



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**RIONDEL COMMISSION OF MANAGEMENT
OPEN MEETING AGENDA**

7:00 PM

March 7, 2023

IN-PERSON MEETING LOCATION FOR HYBRID MEETING MODEL

The following location has been determined to hold the in-person meetings for Riondel Commission of Management:

Location Name: Riondel Community Centre, Commission Office, Room #6

Location Address: 1511 Eastman Ave., Riondel BC

The facility listed above will be able to accommodate the remote requirements for the meeting.

Meeting Link:

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m6f2ed336b61f6443c5ebb48e6b626023>

Toll Free number: 1-844-426-4405

Meeting Number (access code): 2461 031 5454

COMMISSION/COMMITTEE MEMBERS

Commissioner G. Panio	Riondel	In-person/Remote
Commissioner N. Anderson	Riondel	In-person/Remote
Commissioner T. Wilkinson	Riondel	In-person/Remote
Commissioner J. Donald	Riondel	In-person/Remote
Commissioner G. Jackman	Director – Electoral Area A	In-person/Remote

MEMBERS ABSENT

STAFF

Lindsay MacPhee Administrative Assistant - Meeting Coordinator

_____ out of _____ voting Commission members were present – quorum was met.

1. CALL TO ORDER

Chair Panio called the meeting to order at [Time] p.m.

2. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

3. ADOPTION OF AGENDA

MOVED and seconded,
AND Resolved:

The Agenda for the March 7, 2023 Riondel Commission of Management meeting, be adopted as circulated.

Carried

4. RECEIPT OF MINUTES

The February 7, 2023 Riondel Commission of Management minutes, have been received.

5. DELEGATE

No delegate.

6. PUBLIC TIME

Commissioner Panio will call for questions from the public at _____ p.m.

7. OLD BUSINESS

7.1 Riondel Commission of Management – Commission Appointments

Moved and Seconded,
And Resolved, that it be recommended to the Board:

That the Board appoint the following individuals to the Riondel Commission of Management for a term to end December 31, 2024:

Will Morris Riondel

Carried

7.2 Emergency Preparedness Update

Commissioner Wilkinson will provide the Commission with a verbal update on Emergency Preparedness plans for the Community of Riondel.

7.3 Riondel Community Centre Roof Tender

Commissioner Panio will provide the Commission with a verbal update regarding the Riondel Community Centre roof tender.

7.4 Waste Management Changes

Commissioner Panio will lead a discussion on whether additional monitoring of Tip-It bin use is worth the extra cost.

7.5 Community Planning Information

This item requires further information and will be brought back to the Commission once Chair Panio investigates this further.

7.6 Invitation to the RCMP

Chair Panio will provide the Commission with a verbal update regarding extending an invitation to the RCMP to attend a Riondel Commission of Management meeting.

7.7 New Entrance Door

Commissioner Anderson will provide the Commission with a verbal update on a new quote received for a wheelchair accessible door for the Riondel Community Centre entrance way.

7.8 Enlargement of Boulevard

Chair Panio will provide the Commission with a verbal update regarding his meeting with Shane Biddles from Yellowhead Road & Bridge (YRB) about enlarging the Boulevard in front of Ro Neighborhood Coffee.

8 NEW BUSINESS

8.1 Bylaw 2858: Regional District of Central Kootenay Drainage, Water and Wastewater System Community Advisory Committee (For Information)

The Regional District of Central Kootenay Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023 was adopted by the RDCK Board of Directors at the February 16th, 2023 Board meeting, has been received for information.

8.2 Bylaw 2759: Riondel Commission

The Riondel Commission Bylaw No. 2759, 2023 will be brought forward to the March 16, 2023 Board meeting for adoption and seeking the Commissions support.

Moved and seconded,

And Resolved that it be recommended to the Board:

That the Riondel Commission of Management support the Board adopt Riondel Commission Bylaw No. 2759, 2023.

Carried/Defeated

8.3 Painting of Community Centre Hallway

Chair Panio will provide the Commission with a verbal report regarding an opportunity to paint the main hallway in the Riondel Community Centre.

8.4 Upgrade of Community Centre Lighting

Chair Panio will provide the Commission with a verbal report regarding a suggestion to upgrade the lighting in the Riondel Community Centre to LED lights.

8.5 Sunday Social Days in Community Centre

Chair Panio will provide the Commission with a verbal report regarding a request from the Better At Home Program to rent the Seniors Room on Sundays for a weekly community social event with food and beverages, offered by donation.

