Land) 3 Lot Subdivision

2. From: Young Anderson Re: April 2016 Newsletter

3. From: Ombudsperson Re: March 2016 Report

4. To: MoCS&CD Re: Bylaw No. 212, 213 & 214

5. From: Ministry of Transportation and Infrastructure to/from Across the Creek Organics Re: Proposed Subdivision of PID No. 029-245-940 & 009-491-139

6. From: Northwest Hydraulic Consultants Re: Pemberton Creek-Emergency sediment removal

7. From: Emergency Management BC Re: Disaster Financial Assistance (DFA) Recovery Plan Approval – Project 2 Pemberton Creek

8. From: Dewdney Area Improvement District Re: Exorbitant new BC Hydro minimum charges for flood-control pumping

**10. NEW BUSINESS**

**11. LATE BUSINESS**

**12. 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 7:45 pm the meeting moved to In-Camera

Rise without report at 8:30 pm

**13. ADJOURNMENT**

The meeting was adjourned at 8:30 pm.

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Chair

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Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 861st  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, May 19, 2016 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present:                    Chair:                    B. McLeod  
                                 Trustees:                B. Mitchell, R. Symons, J. Beks, and B. Ronayne  
                                 Staff:                    P. Fotsch, K. Bergen, S .Flynn, and S. Miller  
  
                                 Other:                    SLRD auxiliary J. Kennett(Left the meeting at 7:54)

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. April 21, 2016

Moved/Seconded

**That** the minutes of the April 21, 2016 meeting be adopted as presented.

**CARRIED**

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

1. 2016 Tax Roll. The 2016 completed Tax Roll totaling \$517,581.62 was presented.

Moved/Seconded

**That** the 2016 Tax Roll is adopted as presented.

**CARRIED**

2. 2016 Final Budget

Moved/Seconded

**That** the 2016 Final Budget is adopted as presented.

**CARRIED**

3. 2016 Five Year Plan/Capital Projects

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report- May 2016

O&M spoke about the Pemberton Creek Gravel Removal Project.

Steps to be taken for this project:

- permits/authorization for June/July
- advertising for August
- estimated completion date August/September

O&M spoke about the National Disaster Mitigation Program and that it offers 100% funding.

This funding will provide updates to the Lillooet River Project and allow the developing of a two dimensional flood plan map, if successful.

Moved/Seconded

**That** the O&M will put in an application for this funding with NDMP

**CARRIED**

Moved/Seconded

**That** the May O & M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

1. Secretaries Report for May 2016: Balance Sheet/Income Statement/Accounts Paid/Bank Statement

Moved/Seconded

**That** the Secretaries Report for May 19, 2016 be received.

**CARRIED**

**7. BYLAWS**

1. Bylaw 216 – Assessment Roll

Moved/Seconded

**That** Bylaw 216 – Assessment Roll be adopted as presented.

**CARRIED**

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

1. From: Michael Braun Re: New Subdivision Application on Highway 99 at Mt. Currie
  - Steve acted on the application on behalf of the PVDD.

**B. INFORMATION**

1. From: Cale Brook Re:(letter to SLRD) Non Farm use application for the McLeod/Ayers Property
2. From: BDO Engagement Letter for 2015 Financial Reporting
3. From: Doug Helmers To: Jackie Chambers Re: Drainage Ditch Lot 8324
4. From: Jacqueline Seigel Re: McLeod/Ayers Appeal

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. IN-CAMERA**

Moved/Seconded

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.

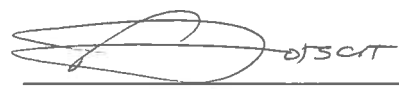
**CARRIED**

At 7:54 pm the meeting moved to In-Camera. Rise without report at 7:55 pm.

