



## AGENDA

### Regular Meeting of Council

Village of Clinton Council Chambers, 1423 Cariboo Highway  
Wednesday, February 26, 2024 at 6:30 pm

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**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 Regular Meeting of Council dated February 12, 2025	Page 4
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#### **Delegations**

	None	
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#### **Question Period**

## Correspondence and Reading File

<b>Action</b>	Curling Club – Letter requesting support for making the recreation facilities more sustainable and grant applications.	<b>Page 8</b>
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<b>Information</b>	None	
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<b>Reading File</b>	February 7, 2025 to February 20, 2025 – For information	<b>Page 9</b>
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## Administrative Reports

CAO	Development Variance Permit Report and Application – For decision	<b>Page 10</b>
	Flood Mitigation Plan and Floodplain Mapping Report – for approval	<b>Page 17</b>
	Tennis Court Location Report – For Consideration	<b>Page 18</b>
CFO	None	
CDC	None	
Public Works	None	
Fire Department	None	
FireSmart Coordinator	None	
Bylaw Officer	None	
Committees	Accessibility Committee Minutes dated January 16, 2025 – For information.	<b>Page 20</b>

## Bylaws/Policies

	Policy Committee Minutes dated Feb 5, 2025 (not approved) – for information.	<b>Page 22</b>
	Policy Committee Minutes dated May 28, 2024 – For information	<b>Page 24</b>
	Policy Committee Recommendations and Attachments	<b>Page 26</b>

## Council Reports

Mayor Stanke	Council Report – Written	<b>Page 31</b>
Councillor Burrage	Council Report – Verbal	
Councillor Kosovic	Council Report - LOA	
Councillor Park	Council Report - Verbal	
Councillor Schapansky	Council Report - Verbal	

**New Business**

Mayor Stanke –Notice of Motion:

***“To initiate research of the planning process under the LGA to establish a Community Heritage Registry to establish a heritage conservation bylaw for buildings and historical sites.”***

**List of Outstanding Council Previous Action Items**

	Current List of Motions	Page 33
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**Calendar of Events**

Mar 06 – Public Emergency Management Session @ Memorial Hall 6-8 pm

Mar 12 – Daffodil Tea – Memorial Hall 1:30 pm to 3:00 pm

Apr 11 – Red Dirt Skinners Concert @ Memorial Hall 7pm

Apr 24 – Museum Spaghetti Dinner @ Memorial Hall

Apr 27 - Seedy Sunday @ Memorial Hall 10 am to 2 pm

**March 1 to April 30, 2025** - Free income tax preparation for seniors, students, and people with a modest income and a simple tax situation. By appointment only. Call or email to book an appointment or to find out where to drop off your forms.

**Yvette May** – Cell 1-250-212-5506

Email – [yvettermay@gmail.com](mailto:yvettermay@gmail.com)

**John White** – phone 250-459-2680

Cell – 1-250-377-5848

Email – [jewwhite2680@gmail.com](mailto:jewwhite2680@gmail.com)

**Notice to Proceed to In-Camera**

- Motion to proceed to Closed Meeting as per Section 90.1 (a) of the Community Charter at 7:15 pm.

**Re-call Regular Meeting**

**Adjournment**



**MINUTES**

**Regular Meeting of Council**

Clinton Council Chambers, 1423 Cariboo Highway  
Wednesday, February 12, 2025 at 6:30 pm

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

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**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**

Meeting called to order at 6:34 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

**R013-25 That Council approves the amended Agenda dated February 12, 2025, to include Councillor Schapansky's report. CARRIED**

**Adoption of the Minutes**

Moved and Seconded

**R014-25 That the Minutes of the Special Meeting of Council dated January 20, 2025, be adopted. CARRIED**

Moved and Seconded

**R015-25 That the Minutes of the Committee of the Whole Meeting dated January 20, 2025, be adopted. CARRIED**

Moved and Seconded

**R016-25 That the Minutes of the Regular Meeting of Council dated January 22, 2025, be adopted. CARRIED**

**Delegation**

None

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

Q. Is the tourism motif old fashioned or western?

A. The guidelines are in the Official Community Plan (OCP) and comments are being received for the OCP update project.

**Action Items**

High Bar First Nation Letter to CAO re: Lot 9 Archaeological Study  
Moved and Seconded

R017-25 **THAT, Council gratefully accepts High Bar's offer of an archaeological overview assessment (AOA).** **CARRIED**

**Information**

None

**Reading File**

Received for Information.

**Administrative Reports**

**CAO**

Tourism Plan  
Moved and Seconded

R018-25 **THAT, Council adopts the Tourism Plan.** **CARRIED**

Councillor Burrage mentioned that the school should be added to the asset list.  
Council suggested stats be updated to post correct numbers when they become available.