8.6 Friday Night Potluck & Activities in Seniors Room

Chair Panio will provide the Commission with a verbal report regarding a rental request for weekly rental of the Seniors Room for a community potluck and games night.

8.7 Live Music & Dancing in the Auditorium

Chair Panio will provide the Commission with a verbal report regarding a request to rent the auditorium for live music and dancing in the summer.

9 CORRESPONDENCE

No correspondence.

10 AREA A DIRECTOR'S REPORT

Director Jackman will provide the Commission with a verbal report.

11 FINANCIAL REPORTS

The Revenue and Expense Report for February 2023 have been received.

12 PUBLIC TIME

The Chair will call for questions from the public at _____ p.m.

13 NEXT MEETING

The following Riondel Commission of Management meeting will be held on April 4, 2023 at 7:00 pm.

14 ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Riondel Commission of Management meeting be adjourned at [Time].

Carried



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**RIONDEL COMMISSION OF MANAGEMENT
OPEN MEETING MINUTES**

7:00 PM

February 7, 2023

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Toll Free number: 1-844-426-4405

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COMMISSION/COMMITTEE MEMBERS

Commissioner G. Panio	Riondel	In-person/Remote
Commissioner N. Anderson	Riondel	In-person/Remote
Commissioner T. Wilkinson	Riondel	In-person/Remote
Commissioner J. Donald	Riondel	In-person/Remote
Commissioner G. Jackman	Director – Electoral Area A	In-person/Remote

MEMBERS ABSENT

STAFF

Lindsay MacPhee Administrative Assistant - Meeting Coordinator

5 out of 5 voting Commission members were present – quorum was met.

1. CALL TO ORDER

Director Jackman called the meeting to order at 7:01p.m.

2. ELECTION OF CHAIR

CALL FOR NOMINATIONS (3 Times)

Commissioner Wilkinson nominated Commissioner Panio.

Commissioner Anderson nominated Commissioner Panio.

DECLARATION OF ELECTED OR ACCLAIMED CHAIR

Director Jackman ratifies the appointed Commissioner Panio as Chair of the Riondel Commission of Management for 2023.

3. ASSUME THE CHAIR

Commissioner Panio assumed the Chair.

4. TRADITIONAL LANDS ACKNOWLEDGEMENT STATEMENT

We acknowledge and respect the indigenous peoples within whose traditional lands we are meeting today.

5. ADOPTION OF AGENDA

MOVED and seconded,

AND Resolved:

The Agenda for the February 7, 2023 Riondel Commission of Management meeting, be adopted with inclusion of items 10.6 Approval of Heater in the Basement, and 10.7 Discussion of Room Subletting Rentals.

Carried

6. RECEIPT OF MINUTES

The January 3, 2023 Riondel Commission of Management minutes, have been received.

7. DELEGATE

7.1 Curling Club Electrical Subsidy

Mark Easton, Issy Snelgrove and Stu Corry of the Riondel & District Curling Club, provided the Commission with a verbal report regarding their request for grant funds to subsidize electricity costs, including that concerns were raised about providing budget funds to an organization that requires membership. While budget funds have been provided in the past, grant funds provided a major source of funds over the years and have helped with major repairs and maintenance. The group's activities run on volunteer efforts and they hold annual fundraisers. The Club also provides a \$10 lunch on Saturdays, open to anyone. One option to secure ongoing subsidies is for the Club to renegotiate their lease with staff. Options to increase the use of the ice and building can also be identified to increase community value.

8. PUBLIC TIME

The Chair called for questions from the public at 7:14 p.m.

More clarity and information on meetings was requested. Community members inquired about zoning, Community Planning processes, and public consultation. A meeting on the Community Planning process will not be held until fall 2023 at the earliest. There is a need to revisit

community planning and address zoning as a whole area, and zoning will bring transparency. For more information on the process go to [RDCK.ca](https://rdck.ca) and find Land Use & Planning under Services.

9. OLD BUSINESS

9.1 Riondel Community Centre Roof Tender

Chair Panio provided the Commission with a verbal update regarding the Riondel Community Centre roof tender, including that the architect is working on the new roof tender and costs are uncertain due to market volatility.

9.2 Waste Management Changes

Chair Panio provided the Commission with a verbal update regarding waste management changes in the community, including that the operating hours have been changed for the Tip-It bins 8:30am – 11:00 am with no issues so far.