**12. ADJOURNMENT**

The meeting was adjourned at 8:00 pm.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary

June 2016 Mtg  
Cancelled due to  
lack of Quorum

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 863rd  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, July 21, 2016 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present: Chair: B. McLeod  
Trustees: J. Beks, R. Symons, B. Mitchell and B. Ronayne,  
Staff: S. Miller, P. Fotsch and S. Flynn (left meeting at 7:25 pm)

Other: R. Mack – SLRD Rep and T. Craddock – VOP Rep (both reps left the meeting at 8:17pm when the meeting moved to In-Camera)

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

1. Bylaw 218 – moved to Section 7.2
2. Front Counter BC – moved to Section 8.B.3
3. ARMA International Educational Foundation – moved to Section 8.B.4

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. May 19, 2016 Minutes

Moved/Seconded

**That** the minutes of the May 19, 2016 meeting be adopted as presented.

**CARRIED**

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

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report July 2016
- Updates of the Pemberton Creek Diversion Channel plans – possible project budget over run
  - Arn Canal Phase 2 to begin in August – approximately 8 days to complete. There will be some unbudgeted work to do behind D. Gilmore property that will be done while equipment is there.
  - Culvert needs replacing on the orphan dyke at Helmer’s private land – Steve to discuss further with land owners and assess the repair options
  - Lillooet River Early Warning System is in need of repair due to vandalism – cost to be divided by PVDD, VOP, SLRD and Lil’wat Nation

Moved/Seconded

**That** the July 2016 O&M Report be received.

**CARRIED**

**B. SECRETARIES REPORT**

1. Balance Sheet/Income Statement/Accounts Paid/Cash Summary

Moved/Seconded

**That** the July 2016 Secretaries Report be received.

**CARRIED**

**7. BYLAWS**

1. Bylaw 217 – Annual Assessment Roll (Revised)

Moved/Seconded

That Bylaw 217 be adopted as presented.

**CARRIED**

2. Bylaw 218 – NHC Agreement P03002145 – Lillooet River EWS Repairs

Moved/Seconded

That Bylaw 218 be adopted as presented.

**CARRIED**

**8. CORRESPONDENCE**

A. ACTION REQUIRED - JUNE

1. From: Jackie Chambers Re: Bruce Miller Subdivision/ PVDD Response

B. ACTION REQUIRED - JULY

2. From: NHC Re: Early Warning System Estimate/PVDD Response – cost to be divided between SLRD, VOP, PVDD and Lil'Wat Nation
3. From: Front Counter BC Re: Province of BC Referral Request on a Water Licence Application – Steve to review further and forward any comments to the Board
4. To: ARMA International Educational Foundation Re: Letter of Recommendation (Madigan) – signed and mailed

C. INFORMATION - JUNE

1. From: SLRD Re: Temporary Use Permit #46 Camping for PVMF
2. From: EMBC Re: NDMP Funding EOI – application denied
3. From: Jessica Delaney Re: McLeod/Ayers Appeal
4. Emails (SLRD, VOP, MOTI and PVDD) regarding Letter of Support – Friendship Trail Bridge –awaiting further communication
5. From: Blue Shore Financial Re: Notice of General Meeting
6. From: EMBC Re: DFA Recovery Plan Interim Payment: Project #2 Pemberton Creek Gravel Aggradation

D. INFORMATION – JULY

1. From: Pemberton Chamber Re: Village Request for Proposals
2. To: Guy Young (emails) Re: Pemberton Creek Gravel Aggradation Project- Permission to Enter Private Lands
3. From: Service Canada Re: Reasons for Separation from Employment-Kathie Bergen EI Claim

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. IN-CAMERA**

Moved/Seconded

That pursuant to Section 90(1)(j) 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 8:17 pm the meeting moved to In-Camera


Rise without report at 8:53 pm

**12. ADJOURNMENT**

The meeting was adjourned at 8:54 pm.



Chair



Secretary



**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 864th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, August 18, 2016 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present: Chair: B McLeod away – Board appointed Trustee Beks as acting Chair  
Trustees: B Mitchell, B Ronayne and R Symons  
Staff: S Miller, S Flynn and P Fotsch

Other: VOP Rep T Craddock and SLRD Rep R Mack

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. July 21, 2016 Meeting Minutes

Moved/Seconded

**That** the minutes of the July 21, 2016 meeting be adopted as presented.

**CARRIED**

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

1. Orphan Dyke Culvert – Helmer Property – to be looked into further once Pemberton Creek project is completed
2. Emails (Steve Flynn & Shirley Wang – MFLNRO) Re: Continental Pole Groundwater Licence Application – O & M Manager provided as much information deemed necessary associated with the PVDD; while the other requested information from the MFLNRO was not associated with the PVDD.

