

# VILLAGE OF CLINTON STRATEGIC PLAN

2017-2018

# 2017

This document contains the goals and strategies set by Mayor, Council and Staff for the Village of Clinton during 2017. The plan also includes a summary of 2016 accomplishments as well as potential goals for 2018.



**VILLAGE OF CLINTON**  
**2017**  
**STRATEGIC PLANNING SESSION**

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## **INTRODUCTION**

### **2017 STRATEGIC PLANNING**

The Village of Clinton created a Strategic Plan in 2012, which provided a framework to assist Council in keeping a focused approach and ensuring major projects are achievable.

The achievements of the Strategic Plan have been very evident. A few of the highlights include:

- Completed Asset Management Phase I and Phase II
- Completion of the Official Community Plan
- Completion of the Dog Park
- Completion of the Memorial Hall Upgrades
- Completed Paving of Tingley, Frontage & Teal Roads Project
- Completed Phase I of the FireSmart Project

These projects will continue, to play an important role in the future of the community.

The following information provides a recap of the discussions, which took place at the 2016 Strategic Plan meeting and outlines the new goals and objectives. Council and staff look forward to the challenges that come with the implementation of these projects and remain committed to ensuring the goals and projects identified by Council continues to contribute to the long term sustainability of the Village of Clinton.

The ongoing day to day operations of the Village of Clinton remains a priority and there are several projects which, although not listed as formal goals for the Village, continue to be in the purview of staff. These items will be brought back to Council should funding opportunities arise that would allow their successful implementation in 2017 or any year after that. The prioritized list for 2017 is included in this document and is available to Council and the public for feedback.

The successful implementation of goals for any local government requires the partnership of elected officials, staff, citizens and funding partners. Council and staff look forward to another successful year of making Clinton the best little village in the west.

## **Mission Statement**

***“To Increase Economic Opportunity and Improve the Quality of Life for All Citizens”***

The Village of Clinton is committed to encouraging, facilitating, and promoting balanced and sustainable economic development. The Village efficiently and effectively fosters, supports and facilitates development efforts and initiatives that build from the history, heritage and diverse potential of the community. The community focused on working cooperatively with key stakeholders within the community, other agencies and authorities in further promoting the creation and preservation of good jobs, new small enterprises, services and opportunities. The Village of Clinton emphasizes economic development efforts that responsibly protect, preserve and enhance the unique and attractive quality of life within the community.

## **Vision Statement**

***“Clinton is a lively resilient community, proud of its rich heritage while building a sustainable future with local Secwepemc and neighbouring communities”***

\*\* Village of Clinton Official Community Plan – February 2016

## **Corporate Leadership Values**

The Village of Clinton Council and staff will conduct themselves in a manner conducive to our Corporate Leadership Values:

- Community Minded Leadership – we will provide leadership that is accountable to the community we serve;
- Honesty – we are open and truthful in our communications and actions;
- Integrity – we conduct business in a manner that is reliable and ethical;
- Professionalism – we strive to provide service excellence and sustainable services to our community;
- Dedication – we are committed to loyal leadership of our community;
- Energy – we will fulfill our governance role in a manner that is both energetic and visionary;
- Efficiency – we are organized, resourceful and dependable;
- Transparency – we will keep the community and our First Nation neighbours informed of our actions

The Village of Clinton Council and staff are committed to providing community minded leadership and excellent service through our corporate values.

## **STRATEGIC PLANNING**

The Village of Clinton Council and staff committed to acting in the best interest of the residents and businesses of Clinton through responsible, accessible, cooperative government, which balances the needs and resources of our unique community, thereby maximizing our potential.

Strategic Planning is the process of determining a municipality's short, mid and long term visions and goals by developing an action plan for achieving those goals.

The Strategic Plan is a good method for Council and Staff to communicate their priorities to the citizens, First Nations, stakeholders and government officials.

The Strategic Plan directs and drives funding decisions during the budget process.

The key reasons for developing a strategic plan are:

- To establish a collective vision
- To plan for the future
- To maximize and streamline resources
- To communicate priorities

## **VILLAGE OF CLINTON RESPONSIBILITIES AND OPTIONAL RESPONSIBILITIES**

It is important for Council, staff and the citizens to know what services the Village of Clinton is responsible for and the services the Village of Clinton gets involved in and the services that are not legally mandated.

