

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 846th
REGULAR MEETING OF THE BOARD OF TRUSTEES TO BE HELD
Thursday, January 15, 2015 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, R. Symons, C. McIvor, B. Ronayne
 Staff: S. Flynn, P. Fotsch, K. Bergen
 VOP Liaison: ~~Dave~~James Linklater

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. December 18, 2014

Moved/Seconded

That the minutes of the December 18, 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

B. OPERATIONS AND MAINTENANCE

1. November O&M Report
2. O&M Preliminary Draft Budget for 2015

Moved/Seconded

That Steve is authorized to spend \$5,000 – \$6,000 on surveys for Pemberton Creek Gravel Removal.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: Barb Turrin Re: Birkenhead River Channel Restoration
2. To: Barb Turrin Re: Birkenhead River Channel Restoration - draft response
Staff to send response to Ms. Turrin.
3. From: Whistler Resort Management Re: Flood Mitigation PVDD staff met with VOP Staff to discuss the rain event on December 10 and a joint response is currently being drafted.
4. From: Ministry of Forests, Lands and Natural Resource Operations Re: Occupant Licence to cut only L50179

B. INFORMATION

1. From: BC Assessments Re: 2015 BC Property Assessments
2. From: Whistler Resort Management (copy of letter to VOP) Re: Flood Mitigation

3. From: Coastal Mountain Excavations Ltd. Re: Ayers Dyke
4. From: Village of Pemberton Re: Pemberton Valley Dyking District Pemberton Liason

The Trustees welcomed ~~Dave James~~ Linklater to the meeting as the new liaison between the VOP and PVDD.

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

12. MOTION TO MOVE IN-CAMERA AT 7:43 PM.

Motion to move in-camera at 8:15 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 8:17 pm.

13. ADJOURNMENT

The meeting was adjourned at 8:17 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 847th
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, February 19, 2015 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, R. Symons, C. McIvor, B. Ronayne
 Staff: S. Flynn, P. Fotsch, K. Bergen
 VOP Liaison: J. Linklater

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 15, 2015

Trustee McIvor noted that the name of the VOP Liaison was recorded incorrectly twice and recommended that Dave be changed to James.

Moved/Seconded

That the amended minutes of the January 15, 2015 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

For better meeting flow staff requested and the trustees agreed that the presentation of the O&M Report precede the Secretaries Report.

A. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. Annual BC Cost of Living Increase – 1.0 %

3. 2014 Audit – Auditor was here February 10th and 11th. Draft Financials will be available for the March meeting.

4. Assessment Management Program Upgrades – Upgrade has taken longer than expected to work bugs out of the program.

5. Draft 2015 Budget

- 2015 Draft Tax Roll Amount - \$525,227

- Renewal Reserve Contribution

- Preamble for 5 Year Plan

- Review of draft 5 Year Plan

Moved/Seconded

That Staff and available Trustees hold a working session to evaluate the budget and 5 year plan details on March 5, 2015 at 4:00 pm.

CARRIED

6. 2015 Court of Revision

Moved/Seconded

That the Court of Revision date be set to March 26, 2015.

CARRIED

7. 2015 AGM

Moved/Seconded

That the AGM be held on April 9, 2015.

CARRIED

Staff to book room.

Moved/Seconded

That Allison MacDonald be appointed as Returning Officer for the 2015 Trustee Elections.

CARRIED

B. OPERATIONS AND MAINTENANCE

1. February O&M Report

- Ayers Dyke Upgrade Project Completion Report

Moved/Seconded

That the O&M Report be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

- 1. To/From: Village of Pemberton Re: SO60-Independent School Site/Subdivision Application – Lot 2, Plan EPP1353, DL 211

Staff to forward response to VOP.

B. INFORMATION

- 1. To: Strata Council KAS-2654, Pioneer Junction – *PVDD response*
- 2. From: MoFL&NRO Re: Occupant Licence to Cut – Cut Only L50179
- 3. From: MoFL&NRO Re: Order for Changes in and About a Stream on Approval 2006100 – Miller Creek
- 4. From: MoFL&NRO Re: Order for Changes in and About a Stream on Approval 2006151 – Pemberton Creek

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

Moved/Seconded

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

CARRIED

At 8:45pm the meeting moved to In-Camera.

Rise without report at 9:10 pm.

12. ADJOURNMENT

The meeting was adjourned at 9:10pm.

**PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 848th
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, March 19, 2015 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, R. Symons, C. McIvor, B. Ronayne
 Staff: S. Flynn, P. Fotsch, K. Bergen
 VOP Liaison: J. Linklater

1. PETITIONS AND DELEGATIONS

1. Guests Marnie Simon and Dennis Powell addressed the Board regarding possible use of the Dyking District land, between the office and the shed, to house a Men's Shed facility/tool lending library. The Pemberton Valley Seniors Society has received funding to initiate this program and are now in search of a suitable location. The Board thanked the guests for their presentation and they left the building.

Board held further discussion and instructed staff to investigate whether such an undertaking is even an option before applying further consideration.

2. INTRODUCTION OF LATE ITEMS

2. Bylaw 28 – NHC Professional Services Contract
3. Agreement for Professional Services Contract
4. Certificate of Insurance

- *late items moved to 7 2.*

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. February 19, 2015

Moved/Seconded

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

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

A. OPERATIONS AND MAINTENANCE

March O&M Update - *verbal*

- Ayers Dyke Upgrade Project - holdback funds received
- Incident Command Structure – attended 2 day course in Whistler April 10 and 11 – will be following up with two online courses
- will be focusing on Arn Canal, Pemberton Creek and possible gravel removal for 2015
- will research potential funding options

Moved/Seconded

That the O&M Update be received.

CARRIED

B. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

- 2. AGM Confirmation – Room B of the Pemberton Community Center is booked for the 9th of April 2015 and the meeting is scheduled to start at 7:00pm
- 3. 2014 Draft AGM Minutes – to be adopted at the 2015 AGM
- 4. 2015 Election Voting Procedure Policy

Moved/Seconded

That the 2015 Election Voting Procedure Policy be adopted as presented

CARRIED

- 5. 2015 Draft Budget/Budget Work Session/Renewal Reserve/Emergency Fund – staff gave a full presentation – some adjustments to be made for adoption at the April regular Board meeting.
 - Renewal Reserve/Emergency Fund staff report to board
- 6. 2015 Annual Report – to be presented at the AGM
- 7. 2014 Draft Financial Statement – Board to review further and notify office of any comments or concerns prior to the AGM meeting.

7. BYLAWS

- 1. Draft Records Management Bylaw – reviewed

Moved/Seconded

That the draft Records Management Bylaw be received

CARRIED

- 2. Late Items – Bylaw No. 208 – NHC Professional Services Contract, Agreement for Professional Services Contract and Certificate of Insurance

Moved/Seconded

That Bylaw No. 208 a bylaw to authorize the execution of an agreement with Northwest Hydraulic Consultants Ltd. (NHC) securing certain professional services in connection with Pemberton Valley Dyking District On-Call Services be adopted as presented.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

- 1. From: Marnie Simon – PVSS Re: Request from PVSS to use the PVDD land to house a Men’s Shed facility
- 2. From: Pemberton Fire Rescue Re: Corrective Action – Pacific Coast Fire has been notified and will be coming to Pemberton to do the required servicing.
- 3. From: BDO Theresa Walterhouse Re: Management Letter
- 4. From: VOP Re: Emergency Preparedness Week Open House – Saturday, May 2, 2015 – 11am to 2 pm – Chair McLeod to attend and any other staff or board members that are available – staff to respond by April 20th.
- 5. From: MoFL&NRO Re: Dike Management and Inspection Training Workshop – March 30, 2015
- 6. From MoCS&CD Re: 2015 Annual Reporting Requirements

B. INFORMATION

- 1. To: VOP Re: S060-Independent School Site/Subdivision Application, Lot 2, Plan EPP1353, DL 211 - response
- 2. From: VOP Re: Village of Pemberton Council Delegation – copy – Steve met with Pete Neff VOP – Pete to verify restrictive covenant on subject property.
- 3. From: Young Anderson Re: Newsletter

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

Moved/Seconded

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

CARRIED

At 8:50pm the meeting moved to In-Camera.

Rise without report at 8:55 pm.

12. ADJOURNMENT

The meeting was adjourned at 8:57pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 849th
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, April 16, 2015 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, B. Ronayne
 Staff: P. Fotsch, K. Bergen
 VOP Liaison: J. Linklater

ELECTION: Bryce Ronayne nominated Brenda McLeod – nomination accepted.
As there were no other nominations Brenda was re-elected Chair by acclamation.