9.3 Community Planning Information

Chair Panio provided the Commission with a verbal update regarding information on community planning, including that the necessary information was not received, therefore this item will be postponed to the next regular meeting.

MOVED, and seconded,
And Resolved, that:

Item 9.3 Community Planning Information be postponed to the next regular Riondel Commission of Management meeting on March 7, 2023.

Carried

9.4 Curling Club Electrical subsidy

Chair Panio led a discussion regarding providing the Riondel & District Curling Club with funds to assist with their electrical bills, including that the Curling Club's activities are valuable to the community and providing funding would benefit the community. The motion from the January 3, 2023 meeting will be brought forth.

MOVED, and seconded
And Resolved, that it be recommended to the Board that:

The Board approve the payment of the following grants from the Riondel Commission of Management Service Area S209 – Riondel, budget for 2023

Riondel & District Curling Club	50% of the Curling club's annual electrical costs, not to exceed \$3,000
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Carried

10. NEW BUSINESS

10.1 Media Lab Opening

Chair Panio provided the Commission with a verbal report regarding the opening of the media lab, including that the media lab opening was successful in demonstrating

equipment available for community use. The space will be made available on a donation basis and with flexible timing. An advertisement will be put in the Mainstreet to increase awareness of the available resource. The Virtual Reality software it is not operating reliably at the moment, but attempts will be made to resolve the problems.

10.2 Invitation to RCMP

Chair Panio provided the Commission with a verbal report regarding extending an invitation to the RCMP to attend one of the Riondel Commission of Management Meetings, including that the Commission will extend an invitation to RCMP to attend one of the upcoming meetings which can be used to raise awareness of any community issues or out-of-hand summer parties or locations.

10.3 Water Treatment plant Update

Chair Panio provided the Commission with a verbal report regarding a recent visit by Regional District of Central Kootenay staff to the water treatment plant, including that the plant was inspected by Water Level 2 Operators. There are no serious issues with the plant, and management of the water system has been moved to the Creston RDCK office. Maintenance staff have received their first ticket in small water treatment plant operations.

10.4 New Entrance Door

Chair Panio provided the Commission with a verbal report regarding acquiring grant funds to replace the front entrance door with one that is handicap accessible, including that a quote for a new handicap accessible door came in at almost \$10,000. The quote has been forwarded to community members who are proficient with seeking out grant funds.

10.5 Possible Parking Restriction

Chair Panio provided the Commission with a verbal report regarding a possible parking restriction for Eastman Ave, including that a concern has been raised by a community member regarding parking on both sides of the road when the coffee shop is open may be a potential safety hazard. Chair Panio will contact Yellowhead Road & Bridge to see if they can expand the gravel shoulder to allow more room for parking off the street.

10.6 Approval of Heater in the Basement

MOVED, and Seconded,
And Resolved, that:

The Riondel Commission of Management will approve the East Shore Shed group to install two propane heaters in the basement of the Riondel Community Centre.

Carried

10.7 Discussion of Room Subletting Rentals

Chair Panio led a discussion on waiving subletting rental fees for non-profit groups that are providing a benefit to the community, including that the TAPS group is not charged rent for their bi-weekly activities.

MOVED, and seconded,
And Resolved, that it be recommended to the Board:

That the Board approve waiving the room rental fees at the Riondel Community Centre for non-profit group activities that are providing a direct benefit to the community.

Carried

11. CORRESPONDENCE

No correspondence.

12. AREA A DIRECTOR'S REPORT

Director Jackman provided the Commission with a verbal report, including that the annual Public Budget Consultation Meeting for the East Shore – Area A is coming up March 1st, 2023, and volunteers are need on the following panels:

- The Resident Directed (ReDi) Grants program, formerly Community Initiatives Program (CIP), is in need of volunteers. This community panel decides how to allocate funds and ideally would include representation from all areas. Currently there is no representation from the northern area of the East Shore. Commitment is approximately 10 hours total, and involves reading grant applications and attending meetings, gaining understanding of area programs and making funding decisions. Meeting dates are not fixed.
- The Advisory Planning Commission has not been active on the East Shore area due to a lack of membership. This group look at land use issues such as agricultural land commission applications, community planning and zoning, lands use issues, and advice on heritage designations. These groups are independent from Director, although the Area Director and staff are available as resources. Interested individual should contact Garry Jackman at gjackman@rdck.bc.ca.