The purpose of municipal government (as per the Community Charter Section 7) is:

- a. Providing for good government of its community
- b. Providing for services, laws and other matters for community benefit
- c. Providing for stewardship of the public assets of its community, and
- d. Fostering the economic, social and environmental well-being of its community.

### **PURPOSE OF MUNICIPAL GOVERNMENT (Community Charter Section 7)**

#### **Fundamental Powers**

1. A municipality has the capacity, rights, powers and privileges of a natural person of full capacity
2. A municipality may provide any service that the council considers necessary or desirable, and may do this directly or through another public authority or another person or organization
3. A council may, by bylaw, regulate, prohibit and impose requirements in relation to the following:
  - a. Municipal Services
  - b. Trees
  - c. Firecrackers, fireworks and explosives
  - d. Bows and arrows
  - e. Knives and other weapons not referred to in subsection (5)
  - f. Cemeteries, crematoriums, columbariums and mausoleums and interment or other disposition of the dead.

- g. The health, safety or protection of persons or property in relation to matters referred to in Section 63 (protection of persons and property)
  - h. The protection and enhancement of the well being of its community in relation to matters referred to in Section 64 (nuisances, disturbances and other objectionable situations)
  - i. Public Health
  - j. Protection of the natural environment
  - k. Animals
  - l. Buildings and other structures
  - m. The removal of soil and the deposit of soil and other material.
4. A Council may, by bylaw, regulate and impose requirements in relation to matters referred to in Section 65 (signs and other advertising)
  5. A council may, by bylaw, regulate and prohibit in relation to the discharge of firearms
  6. A council may, by bylaw, regulate in relation to business
  7. The powers under Subsection (3) and (6) to regulate, prohibit and impose requirements, as applicable, in relation to a matter
    - a. Are separate powers that may be executed independently of one another
    - b. Include the power to regulate, prohibit and impose requirements, as applicable, respecting persons, property, things and activities in relation to the matter
    - c. May not be used to do anything that a council is specifically authorized to do under PART 14 (planning and Land use Management) or Part 15 (Heritage Conservation) of the Local Government Act.
  8. As examples, the powers to regulate, prohibit and impose requirements under this section include the following powers
    - a. To provide that persons may engage in regulated activity only in accordance with the rules established by bylaw
    - b. To prohibit persons from doing things with their property, to require persons to do things with their property, to do things at their expense and to provide security for fulfilling a requirement
  9. A municipality must make available to the public, on request, a statement respecting council's reasons for adopting a bylaw under subsection (3), (4), (5) or (6).
  10. Powers provided to municipalities under this section
    - a. Are subject to any specific conditions and restrictions established under this or another Act,
    - b. Must be exercised in accordance with this Act unless otherwise provided
  11. For certainty,
    - a. The authority under subsection (2) does not include the authority to regulate, prohibit or impose requirements
    - b. For the purpose of subsection (3) (a) a service does not include an activity that is merely the exercise of authority to regulate, prohibit or impose requirements and related enforcement.

### **Village Current Responsibilities**

- Legislation – bylaws, meetings, policies
- Fiscal Responsibility and Management
- Protective Services (Fire Department & Emergency Planning)
- Roads & Sidewalks
- Parks and Recreation
- Sewer Treatment & Distribution
- Community Forest
- Woodlot
- Extended Fire Protection/Fire Rescue
- Economic Development
- Bylaw Control
- Transit – with Ashcroft
- Water Treatment and Distribution
- Storm Systems
- Infrastructure Liability
- Records Management
- Planning and Land Use
- Accountability – transparency & public input
- Cemetery Services
- Animal Control
- Building Inspection - TNRD

### **Village Optional Responsibilities**

- Community Events
- Private Maintenance
- Land Use Outside Boundaries
- Societies and Associations
- First Nation Issues
- Regional District/UBCM/SILGA
- Education
- Health
- Senior Housing
- Library Services
- Garbage
- Trails
- Subsidized Housing
- Justice (Policing-Alternate Justice)
- Major Highways
- Internet, Cell Service, Social Media
- Recreation – inside/outside boundary
- Other