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

- Bylaw No. 209 – Tax Rates Bylaw 2015 – *moved to section 7 of the agenda*
- VOP Boundary Expansion – *moved to section 10 of the agenda*

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. March 19, 2015

Moved/Seconded

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

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Men's Shed facility request – the Board of Trustees strongly supports the Pemberton Valley Seniors Society in their endeavor to find land to facilitate the Men's Shed and Tool Library but it was:

Moved/Seconded

That the PVDD grounds are not an appropriate location for such a facility for several reasons and therefore the request cannot be fulfilled. A written response to be forwarded to the organization.

CARRIED

6. REPORTS

A. OPERATIONS AND MENTANCE REPORT

1. April O & M Report – Steve was unable to attend the meeting so Chair McLeod read out the report for review. Brenda, Kathie and Steve to attend the stakeholders meeting set for May 7, 2015 – 10 to 12 at the SLRD board room – regarding Pemberton Creek Gravel Removal.

Moved/Seconded

That the O&M Report be received.

CARRIED

B. SECRETARIES REPORT

1. April Secretaries Report

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. 2015 AGM Minutes – *reviewed* – to be approved at the 2016 AGM

3. Auditor Appointment

Moved/Seconded

That BDO Canada LLP be retained as the 2015 Auditors for the Pemberton Valley Dyking District.

CARRIED

4. 2015 Taxation

Moved/Seconded

That the 2015 Residential Mill Rate be set at \$0.73 and the Minimum Tax amount remain at \$164.50.

CARRIED

5. 2015 Tax Sale Date

Moved/Seconded

That the 2015 Tax Sale date be set for Friday, August 28, 2015.

CARRIED

7. BYLAWS

1. Bylaw No. 209 – Tax Rates Bylaw 2015

Moved/Seconded

That the Tax Rates Bylaw 2015 be adopted as presented.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

- 1. From: Ron Ewanyshyn EMBC Re: Seasonal Readiness Workshop – April 22, 2015 in Squamish – Steve Flynn and Randy Symons have been registered to attend.
- 2. From: John MacKenzie Re: Minimum amount of Taxation – *response points* - PVDD has studied various tax methods and that the current system has proven to be the fairest and most cost effective to date. Written response to be sent to Mr. MacKenzie.

B. INFORMATION

- 1. To: Marc Cousineau Re: BarnBurner Triple Trial Running Race – Trustee Symons recommend that a time frame be put on the items (dyke cleanup and repairs) before being signed off on.
- 2. To: Scotia Bank Re: Signing Authority changes
- 3. To: BlueShore Financial Re:: Signing Authority changes
- 4. To: June Hicklin of MoCS&CD Re: filing of Bylaw No. 208 – NHC Agreement

9. NEW BUSINESS

1. Special General Meeting

Moved/Seconded

That a Special General Meeting be held Thursday, May 21, 2015 at 7:00 PM at the PVDD office to elect one trustee for a 3 year term and that the regular monthly meeting for May 2015 follow the election.

CARRIED

10. LATE BUSINESS

- 1. Village Boundary Expansion – James Linklater provided a brief update – most discussions regarding this issue are still held In Camera. Available points of interest are:
 - VOP has received the report from engineering consultant firm - Urban Systems Ltd.
 - road maintenance/responsibility presents concern - VOP will be meeting with MoTI
 - population increase could result in municipality being fully responsible for police force expense (currently subsidized)

11. INCAMERA

12. ADJOURNMENT

The meeting was adjourned at 8:32pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
THE MINUTES OF THE 850th
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, May 21, 2015 AT THE DISTRICT OFFICE – 7:30 pm or directly following the Special
General Meeting and Election**

The meeting was called to order at 7:20 pm.

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

 Others: J. Linklater – VoP
 Jan Kennett – SLRD alternate

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 16, 2015

Moved/Seconded

That the minutes of the April 16, 2015 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

The O&M Report was presented after Section 8. - Correspondence.

A. OPERATIONS AND MAINTENANCE

1. May O&M Report

Moved/Seconded

That the trustees commit that a letter is drafted in a combined effort on behalf of the Pemberton Valley Dyking District and other stakeholders to alert provincial authorities to the potential flood risk on Pemberton Creek due to the current status of the highway bridge.

CARRIED

The letter will be sent to the Minister of Justice, Minister of Transportation and Infrastructure, and the Premier of BC.