13. FINANCIAL REPORTS

The Revenue and Expense Report for January 2023 have been received.

14. PUBLIC TIME

The Chair will call for questions from the public at 8:36 p.m.

15. NEXT MEETING

The following Riondel Commission of Management meeting will be held on March 7, 2023 at 7:00 pm.

16. ADJOURNMENT

MOVED and seconded,
AND Resolved:

The Riondel Commission of Management meeting be adjourned at 8:36 pm.

Carried

Digitally Approved via email.

Gerald Panio, Chair

RECOMMENDATION(S) TO THE BOARD OF DIRECTORS

1. *The Board approve the payment of the following grants from the Riondel Commission of Management Service Area S209 – Riondel, budget for 2023:*

<i>Riondel & District Curling Club</i>	<i>50% of the Curling club's annual electrical costs, not to exceed \$3,000</i>
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2. *The Riondel Commission of Management will approve the East Shore Shed group to install two propane heaters in the basement of the Riondel Community Centre.*
3. *The Riondel Commission of Management will waive rental fees for non-profit group activities that are providing a direct benefit to the community.*

THE FOLLOWING ITEMS ARE PROVIDED FOR CONVENIENCE ONLY AND WILL BE CONSIDERED AT ITS APPROPRIATE MEETING AS STATED.

Future Riondel Commission of Management Meetings

1. *Community planning Information*
2. *Initiation to the RCMP*
3. *YRB and shoulder widening on Eastman Rd.*
4. *New Entrance Door*

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2858

A Bylaw to establish Drainage, Water and Wastewater System Community Advisory Committees for the purpose of providing community input regarding the operations and management of RDCK-owned utility systems.

WHEREAS existing and applicable water system Commissions of Management have been repealed following the establishment of the Water Services Committee in 2022;

AND WHEREAS Community Advisory Committees provide valuable community feedback and facilitate effective communication between the RDCK and community;

AND WHEREAS the RDCK Board, by its corporate powers, may seek advice from external stakeholder groups through a Community Advisory Committee;

NOW THEREFORE the Board of the Regional District of Central Kootenay (RDCK), in open meeting assembled, HEREBY ENACTS as follows:

COMMITTEES ESTABLISHMENT

- 1 Drainage, Water and Wastewater System Community Advisory Committees are hereby established for the utility systems listed in Schedule A to this bylaw.

DELEGATION OF AUTHORITY

- 2 The Drainage, Water and Wastewater System Community Advisory Committees are external advisory bodies only with no specific powers delegated to them by the RDCK Board.

APPLICATION

- 3 Within each service area a Community Advisory Committee (CAC) may be created for a drainage, water or wastewater system upon recommendation by the applicable electoral area director. A CAC is not required for the RDCK to operate the drainage, water or wastewater system. One CAC may serve multiple utilities, such as a combined water and drainage CAC.
- 4 The Drainage, Water and Wastewater System Community Advisory Committee shall provide constructive and objective input regarding matters related directly to their specific RDCK-owned system and to help facilitate effective communication with the community.
- 5 Each CAC shall work towards the overall benefit of their system(s) and support the goal of achieving full compliance with the regulations and guidelines that govern the management of water or wastewater systems.

MEMBERSHIP

- 6 (1) Members are appointed by resolution of the RDCK Board. Each CAC will include a minimum of three (3) and a maximum of six (6) community members, all of whom must reside within the utility service area or be the registered owner of property within the service area.
- (2) The RDCK electoral area Director for the respective water system is not a member of the CAC. Director participation in CAC meetings is however encouraged.
- (3) In the event of two or more small systems combining to form a single system, the Water Services Committee will revisit the membership of the CAC and may make recommendation to the Board to combine CACs if suitable and necessary.
- (4) The term of a CAC member shall be three (3) years.

REMUNERATION

- 7 There shall be no remuneration to any CAC member for their service.

DUTIES OF THE COMMITTEE

- 8 Each CAC is assigned the following roles and responsibilities by the RDCK Board:
 - (a) Liaise with water users on their particular systems and provide that input to the RDCK.
 - (b) Advise the RDCK on issues including, but not limited to: operations and maintenance policies; water conservation measures; capital works projects; cost recovery approaches; annual budgets; and bylaw and policy development.
 - (c) Members shall not interfere with the operations of the water or wastewater system, or perform any work on the water or wastewater system without the prior written consent of the Manager.
 - (d) The RDCK Board retains all decision-making authority relating to the planning, financing, operation, and maintenance of the water or wastewater system.
 - (e) For certainty the CAC will not consider any of the following matters unless CAC input is requested by the Manager:
 - award of contracts;
 - matters related to the employment of RDCK staff;
 - legal matters related to the utility systems;
 - media releases and public statements to the media;
 - emerging or ongoing issues related to specific individual water system users.

