



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**Recreation Commission No. 9  
OPEN MEETING AGENDA**

**2:00 pm MST  
May 4, 2021  
Remote Meeting**

**COMMISSION MEMBERS**

Commissioner Gundlach	Crawford Bay
Commissioner Lazarchuk	Riondel
Commissioner Rabb	Boswell
Director Jackman	Area A

**STAFF**

Annette Steed	Recording Secretary
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**1. CALL TO ORDER**

Chair Gundlach will call the meeting to order.

**2. ADOPTION OF AGENDA**

**MOVED** and seconded,  
AND Resolved:

The Agenda for the May 4, 2021 Recreation Commission No. 9 meeting, be adopted as circulated.

**3. RECEIPT OF MINUTES**

The March 2, 2021 Recreation Commission No. 9 minutes, have been received.

**4. OLD BUSINESS**

**4.1 Commission Appointment**

The Recreation Commission No. 9 has recommended to the board that Vivienne Rabb be appointed to the Commission for a term to end Dec 2023. The Board has passed this recommendation.

**Moved** and seconded,  
AND Resolved that it be recommended to the Board:

That the Board appoint the following individual to the Recreation Commission No. 9 for a term to end December 31, 2023:

Vivienne Rabb      Area A Boswell

**Carried**

#### **4.2 Bylaw Update**

The Commission reviewed the suggested terms of the updated Bylaw 2678.

### **5. NEW BUSINESS**

#### **5.1 Service Report**

The Recreation Commission No.9 Service Report has been received.

#### **5.2 Grant Applications**

The commission has reviewed applications for Spring 2021 Grants.

- Boswell Memorial Hall Society	\$3830.00
- Boswell Memorial Hall Society	\$1798.05
- Riondel Golf Club Society	\$888.00
- Riondel Community Campground Society	\$900.00
- South Kootenay Lake Community Services Society	\$705.00
- East Shore Circle of Friends Society	\$440.00
- East Shore Trail and Bike Association	\$5500.00
- South Kootenay Lake Community Services Society	\$5982.38
- South Kootenay Lake Community Services Society	\$906.00
- Boswell Historical Society	\$340.00
- South Kootenay Lake Community Services Society	\$5000.00
- Crawford Bay & District Hall & Parks Association	\$1024.00
- South Kootenay Lake Community Services Society	\$3000.00
- The Hexagon Players	\$2000.00
- South Kootenay Lake Art Connect Society	\$1320.00
- South Kootenay Lake Community Services Society	\$1400.00

### **6. PUBLIC TIME**

The Chair will call for questions from the public.

### **7. NEXT MEETING**

The next Recreation Commission No. 9 meeting is scheduled for September 7, 2021 at 2:00 pm MST.

### **8. ADJOURNMENT**

**MOVED** and seconded,  
AND Resolved:

The Recreation Commission No. 9 meeting be adjourned.

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2678

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A bylaw to establish a commission to make recommendations on the Portion of Electoral Area A Recreational Program Local Service.

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WHEREAS a regional district may, pursuant to the *Local Government Act*, establish a commission to operate 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 "Portion of Electoral Area A (Rec. #9) Recreational Program Bylaw No. 786, 1990", as amended, which established a recreation service on behalf of a portion of Electoral Area A;

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

### COMMISSION ESTABLISHMENT

- 1 Recreation Commission No. 9 – Portion of Area A is hereby established.

### DEFINITIONS

- 2 In this bylaw:

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

**Commission** means the Electoral Area A Economic Development Commission established by this bylaw.

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

**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.

**Service Area** means the Portion of Electoral Area A Recreational Program Local Service Area.

## **COMMISSION PURPOSE**

- 3** The purpose of the Commission, as delegated by the Board, is to:
- (1) enhance the quality of life of participants in the Service Area by providing grant funds to recreation and service providers in a Portion of Electoral Area A;
  - (2) consider and make recommendations to the Board on the acquisition and development of recreational facilities and program delivery in the service area;
  - (3) review the financial performance of the service relative to the annual budget approved by the Board;
  - (4) consider and make recommendations to the Board on the budget;
  - (5) undertake and fulfill any other responsibilities that may be delegated by resolution of the Board.

## **MEMBERSHIP**

- 4** (1) The Commission shall consist of:
- (a) the Director representing Electoral Area A; and
  - (b) a maximum of eight (8) and a minimum of three (3) members-at-large whose Primary Residence is in Electoral Area A.

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.

## **APPOINTMENT**

- 5** (1) The Regional District of Central Kootenay shall advertise in publications which service the service area for any vacant positions on the Commission.
- (2) The Director representing the service area and the Commission members, whose term has not expired, shall review all applications 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 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 Commission members shall be appointed by resolution of the Board.
  - (5) Members 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 all its members, at the Board meeting, terminate the appointment of any or all members of the Commission.

## **MEMBERSHIP TERM**

- 6 (1) Members 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' terms expiring a year prior to the other halves.
- (3) Members are expected to commit to attending meetings as required. Substitute members will not be permitted.
- (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 he/she represents, he/she will be deemed to have resigned from the Commission.

## **REMUNERATION**

- 7 Members of the Commission shall serve without remuneration.