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. August O&M Report

- Pemberton Creek Project: Recently walked the area of the new road placement with Dawn Johnson of the Stewardship Pemberton Society – some changes to the planning will be required – the effects of the necessary changes on the flood benefits will be negligible – final engineered plans expected next week.
- May use two compatible contracting companies to complete the project – this is yet to be determined.
- J Van Loon Property: new owners concerned about bank erosion – O & M Manager to visit the site and report back to the Board.

Moved/Seconded

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

**CARRIED**

**B. SECRETARIES REPORT**

1. August Secretaries Report

- Some upgrades have been recently done to the website, but will require another few hours of work – the website is out dated and will eventually have to be rebuilt.

Moved/Seconded

**That** the Secretaries Report be received.

**CARRIED**

2. Performance Review Form

Moved/Seconded

**That** the Performance Review Form be received.

**CARRIED**

3. Administrator Job Description

Moved/Seconded

**That** the Administrator Job Description be received as presented.

**CARRIED**

4. Human Resource Policy

Moved/Seconded

**That** the Human Resource Policy be adopted as presented.

**CARRIED**

**7. BYLAWS**

**8. CORRESPONDENCE**

A. ACTION REQUIRED

1. Emails (Dawn Johnson) Regarding Dyke Works Commencing Next Week – Pemberton Creek – O & M Manger provided response via phone and an on-site visit.

B. INFORMATION

1. Emails (Steve Flynn & NHC) Re: The Lillooet River Early Warning System – has been fixed and appears to be working well – still some tweaking to do – NHC will complete the requirements next time they are in the area
2. To: Lauren Kerr Re: Bylaws 217 & 218 – copies for their files
3. From: Young Anderson – News Letter – June Edition

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. IN-CAMERA**

**2. ADJOURNMENT**

The meeting was adjourned at 7:40 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT**  
**MINUTES OF THE 865<sup>th</sup> REGULAR MEETING OF THE BOARD OF TRUSTEES HELD**  
**Thursday, September 15, 2016 AT THE DISTRICT OFFICE – 7:00 P.M.**

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meeting was called to order at 7:05 pm.

Present: Chair: B. McLeod  
Trustees: B. Mitchell, J. Beks and B. Ronayne  
Staff: P. Fotsch, S. Miller and S .Flynn  
  
Other: SLRD Rep: R. Mack VOP Rep. T. Craddock, and Guest M. Simon

**1. PETITIONS AND DELEGATIONS**

1. Pemberton Arts & Culture Council Re: possible refurbishing of building and review lease  
Marnie Simon presented a building inspection report from 2007 – current building inspector to reconfirm report in writing to PACC.  
PACC would like to apply for funding to have any required work done – *applications due September 30, 2016*
  - Marnie left the building at 7:18
  - Board discussed the matter and agreed that a letter should be sent to PACC stating concerns and stipulations – building is not to be inhabited until structural work is completed – new lease agreement pending sign off of work by PVDD.
2. Draft New Lease – to be adjusted
3. Documents Re: Past PVDD Requests for Exterior Painting of the Building – *not fulfilled to date*

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

4. August 18, 2016 Minutes

Moved/Seconded

**That** the minutes of the August 18, 2016 meeting be adopted as presented.

**CARRIED**

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

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – September 2016 Verbal
  - Board and Staff met prior to this meeting and had an onsite visit of the Pemberton Creek project – things are going very well and the major works of the project should be completed by next week
  - Steve and Bryce did an onsite visit to 9310 Hurley River Road at the request of the new owners – there is erosion occurring but not where there are any PVDD existing works – letter to be sent to the new owners stating the PVDD’s mandate regarding repairs and provide options on how to proceed to get the work done at the landowners expense
  - Helmer Culvert – the existing culvert is an odd size therefore it is difficult to find a replacement culvert that will fit the current flap gate – Steve to investigate different options
  - Ryan Creek – there are some concerns near the water intake behind the Valleau property – repairs will require hammering of rock in Valleau pit to make required materials (check for as built drawings for Ryan Creek Monument dyke) – will also be looking into possible blasting (cost pending) in pit to produce rip rap for stock piling as the supply has been completely diminished
  - Steve will be conducting Top to Bottom dyke inspection later this fall

