

**DEWDNEY AREA IMPROVEMENT DISTRICT**

**Box 3005, Mission B.C. V2V 4J3**

**Phone: 604-826-2713 (messages) Fax: 604-826-0578**

**Email : [info@daid.ca](mailto:info@daid.ca) Website : [www.daid.ca](http://www.daid.ca)**

**TRUSTEES BOARD MEETING**

**Wednesday February 18, 2015 – 7.00 PM**

**Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic Prairie**

**MINUTES**

**In Attendance:**

Doug McNeill (Chair)  
Ernest Loewen  
Deb McKay (Vice Chair)  
Peter Schalkx

Larry Wiens – project manager  
Peter Hanslo – administrator and finance officer  
Bruce Edwards – engineering consultant  
Darrell McDonald – assistant dike manager

**Absent:**

Craig Brooks  
Gus Derewenko  
Steve Dimond (out of Province)  
Douglas Sinitsin  
Brett Vander Wyk  
Ron Beck – dike manager

**Ratepayers in  
attendance:**

23

**Call to Order:**

Chair 7.14 pm.

**Notice:**

Chair gave notice that the presence of only four trustees failed to meet quorum requirements for conduct of district business (Improvement District Manual, section B page 24 paragraph 3), and that the meeting would proceed on an "information only" basis. All agenda items calling for trustees votes to be tabled for next board meeting.

**Motion:** To adopt January 21, 2015 meeting minutes.  
**Tabled** for next board meeting.

## REPORTS

<b>Dike and pump station maintenance report:</b>	Ron Beck	Refer appendix 1.
<b>Project management report:</b>	L. Wiens	Refer appendix 2.
<b>Administration and finance report:</b>	P. Hanslo	Refer appendix 1.

## OLD BUSINESS

### Dewdney Boat Launch Committee

On October 22, 2014 trustees passed a motion to strike a Dewdney Nature Park committee to meet and provide recommendations to the board to for improvements to the nature park and boat launch and that those recommendations be put forward to the board before the DAID annual general meeting in April 2015.

Committee members:

Gus Derewenko (trustee)      Peter Schalkx (trustee)      Brett Vander Wyk (trustee)  
 Wayne Robertson, Rick Dekker, David Durante and Greg McKinley – all district property owners.

Committee member Wayne Robertson said that he had sent emails to all committee members in an endeavour to set up a meeting date, but had received no responses. He will continue with his efforts to arrange for a first committee meeting before the upcoming April 2015 annual general meeting.

### Committee to review election procedures.

A select committee to review DAID's election procedures convened on February 5, 2015 at the Everglades Community Hall on Shook Road, Mission. The meeting started at 6.48 pm and ended 9.35 pm.

Committee Chair, trustee Deb McKay, reported as follows:

Present: DAID trustees Deb McKay, Ernie Loewen, Gus Derewenko, Brett Vander Wyk and district property owners Elske von Hardenberg (Dewdney), Wayne Robertson (Dewdney), Mike Davies (Hatzic Lake – Swans Point), Rick Gaunt (Hatzic Lake – Everglades), Ivan Sigurdson (Dewdney). Peter Hanslo (DAID administrator). Hatzic Prairie - no representation.

**Motion:** To adopt a mandate for the select committee to act in an advisory role reporting to the DAID board of trustees and that its goals are to give advice and recommendations to the board. Once the committee's final written report is presented to the board its business is completed and the committee will be dissolved. It will be up to the DAID board to take action or make decisions on the committee's final report. E. Von Hardenberg/R. Gaunt/M.Davies  
Vote: Unanimous in favour. Motion passed.

After almost three hours of dialogue and exchange of views the administrator was requested to contact the Ministry for its direction on an election procedural question of having proposed candidates from each of the three zones (Hatzic Prairie, Dewdney and Hatzic Lake) nominated only by ratepayers in each of their respective zones. Records show that in the past proposed candidates were nominated by ratepayers "at large". Improvement District manual section B page 19 paragraph 1 states: "The board of trustees has discretion to decide all other election procedures." However, it was deemed judicious to request input from the Ministry in this matter. The committee was informed that response time from the Ministry could take 2-3 weeks and the committee will convene again once a reply is received.