MEETINGS

- 9 (1) Each CAC will meet at the call of the RDCK General Manager of Environmental Services or designate, in consultation with the electoral area Director, with a minimum of one meeting scheduled annually for each CAC.
- (2) All meetings will be open to the public, be held in a publicly accessible meeting place, and provide a remote attendance option.
- (3) Meetings shall be held in accordance with the agenda and format provided by the RDCK General Manager of Environmental Services or designate. Meeting procedures are generally

in accordance with the informal nature of CAC meetings, and are at the discretion of the Manager. The RDCK Procedure Bylaw does not apply to Community Advisory Committees.

- (4) RDCK staff will create a written record of CAC meetings in the form of meeting notes. Meeting notes will accurately summarize the totality of input from CAC members, particularly where a consensus community opinion is not achieved on a given matter. Meeting notes will be recorded on a standardized RDCK template.
- (5) Meeting notes of each CAC meeting will be placed on the agenda for discussion at the next scheduled Water Services Committee meeting. The applicable electoral area Director will be invited to provide a verbal summary of the meeting and highlight any community concerns. Meeting notes will also be placed under 'Committees and Commissions-For Information' on the next Board agenda.
- (6) The RDCK General Manager of Environmental Services or designate is charged with scheduling and organizing all CAC meetings, and will provide a minimum of seven days notice to each CAC member. A discussion outline for each meeting will be distributed to members prior to the meeting.
- (7) No quorum is required at Community Advisory Committee meetings.
- (8) The General Manager of Environmental Services or designate shall convene the CAC meeting, facilitate the discussion, and create meeting notes. Alternately an electoral area Director may serve in the facilitator role, subject to staff availability to prepare the meeting notes.

SEVERABILITY

- 10 If any section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of the court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this bylaw.

CITATION

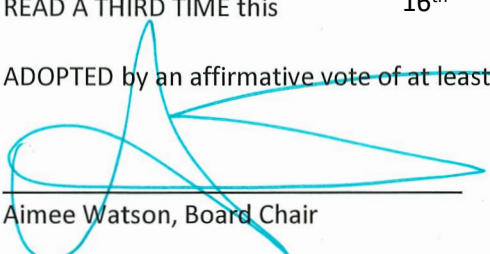
- 11 This Bylaw may be cited as **Regional District of Central Kootenay Drainage, Water and Wastewater System Community Advisory Committee Bylaw No. 2858, 2023.**


READ A FIRST TIME this 16th day of February, 2023.

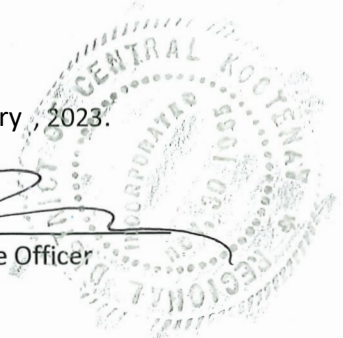
READ A SECOND TIME this 16th day of February, 2023.

READ A THIRD TIME this 16th day of February, 2023.

ADOPTED by an affirmative vote of at least 2/3 of the votes cast this 16th day of February, 2023.


Aimee Watson, Board Chair


Mike Morrison, Corporate Officer



Regional District of Central Kootenay
Schedule A - Drainage, Water and Wastewater System
Community Advisory Committees
To
Bylaw No. 2858

1. Balfour Water
2. Burton Water
3. Duhamel Water
4. Edgewood Water
5. Erickson Water
6. Fauquier Water
7. Grandview Properties Water
8. Lister Water
9. Lucas Road Water
10. McDonald Creek Water
11. Riondel Drainage & Water
12. Rosebery Highlands Water
13. Sanca Park Water
14. South Slocan Water
15. West Robson Water
16. Woodbury Village Water
17. Woodland Heights Water

REGIONAL DISTRICT OF CENTRAL KOOTENAY

Bylaw No. 2759

A bylaw to establish a commission to make recommendations for particular services within a portion of Electoral Area A – Riondel.