Moved/Seconded

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

**CARRIED**

**B. SECRETARIES**

1. Secretaries Report for September 2016

Moved/Seconded

**That** the Secretaries Report for September, 2016 be received.

**7. BYLAWS**

1. Draft Bylaw 219 –Re: Pemberton Arts & Culture Council Lease

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

1. From: Marnie Simon PACC Re: Art Barn – Renewal of Lease and Exploration of further refurbishing of building
2. From: Diondi Tan – SLRD Re: DVP Application Referral – Miller Property
3. From: Diondi Tan – SLRD Re: DVP Plan – Miller Property – response sent to SLRD no PVDD concerns regarding the referral package
4. From: Randy Symons Re: Resignation - *accepted*

**B. INFORMATION**

1. From: James Davies MoFL&NRO Re: Application for approval to make changes in and about Pemberton Creek Approval
2. From: Lauren Weir DFO Re: Pemberton Creek Modification - Extension

**9. NEW BUSINESS**

1. Special General Meeting – to replace Trustee Symons
  - Meeting to be held Thursday October 20, 2016 at 6:30 PM at the dyking district office – adds to be placed in the local papers and in the VOP advertising box at the Post Office
  - Allison McDonald has once again accepted the Returning Officer position for SGM

**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 7:50 pm the meeting moved to In-Camera

Rise without report at 8:18 pm

**12. ADJOURNMENT**

The meeting was adjourned at 8:19 pm.

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary

**PEMBERTON VALLEY DYKING DISTRICT**  
**MINUTES OF THE 866<sup>th</sup> REGULAR MEETING OF THE BOARD OF TRUSTEES HELD**  
**Thursday, October 20, 2016 AT THE DISTRICT OFFICE – 7:00 P.M.**

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

Present:                    Chair:                    B. McLeod  
                                 Trustees:                B. Mitchell, J. Beks and B. Ronayne  
                                 Staff:                    P. Fotsch and S. Miller  
  
                                 Other:                    SLRD Rep: R. Mack VOP Rep. T. Craddock

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

1. Carney's Waste Systems' Recycling Program Proposal for the PVDD. See section 8. A. 5.

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

**CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. September 15, 2016 Minutes

Moved/Seconded

**That** the minutes of the September 15, 2016 meeting be adopted as presented.

**CARRIED**

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

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report – October 2016

- Pemberton Creek project – O&M report stated work was completed for the Pemberton Creek Project September 23<sup>rd</sup>, with the exception of two small bars due to fish habitation.
- Helmer Culvert – Was replaced with no cost due to extra material from the Pemberton Creek Project
- Ryan Creek – Steve went to check on the state of the Ryan Creek Monument dyke and stated that repairs will be done by Nov. 1<sup>st</sup> with rip rap. Repairs will require hammering of rock in Valleau pit to make required materials (check for as built drawings for Ryan Creek Monument dyke) – will also be looking into possible blasting (cost pending) in pit to produce rip rap for stock piling as the supply has been completely diminished
- During the first two weeks of October Steve completed the PVDD dykes inspection and stated that all culverts and flap gates are in good condition.
- NDMP Floodplain Mapping Funding Application, which was supported by the SLRD, VOP, and the Lil'wat Nation, was submitted October 7<sup>th</sup>. By mid-November the PVDD should receive a response from NDMP.

