



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**RIONDEL COMMISSION OF MANAGEMENT  
OPEN MEETING AGENDA**

**7:00 pm**

**June 7, 2022**

**Room No. 6, Riondel Community Centre**

To promote openness, transparency and provide accessibility to the public we provide the ability to attend all RDCK meetings in-person or remote.

**Join by Video:**

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

**Join by Phone:**

1-844-426-4405 Canada Toll Free

+1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2461 031 5454

**Meeting Password:** mzGPzmVU753

**In-Person Location:** 1511 Eastman Ave., Riondel BC

**COMMISSION/COMMITTEE MEMBERS**

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

**MEMBERS ABSENT**

**STAFF**

|                 |  |
|-----------------|--|
| Lindsay MacPhee | Administrative Assistant – Meeting Coordinator |
| Jon Jackson     | Emergency program Coordinator                  |

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

**1. CALL TO ORDER**

Chair Panio called the meeting to order at [Time] a.m./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 June 7, 2022 Riondel Commission of Management meeting, be adopted as circulated.

**Carried/Defeated/Referred**

**4. RECEIPT OF MINUTES**

The May 3, 2022 Riondel Commission of Management minutes, have been received.

**5. DELEGATE**

**5.1** Jon Jackson, Emergency program Coordinator, will provide the Commission with a verbal report in regards to the Neighborhood Emergency Preparedness Program (NEPP)

**5.2** Mike Barradell-Smith of the East Shore Kootenay Lake Men's Shed group will provide the Commission with a verbal presentation regarding the establishment of the group in Riondel and an outline of their activities

**6. PUBLIC TIME**

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

**7. OLD BUSINESS**

**7.1 Update on Men's Shed Proposal**

Chair Panio will provide the Commission with a verbal update regarding the Men's Shed group's proposal to use the Riondel Community Centre Basement as a work shop.

**7.2 Update on Therapeutic Activity Program for Seniors (TAPS) Program**

Chair Panio will provide the Commission with a verbal update regarding

**7.3 Grant Intake for Outdoor Court Rebuild**

Chair Panio will provide the Commission with a verbal report regarding an upcoming grant opportunity to secure funds for revitalizing the outdoor court.

**7.4 Riondel Community Centre Hallway Renovation**

Chair Panio will provide the Commission with a verbal report regarding fixing up the hallway near the main entrance to the Riondel Community Centre

**8. NEW BUSINESS**

**8.1 New Grant opportunity for Roof and Revitalization Project**

Chair Panio will provide the Commission with a verbal report regarding a potential grant opportunity that could secure further funding for the Riondel Community Centre roof and revitalization project.

**8.2 Bids on Replacement of Hot Water Tank**

Chair Panio will lead the Commission in a discussion regarding two tenders received for the replacement of the hot water tank in the Riondel Community Centre.

**8.3 Memorial Service in Auditorium**

Chair Panio will provide the Commission with a verbal report regarding a memorial service that will be held in the auditorium for Diane Halstrom.

**8.4 Proposal for Fitness Space**

Chair Panio will provide the Commission with a verbal report regarding a proposal received to create a fitness space in the media lab in the Riondel Community Centre.

**8.5 Tractor Breakdown/Possible Replacement**

Chair Panio will provide the Commission with a verbal report regarding another tractor breakdown and will lead a discussion on when to replace it.

**8.6 In-Person Meeting Location for Hybrid Meeting Model**

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

**Location Name:** Room #6, Riondel Community Centre

**Location Address:** 1511 Eastman Ave., Riondel BC

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

**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 May 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 July 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  
May 3, 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 Donald    | Riondel                     |
| Commissioner Jackman   | Director – Electoral Area A |

**MEMBERS ABSENT**

|                      |         |
|----------------------|---------|
| Commissioner Cursons | Riondel |
|----------------------|---------|

**STAFF**

|                 |  |
|-----------------|--|
| Lindsay MacPhee | Administrative Assistant – Meeting Coordinator |
|-----------------|--|

**1. CALL TO ORDER**

Chair Panio called the meeting to order at 7:01 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 May 3, 2022 Riondel Commission of Management meeting, be adopted with inclusion of items 8.7 Scrap King Visit and 8.8 Street Sweeping.

**Carried**

**4. RECEIPT OF MINUTES**

The April 5, 2022 Riondel Commission of Management minutes, have been received.

**5. DELEGATE**

No Delegate.

**6. PUBLIC TIME**

No Public.

