

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 835th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, January 16, 2014 AT THE DISTRICT OFFICE – 7:00 P.M.

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

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. December 19, 2013

Moved/Seconded

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

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Confirmation of Records Management work performed by Niki Madigan for the district, signed by Chair McLeod on behalf of the trustees.

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. January O&M Report

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: BC Assessment – Property Assessment Notices

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

Motion to move In Camera at 7:27 pm.

Moved/Seconded

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

CARRIED

Rise without report at 8:27 pm.

12. ADJOURNMENT

Motion to adjourn at 8:27pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 836th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, February 20, 2014 AT THE DISTRICT OFFICE – 7:00 P.M.

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

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. See Section 6. B. 2.

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. January 16, 2014 Meeting Minutes

Moved/Seconded

That the minutes of the January 16, 2014 minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. 2014 Assessment Roll – Draft Roll completed and Assessment Notices to go out week of February 24, 2014

3. Court of Revision

Moved/Seconded

That the PVDD Court of Revision date be set for Thursday, March 27, 2014.

CARRIED

4. AGM

Moved/Seconded

That the PVDD Annual General Meeting be set for Thursday, April 10, 2014 with April 3, 2014 as a backup date. Secretaries to book meeting room at the Community Center for 7:00 PM of confirmed date.

CARRIED

5. Auditors – will be in the office the week of February 24, 2014

B. OPERATIONS AND MAINTENANCE

1. January O&M Report (includes draft O&M Budget) – see binder

Moved/Seconded

That the O&M Report be received.

CARRIED

2. Over View of Priority Capital Projects List – to be tweaked and brought to the AGM for presentation.

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Navigable Water Protection Program – Re: Application for a Dredging-Sediment Removal, located on Miller Creek, on unsurveyed foreshore or land covered by water being part of the bed of Miller Creek, Pemberton, in the Province of British Columbia
2. From: Village of Pemberton – Re: Birkenhead River Flood Mitigation Project scheduled for March 2014
3. To: Village of Pemberton – Re: Proposed 67 Subdivision – Sun Stone Ridge Developments

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

Motion to move In Camera at 8:04 pm.

Moved/Seconded

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

CARRIED

Rise without report at 8:55 pm.

12. ADJOURNMENT

Motion to adjourn at 8:56 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 837th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, March 20, 2014 AT THE DISTRICT OFFICE – 7:00 P.M.

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

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be adopted as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. February 20, 2014 Meeting Minutes

Moved/Seconded

That the minutes of the February 20, 2014 minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. AGM Confirmation: Date – Thursday, April 10, 2014 Location – SLRD Building

3. 2013 AGM Minutes – *Review*

4. 2014 AGM Returning Officer – Allison MacDonald

Moved/Seconded

That Allison MacDonald be hired as the 2014 AGM Retuning Officer at a maximum cost of \$200.00

CARRIED

5. Letters Patent Amendment – Ministerial Order Mo65 – *copy attached*

6. Letters Patent Amendment – Schedule 1 Ref No. 2013.1 – *copy attached*

7. 2014 Election Voting Procedure Policy

Moved/Seconded

That the 2014 Election Voting Procedure Policy be adopted as presented

CARRIED

8. 2014 Draft Budget – waiting to hear on Ayers Dyke funding for final numbers. Staff to bring samples of different tax scenarios regarding the tax revenue portion of the budget to the April meeting.

9. 2013 Draft Financial Statement – *Review* – Board to review further and notify office staff of any comments or concerns prior to the AGM meeting.

10. Tax Sale Annual Time Frame - to be revisited at a later date

B. OPERATIONS AND MAINTENANCE

1. March O&M Report – *Verbal*

Ayers Dyke: had to fill out another form towards the application – funding to be announced March 31, 2014
 Miller Creek: gravel removal will likely have to wait until August – water level too high at this point
 Pemberton Creek: design work is done - hoping to get the rip-rap done this year
 Birkenhead Project: this project has been the main focus since the last meeting - Steve took Staff and Board members for an onsite tour of the project before the March 20th regular Board meeting – very informative – gave everyone a much better understanding of what the project is all about