Steve reported that the old boat motor might be fixable and PVDD may not need to purchase a new one.

Moved/Seconded

That the 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 be received.

CARRIED

2. 2015 Tax Roll

The 2015 Completed Taxroll totaling \$507,878 was presented.

Moved/Seconded

That the 2015 Taxroll is adopted as presented.

CARRIED

3. 2015 Budget

Moved/Seconded

That the 2015 Budget is adopted as presented.

CARRIED

4. 2015 5-Year Plan

Moved/Seconded

That the 2015 5-Year Plan is adopted as presented.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

Steve Flynn joined the meeting.

A. ACTION REQUIRED -

1. From: Village of Pemberton Re: SO58-Sabre Land Subdivision

Staff to respond that PVDD has no comments directly related to the subdivision application, however, the PVDD will have comments prior to any construction or development taking place in order to satisfy concerns regarding storm water run-off and drainage plans for the subdivision.

B. INFORMATION

1. To/From: Ministry of Community, Sport and Cultural Development Re: 2015 Tax Rates Bylaw No. 209

2. To: Pemberton Valley Seniors Society c/o Marnie Simon Re: Request from PVSS to use district land to house a Men's Shed Facility

3. To: John MacKenzie Re: Minimum Dyking Tax

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

The meeting was adjourned at 8:35pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 851st
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, June 18, 2015 AT THE DISTRICT OFFICE – 7:00 pm**

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

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

1. PETITIONS AND DELEGATIONS

1. Green River Erosion Presentation: Dennis Perry, Robert and Dagmar Hungerford

Chair McLeod thanked the group and informed them that the Trustees would discuss the issue and get back to them. The delegation thanked the Trustees and left the building.

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

The agenda was amended to include discussion regarding the presentation from Petitions and Delegations.

Moved/Seconded

That the agenda be approved as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. May 21, 2015

Moved/Seconded

That the minutes of the May 21, 2015 meeting be adopted as presented.

CARRIED

2. Special General Meeting Minutes of May 21, 2015 – for review only

These minutes will be adopted at the 2016 AGM

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

A. OPERATIONS AND MAINTENANCE

1. June O&M Report

Moved/Seconded

That the O&M Report be received.

CARRIED

2. Arn Canal Vegetation Control – Review of contract with Lil'wat Forestry Ventures LP

B. SECRETARIES REPORT

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

Moved/Seconded

That the Secretaries Report be received.

CARRIED

2. Bank Signing

All signers must go to Scotiabank and only Trustee Beks to both Scotiabank and NSCU.

7. BYLAWS

1. Bylaw No. 210 - A bylaw to authorize the execution of an agreement with Lil'wat Forestry Ventures LP. For the provision of the Arn Canal Vegetation Control work.

Moved/Seconded

That Bylaw No. 210 be adopted as presented.

CARRIED

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Municipal Pension Plan Re: Contribution Rates July 1, 2015
2. To: Village of Pemberton Re: SO58-Subdivision Application – Sabre Land Lot 4, Plan EPP21848, DL211
3. From/To: Dennis Taylor Re: Questions
4. From: Barnburner Productions Re: Trail run race June 20

9. NEW BUSINESS

10. LATE BUSINESS

11. INCAMERA

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.

CARRIED

At 8:12 pm the meeting moved to In-Camera.

Rise without report at 9:00 pm.

12. ADJOURNMENT

The meeting was adjourned at 9:00 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 852nd
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, July 16, 2015 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present: Chair: B. McLeod
 Trustees: B. Ronayne, B. Mitchell
 Staff: 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. June 18, 2015

Moved/Seconded

That the minutes of the June 18, 2015 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

A. OPERATIONS AND MAINTENANCE

1. July O&M Report

The Trustees agreed to support the MOTI culvert repair (where Arn Canal crosses Pemberton Meadows Road) with the condition that:

If the reduction in flow capacity proves to be responsible for flooding the culvert must be replaced and/or restored back to original size or larger at the request of the PVDD and expense of MOTI.

Moved/Seconded

That the 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 be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. To: MoCS&CD Re: Bylaw No. 210 - Lil'wat Forestry Ventures-Arn Canal Vegetation Control
2. To: Dennis Perry, Dagmar and Robert Hungerford Re: Green River Erosion
3. Young Anderson Newsletter June 2015

9. NEW BUSINESS

1. Vacation – Kathie

The Trustees will be notified by email if and when the office is closed through the week of July 27–31.

