



AGENDA

Regular Meeting of Council

Village of Clinton Council Chambers, 1423 Cariboo Highway
Wednesday, December 11, 2024 at 6:30 pm

Mission Statement: *"To Increase Economic Opportunity and Improve the Quality of Life for all Citizens."*

Vision Statement: *"Clinton is a lively resilient community, proud of its rich heritage while building a sustainable future with local Secwepemc and neighboring communities"*

Call to Order

"Mayor and Council acknowledge that we are meeting on the traditional ancestral and unceded territory of the Whispering Pines/Clinton Indian Band and High Bar First Nation"

Adoption of Agenda

Adoption of the Minutes

	Minutes of the Council Meeting dated November 27, 2024.	Page 4
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Delegations

	None	
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Question Period - *Only questions pertaining to this agenda will be accepted and answered

Correspondence and Reading File

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Reading File	November 22, 2024 to December 5, 2024	Page 18
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Administrative Reports

CAO	2025 Grant-in-Aid Applications – For Decision	Page 19
CFO	None	
CDC	None	
Public Works	None	
Fire Department	November Report	Page 31
Firesmart Coordinator	FireSmart Resiliency Committee Terms of Reference – For approval	Page 35
Bylaw	None	
Committees	None	

Bylaws/Policies

CFO	Banking Services Policy – For approval	Page 41
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Council Reports

Mayor Stanke	Council Report – Verbal	
Councillor Burrage	Council Report – Verbal	
Councillor Kosovic	Council Report – LOA	
Councillor Park	Council Report – Verbal	
Councillor Schapansky	Council Report – Verbal	

New Business

None

List of Outstanding Council Previous Action Items

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Calendar of Events

Dec 06 – Christmas Tree Light Up – In front of Village office 5pm sharp
Dec 06 – “Embrace the Holiday Spirit” Late Night Shopping Event 5pm to 8pm
Dec 08 – Bethel Pentecostal Annual Christmas Dinner @ Memorial Hall
Dec 14 – High Bar First Nation Christmas Market @ Memorial Hall 10 am to 2 pm
Dec 15 – Legion Kids Xmas Party @ Memorial Hall
Dec 25 – Jan 1 – Annual Village office Christmas Closure
Dec 31 – Cutoff Valley New Year’s Eve Rendezvous @ Memorial Hall

Notice to Proceed to In-Camera

- Motion to proceed to Closed Meeting as per Section 90.1 (k) of the Community Charter

Re-call Regular Meeting

Adjournment



MINUTES

Regular Meeting of Council

Clinton Council Chambers, 1423 Cariboo Highway
Wednesday, November 27, 2024 at 6:30 pm

In Attendance: Mayor Stanke, Councilors: Burrage, Park, Schapansky
Absent: Councillor Kosovic
Staff: CAO Doddridge, CFO McKague
Media: 0 Public: 1

Mission Statement: *"To Increase Economic Opportunity and Improve the Quality of Life for all Citizens."*

Vision Statement: *"Clinton is a lively resilient community, proud of its rich heritage while building a sustainable future with local Secwepemc and neighboring communities"*

Call to Order

The Mayor called the meeting to order at 6:30 pm

"Mayor and Council acknowledge that we are meeting on the traditional ancestral and unceded territory of the Whispering Pines/Clinton Indian Band and High Bar First Nation."

Adoption of the Agenda

Moved and Seconded

R131-24 That Council approves the Agenda dated November 27, 2024. CARRIED

Adoption of the Minutes

Moved and Seconded

R132-24 That the Minutes of the Regular Meeting of Council dated November 13, 2024, be adopted with the amendment that Councillor Schapansky did not attend the Community Wildfire Roundtable Meeting. CARRIED

Delegation

Dawson Roads – Winter Report

- Equipment is up and ready
- They are short-staffed but have some new recruits commuting from 100 Mile House

Councillor Burrage thanked them for replacing garbage cans at the roadside stop.

Councillor Park asked about brining.

Question Period *Only questions pertaining to this agenda will be accepted and answered.

Q. Can the Village ask Dawson to put in deer crossing signs?

A. Yes.

Action Items

None

Information

New Provincial Cabinet

Direction to staff: Draft letters to key ministries and shadow ministries about Clinton's concerns.

Reading File

Received for Information.

Administrative Reports

CAO

CAO Strategic Review

Received for Information as presented.

Canada Housing Infrastructure Fund

Moved and Seconded

R133-24 THAT, the Village of Clinton issue letters to Whispering Pines Clinton Indian Band and High Bar First Nation informing them of plans to develop Lot 9 and to apply for the Canada Housing Infrastructure Fund. CARRIED

Chief Financial Officer

None

Community Development Coordinator

None

Public Works

None

Fire Department

None

Committees

None

Bylaw Officer

None

Bylaws/Policies

None

Council Reports

Mayor Stanke – Verbal

Visited the Big Bar area with TNRD Area Director Jim Smith.
Received for information as presented.

Councillor Burrage – Verbal

Attended the Communities in Bloom AGM.
Received for information as presented.

Councillor Kosovic – LOA

No report.

Councillor Park – Written

Was unable to attend the transit meeting. CAO Doddridge gave an update.
Received for information as presented.

Councillor Schapansky – Verbal

Will be attending the Community Forest Tree Light up and the Shop Local event on December 6.
Received for information as presented.

New Business

None

List of Outstanding Council Previous Action Items

Received for information.

Calendar of Events

Dec 06 – Community Forest Christmas Tree Light up – in front of Village Office at 5 pm sharp.
Dec 06 – “Embrace the Holiday Spirit” Late Night Shopping Event 5pm to 8pm
Dec 08 – Bethel Pentecostal Annual Christmas Dinner @ Memorial Hall
Dec 14 – High Bar First Nation Christmas Market @ Memorial Hall 10 am to 2 pm
Dec 15 – Legion Kids Xmas Party @ Memorial Hall
Dec 25 – Jan 1 – Village office will be closed.
Dec 31 – Cutoff Valley New Year’s Eve Rendezvous @ Memorial Hall

Notice to Proceed to Closed Meeting

Moved and Seconded

R134-24 Motion to proceed to Closed Meeting as per Section 90.1 (k) of the Community Charter at 7:10pm. CARRIED

Released from Closed Meeting

Council has entered into an agreement with the TNRD for Building Inspection Services.

Adjournment

Moved and Seconded

R135-24 That the Regular Meeting of Council be adjourned at 7:25 pm.