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Chamber of Commerce Re: Policy Resolution – Mike Richman informed the Board that this item had been pulled - Staff to confirm
2. From: VOP RE: Pemberton Music Festival
3. From: VOP Re: Pemberton Music Festival
4. From: VOP Re: Pemberton Music Festival
 - *this item was moved to the bottom of Correspondence - Trustee McIvor - conflict of Interest*

B. INFORMATION

1. From: VOP RE: Crown Land Tenure Apps – Lot 8 – for Agricultural Park and Lot 20 for Trails Network- should be receiving a referral package from the concerned parties in the near future - PVDD has a SROW on Lot 20
2. From: MFLNRO Re: Application for approval to make changes in and about Birkenhead River Approval - 2006118
3. From: MFLNRO Re: Reserve No. R092083 over unsurveyed foreshore or land covered by water being part of the bed of the Lillooet River, Lillooet District (the "Land") for dyking purposes – Expires September 15, 2014 - will be renewed for a 10 year term.
4. From: VOP Re: Tentative Approval Letter – Tiyata (Mill Site) Subdivision – File SO#56
5. Item A.4 Re: Pemberton Music Festival – Trustee McIvor declared a conflict of interest and left the building at 8:02 pm. Board concerns and comments – Emergency Plan Re: possible flood events, clear access to any PVDD infrastructure, Additional Insured – Steve to study further and provide comment to VOP by April 4, 2014

9. NEW BUSINESS

10. LATE BUSINESS

11.

12. INCAMERA

13. ADJOURNMENT

Motion to adjourn at 8:10 pm.

Chair

Secretary

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE MINISTER OF
COMMUNITY, SPORT AND CULTURAL DEVELOPMENT

Local Government Act

Ministerial Order No. M 065

I, Coralee Oakes, Minister of Community, Sport and Cultural Development, order that the letters patent issued on January 31, 1947 for the Pemberton Valley Dyking District be amended as follows:

1. The area of the Pemberton Valley Dyking District is altered to exclude the land shaded in the attached map titled "Schedule 1 to the Letters Patent of the Pemberton Valley Dyking District."
2. Section 1 of the Letters Patent is repealed and replaced with the following:

The improvement district shall comprise all that tract of land consisting of a total land area of 6549.49 hectares and a total foreshore and water area of 479.68 hectares within the boundaries of the improvement district as shown outlined on the map, reference number 203.1, dated December 18, 2013 attached as Schedule 1 to these Letters Patent.

3. By adding as Schedule 1 to the Letters Patent the attached map titled "Schedule 1 to the Letters Patent of the Pemberton Valley Dyking District" cited as reference number 203.1 dated December 18, 2013.
4. Section 8 is amended by striking out "but no person shall be entitled to vote or be a candidate for Trustee or hold the office of Trustee while there is owing to the improvement district in respect of the land held by him or her or by his wife or her husband any taxes, tolls, or other charges than those levied, fixed or charged by the Trustees within one year of the date of the meeting."
5. By deleting all references to "Chairman" in the Letters Patent and replacing them with "Chair".

