

**DIAMOND IMPROVEMENT DISTRICT  
MINUTES**

**WEDNESDAY, January 16, 2019 – 6 p.m. – Diamond Hall**

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

**Absent:**

**Minutes:**

Moved: Peter Burns  
Seconded: Bob Kitching

That the minutes of December 19, 2018 be adopted as circulated.

Carried

**Agenda:**

Moved: Bob Kitching  
Seconded: Peter Burns

The agenda be adopted with the following addition:

1. BC Hydro pole

Carried

**Discussion where we are going in 2019**

Engineer called today. Said Ministry of Transportation & Highways hasn't got back to him. Engineer is going to send the permit to VIHA

**BC Hydro pole:**

Bob had a call from BC Hydro. The chap was going to go out and check the pole.

**Old Business:**

**Capital project:**

Trustees had a discussion on 8 inch pipe versus 6 inch pipe. In the engineers report (McElhanney) they misquoted the rule on the pipe to be used. The rule says less than 500 feet AND looped. The report says "OR".

Moved: Bob Kitching

No seconder

That the Board go ahead with 8" pipe. Motion died on the floor

Bob Kitching would like it put in the minutes that he would resign if the Board goes ahead with 6" pipe.

Bob advised that he would be here February 4-7, 2019 if we needed an additional meeting.

Moved: Bob Kitching  
Seconded: Stephanie Irvine

That the Engineers are to stop work on the project until we have heard further on a vote for the pipe to be used.

Carried

**Parcel Tax:**

Moved: Stephanie Irvine  
Seconded: Bob Kitching

That the Administrator draft a bylaw to reclassify properties into various groups.

Carried

Moved: Peter Burns  
Seconded: Stephanie Irvine

That the parcel tax for 2019 be set at \$210.00 for single family dwellings.

Carried

Bob Kitching voted against and wanted vote recorded

Moved: Bob Kitching  
Seconded: Peter Burns

That the parcel tax for 2019 for secondary suites be set at \$262.50

That the parcel tax for 2019 for the 4 plex be set at \$367.50

That the parcel tax for 2019 for the mobile home park be set at \$1,522.50

Carried

**Water meter readings:**

Moved: Bob Kitching  
Seconded: Peter Burns

That the Administrator develop a resolution to pay the meter reader \$250.00 for each time the full meters are read and \$50.00 a month for reading the mains.

Carried

Discussion on issues that Howard had in reading the meters this time. Trustees wish to leave rate as it is. Stephanie Irvine will develop of description for where each of the meters is located at. This can be put in a handbook for the meter reader and will ensure that if someone else needs to take over for whatever reason they have the tools to help them do the job.

**Insurance rates for 2019:**

The insurance rates increased about \$300 which was mainly due to the fact that underwriters are not too fussy about insuring a hall that is rented frequently.

**Correspondence:**

BC Assessment notices – read and filed

Palmer Leslie – Administrator has signed engagement letter. Bookkeeper is preparing documents to send to accountant.

**Budget:**

Administrator reminded Trustees we will be required to pass the provisional budget at the next meeting.

**Reports:**

**Financial:**

Attached as schedule “A” to these minutes.

**Maintenance:**

None

**Building permits:**

None

**Hall rentals:**

There were fireworks set off at the hall on November 24, 2018. We received a complaint from the CVRD. There is a \$250.00 fine from the CVRD for violation of this bylaw. Elizabeth Suttie assured CVRD that we would change our rules of the hall so that no fireworks were permitted. Stephanie Irvine is helping Krista to redo the signs inside the hall. Elizabeth Suttie is going to order a sign for the outside of the hall.

**Resolutions:**

**Resolution 19-01 Use of Private Vehicle:**

Moved: Bob Kitching  
Seconded: Peter Burns

That resolution 19-01 be adopted.

Carried

**Resolution 19-02 Water Tester:**

Moved: Peter Burns  
Seconded: Bob Kitching

That resolution 19-02 be adopted.

Carried

**Bills:**

Moved: Peter Burns  
Seconded: Bob Kitching

Brilliant Business Solutions	\$796.43
BC Hydro	\$647.98
BC Hydro	\$301.49
Home Depot (E. Suttie)	\$84.48
Cascara Consulting	\$3,788.35
Quality Foods (S. Irvine)	\$14.86
Krista Aurala (hand soap)	\$13.44
Krista Aurala (49 <sup>th</sup> )	\$4.47
Krista Aurala (Save-on)	\$73.75
E. Suttie (Envelopes)	\$144.45
E. Suttie (stamps)	\$256.69

That we pay the bills if found correct.

Carried

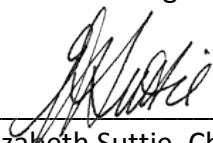
**Next meeting:**

February 20, 2019 at 6 p.m.

**Adjourn:**

Moved:                      Bob Kitching

That the meeting be adjourned. (8:03 p.m.)



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Elizabeth Suttie, Chair

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Debby Baker, Administrator