

**DIAMOND IMPROVEMENT DISTRICT  
MINUTES**

**MONDAY, October 16, 2017 – 7 p.m. – Diamond Hall**

**Present:** Elizabeth Suttie (Chair), Stephanie Irvine, Debby Baker, Peter Burns, Dan Judson, Doug Copp

**Absent:** Bob Kitching

**Minutes:**

Moved: Peter Burns

Seconded: Doug Copp

That the minutes of September 18, 2017 be adopted as typed and circulated.

Carried

**Late items:**

One late item to be added which was discussion of the Water main break on Christie Road.

**Agenda:**

Moved: Doug Copp

Seconded: Dan Judson

That the agenda be adopted as circulated with the addition of the one late item.

Carried

**Delegations:**

None.

**Water main break:**

Moved: Dan Judson

Seconded: Peter Burns

That the DID open an account with Xtend Rentals and that the Administrator be authorized to execute the documents required to open the account.

Carried

Administrator to get a quote for paving from Mid Island paving and do an email vote. As there is not enough time left in the paving season to obtain 3 quotes, Trustees gave direction to only get the one quote. The motion will be ratified at the next meeting.

Discussion on water main break. Unfortunately, Bowater was away hunting, Stalker did not have a crew and Taylor Made does not have the personnel for break. John Goodman, Goodman Plumbing has agreed to be on a call list for emergency purposes. Direction given to Administrator to get names for casual labour list.

Direction given to Administrator to look into extra insurance coverage for Board members who are acting in a supervisory capacity for emergency purposes.

### **Business arising from minutes:**

#### **Water pump:**

New water pump was purchased and is working well. Was used in the water main break today.

#### **Pacific Fire Hydrants:**

Check to see if quote includes clearing out around fire hydrants. If not, direction given to Administer to arrange for people who are interested in clearing hydrants to do work.

Moved: Dan Judson  
Seconded: Peter Burns

That the top section of fire hydrants be torn down in October and the bottom section of hydrants be done in the spring.

Carried

#### **Email/Website:**

No refund yet from Crossover. Financial Officer to look into the refund. No invoice received yet from Paul Mycroft. The website was ported over and the design updated. The information on the hall has been added. The information on the website needs to be updated. We need to ensure that we are trained to do the updating of the website ourselves.

#### **Paving:**

The paving at Pictou and Grouhel Roads has been completed.

#### **A/C Pipe:**

A/C pipe has now been removed. The shed was vacuumed out as part of the quote. Dan Judson has tidied up the shed area and added some plywood to the shelves so that we now have a better idea of what supplies we have. There will need to be a dump run done.

**Hub City/Limberis:**

Administrator has sent the letter to Hub City. No response yet. Administrator will follow up.

**Correspondence:**

**Letter from Coastal Water Suppliers:**

Administrator will be attending the seminar. Elizabeth would like more information on what is going to be discussed before she decides if she will attend.

**Lesley Davey:**

Moved: Doug Copp

Seconded: Peter Burns

That the DID rebate Lesley Davey the sum of \$1.18 being the overage difference between Tier 1 and 2 pursuant to her request.

Carried

**Edward & Julia Adnitt:**

That Direction was given to the Administrator send a letter to Mr. and Mrs. Adnitt to advise that they will need to make a request for a rebate.

**Reports:**

**Financial report:**

Attached as exhibit "A" to these minutes.

**Hall rentals:**

Attached as exhibit "B" to these minutes.

The Administrator reported that there is now a Tai Chi group that has rented the hall each Thursday until mid January. Elizabeth will have Gerry Leland tweak the doors. He has offered to do this at no cost to the District.

Direction was given to the Administrator to prepare a resolution to increase the rentals by \$10 for each type of rental. For meetings, if the renters prepay for 10 or more meetings during a calendar year, the rental will be reduced by \$10 per rental.

**Resolutions:**

**Resolution 17-05**

Moved: Peter Burns

Seconded: Dan Judson

That Resolution 17-05 Rebate for Leakage be adopted.

Carried

**Bylaws:**

**Bylaw 192:**

Information not received. We will need to hold an extra meeting in order to pass this bylaw as it must be done by October 31, 2017.

**New business:**

**Flushing:**

It is time for the flushing to be done. Administrator will organize with Larry Williams for this to be done.

**Work Order:**

Administrator has prepared a new Work Order system which should assist us to better keep track of items that need to be installed or repaired within the District. This will be implemented immediately.

\*\*Request to send registered subdivision bylaw to Financial Officer.

**Square:**

Administrator to look into the cost and how this would function and report back at the next meeting.

**Bills:**

Mid Island Paving	\$1,953.00
ProPacific Restorations	\$2,032.76
Trustees honouraria (each)	\$ 50.00
Dan Judson	\$ 108.84
Larry Williams	\$ 175.00
Dan Judson	\$ 400.00

Moved: Doug Copp  
Seconded: Dan Judson

That we pay the bills if found correct.

Carried

**Next meeting:**

November 20, 2017 at 7 p.m.

**Adjourn:**

Moved: Peter Burns

That the meeting be adjourned. (9:11 p.m.)

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Elizabeth Suttie, Chair

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Debby Baker, Administrator