March 10, 2014
Date

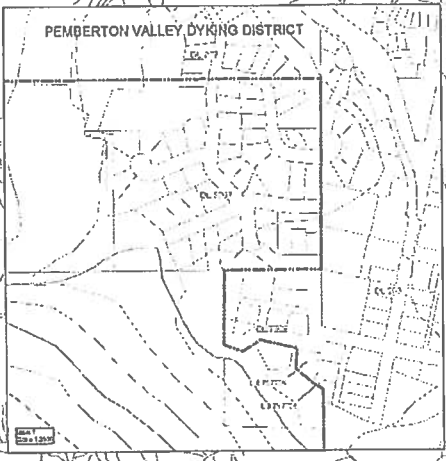
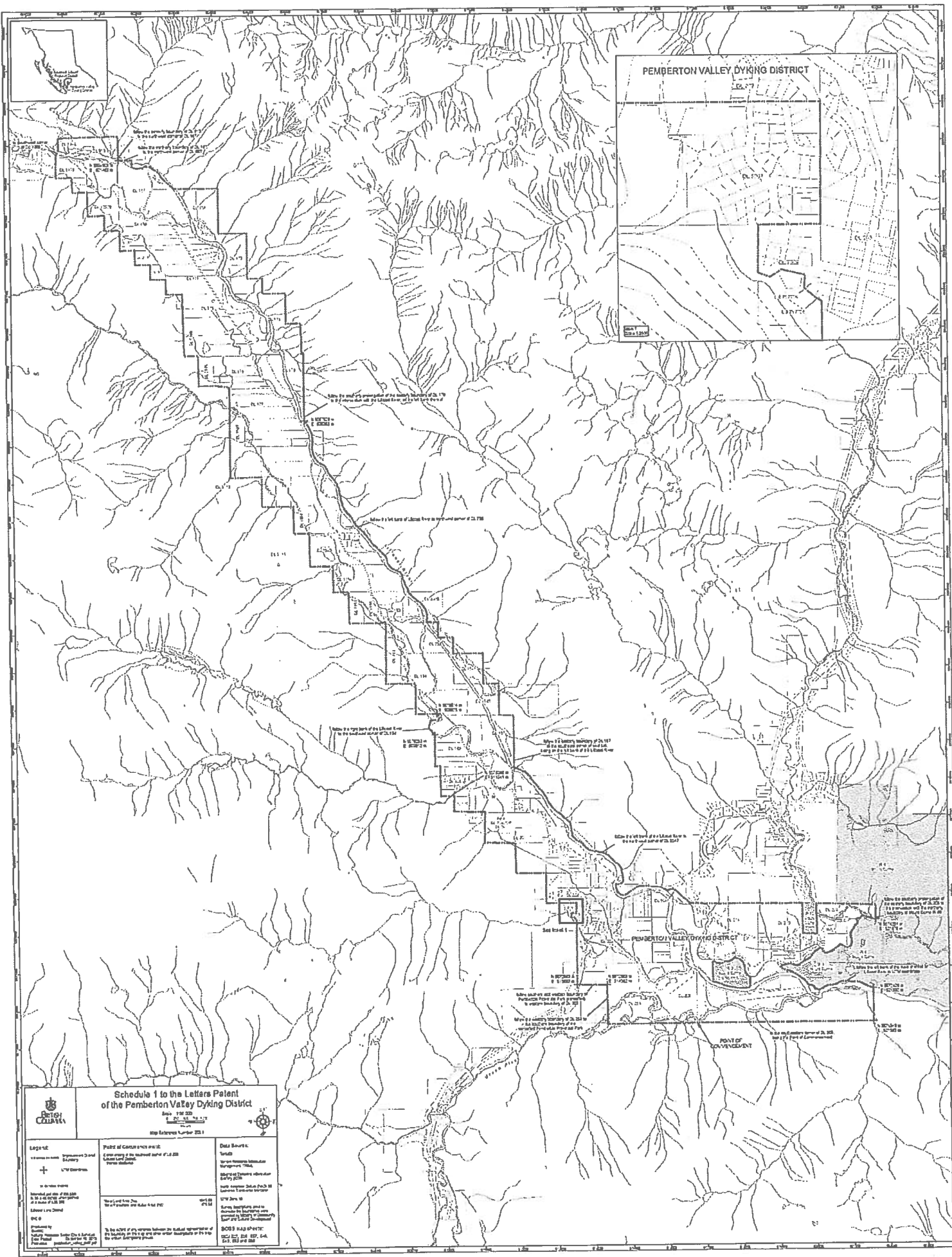
Coralee Oakes
Minister of Community, Sport and Cultural Development

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made: *Local Government Act, R.S.B.C., c. 323, s. 734*

Act and Section: _____

Other (Specify): _____



**Schedule 1 to the Letters Patent
of the Pemberton Valley Dyking District**

	<p>Coastal Survey Department of Marine and Fisheries 1200 Water Street Ottawa, Ontario K1P 6S6</p>	<p>Part of Coastal Survey Map No. 1100 of the National Survey of Canada Scale 1:50,000 Sheet 1100/1100 1980</p>	<p>Date Survey: 1980 Survey Name: Pemberton Valley Dyking District Survey No.: 1100/1100 Scale: 1:50,000 Projection: NAD 83 UTM Zone 18N Datum: NAD 83 Units: Metres</p>
	<p>Map Reference Number: 1100/1100</p>	<p>Map Scale: 1:50,000</p>	<p>Map Projection: UTM Zone 18N Datum: NAD 83 Units: Metres</p>

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 838th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, April 17, 2014 AT THE DISTRICT OFFICE – 7:00 P.M.