## **STRATEGIC PLAN 2017 – 2018**

### **WE WILL**

- Value our staff and invest in their development
- Plan for the maintenance and replacement of our critical infrastructure
- Ensure we are fully utilizing our existing assets
- Understand the value of our natural environment and resources and make decisions consistent with these values
- Continue to pursue grants that align with our priorities
- Explore opportunities in relation to Village owned lands
- Attract new residents to Clinton
- Focus on Community Safety
- Develop amenities with regard to both resident use and tourism
- Support a thriving business community
- Focus on enhancing the visual impact of Clinton
- Have a voice with other levels of government on issues that affect us
- Continue to participate with our neighbouring local governments on Regional Transit
- Support the development of community amenities and services and advocate for improvements
- Increase Tourism
- Continue to support volunteerism
- Manage our assets and infrastructure with regard to today and the future
- Be responsive to our internal and external stakeholders

- Diversify our sources of funding
- Maintain a focus on enhancing our community for residents and tourists
- Provide effective leadership

### **MAIN FOCUS 2016-2018**

- Improve Main Corridor Visually
- Maintenance and Improvement of Infrastructure
- Be responsible to internal and external stakeholders
- Economic Development – Promote heritage via tourism
- Business Friendly
- Create value for residents and taxpayers
- Accessing Grants

## **ACTION PLANS 2016**

### **2016 LIST OF PROJECTS**

The 2016 strategic planning process has changed from the previous couple of years by outlining the projects within their specific work groups. The projects will show the progress taken in each area and which projects were completed.

#### Public Works

1. Roads & Sidewalks
  - **Completed** sidewalk review for 2016 and no major areas of concern
  - **Completed** sidewalk replacement on corner of Cariboo Avenue & Bell
  - **Completed** paving of Frontage, Teal and a portion of Tingley – **Strategic Priority**
  - **Completed** installation of Road Plan to Asset Management – Lightship
  - **Clinton Station Road - Continued** to work and lobby on CN Crossing- Water Treatment Plant/ Clinton Indian Band (Whispering Pines) access to IR1
2. Sewer Treatment & Distribution
  - **Completed** 2<sup>nd</sup> Phase of Sewer Plan (Asset Management) – **Strategic Priority**
  - **Completed** Sewer Line Videoing & Cleaning
  - **Completed** Sewer Line re-lining
3. Storm Distribution
  - **Completed** Storm Plan (Asset Management) – **Strategic Priority**
4. Water Treatment & Distribution
  - **Completed** 2<sup>nd</sup> Phase of Water Plan (Asset Management) – **Strategic Priority**
  - **Completed** on Water Conservation Plan
  - **Completed** West Road Water Expansion Review
  - **Completed** Replacement of Fire Hydrant at Bell & Cariboo Avenue
  - **Continued** with Water Dam and attempted some repairs
5. Equipment



- **Completed** Truck Purchase – replaced Chevy S10
6. Land & Buildings
- **Completed** transfer of property (202 Foster) through 2014 tax sale
  - **Completed** Land and Building Plan – Phase I (Asset Management) – **Strategic Priority**
  - **Completed** upgrades to Memorial Hall – **Strategic Priority**
  - **Completed** upgrades to Curling Rink and Arena
7. Parks
- **Completed** letter to School District to obtain lots from Elementary School
  - **Completed** Application for funding for Pond Dredge – Phase I – **Strategic Priority**
  - **Completed** Elliot Park upgrades for slow pitch
8. Trails
- Trail Master Plan – **Strategic Priority**
  - **Completed** Community to Community (C2C Forum) with First Nations on Trail Connectivity
  - **Received Approval** – from Ec Dev Society and Province for Trail Development by Bolster Property (North West End of Clinton)
9. Recreation
- **Completed** Installation of new speakers in arena – **Strategic Priority**
  - **Completed** renovations to dressing rooms
  - **Completed** sprinkler system upgrades
  - **Completed** heating system reviews for Arena and Curling Rink
  - **Completed** Curling Rink upgrades – fly infestation and upgrades as per joint meetings with curling club
10. Administration
1. Human Resources
- **Completed** planned training for all staff
  - **Completed** upgrades to the Occupational Health and Safety Program manual
  - **Completed** WorkSafe Order
  - **Completed** Working Groups – Strategic Planning and special projects
  - **Completed** Hiring of Bylaw Officer
2. Bylaws & Policies
- **Completed** OCP Plan and Bylaw
  - **Completed** revisions to Policies
  - **Completed** Animal Control Bylaw
  - **Completed** Heritage Bylaw and registration
  - **Completed** Fees & Charges Bylaw
  - **Completed** By-law Review
  - **Completed** Outdoor Water Use Bylaw
  - **Completed** Fireworks Bylaw Update
  - **Completed** Building Bylaw Update

