



**Carried/Defeated/Referred**

**4. RECEIPT OF MINUTES**

The February 1, 2022 Riondel Commission of Management minutes, have been received.

**5. DELEGATE**

The Commission invited Jack Lesnik, Road Area Manager of Ministry of Transportation and Infrastructure (MOTI), to speak regarding derelict vehicles and winter snow maintenance.

**6. PUBLIC TIME**

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

**7. OLD BUSINESS**

No old business.

**8. NEW BUSINESS**

**8.1 Nomination for Commissioner**

Chair Panio will provide the Commission with a verbal report regarding Jim Donald's expressed interest in becoming Commissioner for the Riondel Commission of Management.

**MOVED** and Seconded,

And Resolved, that it be recommended to the Board that:

That the Board appoint the following individual to the Riondel Commission of Management for a term to end December 31, 2022:

Jim Donald (Riondel)

**Carried/Defeated/Referred**

**8.2 Review of Bylaw 2759**

Chair Panio will provide the Commission with a verbal report with regards to the Commission review of Bylaw 2759.

**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, 2022.

**Carried/Defeated/Referred**

**8.3 Report on Budget Meeting**

Chair Panio will provide the Commission with a verbal report with regards to the East Shore Budget Meeting that took place on February 15, 2022.

**8.4 Change to Recycling Policy**

Chair Panio will provide the Commission with a verbal report with regards to changes to the Regional District of Central Kootenay's (RDCK) recycling policy

**8.5 Request for Kitchen Rental**

Chair Panio will provide the Commission with a verbal update with regards to a request to rent the kitchen in the Riondel Community Centre.

**8.6 Pickle ball in the Auditorium**

Chair Panio will provide the Commission with a verbal report with regards to the Pickle Ball group's use of the auditorium.

**9. CORRESPONDENCE**

No Correspondence.

**10. AREA A DIRECTOR'S REPORT**

Director Jackman will provide the Commission with a verbal report.

**11. FINANCIAL REPORTS**

Chair Panio will provide the Commission with a verbal report on Commission expenses and revenues for February 2022.

**12. PUBLIC TIME**

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

**13. NEXT MEETING**

The next Riondel Commission of Management meeting is scheduled for April 5, 2022 at 7:00 pm.

**14. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

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

**Carried/Defeated/Referred**



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Riondel Commission of Management  
OPEN MEETING MINUTES**

**7:00 pm  
February 1, 2022  
Remote Meeting**

**Meeting Link:**

<https://nelsonho.webex.com/nelsonho/j.php?MTID=m34c6f0b1b8807414c2f6c3d8067b397c>

**Toll Free Number:** 1-844-426-4405

**Meeting Access Code:** 2461 031 5454

**COMMISSION MEMBERS**

Commissioner Panio	Riondel
Commissioner Wallace	Riondel
Commissioner Anderson	Riondel
Commissioner Wilkinson	Riondel
Commissioner Cursons	Riondel
Commissioner Jackman	Director – Electoral Area A

**STAFF**

Lindsay MacPhee	Administrative Assistant – Meeting Coordinator
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**1. CALL TO ORDER**

Chair Panio called the meeting to order at 7:04 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 February 1, 2022 Riondel Commission of Management meeting, be adopted with the inclusion of items 7.4 - Emergency Preparedness Update and Item 8.6 - The Tractor.

**Carried**

**4. RECEIPT OF MINUTES**

The January 4, 2021 Riondel Commission of Management minutes, have been received.

**5. DELEGATE**

No delegate.

**6. PUBLIC TIME**

No public comment.

**7. OLD BUSINESS**

**7.1 Update on Drainage Budget**

Chair Panio provided the Commission with a verbal update with regards to the Drainage Budget, including comments on the budget have been sent to Uli Wolf, General Manager of Environmental Services, and are awaiting a response. Chair Panio will attempt to follow up with Uli a second time. Area Directors are also requesting more information on how fees are being dispersed among the individual Environmental Services Budgets, therefore it may be a couple of weeks before any specific details are known.

**7.2 Furnace Repairs**

Chair Panio provided the Commission with a verbal update with regards to the furnace repairs, including two furnaces went down after the propane ran out. They did not start up properly. The auditorium furnace was erratic before the outage, and the basement furnaces have only been running at 50% since the outage. Doug Dressel from Creston came to repair the furnaces and they are working fine again.