## **NEW BUSINESS**

### **2015 mill rate ByLaw**

Due to quorum requirement issues, the 2015 mill rate ByLaw readings and motion to adopt not initiated.

**Tabled** for next board meeting.

### **DAID 2015 AGM mail-out notice**

Due to quorum requirement issues, the wording of the April 8, 2015 AGM notice was not discussed.

**Tabled** for next board meeting.

### **Property assessment Court of Revision**

The four attending trustees agreed to the date of Saturday May 9, 2015 for holding the district's 2015 property assessments Court of Revision. The administrator will contact at least one of the absentee trustees to obtain a majority agreement for that date (trustee S. Dimond's approval of May 9, 2015 since received by email). The Court venue is North Fraser Firehall #3 corner of Pattison and Sylvester Roads, Hatzic Valley. Trustee Deb McKay volunteered her time to serve on the Court.

**Trustee resignation**

The Chair made public reading of a letter of resignation tendered by trustee Craig Brooks (Hatzic Prairie). That board vacancy will be added to the list of the 3 term-expired trustee positions on the 2015 ballot at the AGM. Mr. Brooks' replacement will serve out the two remaining years of his term.

**Ratepayers' question period**

All questions raised by district property owners during the course of the evening's meeting, were responded to by DAID board members and staff.

**Set date, time and location of next board meeting.**

Next board meeting scheduled for Wednesday March 11, 2015 starting 7.00 pm held at the Hatzic Prairie Community Hall, 10845 Farms Road, Hatzic Prairie. B.C.

**Meeting adjourned: 8.37 pm**

A handwritten signature in blue ink, appearing to read "D. McNeith", is written over a faint, hand-drawn outline of a triangle. There are small 'x' marks at the top-left and top-right vertices of the triangle.



## **APPENDIX 1**

### **Dike maintenance manager report: R. Beck**

- Regular daily inspection and maintenance visits to pumphouse;
- Cleared a large amount of debris (tree branches, leaves, brush) off of the dike after last recent storms.
- Removed old trash racks for maintenance and repair work.

**End of report.**

### **Administration and finance officer report: P. Hanslo**

- Intake 2013 ( Hatzic Slough Sediment Management project) update report for January 2015 submitted to EMBC February 10, 2015.
- Liaising with Bronwen Sutherland, manager of the Clarke Theatre, sorting out set-up details for DAID's upcoming AGM scheduled for Wednesday April 8, 2015.
- Contacted Dorothy Phillips who agreed to again act as the electoral officer for the AGM. Dorothy will contact her two polling clerks from last year to check on their availability.
- Contacted Wayne Robertson to arrange for use of Hatzic Valley Firehall #3 (c/o Paterson and Sylvester Roads) for Assessment Court of Revision on Saturday May 9, 2015,
- Over last several weeks have worked on manually updating 2015 property assessment values from the B C Assessment Roll to individual district property owners' records. Next step will be a mail-out of the district's 2015 assessment notices followed by the Assessment Court of Revision scheduled for May 9, 2015.
- Continue to work on collection of 2014 unpaid diking taxes – approximately \$35,000 at December 31, 2014.
- Attended select committee meeting on DAID voting issues held at the Everglades Community hall February 5, 2015.
- Thanks once more to Brenda Koop for her volunteer work in distributing DAID's board meeting notices.