**Chief Financial Officer**

None

**Community Development Coordinator**

None

**Public Works**

None

**Fire Department**

None

**FiresSmart Coordinator**

None

**Bylaw Officer**

None

**Committees**

Accessibility Committee – Minutes from the meeting dated August 23, 2024 – For information.  
Received for information as presented.

Accessibility Committee Recommendation to Council  
Moved and seconded

**R018-25 THAT, Council issues a letter in support of CCCTA’s Accessible Adventures Program and recommend it to the Regular Meeting of Council. CARRIED**

**Bylaws/Policies**

None

**Council Reports**

**Mayor Stanke – Written**

Received for information as presented.

**Councillor Burrage – Verbal**

Attended the Friends of Hat Creek meeting.  
Attended the Communities in Bloom meeting.  
Received for information as presented.

**Councillor Kosovic – LOA**

No report.

**Councillor Park – Verbal**

Attended the PAC Meeting.  
Upcoming meetings – Transit Meeting.  
Received for information as presented.

**Councillor Schapansky – Written**

Received for information as presented.

**New Business**

None

**List of Outstanding Council Previous Action Items**

Received for information.

**Calendar of Events**

Feb 13 – Village office closed for staff training event

Mar 06 – Public Emergency Management Session @ Memorial Hall 6-8 pm

Mar 12 – Daffodil Tea – Memorial Hall 1:30 pm to 3:00 pm

Apr 11 – Red Dirt Skinners Concert @ Memorial Hall 7pm

Apr 24 – Museum Spaghetti Dinner @ Memorial Hall

Apr 27 - Seedy Sunday @ Memorial Hall 10 am to 2 pm

**Notice to Proceed to Closed Meeting**

Moved and Seconded

**R019-25 Motion to proceed to Closed Meeting as per Section 90.1 (a) & (k) of the Community Charter at 7:15 pm. CARRIED**

**Adjournment**

Moved and Seconded

**R020-25 That the Regular Meeting of Council be adjourned at 8:13 pm. CARRIED**

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MAYOR

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CORPORATE OFFICER

Village of Clinton Council

The Clinton Curling Club has been researching options that would help to make our winter recreation facilities (curling and arena) more sustainable in the future.

We would like to have your support for this initiative. We will be applying for various grants from BC Hydro, Northern Development Initiative, BC Gaming and Community Forests for funding the project.

We would like your assistance with BC Hydro since anything coming from them may come to you as a rebate since you are the account holder. Also your help with navigating the grant application with Northern Development Initiative would be helpful.

We have received information on Hack-Hack and Goal-Goal surface liners that would;

- Lower hydro costs – the ice will be less than half the thickness it currently is allowing us to start using it sooner and reducing the amount hydro needed to maintain the ice surface, as per the engineers report, due to increased brine temperature required

- Currently the paint being used acts as an insulator

- Less water will be required with thinner ice

- The ice plant will not have to work as hard to maintain the ice temperature

- We will have better control over the ice surface and there will be no paint migrating to the surface through the ice, which it does now, providing a better product

- Our annual ice painting cost will be eliminated

- Start up will no longer be dependant on the ice painters schedule

- The amount of labour required to get the ice ready for use will be reduced

- The paint will no longer be washed out into the environment and the labour required to take the ice out in the spring will be reduced

I hope this helps you

Thank you again

Gil Kurtz  
Director  
Clinton Curling Club







## Staff Report to Council Open Meeting

**Date: February 26, 2025**

**From: CAO**

**Subject: 1521 Cariboo Hwy Development Variance Permit**

**Attachments:**

Development Variance Permit Application

**Recommendations:**

**THAT Council direct Staff to refer the application to all relevant agencies and departments and prepare a technical report on the Development Variance Application for 1521 Cariboo Hwy 97.**

**Background:**

Persons wishing to bypass restrictions in the Village's Zoning Bylaw may apply for a Development Variance Permit if the proposed variance does not alter use or density of the property.

This application is being brought forward to Council for preliminary review. If Council grants conceptual support for the proposal, Staff will prepare a technical report on the implications of the variance, and refer the application to various other agencies (Fire Dept, MOTT, etc) whose comments will form part of the report. Council will then consider the application in light of the report at a future meeting and may either:

- A. Authorize staff to draft a permit and to notify the public of Council's intention to issue the permit;
- B. Request additional information or changes from the applicant; or
- C. Deny the application if it is unacceptable

If approved, a notice will be sent to all adjacent property owners notifying them of the proposed variance.

All comments received will be forwarded to Council again, at which point Council may:

- A. Issue a Development Variance Permit by resolution;
- B. Request additional information or changes from the applicant; or
- C. Refuse to issue the development Variance Permit.

