



AGENDA

Policy Committee Meeting

Village of Clinton Council Chambers, 1423 Cariboo Highway
February 05, 2025 at 10:00 am

Call to Order

Adoption of Agenda

Administrative Reports

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Correspondence

	None	
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Discussion

Old Business

	Community Assistance Policy – Does this need more work?	
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New Business

	47 Mile Complex Advertising Policy F-02-2012	
	Build Green with Wood Policy G-01-2013	
	Downtown Façade Improvement Policy G-06-2012	
	Suggestions for policies to be discussed at next meeting	

Adjournment



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



THE VILLAGE OF CLINTON

POLICIES & PROCEDURES



FINANCIAL

47 MILE COMPLEX ADVERTISING POLICY

POLICY NUMBER F-2012-02

1. **Purpose**

To establish a policy on allowing Commercial Advertising in the 47 Mile Sports Complex Arena and to determine the procedure, location and fees to allow this advertising.

General Statement

The Village of Clinton has empty space on the east wall of the 47 Mile Sports Complex Arena which would create a great opportunity to create extra revenue for the Village by allowing commercial business to advertise.

2. **Policy**

The only location advertising is to be allowed in the 47 Mile Sports Complex Arena will be on the east wall across from the bleachers.

All agreements will be for a one year term unless otherwise agreed to by Council.

The Village will install all signs.

3. **Signs Details**

The signs must be either 4'x4' or 4'x8' in size and be professionally designed and constructed.

The design and picture of the potential sign must be presented to the Village for approval before being made.

The Village has the right to refuse any advertising signs to be placed in the building.

The Village will not be responsible for any damages to the sign and has the right to remove the sign once it becomes unreadable or payment has not been received.

Should there be any dispute over the decision of the Village on whether a sign is acceptable, the business may meet with Council to plead their case. Council decision will be final.

The Village will not be responsible for the design or manufacturing of any sign. This will be the responsibility of the client.

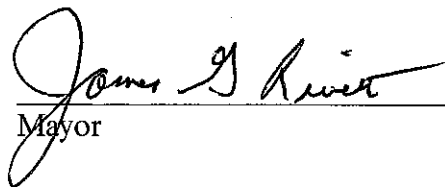
4. Fees and Charges

The fee for placing an ad in the 47 Mile Sports Complex Arena will be set as follows:

4ft. x 4ft. Sign	\$125.00 per year
4ft. x 8ft. Sign	\$200.00 per year

5. Agreements

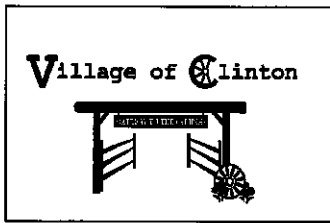
An agreement must be signed by both parties to enable the sign to be installed in the arena. The agreement forms part of this policy as Schedule A.



Mayor



Corporate Officer



THE VILLAGE OF CLINTON

POLICIES & PROCEDURES



GENERAL GOVERNMENT

BUILD GREEN WITH WOOD POLICY

POLICY NUMBER G-2013-01

PREAMBLE

In January 2013 Council received a letter from Wood Works! B.C. requesting the Village of Clinton to officially document their intention to choose structural and architectural wood products for future building projects.

At the regular meeting of February 13, 2013 Council passed the following resolution:

BUILD GREEN WITH WOOD

Whereas: Globally, governments and the private sector alike are increasingly looking for ways to decrease their overall impact on the environment; and

Whereas: The Village of Clinton is already playing a central role by demonstrating environmental and sustainability leadership; and

Whereas: As a significant builder and manager of vertical infrastructure, the Council is in a position to ensure that its portfolio both from a construction and ongoing maintenance perspective are managed in a manner that minimizes negative environmental burdens; and


Whereas: An effective approach to determine a building's environmental impact is to include the overall impact caused by the materials used to construct the building; and

Whereas: Wood building materials have proven to have a substantially lower impact on energy, CO2 emissions, water consumption and air pollution than other common building materials;

Therefore: The Village of Clinton resolves to consider the complete environmental impact profile of all new building projects, including:

1. Assessing the direct and indirect environmental impacts of the materials used in the construction/renovation; and
2. Employing recognized life cycle assessment tools and methodologies to make quantitative material comparisons; and
3. Always considering the use of structural and architectural wood materials for construction/renovation.