CARRIED

MAYOR

CORPORATE OFFICER

Brian Doddridge

From: Sunny LeBourdais <sunny_lebourdais@wpcib.com>
Sent: December 3, 2024 10:41 AM
To: Brian Doddridge
Cc: Cheyenne Robertson; Darcy LeBourdais; gwhitworth@innovatrecarbongroup.com
Subject: WPCIB Wildfire & Carbon project letter of support,

Weytk Brian,

WPCIB is moving forward on our Wildfire Resiliency and Carbon Sequestration project pursuing funding from Environment and Climate Change Canada and working together with WWF-Canada.

I wanted to send you this letter of request in the hopes that the Village of Clinton will consider issuing a letter of support for the project. We have included a draft but please don't feel compelled to use it.

Please let me know if you have any questions or concerns.

Yeri7 stsukws,



Kukwtsétsemc

Sunny LeBourdais

B.Sc., B.Ed., M.Sc. AMP

Councillor

Whispering Pines / Clinton Band

C. 250-320-0712

E. Sunny_LeBourdais@wpcib.com

WPCIB Wildfire Risk Reduction and Carbon Sequestration Project

Whispering Pines/Clinton Indian Band (WPCIB) is working with WWF-Canada and Innovatree Carbon Group to secure Long-term funding from Environment and Climate Change Canada (ECCC). The primary goal of this project is to convert WPCIB's existing Replaceable License for timber harvesting with a First Nation Woodland License (FNWL) in the 100-Mile Timber Supply Area in close proximity to the village of Clinton. The ECCC funding will be used to restore the FNWL area to a resilient, thriving forest ecosystem by reducing WPCIB harvesting, sequestering carbon, reforesting riparian areas and protecting the Clinton area with wildfire risk reduction thinning and harvesting. The work will be supported by forest intelligence software from Innovatree and will use high-end LiDAR and satellite imagery to improve forest management and make the area more resilient to a changing climate. Additionally, this area will not impact the existing community forest or private land and will be removed from the Timber Harvesting Land Base (THLB) that has been negatively impacted by forest health outbreaks and recent wildfires.

With this funding WPCIB is looking to create 3-5 full time employment opportunities within the Clinton area to complete carbon monitoring, wildfire risk reduction thinning, silviculture and riparian reforestation. We see this as an excellent opportunity to work with the local community to restore a damaged forest ecosystem while also reducing the risk of future high-intensity wildfires within our traditional territory. To that end, we will look to work with the Provincial, Regional and Local governments to identify additional wildfire risk areas that are near Clinton including parks and protected areas where mutually agreeable.

We would appreciate your support in this project and are looking for a letter of support to help our ECCC application process. If you have any questions please don't hesitate to contact us.

Kukwstsetsemc

Sunny LeBourdais, Council Member

sunny@wpcib.com

Example Letter of Support

Dear Environment and Climate Change Canada

I am writing in support of Whispering Pines Clinton Indian Band (WPCIB) and their proposed **WPCIB Forest Carbon Sequestration and Wildfire Risk Reduction Project**. (Parks Canada/The Village of Clinton/The Thompson-Nicola Regional District) is in full support of this project and know that it will have a positive impact on the local economy and surrounding forest ecosystem.

The region has been devastated by forest health outbreaks and recent wildfires, negatively impacting the local forest industry and forest ecosystems. Additionally, the threat of future wildfires to the Village of Clinton and surrounding community is a pressing issue that demands immediate action.

The project proposed by WPCIB to reforest riparian areas, protecting the local watershed while also initiating wildfire risk reduction activities to lower the intensity of future wildfires will make a real impact to our communities and parks.

(Parks Canada/The Village of Clinton/The Thompson-Nicola Regional District) strongly supports the **WPCIB Forest Carbon Sequestration and Wildfire Risk Reduction Project**, it aligns with a number of our top priorities and will significantly benefit the local economy and strengthen the forest ecosystem.

Sincerely,

November 27, 2024

Greetings Brian Doddridge, Chief Administrative Officer

FortisBC Energy Inc. ("FortisBC") would like to provide the Village of Clinton with an update on the upcoming Gas Advanced Metering Infrastructure ("AMI") Project.

The Gas AMI Project will see FortisBC upgrade more than one million natural gas meters across the province. The British Columbia Utilities Commission approved the Project in May 2023. We will begin widescale advanced meter installation in early 2025, with project completion expected by 2028. We will provide you with an update prior to installation commencing within the Village of Clinton.

Advanced meters will transmit gas consumption data to FortisBC, meaning we'll no longer need to regularly enter customers' properties to read meters manually where the meter is connected to the network. Benefits of advanced metering technology include an enhanced customer service experience, including customer access to more timely and useful gas usage data that can assist in making more informed energy choices for their homes and businesses. As we exchange meters, we'll also install bypass valves where possible, so we won't need to shut off gas service in most cases during future meter exchanges or meter work. Further details on the project can be found on our website here - fortisbc.com/newgasmeters.

If you have any questions or have specific information you're seeking, please do not hesitate to reach out by phone or email. We would be happy to hold a conversation virtually or in-person at a time most convenient for yourselves.

Thank you,

Brianna Ure
Community Relations Liaison
250-470-7368
Brianna.ure@fortisbc.com



Left to right: current gas meter; new advanced gas meter



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December 5, 2024

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2025

As per the Constitution of the Southern Interior Local Government Association, the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2025/26 term. Elections will be held during the SILGA Convention from April 29th to May 2nd, 2025.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral



Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 28, 2025. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Past President Aimee Grice, Town of Oliver.

All those interested in serving are asked to contact Councillor Grice by email at agrice@oliver.ca or at the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Grice and the SILGA office (info@silga.ca).

Alison Slater
General Manager, SILGA



SILGA Community Excellence Awards

Are you proud of your community or regional area's accomplishments? Would you like it to be recognized at our convention and more broadly through social media and the news?

To promote the environmental, social, and economic well being of our member communities and to share ideas and best practices throughout the SILGA area, we have created awards to showcase a community in each of these categories.

To nominate your local government, please provide a letter describing a fantastic project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during our AGM. If your community or area has excelled in any of the following categories, let us know:

- **Environmental Sustainability**
- **Social Responsibility**
- **Economic Development**

The Rules:

Nominations must come in the form of a letter to the SILGA General Manager. We request that you be prepared to provide good quality pictures of the projects or event. Nomination Letters must be received by February 1st, 2025. A high quality logo from the local government also needs to be provided.