3. Computer & Communications
  - **Completed** purchase of power back up for main server
  - **Completed** purchase of new router and switch box
  - **Completed** laptop purchase for office use
  - **Completed** set up of office & computer for Bylaw Enforcement Officer
  
4. Financial
  - **Completed** budget Tax Rates Bylaws with no tax increase in 2016
  - **Completed** Tax Sale – Village potential one property to Village
  - **Completed** budget and no tax increase for 2016
  - **Completed** lobbying of Provincial Government for budget deadlines conflicts
  - **Completed** Auditor Review and Contract
  - **Working** on Online Banking
  
5. Planning & Land Use
  - **Working** on Subdivision plans for two properties
  - **Working** on building permit for commercial buildings
  - **Working** on building permit for residential development
  - **Working** on lobbying government to have BC Rail lots (20) developed
  - **Working** on getting development on Lot 9
  - **Working** on disposition of 202 Foster
  - **Working** on completing Phase I of the Land and Building Plan – **Strategic Priority**
  
11. Protective Services
  1. Fire Department
    - **Completed** Operations Manual for Fire Department
    - **Completed** purchase of Low Angle Rescue Gear
    - **Working** on Fire Department Needs Assessment
  
  2. Emergency Planning
    - **Completed** Emergency Planning Session
    - **Completed** TNRD/Clinton update to Emergency Plan
  
12. Council Committees
  - **Completed** - Spirit of Clinton – Citizen of the Year and Volunteer Appreciation Night
  - **Completed** – Woodlot – logging for 2016 and Woodlot License renewal to 2026
  - **Completed** – Communities in Bloom – flower planting and maintenance for the Village properties and took year off from Provincial and National competition – plus purchased self watering planters for the Village Office Building
  - **Completed** – Pioneer Cemetery – registration of Cemetery as heritage site and Committee was folded as it had met the original mandate
  - **Completed** - Transit Committee – another successful year of operations in partnership with Ashcroft and Area I Director Steve Rice

### 13. Communications & Partnerships

#### 1. Local Communications

- **Completed** Collaborative (NDI) project with Clinton Arts and Culture Society on Music in Park
- **Working** with Cariboo Regional District (CRD) on Cariboo Strong - marketing plan
- **Working** on\_Reg Conn Park - Pond Dredge Feasibility with CADOSA – **Strategic Plan Priority**
- **Working** with Museum Society on Collaborative (NDI) on promotion of Pioneer Cemetery
- **Working** with Local Businesses
- **Continued** support for Assisted Living
- **Continued** with the Spirit of Clinton as being the conduit to the local non-profit groups
- **Continued** to meet local societies at their request
- **Continued** to utilize local media to ensure public are informed, web page, facebook, digital board, newsletters and papers, and posters

#### 2. External Communications

- **Completed** membership with CCBAC
- **Completed** membership with Hat Creek Ranch
- **Completed** calendar for monitoring contact with groups
- **Completed** membership and appointment to WHAC
- **Continued** to work proactively with the external agencies in a proactive manner.
- **Continued** external communications with agencies include mining, MLA, MP, Protective Services, Ministries, School District, Local Governments and affiliates, Tourism agencies etc.

#### 3. First Nation Communications

- **Completed** Community to Community Forum
- **Continue** to work with Clinton Indian Band (Whispering Pines) on access to IR1
- **Continue** to meet with High Bar to work on projects which meet the needs of both parties
- **Continue** to work with local bands for trail connectivity outside our village boundaries
- **Continue** to meet separately with both First Nation groups on an annual basis

Several of the items above have been acted on and form part of the day to day operations of the Village as opportunities become available

## **2016 PRIORITY ACTION PLAN REVIEW**

The Village of Clinton established nine (9) priority action items for 2016: Economic Development, Asset Management, Land & Building Plan, Reg Conn Park Pond Dredge, Memorial Hall Upgrades, Roads Project, Trails Plan, Dog Park Completion, and FireSmart. The outcome of the projects are as follows:

### **1. Economic Development**

The Village of Clinton will be taking a direct approach in economic development for the community. Through the Chief Administrative Officer, the Community Development Coordinator will be responsible for the direction and leadership of the project. The use of the updated

Official Community Plan Bylaw and the recently completed Sustainability Plan will assist in directing the duties of the Working Group established for this position.

