

**Fletcher Creek Improvement District ("FCID")**  
**Inaugural Board Meeting October 9, 2019 MINUTES**  
**4926 Fletcher Creek Frontage Road**

Present: Robert Cunliffe  
Joe Kern  
Keith Mathers  
Steve Scott  
Margaret Wanke

The meeting commenced at 7:15 pm.

**1. Approval of Agenda**

M. Wanke moved, K. Mathers seconded a motion to approve the draft agenda circulated prior to the meeting. Motion carried unanimously. It was agreed that this was a necessary organizational meeting with a purpose to select a chairperson and to identify urgent items requiring attention. No formal FCID Board business would be conducted.

**2. Selection of Chair**

M. Wanke nominated S. Scott to be Chair. K. Mathers seconded. Carried unanimously.

**3. Recording Secretary**

M. Wanke agreed to serve as recording secretary for the meeting.

**4. Urgent Items**

**4.1 Transition Items**

S. Scott reported that he had several meetings with K. Jersey and A. Webb to discuss transition issues and to complete the transfer of files and administrative assets of the FCID. A list of outstanding items for Board consideration was provided to S. Scott. These will be incorporated into future Board meeting agendas.

**4.2 Baker Connection**

As per previous Board meeting minutes and communication with K. Jersey, the Baker application for a curb-stop requires immediate attention. The FCID application to IHA for a work permit has been denied as per correspondence dated Sept 20, 2019. There may also need to be Ministry of Transport approval to cross Twin Bays Road. K. Mathers volunteered to compile information from the files on this application and to prepare a possible position statement for the FCID on this issue for possible presentation to IHA.

**4.3 Secretary/Treasurer**

Board members identified an urgent need for the services of a Secretary/Treasurer to conduct the routine administrative work of the Board. M. Wanke volunteered to investigate the availability of a position description and to contact S. Hewat regarding her role with the FCID.

**4.4 Maintenance**

S. Scott stated that Tucker the Plumber indicated he was willing to continue his role in maintenance of the FCID water system.

**5. Adjournment**

The meeting adjourned at 8:30 pm.