**7. OLD BUSINESS**

**7.1 Riondel Community Centre Revitalization & Columbia Basin Trust (CBT) Support**

Chair Panio provided the Commission with a verbal update regarding support from CBT for Revitalization plans, including that CBT has provided \$10,000 to cover preliminary costs for the architect which is 43% of the total bill. Nelson Roca is initiating an energy audit and plans to have a tender proposal for the roof repair prepared by the end of June. The total amount of CBT funds that will be received in support of the total revitalization project is not clear at this time.

**7.2 Update on Health Regulations at the Riondel Community Centre**

Chair Panio provided the Commission with a verbal update regarding the health regulations, including that there are no current restrictions for public use of facilities as the vaccination and masking mandates have been removed.

**7.3 Emergency preparedness Update**

Commissioner Wilkinson provided the Commission with a verbal update regarding Emergency Preparedness plans, including that he is still waiting to meet with Steve Baxter of Western Pacific Marine. A report is being drafted in collaboration with Jon Jackson, Emergency Program Coordinator, and a town hall meeting is being arranged for June 2022, in the Riondel Community Centre auditorium. Training was held recently with the East Shore Emergency Support Services on setting up reception centers.

**7.4 Request for Camping Space**

Commissioner Wilkinson provided the Commission with a verbal update regarding Enzo Salviulo's request for additional camping space for the ball tournament, including that he has spoken with Cary Gaynor, Regional Parks Manager, and sent pictures of the area and is awaiting a response.

**7.5 Stipend for New Town Sign**

Chair Panio provided the Commission with a verbal report regarding a stipend for the new town sign design, including that a reasonable stipend should be offered for the design of a new town sign with money also budgeted for the build.

**MOVED** and seconded,

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

The Board approve the payment of a \$500 stipend from the Riondel Commission of Management S209 Riondel Service budget 2022 for an approved design of the new Riondel town sign.

**Carried**

#### **7.6 Replacement Trees for Playground**

Chair Panio led the Commission in a discussion regarding replacing the dead trees at the playground, including Director Jackman's recommendation that the Central Kootenay Invasive Species Society and the Lower Kootenay Band can be consulted in order to determine appropriate species. Chair Panio will ask Assistant Maintenance Person Evan Salmon to contact representatives from both groups to advise on trees for planting.

### **8. NEW BUSINESS**

#### **8.1 Refinishing the Arbor in Front of the Riondel Community Centre**

Chair Panio provided the Commission with a verbal report regarding a quote received from Jed Bowan to refinish the arbor, including that the estimate is \$450 for a complete refinishing of the arbor.

**MOVED** and seconded,

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

The Board approve the payment of the following grant from the Riondel Commission of Management S209 Riondel Service budget 2022 for the refinishing of the arbor in front of the Riondel Community Centre.

|           |       |
|-----------|-------|
| Jed Bowan | \$450 |
|-----------|-------|

**Carried**

#### **8.2 Landscaping Work in Front of the Riondel Community Centre**

Chair Panio provided the Commission with a verbal report regarding having landscaping work done in front of the Riondel Community Centre, including that he will ask Eowyn Lawrence-Fry to prune the bushes and clean up the beds in front of the Riondel Community Centre. The cost of landscaping maintenance should be minimal as volunteers worked hard last year to make up for the long period since the local Garden Club was unable to continue maintenance.

#### **8.3 Men's Shed Association Proposal**

Chair Panio provided the Commission with a verbal report regarding the local Men's Shed Association, including that the basement space in the Riondel Community Centre has been cleaned up, residents have donated equipment for the group and the library has already made a project request. The group is awaiting final approval from the Regional District of Central Kootenay (RDCK).

#### **8.4 Community Centre Maintenance Work**

Chair Panio provided the Commission with a verbal report regarding recent maintenance work that has been done, including that acknowledgement should be given to Evan Salmon, Maintenance Assistant, for working on maintenance repairs that include:

- Fixing leaky taps
- Replaced faulty lights in the basement

- Repaired the ceiling in the Janitor's room
- Assisting in basement clean-up

#### **8.5 Rental Rates for Auditorium**

Chair Panio provided the Commission with a verbal report regarding fees for the rental of the auditorium, including that both the dance and pickle ball groups have been charging a \$5 drop in fee, which has accumulated to over \$700 in revenue over the last few months.

#### **8.6 Security Cameras at the Riondel Community Centre**

Chair Panio provided the Commission with a verbal report regarding the security cameras acquired for the Riondel Community Centre, including that 1 or 2 game cameras were purchased in the past and could be put up. Chair Panio will contact Wade Wensink to see if he can install the cameras as a volunteer service.