The meeting was called to order at 7:09 pm.

Present: Chair: B. McLeod
Trustees: B. Mitchell, B. Ronayne, R. Symons and C. McIvor
Staff: K. Bergen, P. Fotsch and S. Flynn (left meeting at 7:25)
VOP Rep:

ELECTION

Election for position of Chair:

Cam McIvor nominated – Brenda McLeod – accepted

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

1. Staff informed the Trustees of the Bank signing requirements

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Steve had to leave early and requested that Board deal with items 6B, 8A2 and 8A5 before No. 5 – Business Arising.
Moved/Seconded

That the agenda be adopted as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. March 20, 2014 Meeting Minutes

Moved/Seconded

That the minutes of the March 20, 2014 minutes be adopted as presented.

CARRIED

➤ Items 6B, 8A2 and 8A5 – *see in order below*

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Chamber of Commerce – Shirley Henry confirmed that the Policy Resolution regarding Elected Officials Holding More Than One Office at the Same Time was no longer being pursued by the Chamber for this year.
2. Effect of Taxroll Increase on 2014 Budget – The Trustees reviewed the options.

Moved/Seconded

That a 4.38% increase be implemented raising the Residential Mill Rate to \$0.75 and the minimum tax respectively to \$164.50.

CARRIED

- Staff to bring completed budget to next meeting for approval with final Tax Assessment total reflecting the new mill rate and reductions to the Renewal Reserve contribution and contingency.
- Staff to bring Taxation Bylaw for 2014 to next meeting.
- Staff to bring to next meeting, a one page fact sheet advising that a slight increase in taxes will occur in 2014 and brief description of completed projects in 2013 and proposed 2014 projects – a summary of the Annual Report – that will be sent out with the tax notices. (*bring copy of Annual Report also*)

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. 2014 AGM Minutes – Review Only

3. 2014 Auditors

Moved/Seconded

That BDO Canada LLP be retained as the 2014 Auditors for the Pemberton Valley Dyking District.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. March O&M Report

- Lillooet Warning System – Steve advised the Trustees that he can adjust his budget to make room for the additional costs if required.

Moved/Seconded

That the PVDD contribute the additional \$5,000.00 to install the laser should EMBC not commit to the additional fee or take too much time in deciding.

CARRIED

- NHC contracts for Ayers Dyke Upgrade and Lillooet Warning System

Moved/Seconded

That the O&M Manager is authorized to enter into the two project contracts with NHC as long as he is comfortable with the explanation regarding the black lines remaining on the contracts.

CARRIED

Moved/Seconded

That the O&M Report be received.

CARRIED

2. Part Time Employment – As and when required operator for tractor and excavator.

Moved/Seconded

That the PVDD advertise for a part time position. O&M Manager to make the decision based on qualifications and subsequent interviews.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Liz Anderson MCSCD Re: Boundary Amendment Finalization – Notice of the boundary amendment is required under Section 15(1) of the Local Government Act.

Moved/Seconded

That a synopsis stating where the Minister’s Order can be examined be placed in the local paper for 2 consecutive weeks as required.

CARRIED

2. From: Bruce Van Mook Re: Tiyata Development – The Village of Pemberton is the approval authority and all questions are answered in the Tentative Approval Letter dated February 25, 2014. Staff to respond.
3. To: Blue Shore Financial Re: Signing Authority – letters signed – to be forwarded to the financial institution for preparation of the signing documentation
4. To: Bank of Nova Scotia Re: Signing Authority – letters signed – to be forwarded to the financial institution for preparation of the signing documentation
5. From: Bettina Falloon VOP Re: Emergency Preparedness Week Saturday, May 10, 2014 11am – 2pm
Brenda McLeod will represent the PVDD at the Open House. A map of PVDD works for Brenda’s laptop and a one page handout with instructions on how to access the Trustees Annual Report will be provided to Brenda.