1. Letters must clearly state which award the nomination is for.
2. Nominations should be one page in length and should succinctly describe the project and itemize the beneficial outcomes. This information should be in the third person. For the video, please provide 300 words written in the third person describing the scope of the project, the outcomes and the parties involved. SILGA wants to share best practices in our region with the hope that every local government can learn from the winning submissions. In that regard, please provide contact information for the key individual(s) who worked on the projects/events.
3. These awards are for local governments, not individuals. Recipients must be SILGA members in good standing.
4. Nomination letters can come from anyone representing a local government, and there is no limit on the number of nominations per community. An official resolution is not required.
5. Submissions from previous years may be reused.

What you get if your local government wins:

1. Your local government will be officially recognized at the upcoming AGM.
2. Your local government will receive a beautiful plaque to permanently display at your government office.
3. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire SILGA media network.

These awards are an opportunity for us to share best practices, to get others from local governments thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that our SILGA local governments continue to implement remarkable, unique projects that make their communities a better place to live time and time again. We want to make sure we share our successes as much as possible, so others might benefit.

Script of around 300 words which succinctly describes the project. Story telling language why your project should win the award.

Please email your submission to the SILGA office at info@silga.ca

Good luck!



December 5, 2024

To: All SILGA Members

Call for Resolutions for 2025 Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Merritt between April 29th to May 2nd, 2025. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday, February 21, 2025 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2025 SILGA Convention, please forward by email your resolution to info@silga.ca. Any background information on the resolution would be helpful. Please be discerning when you submit a resolution as the volume of resolutions received becomes difficult to properly debate. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

- 1. If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.**
- 2. Please note it is the responsibility of the local government to follow up with the appropriate ministry on the recommendation from the resolution after it has been endorsed by both SILGA and UBCM.**
- 3. The earlier you can submit a resolution, the better. In the past over 50% of the resolutions are received less than three days prior to the deadline. SILGA has a very short deadline to get the resolutions to UBCM.**

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>



Resolutions not received by February 21, 2025 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

Late Resolutions

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.
- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater
General Manager, SILGA



Staff Report to Council Open Meeting

Date: December 11, 2024

From: CAO

Subject: 2025 Annual Grants in Aid

Attachments:

1. Community Assistance Policy
2. 2025 Grant in Aid Applications Table
3. Written Submissions from Applicants

Recommendations:

THAT Council approve the 2025 Grants in Aids to _____.

Background:

Council gives out Grants in Aid each year, based on the guidance of the Community Assistance policy. The following criteria are used when assessing an organization’s eligibility to receive a Grant in aid:

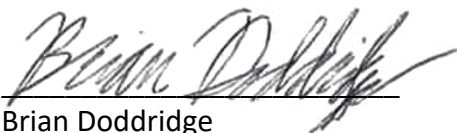
1. Has the group included their financial information in their application and does it show financial need?
2. Has the group shown they have engaged in fundraising activities?
3. Has the group shown community support for the event?
4. Are the organization and event eligible under the policy?
5. Has the applicant included a statement that describes how the event benefits the village of Clinton and its residents?

The deadline for applications this year was December 4th. The attached table shows the applications, their asks, and whether each meets the above standards.

The Community Assistance Policy has an exception for the Legion Poppy Fund. It is eligible for an annual donation outside of the Grant in Aid process.

Financial Impacts:

Grants in Aid are a valuable service the Village provides, but they represent lost revenue for the Village. Council allocated \$9935 for 2024 Grants in Aid. Council may choose to consider granting more partial grants-in-aid this year to allow more groups to benefit without so drastically reducing revenue. The amount approved by Council will be incorporated into the 2025 Financial Plan.



Brian Doddridge
CAO

CFO Initial 



The Village of Clinton Corporate Policy Manual

Adopted By:	Council	POLICY NO. F-07-2024
APPROVAL Date:		Effective date: November 13, 2024
Amendment Dates:		Next Review Date:
SUBJECT:	Community Assistance	Policy Type: Financial
Associated Forms:	Grant in Aid Application Form	
Responsible Officer:	Chief Financial Officer	

A. Policy Statement

The Village of Clinton has implemented consistent principles and guidelines to ensure financial accountability, fairness, and responsible use of Village assets in granting the use of Village facilities.

B. Purpose

This policy establishes eligibility requirements, identifies the types of funding available, and outlines application, approval, and monitoring requirements to receive community assistance funding from the Village. All approvals should be considered on a year-to-year basis.

C. Definitions

Event means the activities or use for which the applicant is seeking assistance.

In-Kind Contributions mean the provision of temporary use of municipal property, materials, or resources to an applicant, and do not include the provision of cash funds.

D. Policy

Scope/Applicability

- 1) Except for the provisions in section 4 of this policy, cash contributions will not be made by the Village and must instead be pursued through the Clinton Community Forest.
- 2) Community assistance funding is available only to organizations which exist for the purpose of providing programs, services, or projects specifically to the residents of the Village of Clinton and to an end which is not profit, subject to criteria and limitations provided in this policy.

Types of Assistance Available

- 3) Community assistance funding is limited to in-kind contributions for special Events and may include:
 - a) Fee Waivers (rental costs, facility fees, etc.); and
 - b) Municipal staff support.
- 4) Notwithstanding the other provisions of this policy, Council may approve an annual cash donation to the Royal Canadian Legion Poppy Fund of no more than \$50.

Eligibility

- 5) Community Assistance will not be provided:
 - a. To a corporation;
 - b. To religious organizations for sacred or sectarian purposes;
 - c. To political parties, ridings, associations, and candidates;
 - d. To individuals unless the individual can demonstrate exemplary recordkeeping and a system of financial oversight;
 - e. For debt retirement;
 - f. For commercial and/or third party fundraising;
 - g. To coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these groups;
 - h. On a retroactive basis for purposes which have already occurred unless approved by Council;
 - i. For travel.
- 6) Preference will be given to applicants that can demonstrate:
 - a) A need for financial assistance;
 - b) The applicant organization has carried out other fundraising activities;
 - c) The applicant regularly attends Spirit of Clinton meetings; and
 - d) There is community support for the event offered by the group.
- 7) After September each year, The Village will:
 - a) Advertise that applications are being accepted for community assistance;
 - b) Allow at least two weeks' time for applications to be submitted;
 - c) Present the applications before Council for consideration; and
 - d) Respond to applicants with Council's decision.