WHEREAS a regional district may, pursuant to the *Local Government Act*, establish a commission to advise and bring recommendations to the Board on the operations of a regional district service;

AND WHEREAS a regional district may by bylaw, pursuant to the *Local Government Act*, delegate certain administrative duties and authorities to a commission;

AND WHEREAS the Regional Board adopted bylaws for the following services, as amended:

- Riondel Street Lighting Specific Service Area;
- ~~Riondel Water Service Area;~~
- Riondel and Area Refuse Disposal Specified Service Area; and
- Riondel Recreation Facilities Specified Service Area.

which established services on behalf of a portion of Electoral Area A - Riondel;

NOW THEREFORE the Board of the Regional District of Central Kootenay, in open meeting assembled, HEREBY ENACTS as follows:

COMMISSION ESTABLISHMENT

- 1 Riondel Commission is hereby established.

DEFINITIONS

- 2 In this bylaw:

Board means the Board of the Regional District of Central Kootenay.

Commission means the Riondel Commission established by this bylaw.

Meeting Coordinator means the person who is responsible for the preparations of the Commission meetings including the agendas and minutes as established by this bylaw.

Primary Residence means the dwelling where a person usually lives. A person may have only one primary residence at any given time and is used for legal purposes such as determining where a person votes or pays taxes.

Regional District means the Regional District of Central Kootenay.

Service Areas means the following services:

- Riondel Street Lighting Specific Service Area;
- ~~Riondel Water Service Area;~~
- Riondel and Area Refuse Disposal Specified Service Area;
- Riondel Recreation Facilities Specified Service Area; and

COMMISSION PURPOSE

3 The purpose of the Commission, as delegated by the Board, is to:

- (1) to act as two-way conduit of information and communications between the Regional District staff and the Board, and the community of Riondel, on Regional District matters affecting the community;
- (2) consider and make recommendations to the Board on improvements and program delivery taking place at the recreational facility within the Riondel Recreation Facilities Specified Service Area;
- (3) consider and make recommendations to the Board on the usage and development of the lands within the Riondel Facilities Specified Service Area;
- ~~(4) consider and make recommendations to the Board that contribute to the overall benefit of the water system within the Riondel Water Service Area, with the goal of achieving full compliance with the regulations and guidelines that govern the management of water systems and long term sustainability of this service;~~
- ~~(5)~~(4) consider and make recommendations to the Board that contribute to the overall benefit of the refuse disposal within the Riondel and Area Refuse Disposal Specified Service Area;
- ~~(6)~~(5) review the financial performance of the services relative to the Service Areas' annual budget approved by the Board;
- ~~(7)~~(6) consider and make recommendations to the Board on the budget for review;

MEMBERSHIP

- 4 (1) The Commission shall consist of:
- (a) the Director representing Electoral Area A; and
 - (b) a maximum of seven (7) and a minimum of three (3) members-at-large whose Primary Residence is in the –Service Area.

Directors have full voting rights on the Commission. In the absence of the Electoral Area Director, the Alternate Director for the Electoral Area A may take the place of, vote and generally act in all matters on behalf of the absent Director.

MEMBERSHIP APPOINTMENTS

- 5 (1) The Regional District of Central Kootenay shall place advertisements in publications which serve the Service Areas to notify the public about any vacant positions on the Commission.
- (2) The Director and the members-at-large, whose term has not expired, shall review all applications, consider the different Service Areas, and recommend to the Board of Directors the names of candidates for appointment to the Commission. In the event, the Commission does not meet quorum, the Director shall make the appointment recommendation to the Board of Directors.
- (3) All nominations shall be submitted to the Board for consideration each year no later than ten (10) days prior to the December Board meeting to assure membership is established for the next year and quorum is met.
- (4) All members-at-large shall be appointed by resolution of the Board.
- (5) Members-at-large may be reappointed at the discretion of the Board.
- (6) The Board may, at any time, by an affirmative vote of not less than two-thirds (2/3) of members present at the Board meeting, terminate the appointment of any or all members-at-large of the Commission.

MEMBERSHIP TERM

- 6 (1) Members-at-large shall be appointed up to a two (2) year term or a minimum of a one (1) year term depending on the Commission's requirements.
- (2) Terms shall vary, with half of the members-at-large terms expiring a year prior to the other half.
- (3) Members are expected to commit to attending meetings as required. Substitute members will not be permitted unless they are appointed as an alternate.
- (4) A member of the Commission who misses three (3) consecutive meetings without the approval of the Chair or without reason satisfactory to the Commission shall be deemed to have resigned, at which time the Commission shall notify the Board in writing in order to appoint a new member.
- (5) In the event of the death, resignation or disqualification of a member of the Commission, the Board may appoint a new member.
- (6) Should a member-at-large cease having a Primary Residence in the area they represent, they will be deemed to have resigned from the Commission.

