



AGENDA

Policy Review Committee Meeting

Village of Clinton Council Chambers, 1423 Cariboo Highway

November 28, 2025 at 10:30 AM

Call to Order

Adoption of Agenda

Adoption of the Minutes

	Minutes of the Policy Committee Meeting dated April 16, 2025.	
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Administrative Reports

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Correspondence

	None	
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Discussion

Old Business

	Outstanding: LED Sign Policy Updates	
	Outstanding: Staff Volunteering Policy Draft	

New Business

	Travel Policy	
	Sidewalk Inspection and Maintenance Policy	
	Winter Snow and Ice Control Policy	
	Suggestions for policies to be discussed at next meeting	

Adjournment



AGENDA

Policy Committee Meeting

Village of Clinton Council Chambers, 1423 Cariboo Highway
April 16, 2025 at 9:00 am

Attendance:

Members

Mayor Stanke
Councillor Schapansky
CAO Doddridge

Non-Members

CFO McKague
Administrator Smith

Call to Order

CAO Doddridge called the meeting to order at 9:00 AM

Adoption of Agenda

THAT the amended agenda be adopted to include Firesmart Materials Policy update under Old Business.
Carried

Approval of the Minutes

THAT The Policy Committee approves the minutes of the February 5, 2025, Policy Committee.
Carried

Administrative Reports

None

Correspondence

None

Discussion

Old Business

Firesmart Materials Policy

The CAO mentioned that this policy will be on the next Regular Council Agenda.

New Business

LED Sign Policy

Discussed issues with the policy including:

- Form
- Chain of authority
- Additional pictures

- Business-sponsored events
- Staff discretion to add events

Moved and Seconded

THAT, the Policy Review Committee recommends to Council to update the LED Sign Policy with minor changes.

Carried

Staff Training Policy

The Committee felt that there is no need to update this policy.

Staff Volunteering Policy

CAO Doddridge brought up the idea of allowing staff to spend a small amount of time per year volunteering on work time.

Suggestion: Bring a draft to the Policy Committee.

Retention Policy

The Committee discussed the benefit of incentives that promote mental health and team building, but did not feel facility rental discounts are appropriate. Staff appreciation events should continue but no policy is needed.

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

Sidewalk Inspection and Maintenance

Winter Snow and Ice Control

Adjournment

The meeting was adjourned at 10:05 am



THE VILLAGE OF CLINTON

POLICIES & PROCEDURES



FINANCE

TRAVEL EXPENSE POLICY

POLICY NUMBER F-2015-03

1. Purpose

The purpose of this policy is to govern the reimbursement of expenses incurred by Members of Council, Officers and Employees while engaged on municipal business.

2. Policy Repeal

All previous policies related to Travel Expense Policy are hereby repealed.

3. Policy

To provide reasonable guidelines for reimbursement of expenses for meals, transportation, accommodation and registration as well as other unforeseen expenses.

4. Procedures:

Members of Council, Officers and Employees of the Village of Clinton shall be reimbursed for expenses incurred when travelling as a representative of the Municipality beyond its boundaries to attend a course, convention or other types of Municipal business with the following procedures:

- 3.1 All travel must have prior approval of the CAO or Council providing that the travel is within budget limits set by council.
- 3.2 Registration fees for training sessions, conferences, etc. shall be paid in full for each authorized and approved registrant, in advance and directly to the sponsoring organization where time permits. Alternatively actual registration fees for the event, as receipted.
- 3.3 Receipts are required for all travel reimbursement (with the exception of kilometres driven when travel is by automobile). This includes, but is not limited to airfare, highway tolls, ferry, taxi, fuel (if Village vehicle is utilized) and parking.
- 3.4 Out of town mileage shall be reimbursed at the rate established for provincial government employees.
- 3.5 Actual air fare at economy rate, substantiated by receipts will be paid.
- 3.6 Unless otherwise authorized by the CAO all hotel accommodation reservations and payments shall be made by the Village of Clinton. If authorized by the CAO, receipts will be required to reimburse all actual hotel accommodations including all applicable taxes.
- 3.7 A per diem rate for travel within the Thompson Nicola Regional District will be \$85.00 per day, and \$100.00 per day outside of the Thompson

Nicola Regional District without receipts for exempt staff and Council members to cover all meals, gratuities, dry cleaning, personal telephone calls, and other miscellaneous costs to attend an event exceeding one day or a one day requiring an absence from the Village of Clinton for more than 12 hours. If meals are included in the event registration fees then the cost of those meals will be deducted from the per diem rate in accordance with the prorated per diem as set out in the table below. Meal allowance for partial days are inclusive of tax and gratuity, rates are as follows;

Region	Breakfast	Lunch	Dinner
Within TNRD	\$ 13.00	\$ 18.00	\$ 34.00
Outside TNRD	\$ 15.00	\$ 25.00	\$ 40.00

- 3.8 When claiming a per diem and meals have been provided by the event, they are deducted from the daily amount allotted and the balance remaining is what is claimed. (as per Section 3.7 above)

This example provides the maximum benefit allowed per claim and it is up to the individual Council or staff member to determine what they wish to claim as long as it does not exceed allowable amount.