Terms

- 8) Applications must include the following information:
 - a) The name of the group or organization, main contact person, contact information, indication of non-profit status, and objectives of the group;

- b) The date, time and number of people expected to attend the event;
 - c) Any equipment required (projector, microphones, etc.) and whether the equipment forms part of the request;
 - d) A description of the event and the benefit it provides to the Village of Clinton and its residents;
 - e) A statement indicating if and how the applicant meets any of the eligibility standards listed in section 6;
- 9) In addition to the requirements in section 8, applications must include one of the following:
- a. In the case of an event hosted by a registered society that has run the event before, financial statements that:
 - i. Include a previous year's event costs; and
 - ii. Have been approved by the society's membership at an AGM.
 - b. In the case of a recurring event which is not being hosted by a registered society, a detailed project budget from a previous version of the same event including a breakdown of revenue and expenditures.
 - c. In the case of a new event, a detailed project budget.
- 10) An event may be moved or cancelled if the space is required for Council business or a paid booking unless the Event:
- a. Requires significant preparational or setup activity;
 - b. Must occur on a particular date; or
 - c. Is not easily rescheduled;
- 11) Requests to receive community assistance for Council chamber bookings will only be considered if they are between 8:00am to 3:30 pm.
- 12) Any equipment required (projector, microphones, etc.) will be charged at the appropriate fees unless such fees are specifically waived by Council.
- 13) Liability insurance, booking fees, and deposits may be required for events regardless of whether community assistance has been granted.
- 14) Organizations that have received community assistance must acknowledge contributions from the Village of Clinton on promotional material and at the event.

DATED: November 18, 2024



Mayor



Corporate Officer

2025 Grant in Aid Applications

Applicant	Event	Request	Cost Equivalent	Financial Reporting Included in Application?	Financial Need Demonstrated?	Community Support Demonstrated in application?	Has the Applicant indicated they have performed other Fundraising Activities?	Statement of Community Benefit	Notes	Meets Other Eligibility Reqs?
BCEHS	Mass Hands-Only CPR Day	1-day hall rental	\$ 250.00	Yes	Yes	Yes - Volunteer participation	No	"I would like to use the community hall to provide the community with a life saving knowledge at no cost to them. We need people to know CPR"		Yes
Bethel Pentecostal Church	Easter Breakfast	1-day hall rental	\$ 300.00	Yes	Yes	Yes - high event turnout	Yes	The Christmas Banquet is an annual Christmas tradition celebrating Christmas with a free turkey and ham dinner for anyone and everyone from the community. We hope to help our community by providing a sense of community and family, especially for those who do not have family or their family is distant. We hope to be a blessing to the community, to give everyone a place to celebrate Christmas and belong, and to counteract loneliness during the Christmas/Winter season.		Yes
Bethel Pentecostal Church	Christmas Dinner	1-day hall rental and AV equipment	\$ 300.00	Yes	Yes	Yes - high event turnout	Yes	"the Easter Breakfast is an opportunity for the churches of Clinton to unite together and feed the community and celebrate Easter together with a free breakfast and Easter service. A free meal is a blessing to our community and the opportunity to build friendships, to foster community and fellowship, and to give people a kind of 'family meal' together to celebrate the holiday."		Yes
Clinton Annual Ball Committee	Clinton Annual Ball	7-day hall rental	\$ 1,750.00	Yes	Yes	Yes	Yes, other organizations donate and tickets are sold.	See attached	In the past, Council has approved a \$200 grant for each setup and takedown day, and charged full price for the day of the event.	Eligible
Clinton Annual Ball Committee	Clinton Annual Ball Committee Meetings	9-time council chambers rental (~2 hrs each meeting)	\$ 180.00	Yes	Yes	Yes	Yes, other organizations donate and tickets are sold.			Eligible
Clinton Seniors Association	Daffodil Tea	4-hour hall rental	\$ 200.00	Yes	Yes	Yes - high event turnout	Yes, other events throughout the year	"Daffodil Tea, serving strawberry shortcake, tea, coffee, takeout for shut-ins and businesses, sale of potted daffodils, flowers, bake sale, guessing game."		Eligible
Clinton Seniors Association	MarketPlace	4-hour hall rental	\$ 200.00	Yes	Yes	Yes - high event turnout	Yes, other events throughout the year	"Annual Marketplace, new and used, white Elephant table, bake sale, peel and play, door prizes, concession, hot dogs, drinks."		Eligible
Clinton Seniors Association/Get W.I.T.H it	Get W.I.T.H it Hall Walking Program	2-hour, 2-day per week hall rental for 6 months at reduced rate of \$6.25/hour	\$4550 (Ball Society pays \$325)	Yes, but revenue is estimated	Yes	Nothing indicated in application	no, but donations accepted	See attached		Eligible
Clinton Art and Cultural Society	Summer Art Show and Sale	1-day hall rental	\$ 250.00	Yes	Yes	Yes	Yes, membership dues and donations	"The Clinton Arts and Cultural Society Donates each year to various other groups in Clinton for the betterment of local residents" Also, see attached		Eligible
Clinton Healthcare Alliance	Advance Care Planning Event	1-day hall rental	\$ 250.00	Yes	Yes	Yes	Yes	See attached		Eligible
Clinton Healthcare Alliance	Vaccine Clinic and Wellness Fair	1-day hall rental	\$ 250.00	Yes	Yes	Yes	Yes - High Bar has contributed to a similar event before.			Eligible
Clinton Old Timers' Tea Organizers	Old Timers' Tea	1-day hall rental	\$ 250.00	Yes	Yes	Yes - high event turnout	Yes	See attached		Yes
Clinton Quilters and Crafters Group	Quilting Retreat	3-day Hall Rental	\$ 750.00	Yes	Yes	Yes	No	See attached		Eligible
Clinton Villa	Society Meetings	2-time council chambers rental (~2hrs each meeting)	\$ 40.00	No	No	No	No	Not included	The Village has issued a grant in Aid for these rentals in the past, despite incomplete applications	Incomplete Application
Communities in Bloom	Fall Craft Sale	1-day hall rental, and setup time	\$ 300.00	Yes	Yes	Yes - high event turnout	Yes - Multiple events per year, contributions from members	Not included		Eligible
Communities in Bloom	Seedy Sunday	1-day hall rental	\$ 250.00	Yes	Yes	Yes - high event turnout	Yes - Multiple events per year, contributions from members	"provide information, displays, workshops, seed and plant exchanges. Bear Aware, Invasive Plants Program, recycling program, speakers. Information on gardening with master gardeners. Concession & Kids Corner. Have local bee keepers give talks about how to raise bees and the honey they produce"		Eligible
Royan Canadian Legion #194	Community Children's Christmas Party	1-day hall and AV equipment rental	\$ 290.00	No	Not indicated in Application	Not indicated in Application	Not indicated in Application	"To help cover cost of community hall rental. As this event is put on free of charge to the children of Clinton"		Incomplete Application
South Cariboo Museum Society	Spaghetti Dinner	1-day hall rental	\$ 250.00	Yes	Yes	Nothing indicated in application	Yes - Revenue from other sources such as book sales	"a very community-g geared event which brings out families for a very affordable dinner, with local entertainment and door prizes. Admission is by donation."		Eligible
Total			\$ 10,610.00							

Mayor and Council,

The Clinton Annual Ball Committee is made up of 10 community minded people dedicated to our Mission statement as follows:

The Clinton Annual Ball Committee's sole purpose is to plan, organize and host the Clinton Annual Ball so as to preserve the historical value of this event for the benefit of the businesses and citizens of Clinton and to maintain its unique distinction as the oldest continuously running event of its kind in Canada.