Objectives:

- Establish a Working Group for the project
- Establish the purpose and direction of the plan
- Determine the priority items and seek resources for implementation; and
- Create the outline for future economic development opportunities

Outcome & Progress

- The working group for the plan was Mayor Rivett, Councillor Guerin, CAO Dall, CDC Dyck CFO Molnar, and PWF Hansen.
- The Working Group determined and set the following goals to be completed before December 31, 2016
  1. Cariboo Regional District Relations
  2. Foreign Investment Integration Program – Pilot Project
  3. Clinton & District Marketing Plan
  4. Cariboo South Marketing Project
  5. Council Committees – Spirit of Clinton/CiB
  6. C2C First Nations Forum
  7. Clinton Promotions
  8. Development Investor (foreign and local) meetings
- The Village followed each of the above goals by doing the following:
  1. Cariboo Regional District Relations
    - ✓ Mayor Rivett became vice-chair and then chair of the Cariboo Chilcotin Beetle Action Coalition (CCBAC)
    - ✓ The Cariboo Chilcotin Coastal Tourism Association (CCCTA) held their Annual AGM and Conference in Clinton
    - ✓ Mayor Rivett worked very closely with the Cariboo Regional District (CRD) Chair Al Richmond to promote foreign investment for the area (example Chinese)
    - ✓ Partnered with CRD to create a South Cariboo Marketing Plan – (Cariboo Strong)
  2. Foreign Investment Integration Project
    - ✓ CDC Officer worked with the Kamloops & Cariboo Region Immigration Services and “Success” from Vancouver to develop a Pilot Project. Minister of Small Business was requested to assist with funding and administrative support for the project
  3. Clinton & District Marketing Plan
    - ✓ Grant application through NDI, Village, CCBAC and Rural Dividend was applied for and granted in the amount of \$55,000
    - ✓ Lions Gate Consulting was hired to create the marketing plan and the project is anticipated to be completed in early 2017
  4. Cariboo Strong – South Cariboo Marketing Plan
    - ✓ Clinton along with TNRD Area E Director joined Cariboo Strong marketing plan for the South Cariboo with funding from the Village and CCBAC with anticipated further funding from NDI and Rural Dividend.

5. Council Committees
  - ✓ CDC Officer was assigned the administrative duties for Communities in Bloom (CiB) Committee
  - ✓ CDC Officer was assigned the administrative duties for Spirit of Clinton Committee
6. C2C – First Nations
  - ✓ Held First Nations forum on strategic planning progress and potential trail systems for Clinton and area
7. Clinton Promotion
  - ✓ CCCTA – assisted with their Conference
  - ✓ CDC Officer engaged with the local merchants to promote special events
  - ✓ CDC Officer was in charge of the Clinton Dog Park project completion
  - ✓ CDC Officer was in charge of the Community to Community (C2C) Forum with First Nations with the main theme on Trail Development
  - ✓ CDC assisted in the final concert for the Memorial Hall Project
  - ✓ CDC Officer worked with Gold Country to host GeoCaching Event in Clinton

## 2. **Asset Management**

The Village of Clinton started on the process to develop a comprehensive plan to manage all the assets of the Village of Clinton for the short, intermediate and long term. In 2015, (funding for \$10,000 through a provincial grant and \$10,000 by the Village) was approved to complete the basic policies and strategies, along with a Water and Sewer Plan for Asset Management. In 2016, (funding for \$10,000 through a provincial grant and \$10,000 by the Village) was approved to complete the water and Sewer Plans plus a Storm Plan for Asset Management. TRUE Consulting assisted the Village through the Asset Management process. An application has been submitted for matching \$10,000 to complete the third phase of the program.