Example:

	Outside TNRD	\$100.00 claim
Less	Lunch	(\$25.00)
Less	Dinner	(\$40.00)
Less	Incidentals	(\$20.00)
	Amount Claimed	<u>\$15.00</u>

- 3.9 All reimbursements will be issued on the accounts payable run directly following the date that the expense claim form was approved by the CAO or direct supervisor, submitted and received by the accounts payable department.
- 3.10 A Council member or employee is responsible for any and all costs associated with having a spouse (or other person) accompany them while on Council authorized municipal business.

Resolution Date: Council Approved February 25, 2015.



 Mayor

 **TOM DALL.**

 Corporate Officer

Village of Clinton

Travel Expense Claim Form

NAME: _____ POSITION: _____

REASON FOR TRAVEL: _____

DATE OF FUNCTION:

START DATE: _____ FINISH DATE: _____

LOCATION OF FUNCTION: _____

TRAVEL:

AIR FARE: _____ = \$ _____
(Including return air fare and air limousine costs)

KILOMETERS: _____ X \$. _____ CENTS = \$ _____

OTHER: _____ = \$ _____
(Parking, Ferries, Tolls etc) (Attach Receipts)

ACCOMODATION: _____ = \$ _____
(Attach Receipts)

PER DIEM ALLOWANCE:

MAXIMUM CLAIM (TNRD Area - \$85.00 outside \$100.00 X days) = \$ _____

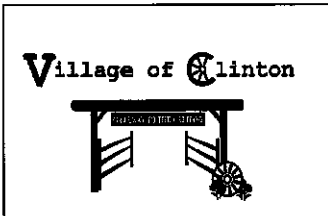
Less: Meals Covered by Function = \$ (_____)
(Inside TNRD Area Breakfast \$13, Lunch \$18 & Dinner \$34)
(Outside TNRD Area Breakfast \$15, Lunch \$25 & Dinner \$40)

Less: Incidentals – (Applicant discretion -Max \$20 per day) = \$ (_____)

TOTAL REIMBURSEMENT = \$ _____

APPLICANTS SIGNATURE: _____ DATE SUBMITTED: _____

APPROVED FOR PAYMENT _____ ACCOUNT CODE: _____



THE VILLAGE OF CLINTON

POLICIES & PROCEDURES



OPERATIONS

SIDEWALKS INSPECTION AND MAINTENANCE POLICY POLICY NUMBER O-2014-01

1. **Purpose**

The purpose of this policy is to establish a system of inspections and maintenance for sidewalks located within the Village of Clinton that is reasonable and balances protection from the risks associated with defects in sidewalks with the other priorities of the Village of Clinton

2. **Policy**

The Inspection and Maintenance of Sidewalks Policy dated December 1997 and Hazardous Sidewalks Policy dated December 4, 2003 have been repealed.

The Council of the Village of Clinton believes that the system of inspections and maintenance established by this policy is reasonable in all of the circumstances, given allocation of budgetary resources and the availability of the Village of Clinton personnel and equipment.

The Council of the Village of Clinton adopts in open meeting of Council the following policy regarding sidewalk Inspection and Maintenance.

1. **THAT** the Public Works Foreman and/or their designate(s) annually inspect all sidewalks located within the Village of Clinton to determine the repairs necessary to be undertaken in accordance with this policy;
2. **THAT** members of the public be encouraged to immediately report any observed defects in sidewalks located in the Village of Clinton to the Village Office;
3. **THAT** within 24 hours of receiving any report of observed defects, the Public Works Foreman and/or his designate(s) attend the site of the reported defect or hazard and inspect the sidewalk to determine the repairs necessary to be undertaken in accordance with this policy;
4. **THAT** the following repair guidelines apply in respect to defects or hazards in sidewalks observed by the Public Works Foreman and/or his designate(s) under Item 1 and 3 above.

The following definitions apply for the purpose of this item:

CATEGORY:	DESCRIPTION:	WHAT TO DO
Level 1	A differential of less than 1.25 cm (1/2 inch)	No Service Required
Level 2	A differential of between 1.25 cm (1/2 inch) and 2.5 cm (1 inch)	List for inspection in 6 months time
Level 3	A differential greater than 2.5 cm (1 inch)	Repair within one week and marked immediately

5. **THAT** the Public Works Foreman and/or his designate(s) prepare and maintain annual written documentation noting areas inspected, any observed defect or hazard in sidewalks, the date the defect or hazard was observed, the work performed to repair the defect or hazard, the date the defect or hazard was repaired and before and after photographs if possible. (Examples Schedule A-1 and A-2)

3. **Sidewalk Snow and Ice Control**

1. In the early part of winter, an advertisement will be placed in a local paper advising residents of compliance with the "Village of Clinton Traffic Control Bylaw" as per schedule "B"
2. Upon receiving a report at the Village Office of a slippery sidewalk condition in the downtown core, said property owners fronting un-cleared sidewalks shall be notified promptly to rectify the problem.
3. The Village will be responsible for clearing sidewalks fronting the Museum, Robertson Square, Village Office, Memorial Hall and the Public Washrooms in accordance with the Village of Clinton Traffic Control Bylaw.

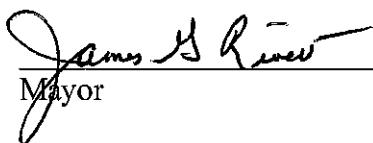
4. **Hazardous Sidewalks**

During the winter sidewalks can become covered with ice and snow and if not cleaned as soon as possible can become hazardous to pedestrian traffic.

The Village will, prior to the winter season, send a letter to every non-resident property owner or vacant property owner, giving them notice that they will be required to clean the sidewalk in front of their property by 10:00 am the morning after the snowfall or freeze.

Should the non-resident property owner or vacant property owner continue to remain in non-compliance the Village may take the necessary actions as outlined in Bylaw No. 209, 1985.

All other property owners will be advised through the advertising methods deemed appropriate for the amount of accumulated snowfall as per Schedule "B".



 Mayor

 **TOM DALL**

 Corporate Officer

SCHEDULE "A-1"

SIDEWALK ANNUAL INSPECTION REPORT

YEAR _____

DATE: _____

[illegible]

SCHEDULE "A-2"
SIDEWALK RECORD OF REPAIRS

YEAR _____

DATE: _____

[illegible]

INSPECTION AND MAINTENANCE OF SIDEWALK POLICY

SCHEDULE "B"

ANNUAL PUBLIC NOTICE

VILLAGE OF CLINTON

EXAMPLE

ADVERTISING FOR BUSINESS AND RESIDENTS

Dear Owner:

The Village of Clinton is preparing for the upcoming winter season. We would appreciate if all property owners would remove ice and snow from the sidewalks before Ten (10) in the morning on any day there is an accumulation as per Village of Clinton Bylaws.

We would also appreciate the property owners to avoid parking on the Village streets and boulevards in order for the Public Works crews to maintain and keep the streets free from snow and ice after a snowfall.

Your support is greatly appreciated

VILLAGE COUNCIL AND STAFF

EXAMPLE

LETTER NON-RESIDENT – VACANT LAND

Dear Owner

The Village of Clinton is preparing for the upcoming winter season. We would appreciate if all property owners would remove all ice and snow from the sidewalks before Ten (10) in the morning on any day there is any accumulation as per the Village of Clinton Bylaw No. 209, 1985. Section Part IV, 4.5.

The Village of Clinton may take the necessary actions to ensure compliance to the request above as per Part VI – Penalties which states:

“Any person contravening or committing any breach of or committing any offence against any of the provisions of this By-law, or refusing, omitting or neglecting to fulfill, observe, carry out, or perform any duty or obligations by this By-Law or by the regulation or orders created hereunder, prescribed or imposed are liable on summary conviction to a fine of not more than Five Hundred Dollars (500.00) and costs, or to a term of imprisonment not exceeding thirty (30) days, or both.”

Should you have any concerns feel free to call the Village Office.



THE VILLAGE OF CLINTON

POLICIES & PROCEDURES



OPERATIONS

WINTER SNOW & ICE CONTROL POLICY

POLICY NUMBER O-2013-09

PREAMBLE

The Village of Clinton has a variety of winter conditions with frequent temperature changes, humidity changes and freeze/thaw cycles. The duration of a winter storm may involve any combination of dry snow, wet snow, rain, freezing rain, high winds and drifting snow. In light of these conditions, this policy directs snow plowing and sanding operations to reduce the inconvenience of winter conditions for the traveling public with the available equipment, personnel and financial resources.

Despite the best efforts of the Village and this policy, safe traffic conditions cannot be achieved without the cooperation of individual citizens. Drivers and pedestrians must be reasonably well equipped, alert and aware of conditions which impair traffic safety and act accordingly to those conditions.

Due to the varying nature of Clinton weather, the success of snow clearing operations depends heavily on the talents and discretion of the Public Works crew. The level of inconveniences and hazard created by a snowfall are most often a function of the type of snow (dry or wet) and the weather change during or after the snowfall rather than the amount of snow on the street. Therefore, this policy is implemented to act as a general guide to snow clearing operations and to establish priorities.

POLICY FOR ROADWAY SNOW AND ICE CONTROL

1. Service Level For Snow Plowing

The Public Works Department shall provide the Village with a cost effective program of snow removal and ice control within the municipal boundaries. The need for snow plowing will depend on the amount and type of snow, the resulting slippery conditions, the weather forecast and the cost of operations. Normally Public Works crew works one shift Monday to Friday, 7:00 am to 3:30 pm. During periods of heavy snow lasting a few days, one Public Works employee will work day shift and the other afternoon shift and they shall be paid shift differential pay according to the current CUPE agreement.

2. Plowing Route Priority

Streets will be plowed according to the following priority:

- a. School & Bus Route Zones – West Road, Lagoon Court Road
- b. Hills – West Lebourdais – Post Office, Cariboo Avenue, McDonald Avenue, Hugo Subdivision and Teal Street
- c. Local residential streets and cul-de-sacs
- d. Lanes and alleys

3. Downtown Core

In order to maintain the parking area and to clear the gutters for drainage, snow in the downtown core will be cleared by the Public Works crew and the snow hauled to the snow dumping areas as time permits after a storm or emergency conditions have ended.

4. Driveways

To ensure timely and cost effective snow plowing on streets, windrows across driveways will not be removed by the Public Works crew.

5. Plowing, Sanding and Salting

Sanding and salting may be carried out when slippery conditions create a significant hazard. Normal sanding and salting of streets will be restricted to hills, intersections and corners.

6. Chasm Area

It is the policy of the Village of Clinton **NOT** to provide snow removal service to the Chasm Area (West Fraser Mills boundaries).

The following are some examples of how this policy will be managed and enforced by the Public Works Foreman:

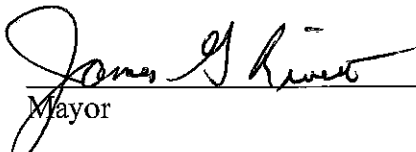
- a. If it has snowed over night, the Public Works crew may go to work at 6:00 am and plow and sand the streets where necessary. Their shift may end at 2:30 pm.
- b. If it snows after 3:30 pm, the plowing and sanding may be left until the next morning if deemed necessary.
- c. If it snows at 7:00 am, the roads may be cleared before the end of the regular shift at 3:30 pm.
- d. If it snows at 12:00 pm (noon) and the Public Works crew has to work past 3:30 pm to clear the streets, they will only plow/sand hazardous areas, i.e. intersections and hills.

- e. If it snows on weekends, the Public Works crew may go out and work a minimum amount of overtime to clear the streets.

POLICY FOR SIDEWALK SNOW AND ICE CONTROL

1. In the early part of Winter, an advertisement will be placed in a local newspaper advising residents of compliance with the "Village of Clinton Traffic control Bylaw" (an example of the advertisement is attached to this policy).
2. Upon receiving a report at the Village Office of slippery sidewalk conditions in the downtown core, said property owners fronting un-cleared sidewalks shall be notified promptly to rectify the problem.
3. The Village will be responsible for clearing sidewalks fronting the Museum, Robertson Square, Village Office, Community Hall and the Public Washrooms in accordance with the Village of Clinton Traffic Control Bylaw.

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



Mayor



Corporate Officer

PUBLIC NOTICE

VILLAGE OF CLINTON

BYLAW TRAFFIC CONTROL BYLAW NO. 209, 1985

As amended from time to time states, in part, that "It shall be unlawful for any person to permit any accumulation of snow or ice to remain upon any sidewalk in front of or abutting any premises owned or occupied by them after 10 o'clock in the morning of any day, except Sunday".

Thank you for your cooperation in keeping our sidewalks safe for pedestrians.

Your Village Council