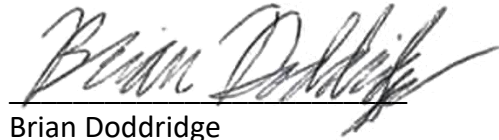
The attached application is for a request to vary the requirement to provide paved, off-street parking at 1521 Cariboo Hwy. The applicant has applied for a business license to use the property for a restaurant in conjunction with residential use which is permitted under the C1 zone. The zoning bylaw requires 6 standard (10'x25') paved off-street parking spaces for the 18

restaurant seats the applicant has proposed. The applicant is requesting to vary the number of required off-street parking spaces to 0.

Council's role in the application process is to determine if the applicant's reasoning justifies an exemption to the parking requirements under the Zoning Bylaw.

**Financial Impacts:**

The application fee of \$100 has been paid.



Brian Doddridge  
Chief Administrative Officer

CFO Initial 

**VILLAGE OF CLINTON  
DEVELOPMENT PROCEDURES BYLAW NO. 510, 2014**

**SCHEDULE "B"**

**APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT**

I/We hereby make application for a Development Variance Permit.

1. Name of Applicant(s): MARIA KOSOVIC
2. Address: 1521 CARIBOO HWY 97 Folio # \_\_\_\_\_  
778 893 3175
3. Telephone Number: Business: \_\_\_\_\_ Residence: \_\_\_\_\_
4. Name of Owner(s): \_\_\_\_\_  
(If different from Applicant)
5. Address: \_\_\_\_\_
6. Legal Description of Property: PID: 012-808-121 - LOT 37,  
PART E1/2, Lillooet Land District CLINTON TOWNSHIP
7. Street Address of Property: 1521 CARIBOO HWY 97 CLINTON BC
8. Existing Use of Subject Property: COMMERCIAL / RESIDENTIAL
9. Existing Use of Adjacent Property: North: RESIDENTIAL  
South: RESIDENTIAL  
East: PUBLIC USE "ROBERTSON SQUARE"  
West: PUBLIC USE / PUBLIC WASHROOMS / COMMUNITY GARDENS
10. Official Community Plan Map Designation: ~~E1/2 ST EAST~~ Commercial
11. Present Zoning: CL

12. The Development Variance(s) requested vary the provisions of the following Village Bylaws:

Village Bylaw	Variance Requested	Applicable Sections
Zoning	<u>CL</u>	<u>PARKING</u>
Subdivision Control and Servicing	_____	_____

13. Detailed Description of Permit:

Attach two (2) Site Plans. Site plan should illustrate legal information, setbacks, parking, access, outer perimeter of buildings and structures, topographic features, water courses, proposed elevations, cross sections or relevant detail drawings.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. The following items are attached:

- Application Fee of \$ 100 .00
- Current, date stamped State of Title Certificate
- Letter of Consent from the Owner (if the Applicant is not the Owner)

**I/WE HEREBY DECLARE THAT THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN THE MATERIAL SUBMITTED IN SUPPORT OF THIS APPLICATION ARE TO THE BEST OF MY/OUR BELIEF TRUE AND CORRECT IN ALL RESPECTS.**

Dated this 30 day of January, 2025

MARIA KOSOVIC  
Print Name of Applicant

 KOSOVIC, Maria  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

NOTES:

1. The Local Government Act states that a development permit shall not vary:
  - a. The use or density of land from that specified in the Bylaw; or
  - b. The flood plain specification
2. Prior to the issuance of a Development Permit, the Village may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.

Maria Kosovic  
1521 Cariboo Hwy 97  
Clinton, BC. V0K 1K0  
mariakosovic@gmail.com  
30th January, 2025.

Council of the Village of Clinton  
Village Office  
1423 Cariboo Hwy 97  
Clinton, BC V0K 1K0

**Re: Development Variance Permit Request to Address Parking Requirements**

Dear Mayor and Council,

I am writing to formally request a development variance permit to address the parking requirements associated with our business expansion. Under the current zoning bylaw, we are required to create six additional parking stalls. However, fulfilling this requirement within the constraints of our property would significantly limit our ability to expand and enhance our services.

Our business will play an important role in the community, providing access to essential public amenities such as the **public washroom and the community garden**. We remain committed to maintaining convenient access to these resources during our operating hours, ensuring they continue to serve the broader public.

Additionally, we believe that the existing **street parking in front of the public washroom and the gravel parking lot behind Robertson Square** provide sufficient parking options to accommodate the needs of both the village and our business. This existing availability helps ensure that granting the variance will not negatively impact public accessibility or parking congestion.

