

## REGIONAL DISTRICT OF CENTRAL KOOTENAY

# Bylaw No. 2975

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A Bylaw to establish the Local Conservation Fund Committee for the review of proposed projects funded by the Local Conservation Fund service.

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WHEREAS the Local Conservation Fund Committee is a Standing Committee of the Regional District of Central Kootenay Board established in accordance with the *Local Government Act*;

AND WHEREAS the Local Conservation Fund Committee is the review committee for the proposed projects put forward by the Kootenay Conservation Program funded by the Regional District of Central Kootenay Local Conservation Fund Service Establishment Bylaw No. 2420, 2014;

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

### COMMITTEE ESTABLISHMENT

- 1 The Local Conservation Fund Committee is hereby established.

### DEFINITIONS

- 2 In this bylaw:

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

**Committee** means the Local Conservation Fund Committee established in this bylaw.

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

**Public Notice Posting Places** means the RDCK website, RDCK social media sites and the notice board located at RDCK offices.

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

**Service Area** means the Local Conservation Fund Service Area.

**Technical Review Committee** means an advisory body comprised of individuals with expertise in conservation-related fields appointed by the Board for the specific purpose of reviewing the technical merits of grant applications and recommending projects for funding.

### **DELEGATION OF AUTHORITY**

- 3 The Committee is a subordinate advisory body to the Board with no specific powers delegated to it by the Board.

### **PURPOSE**

- 4 The Committee shall meet at minimum once per year to make recommendations to the Board on proposed projects to be funded by the Service Area, Additional meetings may be scheduled in accordance with the RDCK Procedures Bylaw to consider other matters pertaining to this service.

### **MEMBERSHIP**

- 5 (1) The Committee shall consist of all the Directors representing areas that are participants in the Local Conservation Fund Service.
- (2) A Chair for the Committee will be elected annually in accordance with the RDCK Procedure Bylaw.
- (3) Directors have full voting rights on the Committee. In the absence of the Director, the Alternate Director for the Electoral Area or Municipality may take the place of, vote and generally act in all matters on behalf of the absent Director.

### **MEMBERSHIP TERM**

- 6 (1) Committee members shall be appointed indefinitely or up until the following:
- (a) the standing committee is dissolved;
  - (b) the service establishment bylaw is repealed; or
  - (c) A Member's area is no longer a participant in the Service Area.

### **REMUNERATION**

- 7 Member remuneration shall be in accordance with the RDCK Directors Remuneration Bylaw

### **DUTIES OF THE COMMITTEE**

- 8 The Committee is assigned the following duties by the Board:
- (a) To review and evaluate projects proposed by the Technical Review Committee for funding from the Local Conservation Fund service in alignment with the objectives and goals of the Fund;
  - (b) To assess the effectiveness, feasibility, and community impact of each proposed project;

- (c) To make recommendations to the Board regarding the approval or rejection of proposed projects, along with any conditions or modifications deemed necessary;
- (d) To receive reporting on funded projects and make recommendations on the development and improvement of the Local Conservation Fund program and related conservation initiatives; and
- (e) To consider and make recommendations to the Board on matters of policy, planning and financing of the Local Conservation Fund service.

## MEETINGS AND STRUCTURE

- 9 (1) All business of the Committee shall be conducted through the forum of a duly constituted meeting. The Committee is not permitted to delegate their duties to a sub-committee.
- (2) The Committee meeting held will be in accordance to the RDCK Procedure Bylaw and no act or other proceeding of the Committee shall be valid unless it is authorized by resolution adopted at a duly constituted meeting of the Committee or a resolution of the Board.
- (3) The Committee meeting held will abide by the following:
- (a) The meeting will be open to the public and may be held remotely;
  - (b) The Committee shall normally meet one (1) time per year. Additional meetings may be called by the Chair in accordance with the RDCK Procedures Bylaw;
  - (c) Administrative and Meeting Coordinating functions for the Committee are determined by Corporate Administration;
  - (d) The Meeting Coordinator shall provide the meeting date and time to be added to the RDCK website;
  - (e) Prior to each Committee meeting, the Chair of the Committee and the Meeting Coordinator shall prepare an agenda, which shall be circulated to the Committee members and the public at least 48 hours in advance. The Committee may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting; and
  - (f) No meeting may proceed without quorum or the Chair/Acting Chair. If there is no quorum of the Committee within 30 minutes of the scheduled time for the meeting, the meeting must be postponed to the next meeting or rescheduled.

## SEVERABILITY

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

## CITATION

- 11 This Bylaw may be cited as “**Local Conservation Fund Committee Bylaw No. 2975, 2025.**”

READ A FIRST TIME this

16<sup>th</sup>

day of

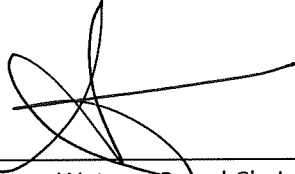
January

, 2025.

READ A SECOND TIME this 16<sup>th</sup> day of January, 2025.

READ A THIRD TIME this 20<sup>th</sup> day of February, 2025.

ADOPTED this 20<sup>th</sup> day of February, 2025.



Aimee Watson, Board Chair



Mike Morrison, Corporate Office