**End of report.**

## **APPENDIX 2**

### **Project manager report: L. Wiens**

Attachments include:

- Letts Environmental Consultants Ltd February 18, 2015 letter to Emergency Management B.C. (EMBC).
- Larry Wiens January 29, 2015 email letter to EMBC requesting:
  - (a) a 42-month extension for the Tier 3 project (completion of the Hatzic Lake, Hatzic Slough and Lower Lagace Creek work) and,
  - (b) approval to use a portion of the Tier 3 funds for the new Intake 2013 sand recovery stations (SRS's) project, and
  - (c) approval to use a portion of the Tier 3 funds to upgrade DAID's old (1949) pump station for emergency use.
- Intake 2010 Tier 3 (Hatzic Lake, Hatzic Slough, Lower Lagace Creek project) cost estimate.
- Updated Intake 2013 (Hatzic Slough Sediment Management project) spending plan as of February 10, 2015.
- A memorandum dated February 18, 2015 indicating that DFO has approved vegetation removal from the drainage ditch that parallels Sylvester Road impacting a number of properties mainly at the north end that drains into Chilqua Creek particularly those properties owned by Felix Leuzinger and Greg van Gorgum. Fraser Watershed Coalition has been retained to undertake the project in 2015 and there should be no cost to DAID.

DAID Chair requested that this report and attachments be posted to DAID website.

The project manager in his report referenced all matters mentioned in the above attachments.

**End of report.**

Shaw Webmail

# COUNT OF REVISION DATE

peterhanslo@shaw.ca

Re: Assessment Court of Revision date

**From :** PETER HANSLO <peterhanslo@shaw.ca>  
**Subject :** Re: Assessment Court of Revision date  
**To :** Steve Dimond <steve@dimond.ca>

Sun, Feb 22, 2015 12:37 PM

Thank you Steve.  
Peter

**From:** "Steve Dimond" <steve@dimond.ca>  
**To:** "Peter Hanslo" <peterhanslo@shaw.ca>  
**Sent:** Sunday, February 22, 2015 8:37:21 AM  
**Subject:** Re: Assessment Court of Revision date

Certainly OK by me ...

Thanks Peter.

I understand it has been a tough time this year with attendance and quorum. Apologies for my contributions to that ... or lack of :-)

Cheers  
sd

On Feb 21, 2015, at 4:09 PM, PETER HANSLO <peterhanslo@shaw.ca> wrote:

Gus, Steve, Doug, Brett,  
Four trustees have agreed to the date of Saturday May 11, 2015 for this year's Assessment Court of Revision. We require at least one more trustee vote to make the date official. Thanks for your reply.  
Peter

**From :** Steve Dimond <steve@dimond.ca>  
**Subject :** Re: Assessment Court of Revision date  
**To :** Peter Hanslo <peterhanslo@shaw.ca>

Sun, Feb 22, 2015 09:37 AM

Certainly OK by me ...

Thanks Peter.

I understand it has been a tough time this year with attendance and quorum. Apologies for my contributions to that ... or lack of :-)

Cheers  
sd



**Letts Environmental**

P.O Box 29568  
Maple Ridge, BC  
V2X 0V2

O: 604.466.8172 / 604.329.2972 F: 604.467.8972

**LETTS**  
ENVIRONMENTAL  
CONSULTANTS LTD.



Emergency Management BC  
Ministry of Justice  
PO Box 9201  
STN PROV GOVT  
Victoria, BC, V8M 2A5

February 18, 2015

**Re:** Sand Recovery Stations within Hatzic Slough and Legace Creek, Hatzic  
Emergency Management BC, Flood protection program: FPP 2013-1-012-4488

Letts Environmental Consultants Limited (LECL) is submitting the included Environmental Assessment Document (EAD) on behalf of the Dewdney Area Improvement District (DAID). The EAD was completed as part of the proposal to install permanent sand recovery stations (SRSs) along a 1440m length of Hatzic slough and Legace Creek, as part of the flood protection program. For ease of the EAD and this letter, we refer to both channels as Hatzic Slough, however, Stations A and B (Figures 1 and 2) are within Legace Creek. This package includes; the operational best practices to be implemented throughout the duration of the project, air photographs, site photographs, project drawings and Environmental Assessment Document. This information has also been forwarded to the Ministry of Environment, Fisheries and Oceans Canada, Vancouver Fraser Port Authority, the Agricultural Land Commission, Fraser Valley Regional District, Provincial Diking Authority and DAID.