### Objectives:

- Establish Working Group for project
- Establish the purpose and direction of the plan
- Review the Strategies and Policies for Asset Management
- Complete the First Phase of Asset Management
- Review and complete the Second Phase of Asset Management
- Provide the next phase for Asset Management

### Outcome & Progress

- The working group for the plan was Mayor Rivett, Councillor Marchant, CAO Dall, CFO Molnar, PWF Hansen.
- The Working Group determined and set the following goals to be completed before December 31, 2016
- The Village followed each of the above goals by doing the following:
  1. Asset Management Phase I
    - ✓ **Completed** the general policies and strategies
    - ✓ **Completed** the sewer plan
    - ✓ **Completed** the water plan
    - ✓ **Completed** input into new data base for asset management

- ✓ **Completed** Asset Management Funding and Grant Process
- 2. Asset Management Phase II
  - ✓ **Completed** further review of sewer plan – videoing information
  - ✓ **Completed** further review of water plan – water line project priority to replacement of Main Line from Treatment Plant and water extension and looping plans
  - ✓ **Completed** fire hydrant locations into data base
  - ✓ **Completed** Storm Sewer Plan
  - ✓ **Completed** Asset Management Funding and Grant Process
- 3. Asset Management Phase III
  - ✓ **Completed** application approval from Council for funding
  - ✓ **Working** on 2017 grant funding through Federal and Provincial sources- for mainline water project and asset management when it applies

### 3. **Land & Building Plan**

The Village of Clinton will develop a comprehensive land and building plan in order to determine the current state of the assets of the Village and to determine the best usage of the asset. The plan will complement the Asset Management priorities.

#### Objectives

- Establish Working Group for project
- Establish purpose and direction of the project
- Establish the “scope of the project”
- Determine individual projects
- Identify consultant for related projects
- Secure and approve funding for project
- Complete Land and Building Plan

#### Outcomes and Progress

- The working group for the plan was Councillor Swan, Councillor Marchant, CAO Dall, CFO Molnar, PWF Hansen.
- The Working Group determined and set the following goals to be completed before December 31, 2016
  1. Determine all of the properties owned, leased or rented by the Village of Clinton
  2. Determine the background history of all of the properties
  3. Apply for funding through Provincial Infrastructure Grant Program to have information gathered for part of the Asset Management process.
  4. Complete a site review and assessment of each of the properties
  5. Determine future recommendations for each property
  6. Complete the Land & Building report
  7. Determine all the Easements and rights-of-way the Village is responsible for and have them mapped – Provincial Grant funding to assist

- The Village followed each of the above goals by doing the following:
  - ✓ **Completed** a complete list of the properties the Village has a direct interest in
  - ✓ **Completed** a grant application with TRUE Consulting to complete the report and input information into the Asset Management Plan (application not approved and will form part of Provincial application approval process for 2017)
  - ✓ **Completed** a history of the property based on the information available
  - ✓ **Completed** a site visit to each of the properties to determine conditions, improvements and possible recommendations
  - ✓ **Completed** an partial list of the easements and rights of way
  - ✓ **Continue** with the completion of the Land & Building Report
  - ✓ **Require** to have the history done on each right of way and easement
  - ✓ **Require** completion of mapping of the information
  - ✓ **Require** completion of recommendations on each of the easements and right of ways.

#### 4. **Reg Conn Park Pond Dredge**

The Village of Clinton will continue to collaborate with Clinton and District Outdoor Sportman's Association to locate funding and permits to have the Pond dredged in Reg Conn Park. A feasibility study was completed and the next stage is to locate funding for the project either as a whole project or in different phases.

##### Objectives

- Establish the Pond Dredge Working Group
- Establish the scope and phases for the project
- Secure funding for the project
- Complete whole or phased portion of project

##### Outcomes and Progress

- The working group for the plan was Councillor Park, Councillor Marchant, CAO Dall, CFO Molnar, PWF Hansen and CDC Dyck along with CADOSA members Robin Fennell and Rolly Higginbottom.
- The Working Group determined and set the following goals to be completed before December 31, 2016
  1. Agreed to do the project in two phases as recommended by the consultant
  2. Apply for grant funding for the First Phase of the project
- The Village followed each of the above goals by doing the following:
  - ✓ The Working Group agreed to do the project in two phases with approximately \$90,000 needed to complete Phase I.
  - ✓ The Federal Government 150 Infrastructure Grant Fund application did not get approval. The Village will continue to locate funding when grant funding becomes available.
  - ✓ Looking for other funding for the project including Provincial and NDIT funding
  - ✓ Project on hold until further funding becomes available

## 5. Memorial Hall Upgrade

The Village of Clinton applied for a 150 Infrastructure grant to upgrade the stage and sound system for the Memorial Hall, which provided a second entrance to the basement of the Hall. The application was for \$88,000 and the grant approval covered 50% or \$44,000. NDI approved a grant for \$30,000 and the balance remaining for the project is \$14,000 came from a grant from the Provincial Government.