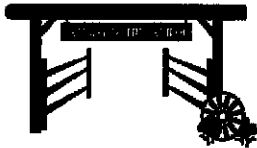
Resolution to adopt the amended policy passed at Regular Meeting of Council on February 13, 2013.



Mayor



Corporate Officer



POLICY

GG09-06

Department:	GENERAL GOVERNMENT	
Title:	Downtown Façade Improvement Grant	
Purpose of Policy:	To establish a policy regarding downtown revitalization	
Approved: April 12, 2006	Revised: Dec 13/06	*

GENERAL STATEMENT:

The Village of Clinton seeks to provide a financial incentive for the improvement of facades on existing commercial/business buildings. The improvements are intended for the enhancements of buildings as well as to promote economic growth and investment and to upgrade the main street desirability and long-term viability by establishing the Western Heritage Theme in the downtown core. The benefits are not only for property owners, but also to the downtown visitors, tenants, residents and community as a whole. The improvements will also encourage community pride to attract new investment and businesses to the community.

PROCEDURE:

1. Application Criteria:

- a) Design Requirements: The façade improvement grant provides financial assistance for exterior building changes that follow the design guidelines identified as a “Western Heritage” theme in the *Village of Clinton Building Design Guidelines (1991)* which are supported by the Clinton Official Community Plan. If the design of the building does not adhere to these guidelines, proposed façade improvements must clearly be seen to be “western” in nature (ex. log buildings are not addressed in the *Design Guidelines* but are intrinsic to the western lifestyle).
- b) Any work done on the project prior to approval by Council is not eligible for funding.
- c) Only permanent façade improvements will be funded.
- d) Applicants must provide Council with a written description of their proposed façade improvement supported by a minimum of one quotation and preferably three for their project. Applications must also contain a proposed timeline for the project.

2. Grant Compliance: The following conditions will be required upon approval of the grant application:

- a) For existing buildings, the façade work shall be started within 30 days of issuance of the development or building permit if applicable, or if no permit is required, within 30 days of notice of Council approval. The work shall be complete within 180 days of permit issuance or notice.
- b) In accepting the grant, the business owner will agree to provide the Village (within 90 days of completion of the project) with accounting of how the funds were used.
- c) The Village of Clinton will be acknowledged as a sponsor of the project.

- d) Work must be of good quality, meet the appropriate building and fire codes or approved equivalent, comply with existing laws, be conducted in accordance with a valid building permit (if applicable) and pass Village of Clinton inspections.
 - e) Work is subject to inspections. If it is determined the work fails to adhere to the guidelines, the award of the grant, in whole or in part, may be rescinded.
 - f) Reimbursement is provided at project completion following substantiating detail of the value of the completed work.
- 3. Grant Determination and Application:** The Village of Clinton may provide a grant each year to be divided between applicants, which have been submitted by January 31st each year to qualify.

If there is more than one applicant, Council may choose the following method to divide the funds: Obtain the actual lineal feet and approximate costs of the improvements for up to three applicant projects and then divide up the funds to each project in the following manner:

Example: Out of the original \$5000.00, the following breakdown would be done.

- a) \$3,000.00 divided by the total lineal feet of frontage

Project #1	36 LF	\$1317.00
Project #2	24 LF	\$ 878.00
Project #3	22 LF	<u>\$ 805.00</u>
		\$3,000.00

- b) \$1,000.00 divided by the total lineal feet of side or secondary

Project #1	24 LF	\$ 428.00
Project #2	16 LF	\$ 286.00
Project #3	16 LF	<u>\$ 286.00</u>
		\$1,000.00

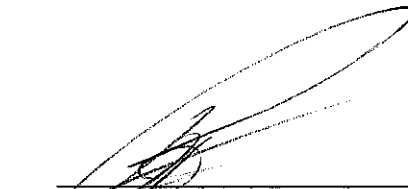
- c) \$1,000.00 divided as a % of gross repair expense

Project #1	\$ 9,000	60%	\$ 600.00
Project #2	\$ 3,000	60%	\$ 200.00
Project #3	\$ 3,000	60%	<u>\$ 200.00</u>
			\$1,000.00

This would provide Project #1 - \$2,345, Project #2 - \$1,364, Project #3 - \$1,291 = \$5,000.



 Administrator



 Mayor