#### **8.7 Scrap King Visit**

Chair Panio provided the Commission with a verbal report regarding a visit from Scrap King, including that there was a handwritten sign posted in Crawford Bay stating that Scrap King was going to be coming to the area collecting derelict vehicles. Chair Panio will follow up with Scrap King to confirm this.

#### **8.8 Street Sweeping**

Chair Panio provided the Commission with a verbal report regarding street sweeping in Riondel, including that he has contacted Yellowhead Road and Bridge (YRB) and they responded with the notice that a sweeper will be coming in next week and Chair Panio was advised to notify residents to move their vehicles as far off the road as possible to allow the sweepers to do their job effectively.

### **9. CORRESPONDENCE**

The email dated April 21, 2022 from Shirleen Smith regarding the new town sign has been received.

Chair Panio led the Commission in a discussion regarding Shirleen Smith's suggestions regarding improving signage directing RV's and campers towards the campground and for a sign advising people to slow down using humor. Chair Panio will contact Jack Lesnik about obtaining some blue and white tourist signage directing RV's and campers, put an ad out looking for someone willing to volunteer to design a slowdown sign, and will consult YRB regarding potential concerns with installing such a sign.

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

Director Jackman provided the Commission with a verbal report, including that an overview of external meetings outlined in his May article in the East Shore Main Street which included a United Way Healthy Aging Workshop about Emergency Preparedness with regards to aging seniors, noting that creating contacts within communities and subsequent community clusters is a highly valuable approach. Trusted neighbors should hold a contacts list and in the case of emergency can contact neighbors and groups such as first responders, the Red Cross and United Way to coordinate support for elderly and immobile individuals within the community. He also noted that there are current staffing challenges in the RDCK with many job postings open for a variety of positions.

### **11. FINANCIAL REPORTS**



Chair Panio provided the Commission with a verbal report on Commission expenses and revenues for April 2022.

**12. PUBLIC TIME**

No public.

**13. NEXT MEETING**

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

**14. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved, that:

The Riondel Commission of Management meeting be adjourned at 8:24 p.m.

**Carried**

**Digitally Approved via Email**

---

Gerald Panio, Chair

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

---

- 1. The Board approve the payment of a \$500 stipend from the Riondel Commission of Management S209 Riondel Service budget 2022 for the design of the new Riondel town sign.*
- 2. The Board approve the payment of the following grant from the Riondel Commission of Management S209 Riondel Service budget 2022 for the refinishing of the arbor in front of the Riondel Community Centre.*

*Jed Bowan                      \$450*

**STAFF DIRECTION**

---

- 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***

---

- 1. Emergency Preparedness Town Hall meeting*
- 2. Decision on Request for Camping Space*

## Lindsay MacPhee

---

**From:** Panio Gerald <gpanio@bluebell.ca>  
**Sent:** Monday, May 9, 2022 12:50 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.

---

Hi Lindsay,

I approve these minutes.

Gerald

On Mon, May 9, 2022 at 9:13 AM Lindsay MacPhee <[LMacPhee@rdck.bc.ca](mailto:LMacPhee@rdck.bc.ca)> wrote:

Hello Gerald,

Here are the minutes for your approval, along with a reminder that I am covering in the Creston office tomorrow. I will be back in the office next week.

Regards,

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

**Regional District of Central Kootenay**

**Phone:** 250.225.3262

Follow us on [Facebook](#)

[rdck.ca](http://rdck.ca)

**Riondel Commission of Management**  
Electoral Area A**REVENUE & EXPENSE REPORT****Expenses – April 2022**

| DATE RECEIVED | DATE ON BILL | EXPENSE                   | CODE             | PURPOSE                     | AMOUNT   |
|---------------|--------------|---------------------------|------------------|-----------------------------|----------|
| 2022.04.05    | 2022.04.04   | Nelson Home Building Ctr. | 55010-OPR251-100 | Faucet exchange (wrong one) | -\$25.76 |
| 2022.04.12    | 2022.04.05   | Crawford Bay Store        | 55050-OPR251     | Gas                         | \$14.44  |
| 2022.04.12    | 2022.04.11   | Crawford Bay Store        | 55050-OPR251     | Gas                         | \$64.77  |
| 2022.05.03    | 2022.04.19   | RDCK Transfer Station     | 55020-OPR251-100 | Refuse                      | \$19.50  |
| 2022.05.03    | 2022.04.27   | Crawford Bay Store        | 55050-OPR251     | Gas                         | \$60.71  |
| 2022.05.03    | 2022.04.27   | Jed Rowan                 | 55010-OPR251-100 | Painting the Janitor Room   | \$200.00 |
| 2022.05.03    | 2022.04.21   | Gray Creek Store          | 55010-OPR251     | Rat & mouse traps           | \$18.40  |
|               |              |                           | 55010-OPR251-100 | Toilet valve                | \$13.25  |
|               |              |                           | 51050-OPR251     | Gloves                      | \$9.85   |
| 2022.05.03    | 2022.04.28   | TuDor Lock & Security     | 55020-OPR251-100 | Defibrillator Keys          | \$44.90  |