**7.3 Therapeutic Activities Program for Seniors (TAPS)**

Chair Panio provided the Commission with a verbal update regarding the activities TAPS plans to run in the Riondel Community Centre, including the program that was supposed to be held in the Riondel Community Centre in January was postponed until the COVID situation has relaxed.

**7.4 Emergency Preparedness Update**

Commissioner Wilkinson provided the Commission with verbal update with regards to the recent Emergency Preparedness meeting, including that the quarterly meeting took place on January 31, 2022 and due to the COVID situation non-emergency surgeries are on hold until further notice. Commissioner Cursons looked into who the applicant should be for grant funding and Jon Jackson will apply for the CIP/AAP grant, for which the deadline is February 11, 2022.

**8. NEW BUSINESS**

**8.1 Riondel Community Centre Revitalization Report**

Chair Panio provided the Commission with a verbal report with regards to the Riondel Community Centre Revitalization Report, including correspondence with Nelson Roca clarified details around tendering and whether we need an energy audit. Nelson Roca will include the energy audit in his report so that it can be considered in the overall project costs.

### **8.2 Update on Staffing**

Chair Panio provided the Commission with a verbal update with regards to staffing, including that our full time Maintenance person will tentatively be returning in a couple of weeks, and our Maintenance Assistant will go back to part-time hours. Extra coverage has been provided for shifts at the Recycling Depot to allow more time for regular maintenance tasks.

### **8.3 Derelict Vehicle Removal Budget**

Chair Panio provided the Commission with a verbal report with regards to removing derelict vehicles from the community, including that vehicles have impeded snow clearing and liability concerns exist. Jack Lesnik, Road Area Manager for Ministry of Transportation and Infrastructure (MOTI), will support the cleanup of derelict vehicles. Chair Panio will invite Jack Lesnik to attend the March, 1 2022 Commission meeting. Director Jackman will request information from Jack Lesnik regarding MOTI's stance.

### **8.4 Snow Clearing in Riondel**

Chair Panio provided the Commission with a verbal report with regards to the snow clearing in Riondel, including that a community notice can be prepared to advise residents to help clear snow in driveways and roadside parking spots so that roads can be better maintained.

### **8.5 Update on COVID-19 Protocols and Masking**

Chair Panio provided the Commission with a verbal update with regards to COVID-19 protocols in the Riondel Community Centre, including that participants in certain physical activities are not required to wear a mask during the activity, but must have a mask on while waiting, or walking through the building. Chair Panio will ask Joe Chirico, General Manager of Community Services, about restrictions that apply to pool specifically.

### **8.6 The Tractor**

Chair Panio provided the Commission with a verbal update regarding the condition of the tractor, including that part of the steering assembly is broken. Our Maintenance Assistant has ordered the part and thinks he can fix it. If it snows in the meantime alternate plowing options will need to be sought out. Chair Panio will request that Yellowhead Road and Bridge (YRB) do one pass through the Riondel Community Centre as part of a community service gesture.

### **8.6 Men's Shed Proposal**

Chair Panio provided the Commission with a verbal report regarding a request to use the Riondel Community Centre basement as a workshop, including that a Men's Shed group needs workspace to do volunteer construction work for community members. The Men's Shed Association is a provincial organization with insurance coverage and this group has access to a \$10,000 grant for tools and materials. Items to consider are how much space can be made available to them, and will they need to move to accommodate renovation plans?

## **9. CORRESPONDENCE**

The email dated January 20, 2022 from Shirleen Smith, regarding Davis Rd east, has been received.

Director Jackman responded noting that contract language with YRB indicates that traction on the Davis St. hill should be restored within four hours. Residents can help keep YRB informed if the hill isn't cleared and sanded in a timely manner.

**10. AREA A DIRECTOR’S REPORT**

Director Jackman provided the Commission with a verbal report, including that property assessments are climbing at different rates within areas that share services, meaning those with higher assessments will shoulder more of the tax burden. Stuart Horn, Chief Administrative Officer, is the point of contact for questions. There is a remote East Shore Budget Meeting taking place Tuesday February 15, 2022 at 4:00pm MST that is open to the public and all are encouraged to attend with their questions.