REMUNERATION

- 7 Members of the Commission shall serve without remuneration.

STRUCTURE

- 8 (1) The Commission at its first meeting of each year shall elect the Chair for the next year from among the members of the Commission. The election of the Chair shall be in accordance with the sections from the Regional District of Central Kootenay (RDCK) Procedure Bylaw - Election of the Board Chair and Tie Vote.
- (2) The Commission may choose a Meeting Coordinator from within its membership in accordance with Section 7 of this bylaw.
- (3) As an alternative to a Meeting Coordinator selected from within the Commission membership, the Commission may request that the Regional District employ a Meeting Coordinator with the cost of remuneration to be paid from the applicable Service Areas.
- (4) The Meeting Coordinator shall be responsible for recording all Commission minutes, in accordance with Section 10 (1) – (3) of this bylaw.

MEETINGS

- 9 (1) A meeting may not be closed to the public unless authorized in accordance with Section 90 of the *Community Charter* and a RDCK manager is present at the meeting. Only the Board can move items from a Closed meeting into an Open meeting.
- (2) All meetings of the Commission shall be held within the local Service Area.
- (3) The Commission shall hold a minimum of three (3) regularly scheduled meetings per year, with the first meeting normally held in January. The Commission shall approve the meeting schedule at its January meeting and provide the schedule and the location of the meetings to the Corporate Administration department to add to the RDCK website.
- (4) Prior to each Commission meeting, the Meeting Coordinator shall prepare an agenda, which shall be circulated to the Commission members and the public at least 48 hours in advance. The Commission may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
- (5) Unless a rule of procedure is specifically outlined in this bylaw, the rule contained in the current RDCK Procedures Bylaw, as amended, shall apply. The order of precedence for conducting all meetings of the Commission shall follow:

- (a) the rules of procedure set out in this bylaw;
 - (b) the rules of procedure within the RDCK Procedure Bylaw; and
 - (c) the current edition of *Robert's Rules of Order*.
- (6) The Commission shall adhere to the requirements described within the applicable section of the RDCK Procedures Bylaw on any procedural matters including, but not limited to, the following:
- Notice of Special meetings
 - Closed (In Camera) Meetings
 - Electronic participation meetings
 - Attendance of public at meetings
 - Resolutions
 - Delegations and Presentations
 - Keeping Order
 - Debate and Conduct
 - Motions
 - Notice of Motion
 - Voting
 - Commissions
- (7) All business of the Commission shall be conducted through the forum of a duly constituted meeting. The Commission is not permitted to delegate their duties to sub-committees.
- (8) The quorum for the Commission is the majority of the Commission members. No meeting may proceed without quorum or the Chair/Acting Chair. If there is no quorum of the Commission within 30 minutes of the scheduled time for the meeting, the meeting must be postponed to the next meeting or rescheduled.
- (9) The Chair, if present, shall preside at the meeting. In the absence of the Chair, but where quorum is achieved the members present shall appoint a member to act as Acting Chair for that meeting or until the elected Chair arrives.
- (10) No act or other proceeding of the Commission shall be valid unless it is authorized by resolution adopted at a duly constituted meeting of the Commission or a resolution of the Board.
- (11) All questions before the Commission shall be decided by a majority vote, and each member of the Commission shall have one vote.

AGENDAS AND MINUTES

- 10** (1) Agendas and minutes shall be prepared by the Meeting Coordinator of the Commission and will adhere to the templates and other guidelines from the Regional District.
- (2) Minutes shall be kept of all meetings of the Commission. They must record all those present at the meetings, as well as all staff actions and resolutions. The minutes shall be certified as correct by the Meeting Coordinator and approved by the Chair.

- (3) The minutes shall be forwarded to the Regional District Corporate Officer within fourteen (14) days of the meeting.

DUTIES AND RESPONSIBILITIES

- 11 (1) The function of the Commission is to advise and provide recommendations to the Board.
- (2) The Commission may be consulted for advice on issues including, but not limited to:
 - (a) Capital works projects;
 - (b) Conservation measures;
 - (c) Cost recovery approaches; and
 - (d) Bylaw and Policy development.
- (3) The Commission must undertake other matters assigned by resolution of the Board and shall provide reports as required by the Board.
- (4) The Commission must adhere to the Regional District's bylaws and policies.

