

**DEWDNEY AREA IMPROVEMENT DISTRICT**

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

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**2017 ANNUAL GENERAL MEETING**

**April 24, 2017 – 7:15 pm**

**Clarke Theatre, 33700 Prentise Avenue, Mission. B.C.**

**MINUTES**

**In Attendance**

Doug McNeill (Chair)

Deb McKay

David Scott

Rod Shead

Jim Loewen

Brett Vander Wyk

Roy Chaplin

Steve Anderson

Paul Anderson

Gwen Zayonce-Administrator/Finance officer

Bruce Edwards – Engineering Consultant

Dorothy Phillips – Electoral officer

Jennifer McKeown- Polling clerk

Katharine McKeown-Polling clerk

Ann Harper – 2016 auditors report

**Public Attendance**

Approximately 270 persons

**Call to Order**

Chair 7:45 pm

Chairman McNeill introduced all trustees, staff, auditor, electoral officer and polling clerks to the ratepayers.

**Motion:**

To adopt April 24, 2017 annual general meeting agenda.

Jim Loewen/Deb McKay.

Opposed: None Abstentions: None Passed: Unanimously.

## **Auditor's Report:**

Chartered Accountant Ann Harper, representing Ann Harper Inc. present her report on the DAID 2016 audited financial statements. Mrs. Harper referenced in some detail the:

- Statement of financial position
- Statement of revenue and expenditures
- Notes on the financial statements.

She offered to answer any questions by ratepayers and asked that they email the DAID administrator who will forward requests to Ms. Harper for reply.

**Motion:** To accept the auditors report on the 2016 Financial Statement.  
Dave Scott/Rod Shead  
In Favor: 8 Opposed: None Abstentions: None Passed: Unanimously.

## **ELECTIONS**

Elections were conducted for 5 trustees for:

Dewdney Zone:	Roy Chaplin	(term expired)	3 year term
Hatzic Lake Zone:	Deb Mckay	(term expired)	3 year term
Hatzic Prairie Zone:	Paul Anderson	( term expired)	3 year term
Hatzic Prairie Zone:	Rod Shead	(resigned)	2 year term
Dewdney Zone:	Doug McNeill	(resigned)	1 year term

Electoral officer Dorothy Phillips began the process with a call for nominees followed by verbal confirmation of acceptance of their respective nominations. Each nominee was also asked if they would sign DAID Confidentiality Agreement every name called agreed to sign the DAID Confidentiality Agreement. After the electoral officer made 3 calls for each of the 5 trustee vacancies, the names of the nominees were recorded on a white board. There was one absent nominee which had submitted a letter and was confirmed prior to the meeting, (Richard Astell) Hatzic Prairie Zone.

Dewdney Zone, Hatzic Lake Zone, and Hatzic Prairie Zone 3 year terms (which all expired) each had two nominees. Hatzic Prairie Zone (resignation) 2 year term had 3 nominees and Dewdney Zone (resignation) 1 year term had one nominee.

A ballot vote was conducted by all registered land owners and the results were tabulated by the Polling Clerks Jennifer McKeown and Katharine McKeown. These results were verified by Electoral Officer Dorothy Phillips and the supporting documents confirm the below results. Electoral Officer Dorothy Phillips announced the results as follows:

**Dewdney Zone:** 3 year term **Richard Shelley - elected**  
-Heather Thompson

**Hatzic Lake Zone:** 3 year term **Deb McKay - elected**  
-Donna Dulewich

**Hatzic Prairie Zone:** 3 year term **Richard Astell - elected**  
-Jhulley Nachchater

**Hatzic Prairie Zone:** 2 year term **Ray Boucher - elected**  
-Dana Tupper  
-Palminder Sidhu

**Dewdney Zone:** 1 year term **Rick Dekker - acclamation**

**Dike Maintenance Manager Report:** - Presented by for Ron Beck. (Appendix 1)

**Administration and Finance Officer Report:** - Presented by Gwen Zayonce (Appendix 2)

**Project/Hydro Report:** - Presented by Bruce Edwards (Appendix 3)

**Motion:** The chair advised the ratepayers they were required to set trustee meeting honorarium for 2017. Ratepayer Max Holtby moved to keep the rate of \$50.00 that was held in 2016 for year of 2017. 2<sup>nd</sup> by Ratepayer Rick Gaunt and passed by all rate payers present.