**Expenses - March 2022**

| DATE RECEIVED | DATE ON BILL | EXPENSE                   | CODE                         | DESCRIPTION                 | AMOUNT            |
|---------------|--------------|---------------------------|------------------------------|-----------------------------|-------------------|
| 2022.04.05    | 2022.03.30   | Rona Nelson – Maglio      | 55030-OPR251                 | Small tools                 | \$25.84           |
| 2022.04.05    | 2022.03.17   | TuDor Lock & Security     | 55020-OPR251-100             | Padlocks, keys and key tags | \$79.68           |
| 2022.04.05    | 2022.03.30   | Nelson Farmer's Supply    | 55030-OPR251<br>55010-OPR251 | Small tools<br>Rat trap     | \$56.65<br>\$7.95 |
| 2022.04.05    | 2022.03.30   | Nelson Building Ctr.      | 55030-OPR251                 | Small tools                 | \$55.62           |
| 2022.04.05    | 2022.03.30   | Nelson Home Building Ctr. | 55010-OPR251-100             | Faucets and plumbing parts  | \$300.71          |

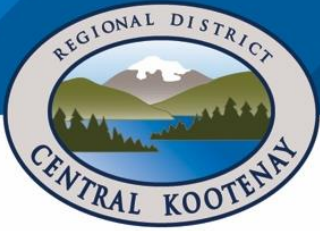
|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

### Expenses - November 2021

| DATE RECEIVED | DATE ON BILL | EXPENSE                         | CODE         | DESCRIPTION                | AMOUNT   |
|---------------|--------------|---------------------------------|--------------|----------------------------|----------|
| 2021.11       | 2021.11.05   | Kootenay Industrial Supply Ltd. | 51050-OPR251 | Health and safety supplies | \$278.44 |

### Revenues

| DATE RECEIVED | DATE ON CHEQUE | CODE             | DESCRIPTION                    | AMOUNT   |
|---------------|----------------|------------------|--------------------------------|----------|
| 2022.04.05    | 2022.03.31     | 42045-OPR251-100 | Pickle ball monthly rental fee | \$190.00 |
| 2022.05.03    | 2022.04.27     | 42045-OPR251-100 | Pickle Ball Auditorium Rental  | \$145.00 |
| 202.05.03     | 2022.04.27     | 42045-OPR251-100 | Dance Auditorium Rental        | \$140.00 |



**Riondel Commission of Management**  
Electoral Area A

## REVENUE & EXPENSE REPORT

### Expenses – May 2022

| DATE RECEIVED | DATE ON BILL | EXPENSE                             | CODE   | PURPOSE  | AMOUNT                        |
|---------------|--------------|-------------------------------------|--|--|-------------------------------|
| 2022.05.11    | 2022.05.11   | Tu-Dor Lock & Security              | 55020-OPR251-100                                     | Key tags   | \$3.35                        |
| 2022.06.02    | 2022.05.12   | Crawford Bay Store                  | 55050-OPR251   | Gas  | \$53.65                       |
| 2022.06.02    | 2022.05.12   | Creston Home Hardware Building Ctr. | 55010-OPR251-100<br>55020-OPR251-100<br>55010-OPR251 | Toilet valve<br>Smoke detector<br>Maintenance supplies | \$24.99<br>\$18.99<br>\$43.59 |

### Revenues

| DATE RECEIVED | DATE ON CHEQUE | CODE             | DESCRIPTION                            | AMOUNT   |
|---------------|----------------|------------------|--|----------|
| 2022.05.03    |                | 42045-OPR251-100 | Dance Auditorium Rental                | \$140.00 |
| 2022.05.12    |                | 42045-OPR251-100 | Pickle Ball Auditorium Rental          | \$70.00  |
| 2022.05.17    |                | 42045-OPR251-100 | Dance Auditorium Rental                | \$75.00  |
| 2022.05.17    |                | 42045-OPR251-100 | Deposit for Auditorium Rental – July 9 | \$70.00  |

## 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 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 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 refuse disposal within the Riondel and Area Refuse Disposal Specified Service Area;
- (5) review the financial performance of the services relative to the Service Areas' annual budget approved by the Board;
- (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) 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