~~(5) — All aspects of water system operational matters, if not identified within Section 3 (4) of this bylaw, and personnel management (hiring, direction, supervision, etc.) are the sole responsibility of the Regional District and shall not be considered by the Commission.~~

~~(6)~~(5) For certainty the Commission, or individual Commission members, shall not do any of the following unless the authority to do so is expressly delegated by the RDCK Board of Directors:

- (a) enter into agreements and contracts on behalf of the RDCK;
- (b) commit or purport to commit to the expenditure of any funds unless approved in the RDCK financial plan or by resolution of the RDCK Board;
- (c) influence the hiring, management, and disciplinary processes of RDCK employees;
- (d) seek legal advice related to the business of the Commission; and
- (e) issue media releases and communications

RIGHTS OF THE BOARD

- 12 (1) The powers delegated to the Commission shall not extend to or include any of the powers of the Board of Directors which are exercised by bylaw only.
- (2) The Board retains the right to have staff review recommendations from the Commission to confirm RDCK standards and regulations are being met and staff time will be incorporated into the Service Area's budget.
- (3) The Board must approve any policies with respect to the approval, distribution, and accountability of financial contributions from the Commission to persons or groups providing services that are applicable within the Service Areas on behalf of the Commission.

- (4) The Regional District shall have final authority on all decisions relating to the planning, financing, operation and maintenance of the Service Areas.
- (5) The Regional Board reserves unto itself all of its powers with respect to entering into contracts and agreements.
- (6) The Board reserves unto itself all of its powers with respect to staffing and personnel management.
- (7) The powers delegated to the Commission are subject to the limitations in accordance with Section 229 [*Delegation of board authority*] of the *Local Government Act*.

SEVERABILITY

13 If any section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of the court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this bylaw.

REPEAL

14 **Riondel Commission of Management Bylaw No. 607, 1986** and amendments hereto, are hereby REPEALED.

CITATION

15 This Bylaw may be cited as **Riondel Commission Bylaw No. 2759, 2022**.

READ A FIRST TIME this [Date] day of [Month], XXXX.

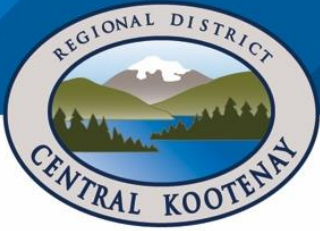
READ A SECOND TIME this [Date] day of [Month], XXXX.

READ A THIRD TIME this [Date] day of [Month], XXXX.

ADOPTED this day of , 2022.

Aimee Watson, Board Chair

Mike Morrison, Corporate Officer



REVENUE & EXPENSE REPORT

EXPENSES – FEBRUARY 2023

DATE RECEIVED	DATE ON BILL	EXPENSE	CODE	PURPOSE	AMOUNT
2023.02.21	2023.02.14	Crawford Bay Store	55050-OPR251	Gas	\$59.81
2023.02.21	2023.02.14	Gray Creek Store	55010-OPR251-100	Electrical supplies	\$2.70

EXPENSES – JUNE 2022

DATE RECEIVED	DATE ON BILL	EXPENSE	CODE	PURPOSE	AMOUNT
2023.02.21	2022.06.28	Gray Creek Store	55020-OPR251-100	Operating supplies	\$6.35
			55010-OPR252-100	Small parts	\$11.95
			51050-OPR251	Gloves	\$8.95
			55010-OPR251-106	Tape	\$1.95

REVENUES

DATE RECEIVED	DATE ON CHEQUE	CODE	DESCRIPTION	AMOUNT
2023.02.07	CASH	42045-OPR251-100	Home schoolers Auditorium rental	\$50.00
2023.02.07	CHQ # 284	42045-OPR251-100	Band Annual Rental	\$1,600
2023.02.07	CHQ # 48	42045-OPR251-100	Seniors Room Annual Rental	\$2,990
2023.02.07	CHQ # 150	42045-OPR251-100	Art Club Annual Rental	\$1,600
2023.02.21	CASH	42045-OPR251-100	Seniors Room Rental	\$50.00
2023.02.28	CASH	42045-OPR251-100	Dance Auditorium rental	\$115.00