This variance would allow us to:

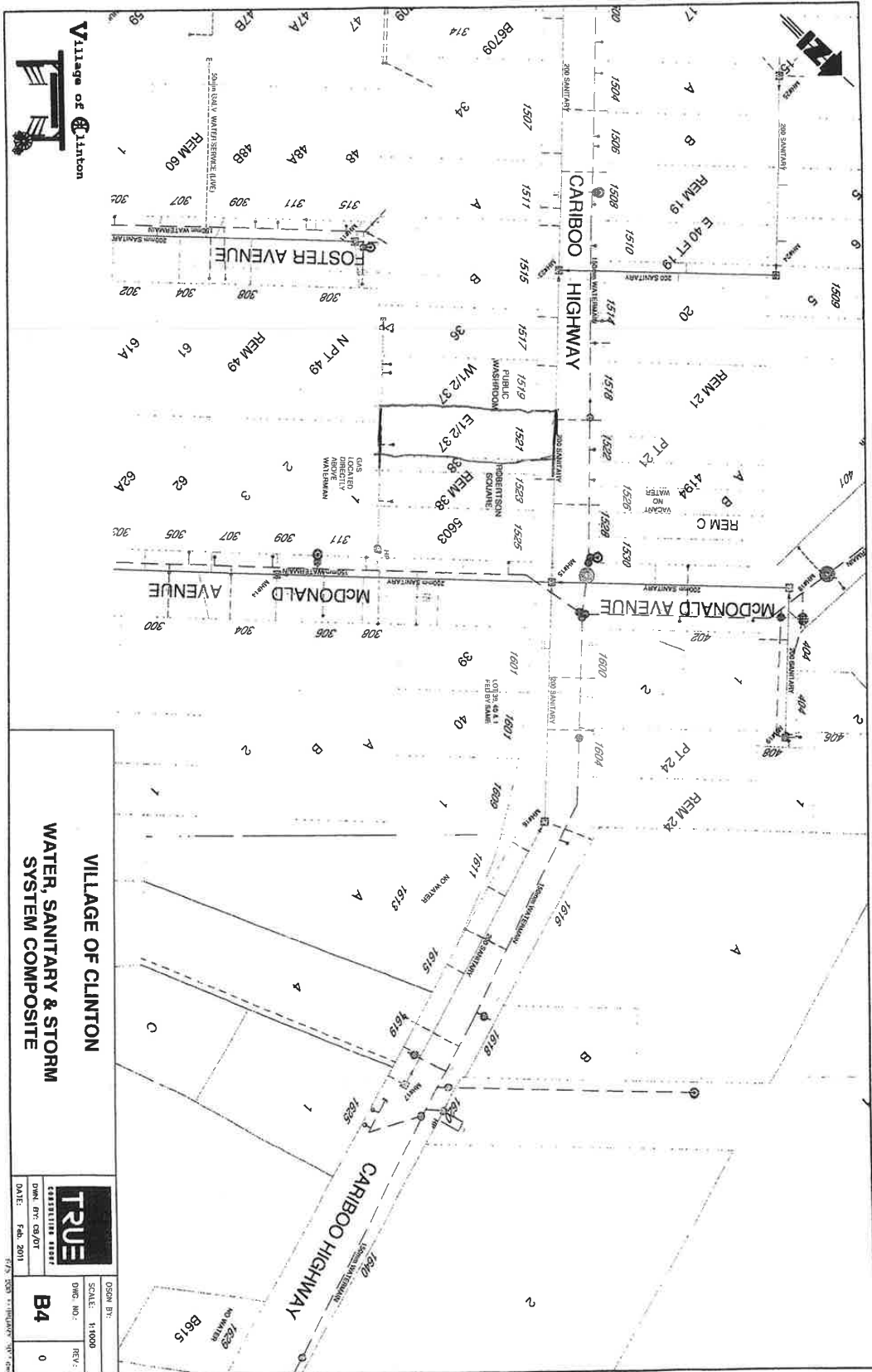
- **Optimize available space within our property** to accommodate as much parking as possible while balancing operational needs.
- **Ensure the long-term sustainability of our business**, allowing us to continue contributing to the local economy.
- **Support a thriving community environment** by enabling us to better serve residents and visitors.

We appreciate the Council's consideration of this request and welcome any opportunity to discuss how this variance can support both our business and the Village of Clinton. Please do not hesitate to reach out with any questions or further requirements.