The Annual Ball Committee is a nonprofit organisation, although unregistered, it endeavors to be a self-perpetuating event year after year with help from organizations and the Village. Ticket sales cover about half the cost of the Ball. With the help of Grants from the NDIT, the two-time BC EFF (post Covid recovery fund, now defunct), The Community Forest and, the Village of Clinton we just manage to keep the Annual Ball going every year. The Ball fills our motels and hotel, brings lots of folks to our stores and businesses and in general helps the economy of Clinton. We endeavor to buy from local business, liquor and general stores and accommodations for entertainers as much as possible.

We ask that you read our Mission Statement over and our detailed budget please consider giving the Grant in Aid for the Memorial Hall for the week beginning Tuesday May 13 though to May 19th for the set up and take down of the 158^h Clinton Annual Ball.

The Annual Ball is Clinton's claim to fame, *The longest Continuously Running Event of it's Kind in Canada.*

Thank you for taking the time to review our Grant In Aid Rquest. You are all invited to join us for the 158th Clinton Annual Ball May 17th.

Sincerely,

Charlene Boscott

Chair, Clinton Annual Ball Committee

November, 2024

Dear Mayor and Councilors,

Get WITH IT Walking Program

We are a small but still an important group of citizens. In Clinton there is a lack of a Safe and Accessible walking area in winter that is much needed for an active life and an injury recovery program. Clinton is a Village with many older citizens and their health and wellness is important and their voices do matter. Please remember that some of the most important things that any aging person can do for their own physical, mental, and social health is to get out and walk, exercise, talk and socialize with peers and others. The Get WITH IT Walking Program provides a place for that to happen.

I am asking you to PLEASE consider the Get WITH IT program for a grant in the same amount as this current year 12.50 per day for two hours.

Respectfully,

Charlene Boscott,

Clinton Senior Association.

On behalf of the GET W.I.T.H. IT program (Walk In The Hall)

The CLINTON ART and Cultural Society encourages the residents of CLINTON and surrounding areas to explore and refine their artistic interests and ~~pursuits~~ pursuits. We consider ANYTHING that you do or make to be "art." We encourage young artists to bigger and better things, as well as showcase our more experienced members work for the residents of CLINTON to enjoy, and perhaps purchase.

Statement of need and intent

Vaccination of BC residents has moved from doctor's offices and public health clinics to pharmacies. We have no pharmacies in Clinton (and no doctor office as well) which means that our residents have to travel to outside communities to get their annual vaccine boosters. This can be especially difficult for the elderly and those whose social-economic situation means that transportation is a major challenge. These are the two segments of the population to whom vaccines can be especially valuable because respiratory diseases impact them a lot more.

The IH public health department can provide vaccinators and vaccine supplies, but this kind of large-scale event can't take place at the small Health and Wellness Clinic. Using Memorial Hall means that residents can wait inside where it's warm, plus enjoy a bit of social time over coffee and cookies.

We also intend to explore hosting a health and wellness fair during the vaccine clinic with practitioners hosting information sessions at tables.

The Clinton Healthcare Alliance has been active with several projects to help promote health and wellness in Clinton including publishing a Healthcare Service brochure, hosting CPR clinics, purchasing an AED (with assistance from Community Forests) for the Clinton Villa seniors' apartments, and publishing a healthy living column in the Lariat. The Alliance has attended Spirit of Clinton meetings when they were still being held.

Thank you for your consideration.

Clinton Healthcare Alliance

Clinton Old Timers' Tea
Box 212, Clinton BC, V0K 1K0
250-608-1873

To the Village and Council of Clinton,

This letter is supporting information for the Grant in Aid for the Clinton Old Timers' Tea. I am the lead organizer for this free event writing grants each year, as this event runs solely on grants and few donations. Volunteers come in the day before to help make sandwiches and prepare. Students come down from the school each year to set up and serve the attendees. The Clinton Old Timers' Tea serves approximately 120-200 people each year. The Grant in Aid request is for the use of the Memorial Hall and the kitchen to host and prepare the food.

This organization is currently not a society. The event's budget is approximately \$800 for groceries, \$120 for event insurance, \$65 for advertising, as well as in the past we have received the grant in aid and paid \$50 for the Memorial Hall rental. This past year's grants received was \$500 from Integris Credit Union, \$500 from Clinton Community Forest, along with a cash donation from the Royal Canadian Legion 194 of \$300. This past year was also the first year we received cash donations at the event totalling \$232.60.

This event has been running along side the Clinton Annual Ball for more than 30 years all by volunteers in the community. A lot of the volunteers are generations of family members continuing to help with the event. Past and current members of Clinton continue to come back each year to visit old friends and family, share stories and memories. Students serving at the event have started to collect some of these memories on paper. There is a great amount of enjoyment at this event, and the students are enjoying hearing the history of Clinton.

Thank you for your consideration.

Sincerely,

Melissa Painter



Grant in aid application

Clinton Quilters Group

This year will be increase in registration and expenses will be higher for venue , thus the need for financial assistance. We want to keep this affordable to encourage more people to visit our village, not only for the retreat but also to return and explore what the area has to offer.

The community has been very supportive of our retreat with suppling door prizes. This will be our fourth retreat we are offering. The participants stay in our local motel, or campground. They shop at the local grocery store, gas stations, coffee shop, restaurants for



breakfast and the stores in town, buying gas, snacks, and any items they require to make their visit enjoyable. Have also purchased items for gifting from the local merchants.

We bring in a fabric pop up store to our retreat, this not only offers products for sale to our participants but also the local residents can shop too. The planned pop up also is offering on the spot sewing machine services and scissor sharpening. This was well received in the 2024 retreat.

We have had one meal catered every year by a local restaurant. We also purchase our supplies needed for our meals and beverages locally wherever possible.

These retreats are well received and are growing in popularity each year bringing new people to the community. They are encouraged to visit the local shops/services in town and to support our supporters. We post a thank you to every business that has generously donated to our retreat so that they are aware of the community support and services. The first retreat had 12 participants from outside of Clinton and now this year we are looking at possible 20-25 people plus some locals.

