



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# RIONDEL COMMISSION OPEN MEETING AGENDA

**7:00 PM**  
**May 7, 2024**

### 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=m379e54c5c213884ee461a71aa5228417>

**Toll Free number:** 1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2770 495 0160

### COMMISSION/COMMITTEE MEMBERS

Commissioner G. Panio	Riondel	In-person
Commissioner N. Anderson	Riondel	In-person
Commissioner J. Donald	Riondel	In-person
Commissioner D. Lavigne	Riondel	In-person
Commissioner A. Cop	Riondel	In-person
Commissioner G. Jackman	Director – Electoral Area A	In-person

### MEMBERS ABSENT

### STAFF

\_\_\_\_ out of \_\_\_\_ voting Commission/Committee 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 May 7, 2024 Riondel Commission meeting, be adopted.

**Carried/Defeated/Referred**

**4. RECEIPT OF MINUTES**

The April 2, 2024 Riondel Commission minutes, have been received.

**5. DELEGATE**

No Delegation.

**6. PUBLIC TIME**

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

**7. OLD BUSINESS**

**7.1 Commissioner Profiles**

Chair Panio will revisit the idea of adding profile introductions to the Commission website.

**7.2 Duct Cleaning**

Chair Panio will provide an update on the request for duct cleaning in the Riondel Community Centre.

**7.3 Riondel Community Centre Development Plan**

Chair Panio will provide an update on the results of the Renovation Plan meeting held April.

**7.4 Refuse Service and Sticker Price Increase**

Chair Panio and Commissioner Lavigne will lead a discussion regarding refuse service in Riondel and the possible need to increase sticker prices.

**8. NEW BUSINESS**

**8.1 Commissioner Wilkinson Resignation & Thank You Letter**

Chair Panio to thank Commissioner Wilkinson for his service.

**MOVED** and seconded,  
AND Resolved:

**RECOMMENDATION:** That the Board send a letter to outgoing member Tom Wilkinson thanking him for his service at the RDCK.

**Carried/Defeated/Referred**

**8.2 Call for new Commissioner**

Chair Panio will review the current vacancies in the Riondel Commission.

**8.3 Building Permit Feasibility**

Commissioner Cop will lead a discussion.

**8.4 Review of Drainage Budget**

Chair Panio will lead a discussion on the drainage budget.

**8.5 Meeting with Yellowhead Road & Bridge (YRB) and Ministry of Transportation and Infrastructure (MoTI) Staff**

Chair Panio will lead a discussion on the need to meet with representatives to review road issues in Riondel.

**8.6 Electronic Speed Sign**

Chair Panio will discuss the installation of an electronic speed sign in Riondel for the summer months.

**8.7 Volunteer Community Cleanup**

Chair Panio will lead a discussion on organizing a community cleanup.

**8.8 Riondel Days Children's Festival**

Chair Panio will review the Children's Festival application for August 3<sup>rd</sup> in Riondel Regional Park.

**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 review the Riondel Service Statement for the month of April 2024.

**12. PUBLIC TIME**

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

**13. NEXT MEETING**

The following Riondel Commission meeting will be held on June 4<sup>th</sup>, 2024 at 7:00 pm.

**14. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Riondel Commission meeting be adjourned at [ ] pm.

**Carried/Defeated/Referred**



## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# RIONDEL COMMISSION OPEN MEETING MINUTES

**7:00 PM**  
**April 2, 2024**

### 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=m379e54c5c213884ee461a71aa5228417>

**Toll Free number:** 1-604-449-3026 Canada Toll (Vancouver)

**Meeting Number (access code):** 2770 493 4225

### COMMISSION/COMMITTEE MEMBERS

Chair G. Panio	Riondel	In-person
Commissioner N. Anderson	Riondel	In-person
Commissioner T. Wilkinson	Riondel	In-person
Commissioner J. Donald	Riondel	In-person
Commissioner D. Lavigne	Riondel	In-person
Commissioner A. Cop	Riondel	In-person
Commissioner G. Jackman	Director – Electoral Area A	In-person

### STAFF

Teresa Johnson	Administrative Assistant – Meeting Coordinator
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**7 out of 7 voting Commission/Committee members were present – quorum was met.**

**1. CALL TO ORDER**

Chair Panio called the meeting to order at 7:00 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 April 2, 2024 Riondel Commission meeting, be adopted.