B. INFORMATION

1. To: VOP Re: Referral Response to Temporary Use Permit Application – TUP#005 Pemberton Music Festival

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

Motion to adjourn at 8:30 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 839th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, May 15, 2014 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, R. Symons and B. Ronayne (arrived 7:12PM)
Staff: K. Bergen, P. Fotsch and S. Flynn
VOP Rep:

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 17, 2014 Meeting Minutes

Moved/Seconded

That the minutes of the April 17, 2014 minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Emergency Preparedness – Chair McLeod attended the Saturday, May 10, 2014 Emergency Preparedness Open House. – She was able to provide history and current information to interested parties. The presentation was well received. More community awareness would be beneficial and a PVDD banner for such occasions would be an asset – staff to look into.
2. 2014 Final Tax Roll Assessments

Moved/Seconded

That the 2014 Tax Roll totaling \$507,122.70 be adopted as presented.

CARRIED

3. 2014 Fact Sheet – the PVDD Fact Sheet presented, informing land owners of recently completed and proposed PVDD projects to provide insight on where the dyking tax dollars are being spent, will be included with the 2014 Tax Notices.

4. 2014 Final Estimated Budget

Moved/Seconded

That the 2014 Estimated Budget be adopted as presented.

CARRIED

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. May O&M Report

- Part Time Employment Position: lots of resumes have been received. Steve to make a decision next week and mowing to start by the last week of May.
- PVDD Out Building – Staff to send letter requesting that the Pemberton Arts Council paint the outside of the building as per Section 12 of the Lease Agreement: ... the Tenant is responsible for and must do all routine maintenance and repairs with respect to the Building necessary for the Tenant's use, occupation and operation

of the Building and upon written notice from the Landlord the Tenant must make such repairs as are required by the Landlord in the notice.

- Staff to compose letter and forward to the Arts Council.

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

- 1. Bylaw No. 204 – 2014 Tax Rates

Moved/Seconded

That Taxation Rates Bylaw No. 204 be adopted as presented.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

- 1. From: Building Canada Fund – Communities Component - Flood Protection Program Project FPP-1-006, 44876 – Ayers Dyke Upgrade - approval

B. INFORMATION

- 1. From: SLRD Re: Temporary Use Permit #32 for listed properties – No comments or concerns
- 2. From: MoFLNRO Re: Application for approval to make changes in and about Miller Creek Approval 2006100 – approval granted with terms and conditions.
- 3. To: Bruce Van Mook Re: Tiyata - Response to email received April 08, 2014
- 4. To: Leona Birchard MoFLNRO Re: Airport Road Dyke – Mistakenly shown as PVDD inventory on Ministry website – Steve has asked that it be removed.
- 5. To/From: Jesse Morwood MoTI Re: Pemberton Meadows Road Culverts
- 6. From: BDO Re: Year Ending December 31, 2014

9. NEW BUSINESS

- 1. Pemberton Benchlands Storm Water Management – discussion – Staff was instructed to direct any inquires to the VOP office.
- 2. 100th Railway Banners – request from the Pemberton Museum to display banners regarding the 100th year celebration of the railway on the PVDD building mid-July to October 2014. Board granted permission.

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

Motion to adjourn at 8:19 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 840th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, June 19, 2014 AT THE DISTRICT OFFICE – 7:00 P.M.

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

Present: Chair: B. McLeod
Trustees: B. Mitchell, R. Symons, B. Ronayne and B. Mitchell
Staff: S. Flynn, P. Fotsch and K. Bergen
Village Rep:

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. May 15, 2014 Meeting Minutes

Moved/Seconded

That the minutes of the May 15, 2014 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Banner was purchased and is now displayed on the district office wall.

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. June O&M Report

Gravel Management Plan - Trustees prefer Option 2 – apply for section 9 as required and apply for long term map reserve tenure on all removal locations. The board requests that staff compose a letter to the Ministry conveying their concerns of the constraints with the master gravel management plan as it currently stands. Steve to draft letter.