Sincerely,

Maria Kosovic

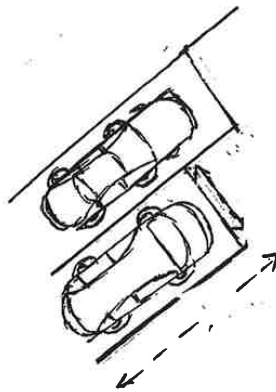
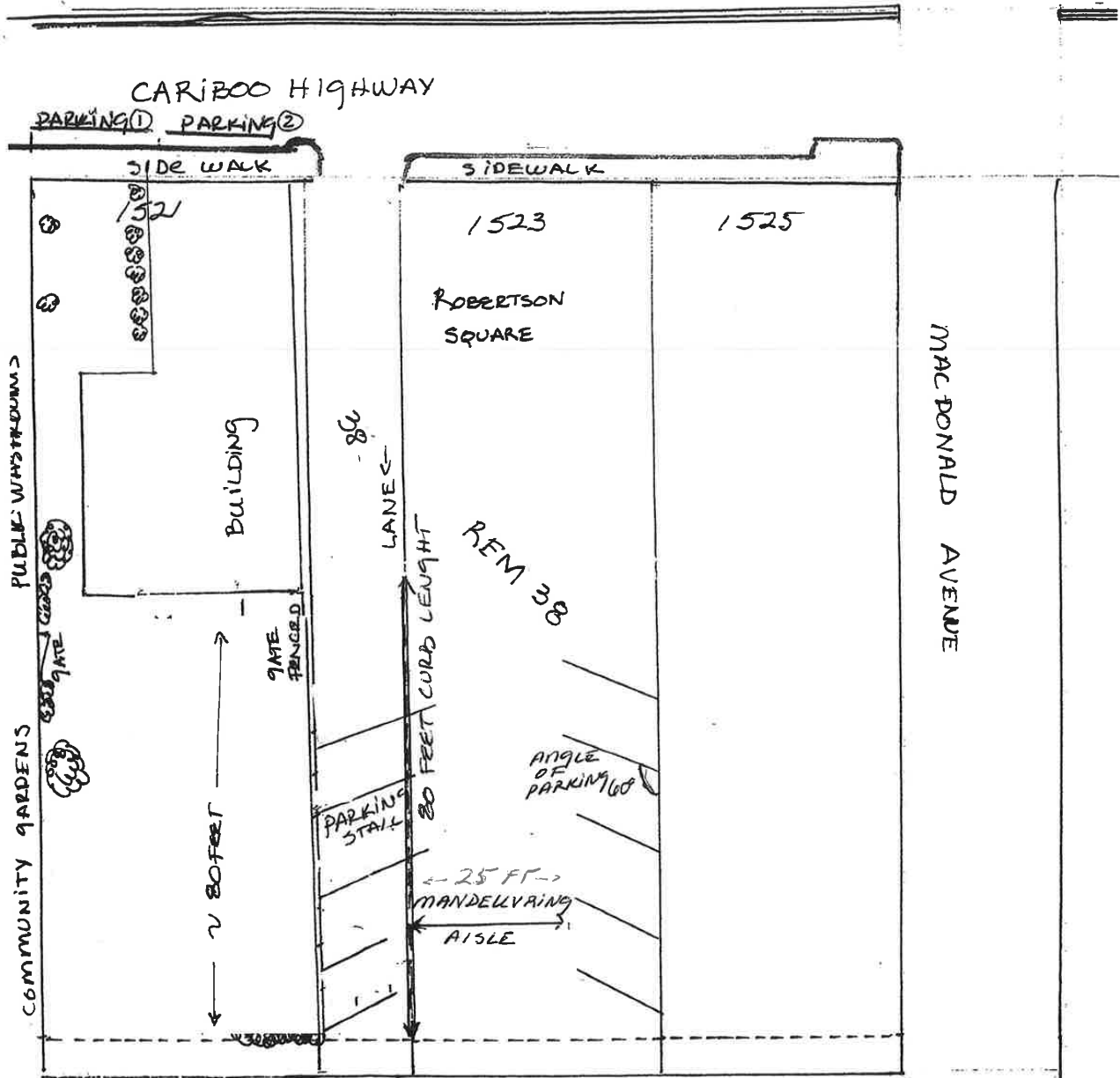
Stagecoach Cafe - Family Restaurant



**VILLAGE OF CLINTON  
WATER, SANITARY & STORM  
SYSTEM COMPOSITE**

**TRUE**  
CONSULTING SERVICES  
DATE: Feb. 2011

DESIGN BY: SCALE: 1:1000  
DWG. NO.: B4 REV: 0



STANDARD  
PARKING SIZE  
3.9m (13 FT) WIDTH x 7.5 m (25 FT) LENGTH  
@ 60° ANGLE.



VILLAGE OF CLINTON  
PARKING PLAN  
1521 CARIBOO HWY 97  
2 STREET PARALLEL PARKING STALLS  
6 BACK PROPERTY 60° ANGLE PARKING





## Staff Report to Council Open Meeting

**Date: February 26, 2025**

**From: CAO**

**Subject: Flood Mitigation Plan**

**Attachments:**

[Village of Clinton Flood Mitigation Plan & Floodplain Mapping Report](#)

**Recommendations:**

THAT Council adopt the Village of Clinton Flood Mitigation Plan and Floodplain Mapping Report

**Background:**

In 2023, the Village of Clinton received a Community Emergency Preparedness Fund Grant through UBCM to prepare a Flood Mitigation Plan and associated mapping to inform the Village's Emergency planning and infrastructure planning. While a flood is not the first emergency that comes to mind for Clinton, the report brings to the Village's attention the potentially dangerous implications of not planning for the eventuality of a flood or dam break.