Moved/Seconded

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

**CARRIED**

**B. SECRETARIES**

1. Secretaries Report for October 2016

Moved/Seconded

**That** the Secretaries Report for October, 2016 be received.

**CARRIED**

**7. BYLAWS**

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

- 1. From Brenda McLeod Re: Letter of support for the PACC to apply for the Pemberton Musical Festival Grant. Brenda has not received a response regarding the letter of support; however the PAC's grant application will not be addressed until mid-November, so the PVDD should receive a response at that time.
- 2. From Steve Flynn Re: Letter to Eelco de Zwaan regarding the bank erosion issue at 9310 Hurley River Road. No further action required.
- 3. From Big Sky Re: Holiday Staff Party. Trustees agreed on the same venue with dates to be set for either the 2<sup>nd</sup> or the 9<sup>th</sup> of December at 6:30PM. Sarah/Pia to book the staff party for one of those dates and inform the trustees via email afterwards.
- 4. From Lori Gobert Re: 2016/2017 Snow clearing contract. Sarah and Pia to contact Lori and ask if snow accumulation removal is included and if so what the associated cost is.
- 5. From Stephanie Sabourin Re: Carney's Waste Systems Recycling Program. Trustees agreed that the recycling program would not be necessary, and that the PVDD staff will take care of recycling on a monthly basis. The trustees also agreed that the garbage removal contract with Carney's Waste Systems would not be renewed as the amount of garbage is quite minimal and can also be addressed by the PVDD staff on a monthly basis.

**B. INFORMATION**

- 1. From: Steve Flynn Re: NDMP Application for Flood Mapping
- 2. From: Pension Corporation Re: September 26, 2016 Employer Bulletin
- 3. From: Pemberton Chamber Re: Request for Proposal-Zoning and Sign Bylaw

**9. NEW BUSINESS**

**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 7:29 pm the meeting moved to In-Camera  
Rise without report at 8:19 pm

**12. ADJOURNMENT**

The meeting was adjourned at 8:20 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 867th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, November 17, 2016 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present: Chair: B. McLeod  
Trustees: B. Mitchell, J. Beks, B. Ronayne, and S. Noort  
Staff: P. Fotsch, S. Miller, S. Flynn  
  
Other: SLRD Rep: R. Mack and VOP Rep. T. Craddock

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

1. Letter from the PACC Re-Lease Agreement. Moved to section 5.1
2. Email from Cam McIvor Re- North Arm Channel-McRae Road Water Conveyance. Moved to section 8.A.2

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

- **CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. October 20, 2016 Minutes

Moved/Seconded

1. **That** the minutes of the October 20, 2016 Minutes meeting be adopted as presented.

- **CARRIED**

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

1. 2016 lease renewal with PACC. The trustees agreed that the lease was not to be renewed until all stipulations set by the board have been agreed upon by PAC and have been completed before signing the 2016 five year lease renewal.
2. 2016 Staff Holiday Party. Booked for December 9<sup>th</sup> at 6:30pm. P. Fotsch/S.Miller to notify Big Sky one week before the 9<sup>th</sup> approximate numbers of attendance, any dietary restrictions attendees may have, and approximate numbers for usage of shuttle service via Pemberton Taxi.
3. 2016/2017 Gobert's Snow Clearing Contract. Trustees agreed upon the contract and the contract was signed.

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report

- November 9<sup>th</sup> highwater event details were captured within S. Flynn's monthly O&M report. S. Flynn stated that the RFC (River Forecast Centre) was not capturing accurate details with the methods that were used in monitoring the high water levels that had occurred on November 8<sup>th</sup> and November 9<sup>th</sup> and that RFC was not able to give the proper recommendations needed to act on the flooding that occurred. S. Flynn will be in contact with RFC and state his concerns and see that RFC will find an effective method in monitoring the water levels and forecasting more accurately.
- Main concerns stated were riprap repairs to be done to Ayers Dyke due to multiple areas of bank failure (300metres) and riprap repairs to be done to the Dream Catcher Dyke (50metres) which would cost approximately \$40,000. Options discussed for the Ayers Dyke repairs were to patch the existing failures which would cost approximately \$50,000, or to armor 300metres of the bank with riprap which would cost approximately \$250,000. Currently an application to DFA is underway to receive 80% in funding for the Ayers Dyke and Dream Catcher Dyke damages. Other concerns were addressed towards the Miller Creek weir damages, Miller Creek gravel deposition accumulation, and the Pemberton Creek gravel deposition accumulation. Consideration will be made for these issues and attended to along with estimated costs to be addressed at the next board meeting.
- NDMP Flood Plain Mapping Application is under consideration and if approved, the \$600,000 100% funded project will take place in 2017/2018.
- Pemberton Creek Gravel Removal Project's major work was completed with a few tasks to be completed in the upcoming 2017 year. The project's budgeted cost to date for the remaining future tasks is estimating a \$12,000 overage. S. Flynn will look further into the overage at a later date.
- SLRD and VOP are jointly purchasing land which is directly behind the SLRD office/VOP Fire hall and consolidating that land with the SLRD's/VOP's existing lot. The SLRD and VOP have put in a request for the PVDD to accept the