### Objectives

- Establish a Working Group for the project
- Establish the purpose and direction for the project
- Complete the project

### Outcomes and progress

- The working group for the plan was Councillor Park, Councillor Guerin, CAO Dall, CFO Molnar, PWF Hansen and CDC Dyck.
- The Working Group determined and set the following goals to be completed before December 31, 2016
  1. Locate the balance of the funding for the project
  2. Determine the best location for the entrance to the basement
  3. Locate a contractor to complete the stairwell to the basement
  4. Continue to work with Lee's Music as they have been part of the project for the past three years
  5. Complete contracts with each of the contractors
  6. Complete the project
- The Village followed each of the above goals by doing the following:
  - ✓ **Completed** an application through our MLA Jackie Tegart for the funding was submitted and approved for the \$14,000 to cover the balance of the project
  - ✓ The Working Group agreed to do the project in two phases with the stairwell first and then the sounds and lighting systems
  - ✓ The procurement procedure was followed to locate a contractor for the stairwell installation
  - ✓ **Worked** with the TNRD Building Inspection Department and the contractor to determine the best location for the stairs (located on the stage with direct line to back exit of the Memorial Hall)
  - ✓ **Signed** the contract to have the stairs installed
  - ✓ **Requested** Lee's Music to provide an updated price for the sound equipment and lighting as the prices had changed from the two previous bids
  - ✓ **Signed** a contract with Lee's Music to have the work done
  - ✓ Lee's Music installed the lighting, curtains and sound system in the Memorial Hall, speakers in the Arena and the old equipment will be available for use in other areas.



- ✓ **Installed** signage for each of the sponsors for the project on the front of the Memorial Hall
- ✓ Provided a small concert to show the public the new equipment
- ✓ **Complete** the project by completing the grant applications for funding

## 6. **Roads Project**

The Village of Clinton will look at road improvements for Frontage, Teal and do a complete review to make improvements to Station Road

### Objectives

- Establish a Working Group for the project
- Establish the purpose and direction of the project
- Locate funding through the budget process for the project
- Complete feasibility study for Station Road

### Outcomes and Progress

- There was no Working Group for this project and the project was completed by the Public Works Foreman
- The Public Works Foreman reviewed the Roads Plan and communicated with TRUE Consulting on which roads were the best to complete without having to go back to for several years, due to changes to other utility services such as water and sewer.
- The Village followed each of the above goals by doing the following:
  - ✓ The budget process allowed funding for Road Improvements up to \$90,000
  - ✓ The Public Works Foreman got quotes from Dawson Construction to pave Teal and Frontage and found there was more funding to another section of road. Tingley was chosen because only a portion of the road was paved when the LeBourdias street was completed
  - ✓ The Public Works Foreman contacted Dawson Construction who were paving to the North of Clinton to get a quote for paving Teal, Frontage and a portion of Tingley. Due to the Highway 97 paving being done close to Clinton the Village was to take advantage of the equipment being in the area to have more work done.
  - ✓ Council approval to have the work completed and the paving was completed.
  - ✓ Station Road was not reviewed as the CN Crossing issues has taken precedent until the issues have been settled. Surveying of the crossing area was completed to meet Federal mandate.

## 7. Trails Plan

The Village of Clinton will develop a Trails Plan for the Community and area in order to improve and to encourage a healthy lifestyle for the residents and residents and visitors

### Objectives

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Review existing trail plans
- Determine if partners are required for project
- Complete Plan

### Outcomes and progress

- The working group for the plan was Councillor Marchant, Councillor Swan, CAO Dall, CFO Molnar, PWF Hansen and CDC Dyck
- The Working Group determined and set the following goals to be completed before December 31, 2016
- The Village followed each of the above goals by doing the following:
  - ✓ The Working Group reviewed the old trail system report which have been completed for the Village
  - ✓ The Working Group reviewed the Ministry approved trail plan for north of the Bolster Property which was created by the Clinton Economic Development Society
  - ✓ Clinton requesting Village mapping in order to review trail development through a table top session
  - ✓ The Working Group determined the need to create trails which will connect with other trails leading out of the Community
  - ✓ The Village obtained funding for a Community to Community Forum of which the main theme will be Trails and connectivity
  - ✓ The Community to Community Forum session showed there is a large amount of work to be done before a Trail Plan can be completed. The Trail Plan will have to be reviewed by Council through the strategic planning process and recommendations from the Working Group as to what the next stage should be.
  - ✓ The Trails Plan concept form part of the 2017 Strategic Planning process for consideration, which will be a Clinton “only” Trails Plan.