The plan is extensive and provides much technical information about the Village's susceptibility to flooding. While much of this information is useful to plan for future projects and emergency planning, the aspects of the plan that are most important for Council to review from an executive perspective are the mapped areas and the project summary. The maps on pages 13-16 indicate the extent of stream and culvert overflow in the event of a 200 year flood.

Section 4 (pg. 21) introduces some of the structural and non-structural methods for mitigating the effects of flooding. Section 5.2 (pg. 38) introduces the Projects Summary which includes the recommendations made by the consultant.

**Financial Impacts:**

This project was 100% grant-funded. Grants remain available for the initiatives listed in the Project Summary.

Brian Doddridge  
Chief Administrative Officer

CFO Initial

Public Works Foreman Initial



## Staff Report to Council Open Meeting

**Date:** February 26, 2025

**From:** CAO

**Subject:** Tennis Court Location

**Attachments:**

None

**Recommendations:**

For Consideration.

**Background:**

At the January 22<sup>nd</sup> meeting, Council resolved to move forward with an application to NDIT for partial funding to develop a new multi-use court and highlighted Reg Conn Park as the preferred location. Staff performed some preliminary research, including a site visit and taking measurements and determined that there are no locations within Reg Conn Park that would be suitable for a court complex without either significant cost increases or negative impact to the park's current use. The following are the main factors to consider:

**Riparian Area:** Any development within 30m of the high water mark of a stream is subject to the Riparian Areas Protection Regulation (indicated in red on the map). This would require extra permitting and potentially mitigation work to be completed by an environmental consultant and would add significant cost to the project.

**Flooding:** The area in blue is the approximate location of annual flooding in the park and would not be suitable for development.

**Underground Infrastructure:** The area on the map marked with yellow indicates the location of underground infrastructure. The line across the North side of the park is a sewer line, and across the East side is a stormwater pipe. These pipes limit construction on the Northeast corner of the park and mean that a court would need to be built closer to the centre of the field. Location 1 is also the site of an underground irrigation network.

**Space Constraints:** As mentioned above, location 1 would be closer to the centre of the field to avoid the sewer and stormwater systems. This would not allow enough space for a court of the current size. A smaller court would still significantly hamper the ability to use the park for field sports and would likely require the removal of trees at the East end of the park. Similarly, location 2 will not allow a court of the current size, unless the path were removed. A smaller court would block the current road access to the park and the bandshell, and significantly impact the aesthetic appeal of the park. Location 2 also lacks adequate parking space.

Staff also considered the option to build the court at the site of the current laneway between Reg Conn Park and the existing courts. This option is not feasible as there is a Fortis BC Gas line under the alleyway and the width required for the court would position it over the sewer line in the park. It would also require the removal of the trees at the Northeast corner of the park.



In summary, there is no readily apparent solution for developing a court in Reg Conn Park. Though Staff considered locations 1 and 2, in each case space does not permit a court of the current size and the use of the park would be severely impacted.

Remaining options for the courts include replacing them in their current location, reconsidering the use of Elliott Park, or postponing the project to a time alternate arrangements can be considered.

**Financial Impacts:**

Administration is in the process of developing a more accurate project cost using 2025 estimates.

Brian Doddridge  
Chief Administrative Officer

CFO Initial



## CLINTON ACCESSIBILITY COMMITTEE

### Minutes

January 16, 2025

Council Chambers (1423 Cariboo Hwy)

Members Present:

Councillor D. Park  
M. Painter  
C. Boscott

R. Armit  
Y. May  
B. Doddridge, CAO

**Meeting Called to order at 6:01 PM**

**1. Approval of the Agenda**

THAT the Agenda for the August 23<sup>rd</sup> meeting of the Clinton Accessibility Committee be Approved.

**Carried**

**2. Appointment of Chair**

Mr. Richard Armit was nominated and let his name stand. With no other nominations he was acclaimed as Chair for 2025. CAO Doddridge chaired the remainder of the meeting.

**3. Adoption of the Minutes**

THAT the minutes of the August 23, 2024 meeting of the Clinton Accessibility Committee be adopted.

**Carried**

**4. Correspondence**

Request for letter of Support – CCCTA Accessibility Project  
The committee expressed support for the initiative.

THAT the Clinton Accessibility Committee endorse the support of CCCTA's Accessible Adventures Program and recommend it to the regular meeting of Council.

**Carried**

**5. Accessibility Plan – Second Draft**

CAO Doddridge explained that the plan is a strategic, not an operational document so feedback will be incorporated at a high level. The committee expressed general approval of the draft plan.

The committee agreed that the Chair and CAO will draft a message from the committee and circulate it via email.

**6. Public Consultation**

For public consultation, the Committee recommended both a mailout with a survey and an in-person presentation with an option to join remotely.