position of being a signatory to the application to deposit Plan EPP66105 which will take place within the next two weeks.

Moved/Seconded

**That** the PVDD will review the legal documents received by the VOP and SLRD for the application to Deposit Plan EPP66105 and, if in agreement, will sign the application to deposit documents within the stated timeframe.

- **CARRIED**

Moved/Seconded

**That** the November 17, 2016 O&M Report be received.

- **CARRIED**

#### B. SECRETARIES REPORT

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

Moved/Seconded

**That** the Secretaries Report for November, 2016 be received.

- **CARRIED**

### 7. BYLAWS

1. Draft Bylaw 219-Pemberton Arts & Culture Council 2016/2017 Lease Agreement Bylaw
2. Draft Bylaw 220-Contract for Services and Equipment Use Agreement with Sabre Excavation Corp. Bylaw

Moved/Seconded

1. **That** Bylaw 220 be adopted as presented.

- **CARRIED**

### 8. CORRESPONDENCE

#### A. ACTION REQUIRED

1. To: Bank of Nova Scotia/Blue Shore Financial. Re- 2016/17 Signing Authority. Trustees to sign documents at the Bank of Nova Scotia. Trustees stated that they will go to BNS to sign the 2016/17 Signing Authority documents.
2. From: Cam McIvor Re- North Arm Channel-McRae Road Water Conveyance. S. Flynn will draft a letter to C. McIvor stating that the PVDD will address C.McIvor's concerns with proper permits/authorization and that the PVDD has concerns regarding the modifications that have taken place to the existing ditch in place. S. Flynn will address the board with the drafted letter before presenting to C.McIvor.

#### B. INFORMATION

1. From: Pemberton Chamber of Commerce. Re-November Newsletter
2. From: Upper Lillooet Hydro Project. Re- November 9th Flood Warning in Effect. Lillooet River FSR Closed

### 9. NEW BUSINESS

### 10. LATE BUSINESS

### 11. IN-CAMERA

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 8:49 pm the meeting moved to In-Camera

Rise without report at 9:47 pm

### 12. ADJOURNMENT

The meeting was adjourned at 9:47 pm.

  
Chair

  
Secretary



**PEMBERTON VALLEY DYKING DISTRICT  
MINUTES OF THE 868th  
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD  
Thursday, December 15, 2016 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present: Chair: B. McLeod  
Trustees: B. Mitchell, J. Beks, and S. Noort  
Staff: P. Fotsch, S. Miller, S. Flynn  
Other: SLRD Rep: R. Mack