## **STRUCTURE**

- 8 (1) The Commission shall choose a Chair from within its membership.
- (2) The Commission may choose a Secretary from within its membership in accordance with Section 7 of this bylaw.
- (3) As an alternative to a Secretary selected from within the Commission membership the Commission may request that the Regional District appoint a Secretary with the cost of Secretary remuneration to be incurred within the annual budget for the Service Area.
- (4) The Secretary shall be responsible for recording all Commission minutes, in accordance with Section 10 (1) – (3) of this bylaw.
- (5) The Commission shall choose a Chair at the first Commission meeting held each year in accordance with the Regional District of Central Kootenay (RDCK) Procedure Bylaw.

## MEETINGS

- 9 (1) Unless otherwise authorized by Section 90 of the *Community Charter*, all Commission meetings will be open to the public and held in a location accessible to the public.
- (2) All meetings of the Commission shall be held within the local Service Area.
- (3) The Commission shall hold 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) The Chair or any two members may summon a special meeting of the Commission by giving at least two days' notice in writing to each member, stating the time, place and purpose for which the meeting is called.
- (5) Prior to each Commission meeting, the Secretary shall prepare an agenda, which shall be circulated to the Commission members at least 24 hours in advance. The Commission may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
- (6) 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*.
- (7) All business of the Commission shall be conducted through the forum of a duly constituted meeting.
- (8) Commission members shall abide by the conflict of interest provisions of the *Local Government Act*. Members who have a direct or pecuniary interest in a matter under discussion shall not participate in the discussion of the matter or vote on a question on the matter. Where members believe they are in a conflict, they must declare the conflict and state the general nature of the conflict, and leave that part of the meeting where the matter is under discussion. The member's declaration shall be recorded in the minutes. The member shall not attempt before, during or after the meeting to influence the voting on any question in respect of the matter.
- (9) The Chair, if present, shall preside at the meeting.
- (10) In the absence of the Chair, the members present shall appoint a member to act as Chair for that meeting or until the elected Chair arrives.
- (11) The Chair or Acting Chair, at any meeting, shall be entitled to vote on all matters before the Commission.
- (12) No act or other proceeding of the Commission shall be valid unless it is authorized by resolution at a meeting of the Commission or a resolution of the Board.

- (13) A majority of the Commission members appointed shall constitute a quorum.
- (14) All questions before the Commission shall be decided by a majority vote.
- (15) Each member of the Commission shall have one vote.
- (16) A motion is defeated in the case of a tie.
- (17) Any member who abstains from voting shall be deemed to have voted in the affirmative.

#### **AGENDAS AND MINUTES**

- 10** (1) Agendas and minutes shall be prepared by the Secretary 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 Secretary 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 shall make recommendations to the Board on the budget for review.
- (3) The Commission must recommend any grant allocations to the Board for review and approval by resolution.
- (4) The Commission must undertake other matters referred by the Board or delegation by resolution and shall provide reports as required by the Board.
- (5) The Commission must adhere to the Regional District's bylaws and policies.

#### **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) Notwithstanding the provisions of Section 9 of this bylaw, the Board retains the right of approval

of the policies with respect to the approval, distribution, and accountability of financial contributions from the Commission to persons or groups providing recreational and cultural services on behalf of the Commission.

- (4) The Regional Board reserves unto itself all of its powers with respect to entering into contracts and agreements.
- (5) 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** **Recreation No. 9 and Electoral Area A Regional Parks Commission Establishment Bylaw No. 1944, 2008** and amendments hereto, are hereby REPEALED.

**CITATION**

**15** This Bylaw may be cited as **Recreation Commission No. 9 Establishment Bylaw No. 2678, 2019**.

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 by an affirmative vote of at least 2/3 of the votes cast this [Date] day of [Month], XXXX.

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Aimee Watson, Board Chair

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Mike Morrison, Corporate Officer

**Regional District of Central Kootenay**

Unaudited Service Statement

**S232 Recreation Commission No.9-Area A**

Period: **March 2021**

**REVENUE**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
41010	Requisitions	0	0	36,186	36,186	0%
49100	Prior Year Surplus	0	0	2,802	2,802	0%
<b>Revenue</b>		<b>0</b>	<b>0</b>	<b>38,988</b>	<b>38,988</b>	<b>0%</b>

**OPERATING EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
53020	Admin, Office Supplies & Postage	0	0	204	204	0%
53040	Advertising	230	230	204	(26)	113%
53050	Insurance	0	0	510	510	0%
57010	Grants	0	0	35,208	35,208	0%
<b>Operating Expenses</b>		<b>230</b>	<b>230</b>	<b>36,126</b>	<b>35,896</b>	<b>1%</b>

**CAPITAL EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
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**NON-OPERATING EXPENSES**

Account	Workorder	Current Month	Year To Date Actuals	Total Year Budget	Budget Remaining	Budget Utilization
59100	Appropriated Operating Surplus	0	0	1,398	1,398	0%
59510	Transfer to Other Service - General Admin. Fee	235	235	940	705	25%
59530	Transfer to Other Service - Community Services Fee	131	131	524	393	25%
<b>Non-Operating Expenses</b>		<b>366</b>	<b>366</b>	<b>2,862</b>	<b>2,496</b>	<b>13%</b>

<b>Total Service</b>		<b>(596)</b>	<b>(596)</b>	<b>(0)</b>		
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