Lillooet River Warning System is installed and working. There is still some calibrating and setup work to do but the system should be fully operational in a week or two. Meetings will be held on how to operate the system etc.

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

1. Bylaw No. 205 A bylaw to authorize the execution of an agreement with Flood Protection Program – Emergency Management BC – Re: Funding for Ayers Dyke Upgrade and Lillooet River Warning System

Moved/Seconded

That the Trustees pass and adopt Pemberton Valley Dyking District Agreement Bylaw No. 205.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Flood Protection Program Emergency Management BC – Ayers Dyke Upgrade – Cover Letter
2. From: Flood Protection Program Emergency Management BC – Ayers Dyke Upgrade – Transfer Under Agreement

Moved/Seconded

That Chair McLeod sign the agreement.

CARRIED

Staff to look into options for Vice-Chair of Trustees position.

B. INFORMATION

1. To: Pemberton Arts Council Re: Routine Repair and Maintenance – To date there has been no response from the Arts Council.
2. To: MOCS&CD Re: Tax Rates Bylaw No. 204
3. From: Young Anderson – Newsletter
4. From: Pension Corporation Re: Contribution Rate Increase July 1, 2014

9. NEW BUSINESS

1. Insurance Policy - firefighting expense

Moved/Seconded

That additional insurance coverage for firefighting expense be increased to \$500,000.00.

CARRIED

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

Motion to adjourn at 7:51 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 841st REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, July 17, 2014 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, R. Symons, and B. Ronayne
 Staff: S. Flynn, P. Fotsch and K. Bergen

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. June 19, 2014 Meeting Minutes

Moved/Seconded

That the minutes of the June 19, 2014 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Acting Chair/Vice Chair – Legislation does not allow a vice chair to be appointed.

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. July O&M Report

Ayers Dyke Upgrade - the work scope to complete this project satisfactorily is much larger than originally estimated (greater requirements from the engineers) therefore increasing the overall cost of the project.

- Steve to continue working through these issues with the engineers, Inspector of Dykes and EMBC and also investigate increased funding options.

The Board agreed that it is important to have this job fully completed regardless of further funding.

Moved/Seconded

That the trustees authorize Steve to spend up to an additional \$100,000.00 to satisfactorily complete the Ayers Dyke Upgrade project with or without additional funding.

CARRIED

2. Music Festival – Additionally Insured – never received a copy of the Additionally Insured from the Village of Pemberton as requested in the PVDD referral response to Temporary Use Permit Application –TUP #005 Pemberton Music Festival – Steve to inquire.

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

1. Bylaw No. 206 A bylaw for imposing a charge upon lands subject to tax sale in order to recover the expense incurred by the Pemberton Valley Dyking District related to the tax sale.

Moved/Seconded

That the Trustees pass and adopt Pemberton Valley Dyking District Bylaw No. 206.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Village of Pemberton Referral Re: Project S057 Mitchell/Meredith Subdivision
The trustees have no issues with the subdivision. Staff to notify Village of Pemberton.

B. INFORMATION

1. To/From: Flood Protection Program – Emergency Management BC Re: Ayers Agreement (executed)
2. From: Ministry of Community, Sport and Cultural Development Re: Registered copy of Tax Rates By-law No. 204

9. NEW BUSINESS

1. Pia to take holiday possibly August 5 but definitely August 19 and Kathie also on July 18 and August 1.
Trustees will be sent emails when the office will be closed and a note will be posted on the door.

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

Motion to adjourn at 8:09 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 841st REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, August 21, 2014 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, R. Symons, B. Ronayne and C. McIvor
 Staff: S. Flynn, P. Fotsch and K. Bergen
 VOP:

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. July 17, 2014 Meeting Minutes

Moved/Seconded

That the minutes of the July 17, 2014 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Pemberton Festival Insurance – copy of the Certificate of Liability Insurance was received.
2. Arts Council Shed – Arts Council plans to paint the shed this fall. They will contact the PVDD before proceeding for a review of their plans.

6. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement
2. Burglary – the PVDD office was burglarized on the night of July 21, 2014. Several items were stolen and all the filing cabinets had to have their locks rekeyed. The Police were contacted – Case File 2014 4192. A security alarm system has since been installed. The insurance company was also contacted but because the damages of the burglary amounted to less than \$2,000.00 it was not worth making a claim.
3. VOP Boundary Extension – Staff to send letter requesting that the PVDD be kept informed of any boundary extension plans that concern the dyking district.

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. August O&M Report – see Binder
- Industrial Park Ditch Right of Way – Steve to construct a letter asking the owner of 1947 Carpenter Road for a copy of the water management plan pertaining to the PVDD ditch right of way.

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

1. Bylaw No. 207 A bylaw to authorize the execution of an agreement with Coastal Mountain Excavations Ltd. (CME) for the provision of the Ayers Dyke Upgrade project.

Moved/Seconded

That the Trustees pass and adopt Pemberton Valley Dyking District Bylaw No. 207.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. To: Village of Pemberton Re: Meredith/Mitchell Subdivision S057 - *response*
2. To: Ministry of Community, Sport and Cultural Development Re: Tax Sale Charge By-law No. 206
3. From: Ministry of Forests, Lands and Natural Resource Operations Re: Approval 2006151 – Pemberton Creek

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

Motion to move in-camera at 7:57 PM

Moved/Seconded

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

CARRIED

Rise without report 8:02 PM

12. ADJOURNMENT

Motion to adjourn at 8:03 PM.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 843rd REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, October 16, 2014 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, R. Symons, B. Ronayne and C. McIvor
Staff: S. Flynn, P. Fotsch and K. Bergen
VOP: M. Richman

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. August 21, 2014 Meeting Minutes

Moved/Seconded

That the minutes of the August 21, 2014 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. VOP Boundary Expansion - see Correspondence B 2 and 3

VOP Rep Mike Richman gave briefing on the proposed boundary expansions – it is in very preliminary stages at this point. All stakeholders will be kept informed as the exploration of the plausibility of a boundary expansion progresses.

2. Industrial Park Right of Way – see Reports 6B1 and 2

6. REPORTS

A. SECRETARIES REPORT

1. Balance Sheet/Income Statement/Accounts Paid/Visa/Bank Statement – Secretary to bring analysis of cash reserves for November meeting.

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. The PVDD will not be holding a 2014 Tax Sale as the properties eligible have been sold at the VOP Tax Sale and are held for a 1 year redemption period. If and when the owners redeem the property from VOP and dyking taxes remain outstanding, the property will become eligible for the PVDD Tax Sale

B. OPERATIONS AND MAINTENANCE

1. September O&M Report

2. October O&M Report

- Industrial Park Right of Way- Owners of lots 22 and 23 have requested that the right of way through their respective lots be reduced to a 12 meter width so that they can better utilize their land.

Moved/Seconded

That the proposed amendment to the right of way as shown on plan A18341 be approved provided the following conditions apply:

1. All regulatory requirements are addressed – DFO, Provincial Waters Act, etc.,

2. Letter of support from Lil'Wat First Nations,

3. The owners of Lots 22 and 23 assume all responsibility for installation and maintenance of a culvert to ensure full drainage capacity of the culvert is maintained at all times,

4. Culvert installation is consistent with Municipal Storm Water Best Practices and

5. Property owners to assume all costs for all survey and registration costs.

CARRIED

- Trustee Symons also noted that in the design drawing of the proposed works a 600ml culvert drains into an existing 300mm culvert. Steve will ensure that the VOP is aware of this.
- Map Reserve R092083 - Due to recent changes in Crown Land Policy regarding reserve designations conflict occurs in a small section of the present reserve. BC Hydro holds a tenure that overlaps a small portion of the PVDD reserve. Being a Section 16 reserve this is no longer permitted under the new regulations. Two options were provided to resolve the issue: 1. Remove the small section and have the reserve remain a Section 16 or 2. Convert the reserve to a Section 17 which permits compatible tenures on the same reserve.

Further investigation and some legal advice will have to be obtained before a decision can be made. The information is to be provided for the November meeting.

Moved/Seconded

That the O&M Reports be received.

CARRIED

3. Employee Annual Performance Reviews set for Thursday, November 6, 2014 at 5:00 PM at the dyking district office. Staff to have reports ready for the Trustees by Thursday, October 30, 2014.

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Joshua Craig MoCS&CD Re: Improvement District Qualified Donee Status - Issuance of Charitable Donation Receipts – staff to investigate details such as costs, benefits, and staff time, accounting changes, etc., associated with becoming a registered Donee. Applications to be submitted by December 31, 2014.
2. From: Malissa Smith MoCS&CD Re: Map Reserve R092083 (Crown Land File 2403703)

B. INFORMATION

1. Young Anderson News Letter
2. To: Village of Pemberton Re: Boundary Expansion Communication
3. From: Village of Pemberton Re: Invitation to attend the next PVDD Board Meeting
4. To: Ministry of Community, Sport and Cultural Development Re: Ayers Dyke Agreement Bylaw No. 207
5. From Ministry of Community, Sport and Cultural Development Re: Tax Sale Charge Bylaw No. 206

9. NEW BUSINESS

1. 2014 Christmas Dinner – Staff to contact John Ferris re availability and venues – preferred dates – between December 5th and 20th.

10. LATE BUSINESS

1. From: Suzanne Belanger VOP Re: Rezoning application-OR108 Biro Development Lot 2 & 3, DI 211, EPP21848, LLD – Secretary to send Board comments to the VOP – reiterate previous comments provided for the 2011 Sub Division referral for the same lots.

11. INCAMERA

12. ADJOURNMENT

Motion to adjourn at 8:20 PM.

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 844th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, November 20, 2014 AT THE DISTRICT OFFICE – 7:00 P.M.

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

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

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. October 16, 2014

Moved/Seconded

That the minutes of the October 16, 2014 minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Ayer's Upgrade Project and Cash Reserves

Discussion of where cash reserves will be after Ayers Upgrade claims have been processed.

Due to fish window and time constrictions two projects were not completed this year.

A 5 year project budget will be created to improve trustee's awareness of impending projects. The plan will be amended annually. Steve to present plan at the AGM.

2. Improvement District Qualified Donee Status

The Trustees agreed not to apply for Donee status at this time.

3. Christmas Dinner 2014

Friday, December 12th at the Valley Vineyard with Chef John Ferris. Other details will be emailed the week of the dinner.

4. Map Reserve and effect of change of Land Act s.16 reserve to s.17 reserve

Moved/Seconded

That map reserve R092083 be split so that the BC Hydro overlap area is under section 17 with the balance of the reserve remaining under section 16.

CARRIED

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. November O&M Report

- Lillooet River Early Warning System

Steve working on a potential plan where Federal Water Surveys of Canada would assume ownership of the gauge and funding is split by all stakeholders. Decals will be installed warning that the antennas should not be tampered with.

- Flashlights and life jackets were issued to patrol crew in preparation of a possible high water event.

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Young Anderson – Map Reserves see 5.4
2. From: Pemberton Arts Council – Shed will be painted in spring.
3. From: UBCM Re: Group Insurance for Elected Officials
4. From: Young Anderson Re: Annual Local Government Law Seminar, Vancouver, BC – November 28, 2014
5. To: Village of Pemberton Re: Rezoning application – OR108 Biro Development Lot 2 & 3, DL 211, EPP21848, LLD

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

Motion to move in-camera at 7:43 pm.

Moved/Seconded

That pursuant to Section 90(l)(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

Rise without report 8:00 pm.

12. ADJOURNMENT

The meeting was adjourned at 8:00pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 845th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, December 18, 2014 AT THE DISTRICT OFFICE – 7:00 P.M.

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

Present: Chair: B. McLeod
 Trustees: B. Mitchell, R. Symons
 Staff: S. Flynn, P. Fotsch, K. Bergen

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 20, 2014

Moved/Seconded

That the minutes of the November 20, 2014 minutes be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Map Reserves

Based on points of concern and new information the Trustees reconsidered the motion made at the November 20, 2014 meeting.

Moved/Seconded

That Map reserve R092083 be converted from a map reserve section 16 to a 17.

CARRIED

6. REPORTS

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. O&M Report

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

The meeting was adjourned at 8:02pm.

Chair

Secretary