CLINTON VOLUNTEER FIRE DEPARTMENT

MONTHLY REPORTS



MONTH OF NOVEMBER 2024

CLINTON FIRE DEPARTMENT
Attendance Record for Fire Calls November 2024

Nov-24 #1 #2 #3 #4 #5 #6 #7

DATE CALLED OUT:	01-Nov	01-Nov					
NAMES OF FIREMEN	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS
Wayne Walch	1	1					
Gerald Painter		1					
Ned Horsley	1	1					
Karl Hansen	1	1					
Jordan Lawrence		1					
Jeff Painter		1					
Trent Huggins	1						
Dan Hawkins	1	1					
John Engelhart							
Richard Armit	1	1					
Dean McFarland	1	1					
Devin McFarland							
Jake Painter	1	1					
Paige Annett							
Lillian Crossman							
Bailey Annett							
Zane Hawkins							
TOTALS	8	10	0	0	0	0	0

FIRE CALL OUT DETAILS AND COMMENTS

November 1 - MVI - Hwy 97 (Rodeo Grounds)

November 1 - MVI - North Bonaparte Road

2024 Monthly Attendance Record for Practices

MONTH OF	Nov-24				
DATE	4th	11th	18th	25th	
NAMES OF FIRE FIGHTER					
Wayne Walch	2		2	2	
Gerald Painter	2		2		
Ned Horsley	2	H	2		
Karl Hansen		O	2	2	
Jordan Lawrence	2	I	2		
Jeff Painter		D	2		
Trent Huggins	2	A	2	2	
Dan Hawkins	2	Y		2	
John Engelhart	2			2	
Richard Armit	2		2	2	
Dean McFarland	2		2	2	
Devin McFarland	2		2	2	
Jake Painter				2	
Paige Annett			2	2	
Lillian Crossman			2	2	
Bailey Annett	2		2	2	
Zane Hawkins	2				
Total	24	0	26	24	0
Emergency Vehicle Training - Nov 17/18					

**2024 RECORD OF MISCELLANEOUS PURCHASES FOR REIMBURSEMENT
(PLEASE PROVIDE RECEIPTS WHERE POSSIBLE)**

ITEMS PURCHASED	NET PRICE	P.S.T.	G.S.T.	GROSS PRICE

**CLINTON VOLUNTEER FIRE DEPARTMENT
MONTHLY REPORTS**

Fire Inspections
_____ 8 _____ inspections completed at \$ _____ 50 _____ each for \$ _____ 400 _____ total.

TRAINING: November 2024

4th - Rope Rescue (On Location)

11th - Holiday (16 Members Attended Remembrance Day Ceremony)

18th - Truck Inspections

25th - SCBA

November 16/17 - Emergency Vehicle Training

GENERAL COMMENTS:

WAYNE WALCH, FIRE CHIEF

DATE



Staff Report to Council Open Meeting

Date: December 11, 2024

From: FireSmart Coordinator

Subject: FireSmart Resiliency Committee Terms of Reference

Attachments:

- 1) Draft FireSmart Resiliency Committee Terms of Reference

Recommendations:

THAT Council approve the FireSmart Resiliency Committee Terms of Reference and appoint _____ to the committee.

Background:

The purpose of a FireSmart Resiliency Committee (FRC) is to increase partner and agency collaboration and support FireSmart activities that align with the Seven FireSmart principles, working together to improve resiliency in the Village of Clinton. The FRC will work with the four pillars of emergency response: mitigation, preparedness, response, and recovery.

The attached Terms of Reference (TOR) outline the structure and the purpose of the FRC and are based on FireSmart BC's guidelines. Staff is requesting that Council approve the draft TOR and appoint a member of Council to the Committee. Staff will then reach out to key individuals suggested in the Terms of Reference to increase membership. Time commitment for FRC Membership is estimated at one hour-long meeting every two months.

While the FRC will be more task-focused than the Community Wildfire Roundtable, it will be operating in an advisory capacity and will not have authority to make standalone decisions.

Financial Impacts:

All expenses associated with the FRC are covered by provincial FireSmart Funding.

Tara Folstrom
FireSmart Coordinator

CFO Initial

CAO Initial

Clinton and Area
FireSmart and Resiliency Committee
DRAFT Terms of Reference

Background

The Community FireSmart and Resiliency Committee (FRC) is established to increase partner and agency collaboration and support FireSmart activities that align with the seven FireSmart disciplines across the province, with a focus on the regional or scalable level. The seven FireSmart disciplines are Education, Emergency Planning, Interagency Cooperation, Cross Training, Vegetation Management, Legislation and Planning, and Development.

Vision

To work together to improve the resiliency of the Village of Clinton.

Purpose

Working within the four pillars of emergency response; mitigation, preparedness, response and recovery, the purpose of the FRC is to:

- Strengthen relationships between key partners and agencies at the local level and collaboratively coordinate, plan and share information on how to build a more wildfire resilient community.
- Assist in implementing and/or growing the seven FireSmart disciplines within their region or at a scalable level.

Scope

The FRC will focus on implementing and/or growing the seven FireSmart disciplines in the Village of Clinton. It will work collaboratively with FireSmart BC. The FRC will evaluate, review, and/or develop procedures, guidelines, best practices and promote the FireSmart program resources and information through education and public relations. Additionally, the FRC will be the contact point in the Village of Clinton for any community members who express interest in implementing the seven FireSmart disciplines to increase their wildfire resiliency.

Membership

The FRC structure including all partners and agencies that are directly impacted and can influence wildfire risk reduction in and around Clinton.

To ensure true partnership, collaboration, and diversity, local First Nations have been involved in the creation of the FRC from the beginning and at all levels of planning, decision making and implementation.