Hatzic Slough is a lowland stream subject to annual flooding and is an important drainage channel for the Hatzic Valley watershed. The 90km<sup>2</sup> watershed consists of steep mountainous terrain (61.3 km<sup>2</sup>), low-lying agricultural and residential properties (25.3 km<sup>2</sup>) and Hatzic Lake (3.4 km<sup>2</sup>). Hatzic slough flows south along the low relief valley floor through high value agricultural lands, Hatzic Lake and through Lower Hatzic Slough to its confluence with the Fraser River. It is the low relief profile and elevation of the valley floor that inhibits natural drainage causing frequent flood events. The extent of flooding is such that the portion of agricultural land within the valley classified as marginal or unused has nearly tripled between 2001 and 2005. In 2005 agricultural losses in the area were estimated to be between 832,200 and 2,000,000.

Sediment in-filling of Hatzic Slough reduces conveyance, contributing to bank overtopping during rain events. To address excess sediment aggregation in Hatzic Slough, dredging has been a regular program of maintenance both in Legace Creek and Hatzic Slough.

The proposed project involves the installation of 11 permanent sand recovery stations (SRS) and 10 sand stockpile locations. The stations will be located along a reach of Hatzic Slough stretching south from Dale Rd Bridge (49° 11' 50.21"N, 122° 15' 03.27"W) to a location approximately 550 m downstream (49° 11' 45.54"N, 122° 15' 10.13"W) with one station approximately 30m north of Dale Rd bridge (49° 11' 56.41"N, 122° 15' 03.46"W). One additional sand recovery station will be established 890 m upstream of Dale Rd Bridge (49° 12' 20.89"N, 122° 15' 05.58"W), however, this location will have no permanent structures constructed. The stations are designed to provide a work platform for a long reach excavator, enabling DAID to maintain channel depth and conveyance.



Stations B through L are to be constructed with lock-blocks as a mechanically stabilized earth wall. The lock-block design is composed of three lock-block walls set into the bank and stabilized with soil treatments. The station configuration includes a 9 meter wall facing the stream attached to two 2.25 m walls extend away from the stream.

The initial sand removal from Hatzic Slough is expected to be 10,075 m<sup>3</sup>. The removed sand will be sold to fund the continued maintenance of the targeted section of Hatzic Slough. Any sand that is temporarily stored at the site will be placed in designated areas which are appropriately armoured and stabilized.

Removal of bank vegetation (consisting of red alders, shrubs and invasive Himalayan blackberry), within the riparian area will be required. Rehabilitation and reseeded/replanting of the work area will be completed where impacted. Every effort to retain existing vegetation will be employed. A habitat compensation plan is included with the EAD.

Access to the sites will be via Dale Rd for B-L and Stave Lake Road for Station A. Work vehicles and crews will travel only along designated access paths once onsite. Project details are outlined in the appended EAD.

DAID's preferred schedule is to begin with construction of SRS on March 1, 2015 with completion of stations by March 31, 2015. This is to meet the Emergency Management BC (EMBC) project schedule to ensure substantial completion is reached for the fiscal 2014 year. Further, this schedule will allow for construction of the SRS to be completed prior to the fisheries window, ensuring that excavation of sediments from the slough may take place at that time (August 2015).

Please do not hesitate to contact the undersigned with any questions or concerns.

Yours Truly,

LETTS ENVIRONMENTAL CONSULTANTS LTD.



Gary Letts, ASCT, C.E.T., Principal

**Larry Wiens**

**From:** "Larry Wiens" <lwiens10@telus.net>  
**Date:** Thursday, January 29, 2015 10:38 AM  
**To:** "Mona Smith" <mona.smith@gov.bc.ca>  
**Cc:** "Peter Hanslo" <peterhanslo@shaw.ca>; "Bruce Edwards" <cbefire@telus.net>  
**Subject:** Flood Protection Program 2010 Tier 3

Good Morning Mona

From Dewdney Area Improvement District (DAID)

This email pertains to the March 24, 2011 - FLOOD PROTECTION PROGRAM Tier 3 Contribution Agreement.