**7. New Business/Comments on Village programs and services**

The CAO explained that this is an opportunity to comment on the accessibility of existing Village service offerings and programs. Ms. Painter suggested a registry for persons with mobility issues to use in the event of an evacuation. CAO Doddridge announced that this is already underway. The issue of sheer ice in front of the library was also mentioned. The CAO said this will be forwarded to public works, and Councillor Park encouraged Ms. Painter to speak to the TNRD about the issue.

**8. Schedule next meeting**

The committee will next meet informally at the public engagement session. There will be another meeting once public engagement has been incorporated into the plan.

**9. Adjournment**

Meeting adjourned at 6:23 PM



## **AGENDA**

### **Policy Committee Meeting**

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

#### Attendance:

##### **Members**

Mayor Stanke  
Councillor Schapansky  
CAO Doddridge

##### **Non-Members**

CFO McKague

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##### **Call to Order**

CAO Doddridge called the meeting to order at 10:03 AM

##### **Adoption of Agenda**

THAT the agenda be adopted with the addition of the May 28, 2024 minutes before Administrative Reports

**Carried**

##### **Approval of the Minutes**

THAT The Policy Committee approve the minutes of the May 28, 2024 Policy Committee.

**Carried**

##### **Administrative Reports**

None

##### **Correspondence**

None

##### **Discussion**

##### **Old Business**

##### **Community Assistance Policy**

The committee discussed that the issues with the 2025 Grant-in-Aid process were mostly that applications were sub-par. They discussed giving more time for applications, streamlining the application process, introducing more stringent reporting requirements and recognition of Village Contribution. The committee did not see a need to change the policy, just to change how it is applied.

##### **New Business**

##### **47 Mile Complex Advertising Policy F-02-2012**

The committee agreed to table this discussion to a time when arena usership can be increased.

**Build Green with Wood Policy G-01-2013**

The Policy Committee considered whether this policy remains important, and discussed possible changes.

THAT the Policy Committee recommend to Council to update the Build Green with Wood Policy G-2013-01 in light of FireSmart building materials

**Carried**

**Downtown Façade Improvement Policy G-06-2012**

The Committee agreed that this policy is no longer relevant and recommended to Council that it be repealed.

**Suggestions for policies to be discussed at next meeting**

The committee suggested Public Works Foreman Hansen be invited to the next meeting and to review the following policies:

- Travel and Training
- Sidewalk Inspection and Maintenance
- Winter Snow and Ice Control

**Adjournment**

The meeting was adjourned at 11:03 PM



## Minutes

### Policy Committee Meeting

Village of Clinton Council Chambers, 1423 Cariboo Highway

Tuesday, May 28, 2024 at 5:30 pm

In attendance:

Committee Members – Councillor Schapansky and CAO Doddridge

Others – CFO McKague

**Call to Order**

Meeting was called to order at 5:33 PM

**Adoption of Agenda**

**Administrative Reports**

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**Correspondence**

	None	
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**Discussion**

	Designating a Chair	
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CAO Doddridge chaired the meeting. Will re-assess choice of Chair when additional Councillor appointed to the committee.

	Review of Community Assistance Policy	
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The committee discussed the following:

Requirement for society registration – Next draft of the policy will not require society status, but will require financial statements, a list of event transactions from a previous year, or in the case of a new event, a detailed project budget.

Poppy Fund Exclusion – Councillor Schapansky questioned whether the policy should have exclusions.

Requirement for Audited Statements – an audit is not necessary

Requirement to show fundraising and financial need, and attend Spirit of Clinton – The next draft of the policy will list these as factors that Council will consider, rather than requirements.

The CAO will prepare a draft for the next meeting

	Review of Travel and Training Policy	
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The committee discussed that the next draft of the policy will not include a daily per-diem, or incidentals, but that the “outside the TNRD” rate would be the only eligible claim, outside of reimbursement for actual expenses.

Other changes to the expense form were discussed for the purpose of simplification.

The CAO and CFO will prepare a draft policy for the next meeting

	Community Suggestions Policy (CAO to provide verbal report)	
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The Committee considered the possible benefits to a suggestion policy, which would dictate how the village is to handle suggestions from the public. The committee agreed that a better solution is to have an internal procedure that acknowledges comments and suggestions and responds appropriately, but that no policy is needed at this time.

	Suggestions for policies to be discussed at next meeting	
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At the next meeting, the committee will review the next draft of the Travel and Community Assistance Policies, and will review all policies from 2012 and 2013.

**Adjournment**

Meeting was adjourned at 7:20 PM

  
\_\_\_\_\_  
Brian Doddridge, Corporate Officer



## Policy Committee Recommendation to Council

**Date: February 26, 2025**

**From: Policy Committee**

**Subject: Recommendation to Revisit Build Green with Wood Policy and Repeal Façade Improvement Policy**

**Attachments:**

Build Green with Wood Policy G-2013-01  
Downtown Façade Improvement Policy

**Recommendations:**

THAT Council direct staff to draft a policy to replace the Build Green with Wood Policy which includes FireSmart best practices.