Terms of Reference – FireSmart Resiliency Committee

The FRC will include, at minimum, one member of the Village of Clinton Council, one member each from Whispering Pines/Clinton Indian Band and High Bar First Nation, one member from BC Wildfire Service, and one member from Ministry of Forests (or analogous Ministry) Wildfire risk reduction team. All other appointments are at the discretion of the committee, but will rely on the list of partners and agencies below to guide the decision:

Partner or Agency	Representative Area
First Nations, Indigenous Organizations, Fire Departments and Local Governments	<ul style="list-style-type: none"> ● Local First Nations ● First Nations' Emergency Services Society (FNESS) ● First Nations Health Authority ● Local Fire Department ● Community Forest ● Land-use Planning ● Parks and Recreation ● Bylaws ● Elected Officials ● Natural Resource
Provincial Governments	<ul style="list-style-type: none"> ● BC Wildfire Service (BCWS) ● Ministry of Forests (MOF) ● BC Parks ● Natural Resource District ● Mountain Resorts ● Recreations Sites and Trails ● Ministry of Energy, Mines, and Low-carbon Innovation ● Ministry of Highways, Transportation, and Housing ● Ministry of Agriculture ● Regional or District Forest Staff linked to the Crown Land Wildfire Risk Reduction and Wildfire Recovery Collaborative Planning ● Emergency Management and Climate Readiness (EMCR)
Critical Infrastructure, Industry and Community Partners	<ul style="list-style-type: none"> ● Critical Infrastructure Industry (electrical utilities, gas, communications) ● Farm and Ranching Industry ● Community Emergency Support Service Organizations ● BC Community Forest Association ● Local Businesses and Non-government Organizations ● Active Emergency Preparedness Advocacy Groups ● Funding Agencies (i.e. Columbia Basin Trust) ● Forestry Sector

Meetings

Structure: Chair and Vice Chair will be selected by committee members annually. The Committee has no maximum number of members.

Frequency: The CFRC will meet bimonthly over hybrid meetings. Additional meetings may be held as needed. Meetings may be paused during wildfire season to respect partners/agency capacity restraints.

Terms of Reference – FireSmart Resiliency Committee

Administration: The FireSmart Coordinator will call for agenda items in advance of each meeting. The Committee Chair will make final determination of agenda topics. Administrative duties, including preparing the agenda, recording the minutes, editing and sharing the minutes, as well as filing all committee documents will be carried out by the FireSmart Coordinator.

Proxy: When extenuating circumstances arise preventing member attendance, a proxy may be designated and briefed prior to the meeting.

A meeting may be cancelled at the decision of the Chair and/or FireSmart Coordinator.

Decision Making

The FRC will be essential to steer the Village of Clinton's FireSmart Program. However, operational decisions regarding Village of Clinton resources and personnel remain with the Village CAO and/or Council.

The FRC may make formal recommendations on the allocations of these resources. When this is the case, the committee may make a vote, with one representative from each participating organization eligible to vote, and with one vote per representative. The Voting representative from the Village of Clinton and its

Quorum: Quorum is three members and must include a representative of the Village of Clinton. Attendees joining virtually contribute to quorum.

Correspondence

The Committee will not issue correspondence on behalf of the Village of Clinton.

Creation of Committees

The FRC may create standing, ad hoc (special project) or advisory (related to another board, committee or project) committees as required. Each sub-committee that is created by the FRC will be governed by a Terms of Reference (TOR) document like this one that clearly defines its purpose, goals and deliverables. Sub-committees will be task/project focused and make recommendations to the FRC or the Village of Clinton, but will not have decision making authority.

Code of Conduct

All FRC members must sign off on the Village of Clinton Council/Committee Member Statement in the Village of Clinton Code of Conduct Policy.

Expectations

FireSmart is a shared responsibility - the FRC relies on the expertise unique to each partner or agency and asks that members participate in all meetings, including reviewing all documentation sent to them and providing feedback when requested.

Terms of Reference – FireSmart Resiliency Committee

If a member is unable to attend a meeting, they are encouraged to provide a proxy that is briefed and able to contribute on their behalf.

Members may be invited to participate in standing or ad hoc committees where their background experience or knowledge could help with the standing or ad hoc committees' success.

Possible Activities for the FRC:

- Develop, update, implement and monitor the success of the Community Wildfire Resiliency Plan.
- Develop a FRC structure, including a list of agencies and partners that is diverse and can influence landscape wildfire risk reduction.
- Collaborate on a communication and public education strategy with multiple local governments.
- Participate in or liaise with a government-led fuel management planning table in collaboration with the Ministry of Forests (MOF), Provincial Crown Land Managers (i.e. BC Parks, Mountain Resorts and Recreation Sites and Trails) and other agency staff.
- Work with FireSmart BC to ensure the FRC's goals align with FireSmart BC's provincial goals.
- Streamline FireSmart Home Assessment and FireSmart grant programs by sharing capacity between multiple local governments.
- Develop a network of Local FireSmart Representatives in the area and coordinate their activities within the region.
- Create an advocacy program for participation in the [FireSmart Canada Neighbourhood Recognition Program](#) and work towards increasing the number of recognized neighbourhoods and communities in the region each year.
- Share information to facilitate the coordination of applications to the [Community Resiliency Investment](#) program and other funding opportunities.
- Identify FireSmart activities within the CWRP that should be undertaken to best build wildfire resiliency in higher risk areas.
- Collaborate with the FireSmart BC social media team to help raise FireSmart awareness.

Resources

[Community Wildfire Resiliency Plan Instruction Guide & Plan Template](#)

[FireSmart BC Resources](#)

Terms of reference will be reviewed on a biannual basis.

Terms of Reference – FireSmart Resiliency Committee

Terms of Reference Approved DATE

Mayor Roland Stanke

Name of Member Date

Name of Member Date

Name of Member Date

Name of Member Date

Name of Member Date

Name of Member Date

Name of Member Date

Name of Member Date



Staff Report to Council Open Meeting

Date: December 11, 2024
From: Chief Financial Officer
Subject: **Banking Services Policy**

Attachments:

Draft Banking Services Policy F-10-2024

Recommendations:

THAT Council repeal Village of Clinton Online Banking Access Restrictions Policy FA02-12 and approve Banking Services Policy number F-10-2024.

Background:

A review of financial policies has shown that there is currently no approved policy for banking services and procedures. It is important to have a policy that outlines the Village's requirements for providing and managing banking services to safeguard custody and use of the Village's funds. Online transactions are becoming more commonplace so a clear understanding of these procedures is also an important requirement that is outlined in the policy.

Staff feels Policy FA02-12, Village of Clinton Online Banking Access Restrictions, should be repealed as it is only a short resolution to ensure that personal and Village of Clinton access are not combined when accessing information online. This information is included in the present policy.

Financial Impacts:

Taking advantage of new technology enhances efficiency and is cost effective.

Mandy McKague
Chief Financial Officer

CAO Initial 



The Village of Clinton Corporate Policy Manual

Adopted By:	Council	POLICY NO. F-10-2024
APPROVAL Date:		Effective date:
Review Frequency	Every 4 years	
Amendment Dates:		
SUBJECT:	Banking Services	Policy Type: Finance
Associated Forms and Legislation:	E-transfer Authorization Forms	
Responsible Officer:	Chief Financial Officer	

A. Policy Statement

The Village of Clinton (“the Village”) shall open accounts with financial institutions for banking and investment purposes and institute controls to safeguard its financial assets.