**Voting/Elections/Representation Survey** - Presented by Deb McKay (Appendix 4)

Ratepayers were given a survey slip when they arrived to participate and share their opinion on 4 options that were decided upon by the trustees and the 2015 Election/Voting Procedure committee.

The surveys were collected in ballot boxes and were taken by the administrator to count and report back to the trustees. Results will be sent to all trustees and presented at a future trustee meeting. The survey slips will be retained by the DAID office.

All public questions that arose were answered by the trustees and staff.

Next trustee board meeting will be determined by the trustees at the Post AGM meeting scheduled to begin directly after this AGM and posted on the website for the ratepayers.

Meeting adjourned – 10:15 pm



## **2017 AGM**

### **Dike Manager Report**

#### **Appendix 1**

March 31, 2017- Wayne measured the flood gate for materials need to the new gate

April 12, 2017 - Picked up the new No Trespassing Signs

April 14, 2017- Helped Wayne assemble new flood gates

April 16, 2017- 10am-1pm Cleared all big trees with tractor

April 16, 2017- 1:30pm-7:30pm installed new flood gates with Wayne & Mark

April 22, 2017- Cleaned up rest of tree debris by hand with Tanner Alward



## **Administration/Finance Report (Appendix 2)**

### **AGM April 2017**

In 2016, the Dewdney Area Improvement District Administration and Finance faced several obstacles and challenges.

Peter Hanslo left DAID March 2016. At this point the budget and mill rate were already determined for the 2016 year and the 2013 Intake project had completed with a cut off date of March 31, 2016

In July, I completed a government audit on the building of the pump station. An administration error was located that resulted in DAID having to pay back funds of over \$9000.00

Additional costs for staff were also incurred to cover time spent over ministry complaint, audit, labour relations issues.

The budget submitted for 2016 had no accommodation for any of the above issues and in fact was reduced from 2015 budget to a rate that required operational usage of the Amortization of 80%. This was for loan principle payment and project Intake 2013 overage for administration services, which the previous administrator was fully aware.

On March 22/17, I met with trustees and reviewed all the data and information. The budget for 2017 was adjusted to include the loan principle annual payment and the addition of the Sand Recovery Station to our amortization schedule. The result will be that the mil rate for 2017 will remain the same as last year at 1.58. The increase to the 2017 budget represents 24% over 2016 budget. The increase will ensure the financial health of DAID and to ensure that no borrowing costs are incurred for repairs or replacements.

The 2017 budget was passed in the March 2017 trustee meeting along with taxation bylaw #75 with a mill rate of 1.58 as stated above.

The 2017 assessment roll increased by an overall average of 24% and broke down by an increase to improvements by 34% and land by 15%. 2017 Assessment notices were sent out March 2017 and a Court of Assessment will commence on Saturday May 6, 2017 as noted on the assessment notification. Ratepayers can speak with myself and 2 trustees as to any concerns or alterations that may be required.

The 2016 audit and 2017 budget has been included in the financial package attached to tonight's agenda.

The total past due taxes at the end of 2016 totaled \$108,209.00

March 15, 2017 – 135 tax statement/past due notifications were mailed on outstanding balances. Interest rate on these balances will commence on April 1/17 at 5.7%.

As of today, we have received payments totaling \$26,073.73, leaving still \$82,195.27 outstanding. Collections efforts will continue to reduce this outstanding balance.

I have received many calls with payment promises and amounts that were not resolved at the time of sale. I am following with several lawyers and notary offices to resolve these matters. It further came to light that a problem occurred at land titles and we did not receive some information as we should. Land titles is working to verify and correct problems and further investigations will be needed.

In May of 2016 while preparing the tax notices, the status of the database became a great concern. Many protected cell and formulas had been manually overridden. I continued to carefully use the system and at the end of 2016 many hours were spent manually verifying all database activity to ensure our information was complete and accurate. In early 2017, the database was reconstructed to ensure that our data is now secure, and some additional changes were made to increase the effectiveness. The database will need to be monitored closely in 2017.

Ratepayers have expressed many times this year wanting alternative methods of payment and options. DAID has always attempted to keep costs for administration as low as possible, all suggested changes have been noted for consideration and further review as to being cost effective.

## **Projects**

In March 2016, the 2013 Intake project completed and was finalized. Completing the year end project figures located a budget overage. The amount over budget was for administration charges over the years of the project. In early projects, it was standard practice to include administration services. At some point on earlier projects, this fee was no longer accepted as a project item however it was continued to be paid from the project account. This was stated as a note item in the 2015 auditors report, however not accounted for in the 2016 budget. With the completion of the project this overage is outstanding to DAID.