**1. PETITIONS AND DELEGATIONS**

**2. INTRODUCTION OF LATE ITEMS**

1. From: MOTI Re-Subdivision Application for 9236 Pemberton Meadow Road. Moved to Section 8.A.2.

**3. APPROVAL OF AGENDA**

Moved/Seconded

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

- **CARRIED**

**4. ADOPTION OF PREVIOUS MEETING MINUTES**

1. November 17th, 2016 Minutes

Moved/Seconded

**That** the minutes of the November 17th, 2016 Minutes meeting be adopted as presented.

- **CARRIED**

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

**6. REPORTS**

**A. OPERATIONS AND MAINTENANCE**

1. O&M Report

- SLRD and VOP are jointly purchasing land which is directly behind the SLRD office/VOP Fire hall and consolidating that land with the SLRD's/VOP's existing lot. The SLRD and VOP have put in a request for the PVDD to accept the position of being a signatory to the Application to Deposit Plan EPP66105 which will take place within the next two weeks. The PVDD has reviewed the Application to Deposit Plan EPP66105.
- S. Flynn presented the recovery plan for the November 9<sup>th</sup>, 2016 high water event to the board for discussion and approval. S. Flynn will present the recovery plan to DFA for approval.
- NDMP Flood Plain Mapping Application has been approved provincially and has been submitted for federal approval which will take approximately 60 days response time. Staff noted that August 2017 is the next intake time to apply for future project funding with NDMP.
- Discussion regarding Disaster Financial Assistance with Emergency Management B.C.- SLRD Rep R. Mack to communicate with local governments within the surrounding area to propose drafting a letter to the provincial government to lobby for 100% funding instead of 80% funding which is currently the DFA regulation.

2. O&M 2017 Five Year Plan

- The 2017 five year plan was minutely discussed and further discussions will be made in January 2017.

3. O&M 2017 Budget

- Preliminary stage of the 2017 budget was discussed within the O&M report and further discussion will be made in January 2017.

Moved/Seconded

**That** the PVDD sign the legal documents received by the VOP and SLRD for the application to Deposit Plan EPP66105.

- **CARRIED**

Moved/Seconded

**That** the December 15, 2016 O&M Report be received.

- **CARRIED**

**B. SECRETARIES REPORT**

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

Moved/Seconded

**That** the Secretaries Report for December, 2016 be received.

- **CARRIED**

**7. BYLAWS**

- 1. Bylaw 219- Gobert's Backhoe Service Snow clearing Contract for 2016/17 Bylaw
- 2. Bylaw 221-NHC Master Services Agreement for Professional Services Contract No. 3000703 Bylaw

Moved/Seconded

- 1. **That** Bylaw 219 & 221 be adopted as presented.

- **CARRIED**

**8. CORRESPONDENCE**

**A. ACTION REQUIRED**

- 1. From Steve Flynn To: BC River Forecast Centre; Re-Request to RFC to address the PVDD's, VOP's, SLRD's & the Lil'wat Nation's public safety issue concerning the RFC's method of effectively predicting high water conditions within the Pemberton Valley. Letter to be considered by the Board. Trustees support the letter to RFC.

Moved/Seconded

**That** the PVDD supports the letter to BC River Forecast Centre.

- **CARRIED**

- 2. From: MOTI Re-Subdivision Application for 9236 Pemberton Meadow Road. Board is to review application for subdivision and respond to the applicant-Marilyn and Drew Marinus by January 20, 2017. Staff will respond stating that the PVDD has no concerns at this point.

**B. INFORMATION**

- 1. From: Lynda Flynn-SLRD To: Cam McIvor; Re -Response to Cam McIvor's North Arm Channel-McRae Road Water Conveyance email.
- 2. From: Steve Flynn To: Cam McIvor; Re-Response to Cam McIvor's North Arm Channel-McRae Road Water Conveyance email.
- 3. From: Steve Flynn To: Nyal Wilcox; Re-Request for documentation to support the modifications which have taken place within the Sunstone property's drainage area.
- 4. From: Pia Fotsch/Sarah Miller To: Lauren Kerr; Re- Bylaw 220 enclosure letter.
- 5. From Marnie Simon To: Brenda McLeod; Re-Storage of PAC equipment within the Art Barn. Staff to notify PAC that the PVDD Board agrees to the storage of their equipment/material, completely at their own risk until further notice. Staff will also request a copy of their insurance policy covering the items.

**9. NEW BUSINESS**

**10. LATE BUSINESS**

**11. IN-CAMERA**

Moved/Seconded

**That** pursuant to Section 90(1)(k) 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 8:19 pm the meeting moved to In-Camera

Rise without report at 8:38 pm

**12. ADJOURNMENT**

The meeting was adjourned at 8:38 pm.

Chair

Secretary