10. LATE BUSINESS

11. INCAMERA

12. ADJOURNMENT

The meeting was adjourned at 7:35 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 853rd
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, August 20, 2015 AT THE DISTRICT OFFICE – 7:00 pm**

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

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

 Other: J. Linklater - 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. July 16, 2015

Moved/Seconded

That the minutes of the July 16, 2015 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

6. REPORTS

A. OPERATIONS AND MAINTENANCE

1. August 2015 O&M Report

Moved/Seconded

That the August 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 be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Dennis Perry – cc of email to VOP Re: Green River Erosion
– awaiting a direct response to our letter dated June 24, 2015. Steve was not able to meet with Pete Neff prior to his resigning from the Village office. Sheena Fraser to contact PVDD next week and move forward from there.
2. To: Caroline Douglas – FOC Re: File # A-2014-00108/DSP – release of information from the Birkenhead River Flood Hazard Assessment and Mitigation Options Final Report
– Staff to contact Fisheries and Oceans for further information regarding this request.

9. NEW BUSINESS

1. Dyking Tax Payment Options – a Staff report was presented to the Board - it was unanimously agreed not to obtain a Debit machine at this time. Email Money transfers will now be accepted.
- note to be made on Tax Notices encouraging increment payments – to balance out the flow of incoming revenue.

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 7:50 pm the meeting moved to In-camera
Rise without report at 8:00 pm

12. ADJOURNMENT

The meeting was adjourned at 8:01 pm.

Chair

Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 854th
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, September 17, 2015 AT THE DISTRICT OFFICE – 7:00 pm**

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

Present:	Chair:	B. McLeod
	Trustees:	B. Ronayne, J. Beks, B. Mitchell and R. Symons
	Staff:	P. Fotsch, K. Bergen and S. Flynn
	Other:	J. Linklater - VOP Rep

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

- Add In-Camera #1 to Section 10 – Late Business

Moved/Seconded

That the agenda be amended to include the Late Business item.

CARRIED

Moved/Seconded

That the agenda be approved as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

- 1. August 20, 2015

Moved/Seconded

That the minutes of the August 20, 2015 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

- 1. DFO request for information – was submitted through DFO for a university academic student doing research. The request was not specific to the PVDD. A request for all Section 35s was made throughout BC, the prairies and Ontario for a certain time frame to further the student's studies.

6. REPORTS

A. OPERATIONS AND MAINTENANCE

- 1. September, 2015 O&M Report

Moved/Seconded

That the September, 2015 O&M Report be received.

CARRIED

- 2. Employee Annual Reviews – Reports to be submitted to the Board via email on Wednesday, September 30, 2015. Board to gather at 6:00 pm on Thursday, October 15, 2015 prior to the regular Board meeting where the reviews will be held in-camera.

B. SECRETARIES REPORT

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

Moved/Seconded

That the September 2015 Secretaries Report be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: Mr. and Mrs. Talbot: Re: Miller Creek catch basin/gravel bar
- O & M Manager Steve Flynn met with the Talbots – informed them that gravel removal from Miller Creek was a proposed 2015 PVDD project weather permitting.
2. From: MoFL&NRO Re: Order of Changes in and About a Stream on Approval 2006100 – Miller Creek – an approval for extension of time to work outside the reduced risk window in order to accommodate the project schedule.

9. NEW BUSINESS

10. LATE BUSINESS

1. In-Camera #1

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 7:47 pm the meeting moved to in-camera
Rise without report at 7:54

11. IN-CAMERA

1. In-Camera #2

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 7:55 pm the meeting moved to In-camera
Rise without report at 8:12 pm

12. ADJOURNMENT

The meeting was adjourned at 8:13 pm.



Chair



Secretary

**PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 855th
REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, October 15, 2015 AT THE DISTRICT OFFICE – 7:00 pm**

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

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

 Other: VOP Rep – J. Linklater

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as presented.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. September 17, 2015 Minutes

Moved/Seconded

That the minutes of the September 17, 2015 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

- One of the biggest concerns regarding the September High Water event was the lack of warning time for the rapid rise in the all water ways.
- Need to organize meeting between all the stakeholders (Lil'wat, VOP, SLRD and PVDD) regarding manning of the Lillooet River gauge and developing plan to improve river forecasting.

Moved/Seconded

That the October 2015 O&M Report be received.