AND

THAT Council Repeal Downtown Façade Improvement Policy G-06-2012

**Background:**

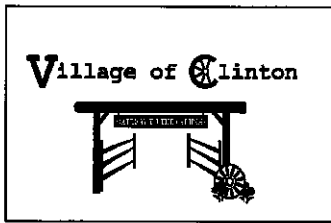
At their February 5<sup>th</sup> meeting, the Policy Committee passed the following recommendation to Council:

**THAT the Policy Committee recommend to Council to update the Build Green with Wood Policy G-2013-01 in light of FireSmart building materials.**

The Committee also highlighted that the Downtown Façade Improvement Program is no longer relevant, as it guided a Village-run program that has been replaced with NDIT's Business Façade Improvement Program. The policy should be repealed.

The Committee thanks Council for your attention to this matter.

Brian Doddridge  
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;

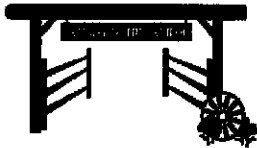
**Therefore:** The Village of Clinton resolves to consider the complete environmental impact profile of all new building projects, including:

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 31<sup>st</sup> 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
 

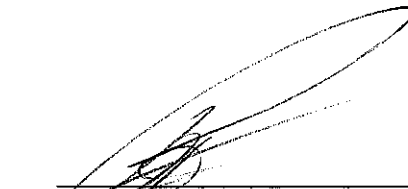
Project #1	36 LF	\$1317.00
Project #2	24 LF	\$ 878.00
Project #3	22 LF	<u>\$ 805.00</u>
		<b>\$3,000.00</b>
  
- b) \$1,000.00 divided by the total lineal feet of side or secondary
 

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

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

  
 Administrator

  
 Mayor



# Council Report

Jan 28 2025

To: Council & CAO  
From: **ROLAND STANKE, MAYOR**

Subject: Council Report from

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**Portfolio\Working Groups Update:**

- A. Community & Government Liaison:
- B. Emergency Planning
- C. TNRD -Director

**Meetings Attended:** February 11 attended the Stantec presentation of the OCP and Zoning bylaw to the public for input. There was a bit of Cart and Horse discussion in that some members wanted to see the vision before input was sought. The process was a bit confusing for some members of the public but Stantec presenters handled the situation well and we're moving forward with input from the public.

February 18: attended the Villa AGM in council chambers.

No change in the executive. President, Jim Thompson, Vice president, Jim Johnson and Sec/treas Lillian Crossman.

Financial reports were presented and accepted, discussion was around the large tree in front that is being used for Christmas lights in light of a fence being erected constraining parking and emergency access to the villa. The 50-year CMHC mortgage is in the final years, concern rose with the Zoning bylaw update that it will reflect on their insurance if a fire were to occur. Heat pumps that were installed were not a good fit as they are constantly breaking down and are a high maintenance issue. Discussion also included the high cost of W/S, in that all units are single occupancy at a cost of \$920.00 each. They were wondering if the other seniors facility is being charged the same for each unit.

On the plus; all units have been at 100% occupancy for the past 6 years thanks to the housing shortage. They are also planning a cement walkway on the other side going to the highway for emergency access to that side of the building.

**OTHER Activities:**

**Planned Activities:**



## Council Report

**New Business: Introduce a notice of motion:** “ to initiate research of the planning process under the LGA to establish a community heritage registry and to establish a heritage conservation bylaw for buildings and historical sites. ”

This would be introduced as part of the OCP and Zoning bylaw to protect and help shape the future development and vision for the village of Clinton.

Currently the Museum and the Cairn are the only recognized heritage items in the village, these are designated but not protected by bylaws. As well there are numerous heritage sites and buildings in the community that would fall under this umbrella. While this recognition acknowledges its significance and heritage value locally its would also provide inclusion on the BC registry and the Canadian registry.

**Financial Implications:**

Respectfully submitted,

Roland Stanke



## Action items arising from Council Meetings

Date updated: February-19-25

Resolution/Direction to Staff	WHO/DONE
February 2025	
<b>Wildlife Smart Community</b> – <i>Staff to investigate and report on what is all entailed in wildlife smarting Clinton (namely bears)</i>	CAO In Progress
<b>Basketball Refurbishment Report</b> – <i>Direction to staff: to prepare a report to Council on the feasibility of developing a multi-use court at Reg Conn Park.</i>	CAO Complete
<b>Accessibility Committee</b> – <i>Council to issue a letter in support of CCCTA’s Accessible Adventures Program and recommend it to the Regular Meeting of Council.</i>	CAO In Progress