The term of this agreement ended on February 28, 2014.

For weather related problems and other priorities, such as the new pump station DAID was unable to complete this project on time. DAID respectfully request EMBC for an extension.

\*DAID as of January 1, 2015 has \$205,441.31 plus accrued interest, of EMBC funds held in trust for the completion of Tier 3.

\*DAID also has DAIDs contribution to this project.

\* DAID requests an extension of 42 months to this agreement, giving us 3 fisheries window periods to complete the in Hatzic Lake, Hatzic Slough & Legacy Creek work.

\*The (deliverables) of this project was for "sediment removal from Legacy Creek as identified in Appendix 1

DAID requests EMBCs to grant us approval to use a portion of the funds to remove the material from our new Intake 2013 Sand Recovery Stations. (SRS)

\*DAID also requests that EMBC grants us approval to use a portion of the funds to upgrade our 1949 Pumping Station for emergency use during high rain events.

\*DAID will also complete the original deliverable for the Tier 3 funds.

DAID will supply updated plans for all three projects. DAID is confident that we can complete these very important projects.

As per 17.02 of the agreement please change the DAID contact person

DAID Chair

Douglas McNeill

Box 3005

Mission BC V2V 4J3

Email [peterhanslo@shaw.ca](mailto:peterhanslo@shaw.ca)

Regards

DAID Project Manager

Larry Wiens

2

DAID Trustee Meeting  
February 18, 2015

The contents of the attached letter to EMBC are confirmed by EMBC to be acceptable to them for the extension to the March 24, 2011 Tier 3 Contribution Agreement and the spending plan for the 1949 pump station, Hatzic Slough Sand Removal and Hatzic Lake Silt Removal.

New Documents will be sent to DAID by mid March

See attached letter

Larry

**DAID/EMBC Tier 3 completion cost estimate**

CBE 2017-02-18

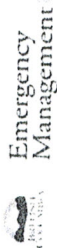
Proposed date of completion	2017-02-28		
EMBC contribution held in escrow		\$205,441	
DAID's contribution		\$102,721	
Total funds for project completion			\$308,162

Expenditure description	Begin	End	Subtotal	Total
<b>Phase 1 Intake channel log boom: ongoing, to be completed by 2015 March 15</b>	2015-02-20	2015-03-15		\$5,000
<b>Phase 2: 2015 March through May before freshet 1949 Pumping station upgrade*</b>	2015-03-15	2015-05-15		
	2015-09-20	2015-10-30		
			\$65,000	
Contingencies			\$7,500	\$72,500
<b>Phase 3: Sand removal from 12 Sand Removal Stations^</b>				
Long-reach excavator @ \$4,000 per station			\$48,000	
Trucking @\$1500 per station			\$18,000	
Loader @ \$1000 per station			\$12,000	
NOTE: No contingency amount is shown because the cost will be offset by sales				\$78,000
	2015-08-15	2015-09-30		
	2016-08-15	2016-09-30		
	2017-08-15	2017-09-30		
<b>Phase 4: Sand removal from Hatzic Lake*^</b>	2015-08-15	2015-09-30		
	2016-08-15	2016-09-30		
	2017-08-15	2017-09-30		
				\$152,662

\* Requires low lake level

^ Can only be done during the "fisheries window"





# FLOOD PROTECTION PROGRAM PROJECT SPENDING PLAN

Local Authority or Diking District: Dewdney Area Improvement District  
Project Number: FPP 2013-1-012 - 44888  
Project Title: Hatzic Slough Sediment Management Project  
Approval Date: January 31, 2014  
Completion Date: February 28, 2016  
Total Approved Cost: \$625,000  
Spending Plan Current as of: February 10 2015