### **2010 Tier 3**

This project began in 2011 and DAID received direct funds. Over the years there have been requests for change in usage as the board and project manager assessed the needs for the area. The deadline for this project is August 2017 and the board will determine how this project will complete.

At year end calculations, the DAID holds a GIC which will complete this project without any further cost to DAID providing the project completion is within budget.

I have been working with Larry Wiens to obtain large amounts of paperwork from the projects to review and ensure we have all documentation.

The office now has copies of the right of way agreements we have on file for the clearing of the SRS Sand Stations. The original documents will still be required to file proper right of ways at land titles.

As Larry worked for the board for many years and there was no working relationship with the previous administration, much is still being reviewed to ensure all bases have been covered. Much more time and paper sifting will be required to have project and finance information properly amalgamated.

2016 was a transitional period for DAID, the wrap up of major projects, and departures of both Larry Wiens and Peter Hanslo who held long term positions exposed any deficiencies that existed. With the lack of formal policies much time and effort was spent by trustees and staff to find resolutions to issues. The audit was enlightening as it also showed the complex nature and scope of the building of the pumphouse. Although an error was found the administration was very detailed, all information was available and the error could be easily explained with the deadlines that were imposed and invoice adjustments that were negotiated.

The establishment of office policies and procedures will greatly assist to resolve many issues, and reduce errors, misinterpretations and criticisms. 2016 proved that the role of Administration and Finance officer is considered an employee, and due to the nature of the position is not a role that cannot be contracted out. This change will require in 2017, the board to determine how they wish to define the Administration/Finance role.

(APPENDIX-3)

## Dewdney Area Improvement District

### Operations Management Report to the 2017 April 24 AGM Highlights as requested by the Board

**Note:** For a full report since Larry Wiens declined to renew his contract which ended last January 31, please see his January 18 Project Manager's Final Report and my reports prepared for the January 18, February 22, and March 29 Board meetings, and my full April 19 report to the Board.

#### A. Federal/Provincial and Provincial grants

1. **Federal/Provincial Disaster Mitigation funding: New Building Canada Fund.**
2. **EMBC funding**
3. **MLA**
4. **EMBC Intake 2010 project completion**

Since no other grants are forthcoming, all work in 2017 will have to be paid out of Intake 2010 funds unless DAID wants to pay the full amount, rather than 33% of the cost. Because of the May 9 election, consideration of my request to include flap gate replacement, relief-well work (See C. below) and improvements to the 2014 pump system - including sump, security & milfoil catwalk - will be deferred until early June. If GMW's invoice for flap gate replacement is dated after approval is received it may be paid from Intake 2010 to save DAID about \$6,000.

#### B. Provincial responsibility for dike maintenance and possible failure on Crown land

Simon Gibson MLA confirmed during his March 27 telephone call and his March 28 follow-up email that responsibility for dike maintenance on Crown Land, and responsibility for its potential failure, rests with the Province. Therefore DAID has no liability in the event of dike failure on Crown land.

#### C. Dike Pressure relief wells

#### D. FLNRO Water Authorizations - Permits

Outstanding permits that I am working on include:

1. Slide gate permit; Remko Rosenboom (FLNRO Manager, Water Authorizations) wants another ~\$100,000 study but a third "Short Term Use Approval" is inexpensive to apply for and can serve for two years (As directed by Board resolution last March 29, I am drafting a "Short Term Use Approval" application for operation of the slide gates which, if successful, will cover 2018 as well.),
2. Permit for the Hatzic Lake work which is to be paid from Intake 2010 funds,
3. SRS sand removal permit (sand removal can be paid from Intake 2010 funds), and
4. Unified long-term permit for all DAID's operations. (This is unlikely to be granted)

**The Board may wish to establish a procedure for paying for permits.** This must be decided before the application is submitted. Options are;

1. Providing a credit card number to conclude the online application (by far the easiest and fastest, providing immediate confirmation of receipt),
2. Paying by mail; print the remittance slip with tracking number and mail it with a cheque (This creates the greatest delay in issuance.), or
3. Paying in person; print the remittance slip with tracking number and pay by cheque.

#### E. Countering exorbitant BC Hydro (BCH) rate increases

#### F. Hydro bills since the last freshet;

See Appendix A below. The April bill should be issued ca April 24. Please compare the \$23,000 cost to the ~\$130,000 billed from 2014 November to 2015 August caused by the need to run all five pumps for ~3 days to prevent flooding during "pineapple express" conditions.