**Carried**

**4. RECEIPT OF MINUTES**

The March 5, 2024 Riondel Commission minutes, have been received.

**5. DELEGATE**

No delegates are scheduled to present.

**6. PUBLIC TIME**

The Chair calls for questions from the public at 7:02 p.m.

**7. OLD BUSINESS**

**7.1 Commissioner Introduction**

Commissioner Lavigne has observed that introductions are not being done when new commissioners begin their term. Round table introductions will be made at initial commission meetings that include new members, and a paragraph summary introduction will be posted by staff to <https://commission.riondel.ca/> for visibility to the community.

**7.2 Unsightly Property Bylaw**

Commissioner Cop led a review of the unsightly property bylaw. Enforcement is typically initiated through citizen complaints to bylaw officers with property value reduction being a primary concern. Volunteer compliance through town cleanups have been successful in the past, along with initiatives such as free yard waste drop off which is now in effect for the month of April. Properties are actively targeted on an ongoing basis with those properties causing safety hazards taking precedence. Detailed information can be found at [rdck.ca](http://rdck.ca) under "Bylaw Enforcement and Dog Control".

**7.3 Volunteer and Contractor Liability Insurance**

Commissioner Cop led a follow-up discussion on whether volunteer insurance should be pursued by the Regional District of Central Kootenay (RDCK). Volunteers under direction of RDCK staff are covered for liability, however WorkSafeBC coverage is not available. Currently, volunteers waive liability for personal injury when they assume their role. Standing offers are being set up which will list available contractors who meet the insurance requirements for working onsite at RDCK owned properties. Until standing offers take effect, individual contractors should have their WorkSafeBC coverage verified.

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

That the commission requests RDCK staff to investigate the acquisition of volunteer injury insurance for volunteers completing duties with the RDCK.

**Carried**

#### **7.4 Riondel Community Centre Development Report**

The Community Centre Development Report has been submitted to Columbia Basin Trust (CBT). The Commission will meet to identify and prioritize immediate repairs, and larger projects that require CBT funding. Staff will reach out to CBT to ask how they would like the RDCK to communicate project priorities. Assessment of the foundation by a structural engineer will be completed.

#### **7.5 Duct Cleaning**

Chair Panio will send a request to RDCK staff to arrange for Kootenay Duct Cleaners to complete duct cleaning in the Riondel Community Centre. Commissioner Cop will verify MSDS sheets to ensure product ingredient transparency.

#### **7.6 AED Defibrillator Maintenance**

Riondel is anticipating a new community paramedic, as the former paramedic is no longer holding the position. Once someone is in place, the Commission will request their assistance with routine maintenance of the AED Defibrillator in the Riondel Community Centre.

#### **7.7 Garbage Collection**

Commissioner Lavigne will no longer pursue curbside refuse pickup through the RDCK, unless a referendum can be held and voted on by residents. Agreements can be made for garbage collection service outside of local government, however more defined information regarding service delivery parameters is needed to proceed.

### **8. NEW BUSINESS**

#### **8.1 Auditorium Usage Protocols**

Chair Panio expressed the need for visibility on major activities at the Riondel Community Centre. All major activities will be added to the commission agenda for record in the minutes.

#### **8.2 Recent Maintenance of the Riondel Community Centre**

Chair Panio reviewed some of the recent maintenance work completed in the Riondel Community Centre including:

- Security grating on basement windows
- Painting and finishing doors
- Repair of building survey holes
- Additional painting as needed

- New boards for the front benches
- Reinforced arbor in front of building
- Fixed main access doors in auditorium

Chair Panio expressed his gratitude to Evan, James and Commissioner Anderson for their hard work and continued contributions.

**9. CORRESPONDENCE**

No correspondence was presented.

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

Director Jackman provided the Commission with the Area A Directors report.

