

**DIAMOND IMPROVEMENT DISTRICT  
MINUTES**

**MONDAY, August 22, 2018 – 7 p.m. – Diamond Hall**

**Present:** Elizabeth Suttie (Chair), Debby Baker, Bob Kitching, Stephanie Irvine, Perry Daly,  
Peter Burns

**Absent:**

**Minutes:**

Moved: Peter Burns  
Seconded: Stephanie Irvine

That the minutes of July 18, 2018 be adopted as corrected.

Carried

**Agenda:**

Moved: Bob Kitching  
Seconded: Peter Burns

That the agenda be adopted as circulated.

Carried

**Discussion 2018:**

Committee met with John Lewis. Attached as schedule "A" to the minutes are the notes from the meeting. There was a discussion on whether we wish to do a section of 241 meters of road from Grouhel to Pictou.

Discussion regarding on call list. We wish to develop a list of people to call out in the event of leaks and a policy on who to call first in the event of a leak.

Trustees discussed entering into an agreement with John Lewis on a one year retainer basis. Administrator to draft a Memorandum of Understanding and send to all Trustees for review.

Administrator to call Dan Judson to see if he is interested in doing any work for the Diamond.

Administrator also to call John Goodman to see if he is interested in being on the call out list.

**Business arising:**

**Tax delinquents:**

Administrator to send one more registered letter advising that if taxes not paid the property will be placed up for tax sale. Administrator will also draft a notice to be placed on the door of the property to advise that the property is delinquent in taxes and if not paid will be placed up for tax sale. We will need to have a date for tax sale prior to September 24, 2018.

**Policy on leaks:**

We will have an update on this later this month once we know whether we have entered into a Memorandum of Understanding with John Lewis.

**Variance:**

Stephanie Irvine took the signed letter to Labour Relations. They may not accept six months. They may only accept one month. Stephanie Irvine to send a copy of the letter sent to the Administrator

**Budget to actuals:**

The report for budget to actuals is attached as schedule "B" to these minutes. Stephanie asked to check with bookkeeper to see if they have remitted the GST.

**Building Permits:**

None

**Hall Rentals:**

Insurance for sleepovers. New policy is set to start September 1, 2018. Administrator send email to Krista asking her to meet to discuss the new policy. Should meet with her in the next week.

Fire/smoke detector has been installed. Thanks to Ladysmith Fire/Rescue and Glenn Irvine for doing this.

Holiday coverage for custodian. Administrator reported that Krista had asked if her daughter could cover for her holidays and when she was away. Administrator said this was o.k. provided that Krista send a list of when Samantha will be covering as we don't want to know at the last minute that we need to find a replacement. Anas Ayash is willing to clean the hall when required. He cleaned the hall when Krista was on holidays. There were a couple of small issues. Discussion that perhaps Krista could meet with him to review her procedures as there was not a lot of time before Krista left on holiday.

**Meeting time change:**

The monthly meetings will change commencing September. Meetings will be held from 4-6 p.m. on the third Wednesday of the month. This change is necessary as we have a renter for every Wednesday. This means that the hall is booked every Monday, Tuesday, Wednesday and Thursday weekly until Christmas.

**Bylaws:**

Moved: Bob Kitching  
Seconded: Stephanie Irvine

That bylaw 197 receive first and second reading.

Carried

**Resolutions:**

None

**New business:**

Administrator is to ask Coastal Water Suppliers how much others are charging for connection fees. There is concern that we may not be charging as much as it is actually costing us for a connection.

There was a question as to whether the meter reader is to check every meter whether being used or not. The answer is that he must check every meter otherwise we do not know if the meter is being used or if it has a leak.

Tony has not returned the Administrator’s message regarding how he is coming with the map of the meters. Administrator to contact Tony to see where this is at and also provide him with keys to the shed.

Sarah from Island Savings will advise when the Trustees can go to sign papers to move money into an interest bearing account. Administrator will advise Chair and they can tee up a time.

**Bills:**

Moved: Bob Kitching  
Seconded: Peter Burns

Brilliant Business Solutions	\$1,796.55
BC Hydro	\$667.57
Island Hosting	\$23.35
Debby Baker	\$12.32
49 <sup>th</sup> Parallel Printers	\$67.14
Home Hardware	\$26.25
Elisabeth Suttie	\$40.95
John Lewis	

That we pay the bills if found correct.

Carried

Next meeting: September 19, 2018 at 4 p.m.

**Adjourn:**

Moved: Bob Kitching

That the meeting be adjourned. (8:21 p.m.)

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Elizabeth Suttie, Chair

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Debby Baker, Administrator