#### G. Power outages on DAID's Right-Of-Way

#### H. Winter pumping

Despite heavy snow and rainfall totalling about 45 inches (1140 mm) of water equivalent since January 18, Hatzic Lake has been varying only from about 1.1 to 2 mASL because the Fraser river has been relatively low. Therefore no pumping has been required since last November. The lake has been too high for work in the sumps, which requires a sustained stage lower than 0.7 mASL.

#### I. Snowpack and freshet; See <http://bcrcf.env.gov.bc.ca/bulletins/index.htm>



J. **Pump 2 intermittent fault trip** - isolated to the starter;

K. **2014 Pumping station sump inspection, repair if required, and anti-vortex measures**

L. **Hole in the southernmost flap gate and the need for replacement**

Ron Beck reported on March 27 that part of a plank in the southernmost flap gate (Flap 1) has broken out leaving a ~6" x 24" hole, and that adjacent planks are cracked. As I am authorized to spend up to \$300, I called out Wayne Robertson for half an hour to help assess the situation. We propose construction of two new flaps using the existing arms. Then a Hiab or excavator can exchange the old broken flaps for new flaps in one operation, minimizing machine time. This will leave one barely serviceable spare flap for emergency use. The estimated cost of \$8,000 could come from Intake 2010 funds if the invoice is dated after approval in June.

M. **Slide-gate upgrade for self-regulation to comply with permit conditions**

Last year Wayne Robertson and I designed modifications to improve the slide-gate self-regulating capability to ensure that 2.5 mASL isn't exceeded while permitting rapid removal of extensions to prevent flooding in the event of a heavy rainfall. This could be paid from Intake 2010 funds if the invoice is dated after EMBC permission is received in June.

N. **Authorization for the Operations Manager to call out contractors etc**

O. **Suggestions to improve Board procedures**

Respectfully submitted,

(Original signed)  
C. Bruce Edwards MASc  
Operations Manager & Engineering Consultant

#### Appendix A; Hydro costs since 2016 February 20

Reset Date	\$ Billed	KWh	Demand KW	\$/KWh
16-3-21	\$387	6,000	8	\$0.064
16-4-21	\$330	6,000	7	\$0.055
16-5-19	\$3,566	36,000	193	\$0.099
16-6-20	\$6,451	93,600	193	\$0.069
16-7-20		30,000	334	
16-8-19	\$918	31,200	7	\$0.015
16-9-20	\$196	4,800	8	\$0.041
16-10-20		6,000	8	
16-11-21	\$9,477	58,800	484	\$0.161
16-12-20	\$196	4,800	8	\$0.041
17-1-20	\$392	6,000	8	\$0.065
17-2-22	\$686	7,200	9	\$0.095
17-3-22	\$530	6,000	8	\$0.088
TOTAL	\$23,129			

(APPENDIX - 4)

**Dewdney Area Improvement District  
AGM April 24, 2017**

**Zone Representation Survey: - 2017 DAID AGM**

Zone Trustee representation has been discussed by the 2011 Voting Eligibility Committee and the 2015 Election/Voting Procedures Committee.

The 2015 Committee presented 3 options regarding zone representation for DAID trustees to review. One of which was a recommendation by the 2011 committee.

After discussion DAID Trustees decided to survey ratepayers at the 2017 AGM for your valued opinion. Trustees also added a fourth option to the survey.

The survey information will help DAID Trustees in decision making and any application submitted to the Ministry of Community Services for changes to the current DAID Letters Patent.

Options are:

- |                |  |            |                                      |            |                |                  |
|----------------|--|------------|--------------------------------------|------------|----------------|------------------|
| #1: (3 zones)  | Hatzic Lake                                      | 4 trustees | Dewdney                              | 3 trustees | Hatzic Prairie | 2 trustees       |
| #2: (3 zones)  | 3 trustees in each zone                          |            | (current status 2006 Letters Patent) |            |                |                  |
| #3: (2 zones)  | Hatzic Lake                                      | 5 trustees | Dewdney/Hatzic Prairie               |            | 4 trustees     | (2011 Committee) |
| #4: (No zones) | 9 Trustees (revert back to 1972 Letters Patent). |            |                                      |            |                |                  |

Ballots can be deposited in the two boxes marked survey.

Survey results will be presented at the next DAID meeting in May 2017 and on the web site after the May 2017 meeting.

DAID trustees would like to thank those who participate in the survey.