Resident Directed CBT Funding Grants will be dispersed on April 3, 2024 at 6:00 p.m. in Boswell, with Area A receiving grants totaling \$36,316. Chair Panio thanked Director Jackman for answering the Commissions questions, and providing detailed information throughout the meeting.

**11. FINANCIAL REPORTS**

The March 2024 financial report for the Riondel Community Centre has been received. A verbal review was made by Chair Panio.

**12. PUBLIC TIME**

Chair Panio called for questions at 8:36 p.m. Three members of the public were present. No questions were presented.

**13. NEXT MEETING**

The next Riondel Commission meeting will be held on May 7, at 7:00 pm.

**14. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Riondel Commission meeting be adjourned at 8:38 pm.

**Carried**





Regional District of Central Kootenay  
Unaudited Service Statement

S165      Drainage-Area A  
Period:    March 2024

REVENUE

Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
41010	Requisitions			0	0	25,084	25,084	0%
43100	Proceeds from Borrowing			0	0	52,000	52,000	0%
45000	Transfer from Reserves			0	0	47,000	47,000	0%
49100	Prior Year Surplus			0	0	9,455	9,455	0%
Revenue				0	0	133,539	133,539	0%

OPERATING EXPENSES

Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
51010	Salaries			0	0	2,000	2,000	0%
51020	Overtime			0	0	111	111	0%
51030	Benefits			0	0	520	520	0%
53050	Insurance			0	0	106	106	0%
54030	Contracted Services			0	0	500	500	0%
54040	Consulting Fees			2,246	2,246	0	(2,246)	0%
55010	Repairs & Maintenance			0	0	500	500	0%
Operating Expenses				2,246	2,246	3,737	1,491	60%

CAPITAL EXPENSES

Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
60000	Capital Expenditures			0	0	99,000	99,000	0%
Capital Expenses				0	0	99,000	99,000	0%

NON-OPERATING EXPENSES

Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
59000	Contribution to Reserve			0	0	12,855	12,855	0%
59500	Transfer to Other Service			0	0	11,617	11,617	0%
59510	Transfer to Other Service - General Admin. Fee			0	0	306	306	0%
59550	Transfer to Other Service - Environmental Services Fee			0	0	6,024	6,024	0%
Non-Operating Expenses				0	0	30,802	30,802	0%

Total Service				(2,246)	(2,246)	(0)		
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For Service: S165 - Drainage-Area A  
Period 202401 - 202403

Work Order	Work Order Description	Amount	Trans.date	Vendor/ Customer	Vendor Name	Text
Total Account 54040	Consulting Fees	2,246.25				
Total Cost Center S165 Drainage-Area A		2,246.25				

Regional District of Central Kootenay  
Unaudited Service Statement

S209 Recreation Facility-Area A (Riondel)  
Period: March 2024

REVENUE

Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
41010	Requisitions			0	0	200,000	200,000	0%
42020	Sale of Services			0	0	567	567	0%
42035	User Fees - Specified			530	1,350	300	(1,050)	450%
42040	Rental Income			525	3,705	7,100	3,395	52%
42045	Rental Income - Specified			10,548	15,767	13,000	(2,767)	121%
43010	Donations			0	250	0	(250)	0%
43505	External Contributions & Contracts - Specified			83	83	5,284	5,201	2%
44020	Investment Income & Interest			0	0	7,000	7,000	0%
49100	Prior Year Surplus			0	0	85,000	85,000	0%
Revenue				11,686	21,155	318,251	297,096	7%