CARRIED

B. SECRETARIES REPORT

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

Moved/Seconded

That the October, 2015 Secretaries Report be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

B. INFORMATION

1. From: VOP (copy of letter sent to Hungerford Tomyne Lawrenson and Nichols Lawyers) Re: 1674 Airport Road

9. NEW BUSINESS

1. 2015 Christmas Dinner – staff to research further – tentative dates for reservation: November 27, December 4 and 11, 2015. Time: 6:30 appetizers 7:00 dinner

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 8:10 pm the meeting moved to In-camera
Rise without report at 9:00 pm

12. ADJOURNMENT

The meeting was adjourned at 9:01 pm.

Chair

Secretary

PEMBERTON VALLEY DYKING DISTRICT
MINUTES OF THE 856th REGULAR MEETING OF THE BOARD OF TRUSTEES HELD
Thursday, November 19, 2015 AT THE DISTRICT OFFICE – 7:00 P.M.

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

Present: Chair: B. McLeod
Trustees: B. Ronayne, R. Symons, B. Mitchell
Staff: P. Fotsch, K. Bergen and S. Flynn
Other: James Linklater – VOP Rep

1. PETITIONS AND DELEGATIONS

2. INTRODUCTION OF LATE ITEMS

1. Information Correspondence – To: Hungerford Tomy Lawrenson and Nichols Lawyers
2. Action Correspondence – To/From: Joshua Craig – MOSC&CD
3. Late Business – Green River Quarry

3. APPROVAL OF AGENDA

Moved/Seconded

That the agenda be approved as amended.

CARRIED

4. ADOPTION OF PREVIOUS MEETING MINUTES

1. October 15, 2015 Meeting Minutes

Moved/Seconded

That the minutes of the October 15, 2015 meeting be adopted as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES AND UNFINISHED BUSINESS

1. Christmas Dinner – Big Sky – December 4, 2015 at 6:30pm

6. REPORTS

A. OPERATIONS AND MAINTENANCE

1. O&M Report

Moved/Seconded

That the November 2015 O&M Report be received.

CARRIED

B. SECRETARIES REPORT

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

Staff to provide a report regarding Renewal Reserve funds and Renewal Reserve bylaw information.

It is no longer necessary to present bank and visa statements at meetings. Trustees can make requests to view when needed.

Moved/Seconded

That the November 2015 Secretaries Report be received.

CARRIED

7. BYLAWS

8. CORRESPONDENCE

A. ACTION REQUIRED

1. From: MOTI Re: Preliminary Subdivision Application – Lot B DL182 LLD Plan EPP 34077 and Lot A DL183 and DL1163, LLD Plan 11734

Staff to respond: That all due care is taken to ensure the existing ditch system is maintained and not restricted with no further comments.

2. From: Village of Pemberton Re: Update – OR108 Biro Subdivision External Referral Package

Staff to respond: That the PVDD has no further comments to add to the trustee's original comment, to review a comprehensive storm water management plan for the development.

3. To/From: Joshua Craig – Ministry of Community, Sport and Cultural Development Re: Gravel Sales Bylaw

The PVDD does not wish to manage gravel sales but in an effort to offset the price of gravel extraction the PVDD will use the preferred method of tendering material with the option of individual sales when deemed appropriate.

Staff to enquire further regarding the by-law.

B. INFORMATION

1. From: Young Anderson Re: Annual Local Government Law Seminar

2. From: Squamish Lillooet Regional District Re: Appreciation for your contribution following the September 19-20 Rain Event

3. To: Hungerford Tomy Lawrenson and Nichols Lawyers Re: Green River Erosion – 1674 Airport Rd

Staff to confirm that the letter had actually been mailed.

9. NEW BUSINESS

10. LATE BUSINESS

1. Green River Quarry

100,000 cm of pit run is required for a Pemberton Community Project. Discussion whether material from this large quarry can legally be used for a Community Project in exchange for mining and the production and stockpiling of dyking materials including rip rap for future PVDD projects. This would have to benefit everyone including the tax payer and be approved by the Province. Steve will do a feasibility assessment and report back to the Board.

11. INCAMERA

Moved/Seconded

That pursuant to Section 60(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 8:29 the meeting moved to In-Camera.

Rise without report at 8:34 pm.

12. ADJOURNMENT

The meeting was adjourned at 8:34 pm.

Chair

Secretary