The Village will take advantage of technology in the financial services sector and deploy such tools as online banking and others where use of such facilities is secure and enhance efficiency and cost effective.

B. Purpose

The purpose of this policy is to set Village’s requirements for providing and managing banking services to safeguard custody and use of the Village’s funds.

C. Definitions

Banking Services means bank accounts, electronic funds transfers, wire transfers/payments, guarantees, letters of credit, leases, loans, and other business conducted with the Village’s banking partners.

Cash means cash, cheques, and electronic payments.

Department means any division within the Village organizational structure.

Official Exchange Rate means a mechanism used to convert the price of one country’s currency as expressed in another country’s currency using the Bank of Canada’s closing rate for the day.



Petty Cash means a small amount of ready money used for reimbursing staff for low value Village business expenses.

D. Scope/Applicability

This policy applies to the Village funds and Village banking facilities. The Village employees and elected officials shall comply with this policy. This policy is subject to all applicable laws.

E. Policy

1. Responsibilities

- 1.1. The Village Finance Department has overall responsibility for the management of the Village's banking services.
- 1.2. Investment and borrowing transactions are the responsibility of the Finance Department and shall be in accordance with the Village Investment and Debt Policies.

2. Corporate Bank Accounts

- 2.1. Village bank accounts are corporate accounts. No individual or Village, department, section, or unit apart from Finance Department shall open a bank account on behalf of the Village, or any of its units.
- 2.2. Depositing of the Village funds into accounts not opened by Finance Department is prohibited. Use of the Village funds contrary to this policy is considered misappropriation of funds that may result in disciplinary action up to and including termination of employment or appointment.

3. Receipts and Payments

- 3.1. All funds for the Village shall be processed through an approved Village bank account.
- 3.2. All cash receipts shall be promptly deposited into the Village bank accounts to minimize the risk of theft and other harm and to optimize the use of cash resources. Cash or cheques awaiting deposit and held on site shall be stored in a secure location.
- 3.3. Finance Department shall coordinate the depositing of cash into the Village bank accounts including point of sale debit or credit machines, direct deposits and pre-authorized payments.



- 3.4. It shall be permissible for the Finance Department to issue wire payments, electronic funds transfers, physical cheques, and e-transfers.
- 3.5. For any electronic funds transfers that are being sent to vendors, an authorization form must be completed by the Finance Officer and signed by the Chief Administrative Officer before funds are transferred. After such authorization and transfer of funds, a printed report of the time sent shall be attached to the authorization form.
- 3.6. Finance Department shall facilitate conversion, using the official exchange rates, of all foreign currency transactions to Canadian dollars.
- 3.7. All cheque payments to the Village must be made payable to "The Village of Clinton".
- 3.8. Netting of receipts and payments is prohibited. Receipts and payments shall be processed and deposited separately.

4. Petty Cash and Cash Floats

- 4.1. The Finance Department shall establish proper processes governing the operation and use of petty cash and cash floats throughout the Village.
- 4.2. The Finance Department may, at its discretion, approve and provide petty cash or cash floats to the Village operating units for special events.
- 4.3. Misuse of petty cash or cash floats shall be considered misappropriation of funds that may result in disciplinary action up to and including termination of employment or appointment.

5. Account Signatories

- 5.1. There shall be four approved signatories to the Village's bank accounts as follows:

- 5.1.1. **Three Staff Members:**

- 5.1.1.1. Chief Administrative Officer.
- 5.1.1.2. Chief Financial Officer.
- 5.1.1.3. Another staff member.
- 5.1.1.4. The other staff member in (5.1.1.3) shall sign in the absence of the Chief Administrative Officer and the Chief Financial Officer.

- 5.1.2. **Three Elected Officials:**

- 5.1.2.1. Mayor.
- 5.1.2.2. Two other elected officials.
- 5.1.2.3. One of the other elected officials in (5.1.2.2) shall sign in the absence of the Mayor.

- 5.1.3. All electronic fund disbursements under \$10,000 shall require two staff signors.

- 5.1.4. Electronic Fund Disbursements over \$10,000 and all manual disbursements shall require three signors: two staff members and one elected official.



- 5.2. All bank signors shall be approved by Council resolution.
- 5.3. Online access credentials shall not be shared.
- 5.4. Signors are not permitted to link online access to the Village bank accounts to their personal bank accounts.

6. Online Access, Viewing and Linking of Accounts

- 6.1. The Village will utilize online access provided by banking partners in consideration of security, efficiency, and costs.
- 6.2. Online banking access will only be granted to the Finance department and to the Chief Administrative Officer
- 6.3. Printed bank statements will be made available to Council upon request.

Corporate Officer, Brian Doddridge

Mayor, Roland Stanke



The Corporation of the Village of Clinton
1423 Cariboo Hwy. PO Box 309
Clinton, B.C. V0K 1K0
TELEPHONE: 250-459-2261
FAX: 250-459-2227
Email: admin@village.clinton.bc.ca

E-transfer Authorization Form

For Electronic Transfers under \$10,000

Authorization is hereby given to process an electronic funds transfer to the following vendor:

\$ _____ payable to _____

Authorized by the Chief Administrative Officer: _____
(Name)

_____ **(Signature)**
Date **Time**

Authorized by the Chief Financial Officer: _____
(Name)

_____ **(Signature)**
Date **Time**



The Corporation of the Village of Clinton
1423 Cariboo Hwy. PO Box 309
Clinton, B.C. V0K 1K0
TELEPHONE: 250-459-2261
FAX: 250-459-2227
Email: admin@village.clinton.bc.ca

E-transfer Authorization Form

For Electronic Transfers over \$10,000

Authorization is hereby given to process an electronic funds transfer to the following vendor:

\$ _____ payable to _____

Authorized by the Chief Administrative Officer: _____
(Name)

Date Time (Signature)

Authorized by the Chief Financial Officer: _____
(Name)

Date Time (Signature)

Authorized by the Elected Official: _____
(Name)

Date Time (Signature)

Action items arising from Council Meetings

Date updated: December-3-24

Resolution/Direction to Staff	WHO/DONE
November 2024	
Wildlife Smart Community – <i>Staff to investigate and report on what is all entailed in wildlife smarting Clinton (namely bears)</i>	CAO In progress
New Provincial Cabinet – <i>Direction to Staff: Draft letters to key ministries and shadow ministries about Clinton's concerns</i>	CAO In Progress
Canada Housing Infrastructure Fund – <i>The Village of Clinton issue letters to Whispering Pines Clinton Indian Band and High Bar First Nation informing them of plans to develop Lot 9 and to apply for the Canada Housing Infrastructure Fund.</i>	CAO In progress