TASK	2014				2015				TOTALS
	1st Quarter Apr-Jun (Q1)	2nd Quarter Jul-Sep (Q2)	3rd Quarter Oct-Dec (Q3)	4th Quarter Jan-Mar (Q4)	1st Quarter Apr-Jun (Q1)	2nd Quarter Jul-Sep (Q2)	3rd Quarter Oct-Dec (Q3)	4th Quarter Jan-Mar (Q4)	
Engineering and Site Supervision			\$2,349	\$42,000	\$5,000				\$49,349
Environmental	\$3,555	\$6,671	\$2,607	\$40,000	\$6,000				\$58,833
Construction	\$0		\$6,000	\$80,000	\$80,000				\$166,000
Materials	\$0		\$10,000	\$70,000	\$12,000				\$92,000
Other	\$14,100	\$24,000	\$26,892	\$20,000	\$20,000				\$104,992
Sub-Total	\$17,655	\$30,671	\$47,848	\$252,000	\$123,000				\$471,174

Note: all costs are total eligible project cost (federal share / provincial share / local government share)

For Flood Protection Program Use Only:

Total Fed/Prov/LG Approved Funding:	\$625,000								
Total to Fed/Prov Approved Funding :	\$416,667								

	Fed/Prov/LG	Fed/Prov
2014/15 Fiscal Year	\$348,174	\$276,826
2015/16 Fiscal Year	\$123,000	\$82,000
Total	\$471,174	\$358,826

Total Approved Funding	\$625,000	\$416,667
Budget Variance (Approved Project Costs)	\$153,826	\$102,551
Budget Variance (Total Project Costs)	\$153,826	\$102,551

## Monthly Project Update

- Issues: None expected.

### 2. Project Schedule

	Original Date <sup>1</sup>	Revised Date <sup>2</sup>	Actual Date <sup>3</sup>	% Complete
<b>Project Initiation</b>				
Project Approval	January '14		-	
Project Sign Installed (if applicable)	-		Oct. 30, '14	
<b>Environmental / Design</b>				
Federal Environmental Assessment Start	May 9, '14		-	
Federal Environmental Assessment End	-	Jan-Feb, '15		
Engineering Design Awarded / Started	June 12, '14		-	
Detail Design Completed	July 15, '14	Aug. 29, '14	Aug. 29, '14	
Contribution Agreement In Place	-		-	
<b>Procurement</b>				
Construction Tender Posted	July 21, '14	Nov. 25, '14		
Construction Tender Closes	July 30, '14	Dec. 12, '14		
Construction Tender Award Date	Aug. 4, '14	Dec. 17, '14		
Sod Turning Ceremony (if applicable)	-		-	
<b>Construction</b>				
Actual Construction Start	Aug. 15, '14	Feb. 2015		
Actual Construction End (Substantial Completion)	Jan. 31, '16	March 31, '15		
<b>Project Close-out</b>				
Submission of Financial Claim and Project Completion Report	Feb. 28, '16	July 31, '15		
Project Completion Deadline	Mar. 31, '16			
Other: specify (e.g. habitat compensation works)	-			

<sup>1</sup> Original Date is from the revised project schedule

<sup>2</sup> Revised Date is to be used only if the Original Date changes

<sup>3</sup> Actual Date is the date completed

### 3. Project Budget

- Project budget: \$625,000
- Actual expenditures this period: \$11,251
- Actual to-date expenditures: \$96,114
- Remaining project budget: \$528,886

#### 3.1. Financial Summary

Total Approved Project Budget: \$625,000 (Total Project Cost<sup>4</sup>)  
 Total Approved Project Funding: \$416,668 (federal/provincial share)

6

DAID Trustees Meeting  
February 18, 2015

The drainage ditch that parallels Sylvester Road needs vegetation cleared from a number of the properties mainly at the North end that drains into Chilqua Creek.

DFO has approved the vegetation removal and has retained the Fraser Watershed coalition to undertake the project in 2015.

There should be no cost to DAID.

Property Owners affected  
Felix Leuzinger and Greg Van Gorgum