OPERATING EXPENSES

Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
51010	Salaries			1,823	7,202	54,600	47,398	13%
51020	Overtime			0	0	750	750	0%
51030	Benefits			340	1,345	14,140	12,795	10%
51050	Employee Health & Safety			0	80	1,541	1,461	5%
53020	Admin, Office Supplies & Postage			47	70	1,326	1,256	5%
53030	Communication			179	678	2,556	1,877	27%
53040	Advertising			0	0	450	450	0%
53050	Insurance			0	0	5,644	5,644	0%
54030	Contracted Services			100	1,488	2,020	532	74%
54040	Consulting Fees			681	4,431	5,000	569	89%
55010	Repairs & Maintenance			0	4,896	7,776	2,879	63%
55015	Repairs & Maintenance - Specified			0	0	1,561	1,561	0%
55020	Operating Supplies			555	2,541	6,561	4,020	39%
55030	Equipment			0	0	1,873	1,873	0%
55040	Utilities			2,229	12,279	26,707	14,428	46%
55050	Vehicles			47	100	2,197	2,097	5%
55055	Vehicles - Specified			0	0	939	939	0%
55060	Rentals			0	0	105	105	0%
57010	Grants			0	0	3,000	3,000	0%
Operating Expenses				5,999	35,111	138,744	103,633	25%

CAPITAL EXPENSES

Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
60000	Capital Expenditures			0	0	10,000	10,000	0%
Capital Expenses				0	0	10,000	10,000	0%

NON-OPERATING EXPENSES

Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
59000	Contribution to Reserve			0	0	126,343	126,343	0%
59500	Transfer to Other Service			0	0	10,100	10,100	0%
59510	Transfer to Other Service - General Admin. Fee			0	0	8,253	8,253	0%
59520	Transfer to Other Service - IT Fee			0	0	2,435	2,435	0%
59530	Transfer to Other Service - Community Services Fee			0	0	22,376	22,376	0%
Non-Operating Expenses				0	0	169,507	169,507	0%

Total Service				5,687	(13,955)	0		
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For Service: S209 - Recreation Facility-Area A (Riondel)  
Period 202401 - 202403

Work Order	Work Order Description	Amount	Trans.date	Vendor/ Customer	Vendor Name	Text
Total Account 42035	User Fees - Specified	(1,350.00)				
Total Account 42040	Rental Income	(3,705.00)				
Total Account 42045	Rental Income - Specified	(15,767.00)				
Total Account 43010	Donations	(250.00)				
Total Account 43505	External Contributions & Contracts - Spec	(83.47)				
Total Account 51010	Salaries	7,202.20				
Total Account 51030	Benefits	1,345.33				
Total Account 51050	Employee Health & Safety	80.00				
Total Account 53020	Admin, Office Supplies & Postage	69.95				
Total Account 53030	Communication	678.42				
Total Account 54030	Contracted Services	1,488.44				
Total Account 54040	Consulting Fees	4,430.75				
Total Account 55010	Repairs & Maintenance	4,896.27				
Total Account 55020	Operating Supplies	2,540.53				
Total Account 55040	Utilities	12,279.25				
Total Account 55050	Vehicles	99.78				
Total Cost Center S209 Recreation Facility-Area A (Riondel)		13,955.45				

Regional District of Central Kootenay  
Unaudited Service Statement

S241      Water Utility-Area A (Riondel)  
Period:    March 2024

REVENUE								
Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
41015	Parcel Taxes			0	0	54,991	54,991	0%
42030	User Fees			0	136	205,262	205,126	0%
44020	Investment Income & Interest			0	0	9,000	9,000	0%
45000	Transfer from Reserves			0	0	168,000	168,000	0%
49100	Prior Year Surplus			0	0	(20,802)	(20,802)	0%
Revenue				0	136	416,451	416,315	0%

OPERATING EXPENSES								
Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
51010	Salaries			0	0	38,883	38,883	0%
51020	Overtime			0	0	2,249	2,249	0%
51030	Benefits			0	6	10,109	10,103	0%
51050	Employee Health & Safety			0	80	0	(80)	0%
51500	Directors - Allowance & Stipend			0	108	751	644	14%
51565	Directors - Mileage			0	48	298	250	16%
52010	Travel			0	0	307	307	0%
52020	Education & Training			0	0	225	225	0%
52030	Memberships, Dues & Subscriptions			0	150	331	181	45%
53020	Admin, Office Supplies & Postage			22	22	0	(22)	0%
53030	Communication			38	419	1,184	765	35%
53050	Insurance			0	0	5,078	5,078	0%
53080	Licence & Permits			0	0	440	440	0%
54030	Contracted Services			319	2,551	9,864	7,313	26%
55010	Repairs & Maintenance			0	556	9,256	8,700	6%
55020	Operating Supplies			223	214	5,053	4,839	4%
55025	Chemicals			990	2,174	14,529	12,355	15%
55030	Equipment			0	2	8,460	8,458	0%
55040	Utilities			0	1,264	7,167	5,903	18%
55050	Vehicles			47	98	1,649	1,551	6%
Operating Expenses				1,640	7,692	115,833	108,141	7%