**11. FINANCIAL REPORTS**

Chair Panio provided the Commission with a verbal report on Commission expenses and revenues for January 2022. Commissioner Wilkinson asked to clarify dates on receipts.

**12. PUBLIC TIME**

No public comment.

**13. NEXT MEETING**

The next Riondel Commission of Management meeting is scheduled for March 1, 2022 at 7:00 pm.

**14. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Riondel Commission of Management meeting be adjourned at 8:23 pm.

**Carried**

**Digitally Approved via Email**

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**Gerald Panio, Chair**

## **RECOMMENDATION(S) TO THE BOARD OF DIRECTORS**

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- 1. *Nil.***

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

### ***Future Riondel Commission of Management Meetings***

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- 2. *Men's Shed Workshop Rental***
- 3. *East Shore Budget Meeting***
- 4. *Drainage Budget conversation***
- 5. *Jack Lesnik invitation to March 1, 2022***

## RIONDEL COMMISSION OF MANAGEMENT REVENUE & EXPENSE REPORT

### January 2022 EXPENSES

DATE RECEIVED	DATE ON BILL	EXPENSE	CODE	PURPOSE	AMOUNT
2022.01.04	2022.01.01.	Riondel Cable Society	53040-OPR251-100	Advertising	\$100.00
2022.01.04	2021.12.23	Inland Allcare	55020-OPR251-100	Janitorial supplies	\$10.53
2021.12.25	2021.12.23	To-Dor Lock & Securty	53020-OPR251-100	Duplicate keys	\$32.13
2022.01.25	2022.01.22	Kottenay Industrial Supply Ltd.	55010-OPR467-100	Small tools	\$19.00
2022.01.19	2022.01.11	Crawford Bay Store	55050-OPR251-100	Gas	\$26.93
2022.01.19	2022.01.04	Crawford Bay Store	55050-OPR251-100	Gas	\$25.99
2022.01.19	2022.01.12	Nelson building Centre LTd.	55020-OPR467-100 55030-OPR467-100	Batteries, utility knife , carbon monoxide detector	\$21.33 \$34.63
2022.01.04	2021.12.29	Gray Creek Store	55050-OPR251-100	Repair and maintenance supplies	\$14.30
2021.07.07	2022.02.01	Home Hardware Building Ctr.	55010-OPR251-100	Insecticide	\$90.98
2022.02.01	2022.02.01	Crawford Bay Store	55050-OPR251-100	Gas	\$33.34

### REVENUES

DATE RECEIVED	DATE ON CHEQUE	REVENUE	FROM	AMOUNT

## Lindsay MacPhee

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**From:** Panio Gerald <gpanio@bluebell.ca>  
**Sent:** Friday, February 18, 2022 4:57 PM  
**To:** Lindsay MacPhee  
**Subject:** Re: Minutes for Approval

**CAUTION** This email originated from outside the organization. Please proceed only if you trust the sender.

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Hi Lindsay,

The minutes look fine. I did notice one detail in correspondence that I missed in your original draft when I reviewed it the first time. I know Garry talked about the 4-hour snow clearance on the hill, but I don't recall the suggestion that a local person could pick up the contract. It strikes me that that would be contrary to YRB's contractual mandate. I think Garry just suggested that residents could inform YRB if the hill wasn't being cleared in a timely manner. Is it possible to delete this one sentence from the minutes:

**It is possible for someone in the community to pick up the contract for this section of road and get themselves up to speed with regards to requirements.**

The sentence above could be replaced with the following:

**Residents can help keep YRB informed if the hill isn't cleared and sanded in a timely manner.**

If it's a hassle to make these changes, you can leave the text as is and you still have my formal approval of the minutes as you've sent them to me.

It was my error in not noticing the one line, and it may be that I'm misremembering that conversation.

Gerald

On Fri, Feb 18, 2022 at 12:15 PM Lindsay MacPhee <[LMacPhee@rdck.bc.ca](mailto:LMacPhee@rdck.bc.ca)> wrote:

Hi Gerald,

Attached are the minutes for approval.

**Lindsay MacPhee** | Administrative Assistant - Riondel Commission of Management

**Regional District of Central Kootenay**

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2759

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

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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) 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) review the financial performance of the services relative to the Service Areas' annual budget approved by the Board;
- (7) 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) 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.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer