AGENDA

Regular Meeting of Council

Village of Clinton Council Chambers, 1423 Cariboo Highway
Wednesday, November 4, 2026, 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

	None	

	Welcome New Council and Farewell to Outgoing Council	
	Presentation of Service Awards	
	Oath of Office – New Council	
	Introduction of Incoming Council	
	Appointment – Thompson Nicola Regional District Board Member	
	Appointment – Deputy Mayor	
	CFO – Council Signing Authorities	
	Council Code of Conduct	

Delegations

	None	

Question Period

***Only questions related to items on the agenda are permitted.**

Correspondence and Reading File

Action	None	

Information	None	

Reading File	None	

Administrative Reports

CAO	None	
CFO	None	
DCO	None	
CDC	None	
Public Works	None	
Fire Department	None	
FireSmart Coordinator	None	
Bylaw Officer	None	
Committees	None	

Bylaws/Policies

Council Reports

Mayor Stanke	Council Report – None	
Councillor Burrage	Council Report – None	
Councillor Kosovic	Council Report – None	
Councillor Lawrence	Council Report – None	
Councillor Schapansky	Council Report – None	

New Business

None

List of Outstanding Council Previous Action Items

	None	

Calendar of Events

Nov 07 – Seniors Marketplace @ Memorial Hall 10am to 2pm
Nov 11 – Remembrance Day – Office Closed
Nov 11 – Remembrance Day Ceremony – Memorial Hall
Nov 21 – PAC Auction @ Memorial Hall
Dec 04 – Shop Local Event – More info to come
Dec 06 – Bethel Pentecostal Annual Christmas Dinner – Memorial Hall
Dec 13 – Legion Kids Christmas Party – Memorial Hall
Dec 24 – Village office closed at noon
Dec 25 – Jan 3 – Village Office closed – reopening Jan 4 @ 8am

Notice to Proceed to In-Camera

None

Re-call Regular Meeting

N/A

Adjournment

OATH OF OFFICE

CANADA)
PROVINCE OF BRITISH COLUMBIA)

I, _____, do solemnly affirm that:

I am qualified to hold the office of ***MAYOR /COUNCILLOR*** for the ***VILLAGE OF CLINTON*** to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act respecting vote buying or intimidation in relation to my election to office;*

I will faithfully perform the duties of m office and will not allow any private interest to influence my conduct in public matters;

As required by the *Community Charter,* I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter.

SWORN by the above-named Mayor
Before me at ***CLINTON,*** British Columbia
the___day of_____ ***20__.***

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_____
YOUR NAME

_____
BRIAN DODDRIDGE
CAO, Village of Clinton

Staff Report to Council
Open Meeting

Date: November 4, 2026

From: Chief Financial Officer

Subject: **Signing Authority and Appointment of Deputy Mayor**

Attachments:

Recommendations:

THAT Council endorse staff to identify the Deputy Mayor as signing authority and identify one other member of Council with signing authority.

AND THAT Council appoint a member of Council to serve as Deputy Mayor for the upcoming Council term, in accordance with the Village's Council Procedure Bylaw.

Background:

The Village of Clinton currently maintains three designated signing authorities for its banking and financial requirements; three staff members and three council members. One signature is required from each group. Current authorized staff are CAO Doddridge, CFO McKague and Public Works Foreman Hansen. Current council members with signing authority are Mayor Stanke, Councillor Burrage signing as Deputy Mayor and Councillor Park. Having three designated individuals has proven to be a beneficial arrangement. It provides flexibility when individuals are unavailable due to vacation, illness, work commitments or other circumstances. Maintaining sufficient signing authorities is important to ensure that regular financial operations are not unnecessarily delayed and that the Village can continue to process payments and other banking requirements in a timely manner. With the change in Council positions, it is necessary to review and update the Village's signing authority designations to reflect the current and incoming Council. As part of the transition to the incoming Council, outgoing Councillor Park must be removed from the Village's banking and signing authority records. Staff will coordinate with the financial institution to remove Councillor Park from all applicable banking and signing authority records and identify the new signing authority chosen by Council.

Under Section 130 of the BC Community Charter, Council must designate a councillor to act in the place of the Mayor when the Mayor is absent, unable to act or when the office of Mayor is vacant. With the commencement of the next Council term, Council will need to designate a member to serve as Deputy Mayor.

Staff Report to Council
Open Meeting

Financial Impacts:
Requiring participation from a minimum of two authorized individuals helps ensure that municipal funds are appropriately managed and that financial transactions receive appropriate oversight.

Mandy McKague
Chief Financial Officer

CAO Initial _____

The Village of Clinton
Corporate Policy Manual

Adopted By:	Council	**POLICY NO. P-2023-03**
APPROVAL Date:	2023-03-22	Effective date: 2023-03-22
Amendment Dates:		
SUBJECT:	Council Code of Conduct	Policy Type: Corporate
Associated Forms:	• Council/Committee Member Statement	

A. Preamble

Being a member of Council, answerable to the public, comes with standards of ethical behaviour that are different than the standards that may be found in one's other roles in the community. This Code of Conduct policy is a guide to assist Council in decisions faced while carrying out Council duties and to support them in being proactive toward ethical dilemmas that may arise in the course of Council activities.

This policy does not cover every possible situation Council may face, so it is important that actions are in harmony with the spirit and intent of these standards of good conduct.

B. Purpose

Building on the provisions in the *Community Charter*, the Code of Conduct establishes further standards for members of Council and is intended to ensure that all Council members aspire to the highest standards of public service integrity.

C. Scope

This Policy applies to all Village of Clinton Council and Committee members. The standards apply to all interactions of Council and Committee members in relation to Village matters whether in duly constituted meetings, interactions with staff or the public and during their use of social media.

D. Statutory Provisions

The Code of Conduct policy is a supplement to the existing statutes, laws and policies governing conduct of Council and Committee members including, but not limited to;

- *The British Columba Human Rights Code.*
- *The British Columbia Community Charter.*
- *The British Columbia Local Government Act.*
- *The British Columbia Local Elections Campaign Finance Act.*
- *The Workers Compensation Act.*
- *The Freedom of Information and Protection of Privacy Act.*
- *The Criminal Code of Conduct*

Provincial legislation and other statutory obligations supersede this Council policy.

E. Definitions

Committee Member	A person appointed to a Village committee, subcommittee, task force, working group, commission, board, or other Council established body under the *Community Charter* or *Local Government Act*.
Confidential Information	Information or records that could reasonably harm the interests of individuals or organizations, including the Village, if disclosed to persons not authorized to access the information. This includes all information and records from closed meetings of Council until publicly released.
Council	Means the Mayor and Councillors.
Conflict of Interest	Exists when an individual is, or could be, influenced by a personal interest, financial or otherwise when carrying out their public duty. Personal interest can include direct or indirect financial interest, bias, pre-judgment, undue influence of close mindedness.
Gifts or Personal Benefits	Includes items or services of value that are received by Council and Committee members for personal use including but not limited to cash, gift cards, jewellery, discounts or rebates, entertainment, and admissions fees to social functions.
Staff	An employee or contractor of the Village, including volunteers but does NOT include members of Council.

F. Policy

In this policy, a reference to a person who holds an office is a reference to the persons appointed as a deputy or appointed to act for that person from time to time.

1) Foundational Principles

These foundational principles provide a basis for how Council and Committee Members fulfill their roles and responsibilities, including in their relationships with each other, Staff and the public.

1.1 Integrity: Being honest and demonstrating strong ethical principles

Council and Committee Members are expected to act with integrity by:

a. Behaving in a manner that promotes public confidence in the Village, including actively avoiding any perceptions of Conflicts of interest, improper use of office or unethical conduct.
b. Being truthful, honest, and open in all dealings.
c. Upholding the Public Interest and making decisions in the best interest of the community.
d. Following through on commitments, engaging in positive communication with the community and correcting errors in a timely and transparent manner.

1.2 Accountability: An obligation and willingness to accept responsibility or to account for one's actions.

Council and Committee Members are expected to act with accountability by:

a. Being transparent in how they individually and collectively conduct business and carry out their duties.

b. Ensuring information is accessible and that citizens can view the process and rationale behind each decision and action while protecting confidentiality where appropriate.

c. Accepting and upholding that they are collectively accountable for local government decisions and that individually elected or appointed officials are responsible and accountable for the decisions they make in fulfilling their roles.

d. Listening to and considering the opinions and needs of the community in all decision making and allowing respectful discourse and feedback.

1.3 Respect: Having due regard for others' perspectives, wishes and rights; displaying regard for the offices of local government and the role of local government in community decision making.

Council and Committee Members are expected to act with respect by:

a. Treating every person, including other Council or Committee Members, Staff and the public with dignity.
b. Showing consideration for colleagues and Staff.
c. Fostering an environment of trust and displaying an awareness of comments and language that may be perceived as derogatory.
d. Valuing the role of diverse perspectives and debate in decision making.
e. Value the distinct roles and responsibilities of local government Staff and the community in local government considerations and operations and committing to a positive working relationship between Staff, the public and elected officials.

1.4 Leadership and Collaboration: An ability to lead, listen to and positively influence others; coming together to create or meet a common goal through collective efforts.

Council and Committee Members are expected to demonstrate leadership and collaboration by:

a. Demonstrating behaviour that builds and inspires public trust and confidence in local government.

b. Calmly facing challenges and providing considered direction of the issues of the day and enabling colleagues and Staff to do the same.

c. Creating space for open expression by others, taking responsibility for one's own actions and reactions and accepting the decisions of the majority.

d. Accepting that it is the equal responsibility of the Council individually and collectively to work together to achieve common goals.

e. Being an active participant in ensuring these Foundational Principles and this Code of Conduct are followed.

2) General Conduct

a. Council and Committee Members must adhere to the Foundational Principles and the provisions of the Code of Conduct policy.

b. Council and Committee Members have an obligation to consider issues and exercise powers, duties and functions in an impartial manner that avoids arbitrary and unreasonable decisions.

c. Council and Committee Members must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council and Committee Members must avoid conduct that:
   - Contravenes this policy;
   - Contravenes the law including Village bylaws; or
   - Is an abuse of power or otherwise amounts to improper discrimination, intimidations, harassment or verbal abuse of others.

3) Roles and Responsibilities

a. Council is the governing body or the Village. It has the responsibility to govern the Village in accordance with the *Community Charter* and other applicable legislation

b. The Mayor is the head and Chief Executive Officer of the Village and has a statutory responsibility to provide leadership to the Council and to provide general direction to the Chief Administrative Officer respecting Village policies, programs and other directions of the Council as set out in the *Community Charter*.

4) Collection and Handling of Information

a. Council and Committee Members must:
   a. Collect, use and disclose personal information in accordance with *the Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the Village.
   b. Protect and not disclose publicly Confidential Information.

c. Refrain from discussing or disclosing Confidential Information with Staff, or with persons outside the Organization except as authorized.
d. Take reasonable care to prevent the examination of Confidential Information by unauthorized individuals.
e. Not use Confidential Information to cause harm to Council, the Village, or any other person.
f. Only access information held by the Village for Village business.
g. Not disclose decisions, resolutions or reports forming part of the Council agenda for or from a closed meeting of Council until a corporate decision has been made for the information to become public.
h. Not disclose details on Council's closed meeting deliberation or specific detail on whether individual Councillors voted for or against an issue.
i. Not alter Village records unless expressly authorized to do so.
j. Adhere to the requirements outlined in this Section when they are no longer a Council or Committee Member.

5) Conflict of Interest

a. Conflict of Interest is dealt with under sections 100, 101 and 104 of the *Community Charter*. Ultimately, the interpretation of these sections is a matter for the courts. This Code of Conduct policy is intended to provide additional guidance to Council and Committee Members.

b. Council and Committee Members are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.

c. Council and Committee Members must attempt to resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties. Council Members must ensure they are observing the statutory requirements of the *Community Charter*.

d. Council and Committee members are expected to be aware of appearances and strive to conduct themselves in a manner that upholds or increases the public trust by taking steps to reduce or eliminate the possible appearance of a Conflict of Interest.

e. Council and Committee Members should not seek or accept the Chair of a committee or sub-committee whose business is related to an interest of the Council or Committee Member or with an Immediate Relative.

6) Interactions with Staff

a. Council and Committee Members are to direct inquires regarding departmental issues or questions to the Chief Administrative Officer and refrain from contacting Staff directly unless the communication is minor and of a day-to-day operational nature.

b. Advice to Council and Committees from Staff will be vetted and approved by the Chief Administrative Officer.

c. Council and Committee Members are not to issue instruction to any of the Village's contractors, tenderers, consultants, or other service providers.

d. Council and Committee Members must not publish or report information or make statements attacking or reflecting negatively on Staff, Council or Committee Members. Any complaint should be brought to the attention of the Chief Administrative Officer for follow up.

e. Information obtained by any Member of Council, which is likely to be used in a council or political debate, should be provided to all other Council Members, and to the Chief Administrative Officer as soon as possible.

f. Council and Committee Members must treat members of the public, Council, Committees and Staff with respect and without abuse, intimidation or bullying.

7) Use of Social Media

a. Council or Committee Members must not purport to speak on behalf of the Village or Council unless expressly authorized to do so.

b. Council and Committee Members will use caution in reporting Council decisions by way of their social media profiles before the Village has released any formal communication.

c. Council and Committee Members will refrain from using or permitting the use of their social media accounts for purposes that include:
   i) Defamatory remarks, obscenities profane language or sexual content.
   ii) Negative statements disparaging Staff or calling into question the professional capabilities of Staff.
   iii) Content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation.
   iv) Statements that indicate a closed mind in relation to a matter that is to be the subject of a statutory or other public hearing.
   v) Promotion of illegal activity.

d. Council and Committee Members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate the terms of this Code of Conduct policy.

8) Interactions with Public and Media

a. Council and Committee Members will communicate accurately the decisions of the Council, even if they disagree with the majority decision of the Council or Committee.

9) Gifts and Personal Benefits

a. Sections 105 and 106 of the *Community Charter* addresses the receipt and reporting of gifts. This Policy is intended to provide additional guidance to Council and Committee Members.

b. Council and Committee Members must not accept a gift or personal benefit that could reasonably be expected to result in a real or perceived Conflict of Interest.

c. Council and Committee members will not accept gifts from business or commercial enterprises having a value that exceeds $50.00 or, where the total value received directly or indirectly from any one source exceeds $250.00 in any twelve (12) month period.

d. For clarity, the following are not considered gifts or personal benefits:
   a) Compensation authorized under section 105(2) of the *Community Charter:*
   i) A gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office.
   ii) Compensation authorized by law.

      iii) A lawful contribution made to a member who is a candidate for election to a local government.

   b) Reimbursement for out-of-pocket expenses associated with attendance at an event or in connection with authorized travel. Expenses are limited to those identified under the Village of Clinton Travel Expense Policy as amended from time to time.

   c) A random draw prize at an event attended by a Council or Committee Member.

e. Council and Committee Members must disclose to the Corporate Officer any gifts or personal benefits accepted in compliance with Section 9.2 of this policy in the manner described under section 106(2) of the *Community Charter.*

f. For the purpose of the policy, the value of each gift or personal benefit will be determined by its replacement cost.

10) Breaches, Complaint Handling and Disciplinary Action

a. Council and Committee Members must abide by the requirements of the Code of Conduct Policy and shall endeavour to resolve complaints in good faith, recognizing that interpersonal acrimony does not facilitate good governance.

b. Alleged breaches of this Policy may be submitted by a Council or Committee Member or Staff.

c. Complaints shall be submitted in writing to the Chief Administrative Officer and the Mayor within six (6) months of the last alleged breach. The Mayor and Chief Administrative Officer may choose to extend this deadline at their discretion.

d. If the Mayor is the subject of or is implicated in the complaint, the complaint shall be addressed to the current Acting Mayor and the Chief Administrative Officer.

e. Upon receipt of a complaint, the Mayor, or Acting Mayor and the Chief Administrative Officer shall, if not able to informally resolve the matter within thirty (30) days, appoint an independent third party, identified and agreed upon between the Complainant, and Respondent.

f. Any Third Party Investigator appointed under section 10.5 must have the necessary professional skills, knowledge and experience to investigate the complaint.

g. If the parties cannot agree on a Third Party Investigator, the Village Solicitor will select the person.

h. The Third Party Investigator must conduct a preliminary assessment of the complaint, at the conclusion of which the investigator may determine whether to continue the investigation or make a written recommendation that the complaint be dismissed.

i. If the Third Party Investigator determines to continue the investigation, they shall:

    a. Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice.

    b. Provide an investigation update to the Mayor or Acting Mayor as applicable, and to the Complainant and Respondent, within ninety (90) days of their appointment.

    c. Provide a written, confidential report (the Report) of the findings of the investigation, including whether there has been a breach of this Policy , to the Mayor or Acting Mayor, as applicable, and to the Complainant and Respondent.

    d. Provide recommendations on the Report as to the appropriate resolution of the complaint. Recommendations may include:
        i. Dismissal of the complaint;

ii. Censure;
iii. Removal from committee membership
iv. Prohibition for representing the Village at events and/or attending conferences or seminars;
v. A recommendation that an apology be given;
vi. Counselling and or coaching;
vii. Such other recommendations as deemed appropriate in the judgement of the investigator.

j. The Mayor or Acting Mayor shall provide the Report or a summary of the Report to Council.

k. Council will decide whether the recommendations in the Report, whether whole, or in part, will be imposed.

l. The Chief Administrative Officer will receive and retain all reports.

m. Council or Committee Members shall refrain from commenting on any alleged breaches of this Policy at open meeting pending the conclusion of the Report and any decision of Council on the Report.

DATE: October 19, 2023

Corporate Officer

Council/Committee **Member Statement**

As a Council or Committee Member for the Village of Clinton, I am aware of and affirm my commitment to the existing Code of Conduct Policy that upholds the following principles:

- Recognize the diversity of backgrounds, interests and views in our community.
- Create an atmosphere of open and responsive government.
- Conduct myself at public affairs with integrity, in a fair, honest and open manner.
- Respect my fellow Councillors and Committee Members and the unique role each of us has in making the Village of Clinton a better place to work and live.
- Respect the role of the Mayor or Committee Chair.
- Respect the role of the Chief Administrative Office and the Village Staff.
- Strive to keep decision making processes open, accessible, participatory, understandable, timely, just and fair.
- Avoid and discourage conduct which is not in the best interest of the Village of Clinton.
- Treat all people with whom I come in contact with while performing my duties with respect.

I have read and understand the Village of Clinton Code of Conduct Policy.

_____ _____

Signature Date

_____

Print Name