CAPITAL EXPENSES								
Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
60000	Capital Expenditures			8,045	8,045	160,000	151,955	5%
Capital Expenses				8,045	8,045	160,000	151,955	5%

NON-OPERATING EXPENSES								
Account		Project		Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
56010	Debenture Interest			0	(805)	3,675	4,480	-22%
56020	Debenture Principal			0	0	6,699	6,699	0%
59000	Contribution to Reserve			0	0	67,696	67,696	0%
59500	Transfer to Other Service			0	0	7,627	7,627	0%
59510	Transfer to Other Service - General Admin. Fee			0	0	13,466	13,466	0%
59520	Transfer to Other Service - IT Fee			0	0	4,870	4,870	0%
59550	Transfer to Other Service - Environmental Services Fee			0	0	36,585	36,585	0%
Non-Operating Expenses				0	(805)	140,618	141,423	-1%

Total Service				(9,684)	(14,796)	(0)		
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For Service: S241 - Water Utility-Area A (Riondel)  
Period 202401 - 202403

Work Order	Work Order Description	Amount	Trans.date	Vendor/ Customer	Vendor Name	Text
Total Account 42030	User Fees	(135.67)				
Total Account 51030	Benefits	6.17				
Total Account 51050	Employee Health & Safety	79.99				
Total Account 51500	Directors - Allowance & Stipend	107.50				
Total Account 51565	Directors - Mileage	48.20				
Total Account 52030	Memberships, Dues & Subscriptions	150.00				
Total Account 53020	Admin, Office Supplies & Postage	21.72				
Total Account 53030	Communication	418.87				
Total Account 54030	Contracted Services	2,551.00				
Total Account 55010	Repairs & Maintenance	556.38				
Total Account 55020	Operating Supplies	214.16				
Total Account 55025	Chemicals	2,173.85				
Total Account 55030	Equipment	2.18				
Total Account 55040	Utilities	1,264.37				
Total Account 55050	Vehicles	97.76				
Total Account 56010	Debenture Interest	(805.48)				
Total Account 60000	Capital Expenditures	8,044.66				
Total Cost Center S241	Water Utility-Area A (Riondel)	14,795.66				



RIONDEL COMMISSION OF MANAGEMENT  
Box 146  
Riondel BC V0B 2B0  
Phone: 250-225-3262  
Email: tjohnson@rdck.bc.ca

SERVICE REVENUE

DATE: April 23 2024

ATTN: RDCK Accounts Receivable

NAME	TYPE	ACCT CODE	WORKORDER	AMOUNT
Refuse Sticker Sales	Refuse Fees	42035	OPR251-100	\$ 90.00
Refuse Sticker Sales	Refuse Fees	42035	OPR251-100	\$ 410.00
Refuse Sticker Sales	Refuse Fees	42035	OPR251-100	\$ 60.00
Refuse Sticker Sales	Refuse Fees	42035	OPR251-100	\$ 30.00
TOTAL EXPENSES:				\$ 590.00





RIONDEL COMMISSION OF MANAGEMENT  
Box 146  
Riondel BC V0B 2B0  
Phone: 250-225-3262  
Email: tjohnson@rdck.bc.ca

SERVICE EXPENSES

DATE: Monday, April 1, 2024

NAME	TYPE	ACCT CODE	WORKORDER	AMOUNT
Crawford Bay Store (50%) before tax	Fuel, Community Centre	55050	OPR251-100	\$ 61.60
Gray Creek Store	Maintenance Supplies	55020	OPR251-100	\$ 52.41
Cowans Office Supplies	Office Supplies	53020	OPR251-100	\$ 52.48
TOTAL EXPENSES:				\$ 166.49