## **8. Dog Park Completion**

The Village of Clinton will complete the Dog Park in 2016 in order to provide a controlled area for the public and visitors to walk their dogs. MLA Jackie Tegart provided funding \$20,000 for the development of the dog park. Construction delays were due to signing of a lease for the property with the landowner. The project has been completed with some work to be done on signage in the spring and Communities in Bloom will assist in the planting to improve the area.

### Objectives

- Re-establish a Working Group for project
- Establish the purpose and direction of the project
- Complete the project

### Outcomes and progress

- Continue with the Working Group from 2015 which included Councillor Marchant, Councillor Swan and CAO Dall, CFO Joanne Molnar, PWF Karl Hansen and CDC Daniella Dyck
- The Working Group determined and set the following goals to be completed before December 31, 2016
- The Village followed each of the above goals by doing the following:
  - ✓ The Tendering process for the fencing was completed
  - ✓ Contract signed to have the fencing completed
  - ✓ Fencing Installed
  - ✓ Water was provided to the property
  - ✓ Planters and animal watering system were ordered and will be installed in 2017
  - ✓ Grass was planted on the property
  - ✓ Advertising signage was completed for the sponsors
  - ✓ Signage has been ordered and the locations are being considered for each end of town and for the stop sign locations on Hwy 97 closer to the site. Will be installed in 2017
  - ✓ Signage was distributed to the businesses on the location of the Dog Park
  - ✓ Presentation made at UBCM Small Talk Forum on the development of the Dog Park
  - ✓ CiB has agreed to take on the planting and upkeep of the flowers and trees planted on the site for 2017.
  - ✓ The Dog Park will be an ongoing project as new ideas and equipment are obtained

## 9. FireSmart

The Village of Clinton will begin the implementation of a FireSmart program for the Village of Clinton and area. The Village received a \$10,000 grant and the implementation of the program started with positive results.

### Objectives

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Continue to implement the FireSmart Program

### Outcomes and progress

- ✓ There was no Working Group established for this project and was organized and administrated by Mayor Rivett
- ✓ Mayor Rivett met with the Ministry of Forest and determined the scope of the project
- ✓ A partnership with the Ministry of Forest and West Fraser was established
- ✓ A public forum (program launch) was held to lay out the program and to have people sign up to have their property assessed. There were 51 attendees at the meeting
- ✓ The program was introduced to the School with a presentation by the Ministry of Forest personnel
- ✓ West Fraser agreed to work with property owners who wished to log their property in order to make the property fire safe
- ✓ Contract with Robin Fennell was completed to do the Village of Clinton property assessment for the smaller lots
- ✓ Contract with Steve Law was completed to do the assessment of property which were larger and fully treed
- ✓ There were several properties assessed during the year
- ✓ An extension to the existing grant was requested and approved until March 31, 2017
  
- ✓ A meeting was held with the 100 Mile Forestry service office to review the Clinton Area prescribed burning area
- ✓ A meeting was held in November 2016 to re-launch the program for 2017 and to have property owners sign up to have their property assessed for the first or second time.
- ✓ The Partners for the program (West Fraser and the Ministry of Forestry) did presentations
- ✓ A program with the cooperation of the Ministry of Forest was done at the School
- ✓ The program is to run until the funding runs out and or further funding received. The program is to run up to 3 years.

## 2017 List of Projects

The projects listed below have been part of previous strategic plans and provide a starting point for the development of the Strategic Planning for 2017. Council and staff provided their additional projects to the list. Council and staff provided two or less projects from each category and the number in brackets shows the projects selected for the final decision of Council and staff.

### PUBLIC WORKS

#### ROADS

1. Use Municipal Road Network Plan **(2)**
2. Road Improvement Carson **(1)**
3. Pave all gravel roads within Village
4. Continue to budget \$30,000 for road upgrade reserve fund and continue to locate grants to match the reserve – **Budget and Administrative (2)**
5. Continue communications with Ministry of Transportation regarding Bump Outs for McDonald - **Administrative**
6. Continue to work with Stakeholders on the CN Crossing issues on Station Road – **ONGOING & Administrative**
7. Staff to utilize the Road Plan and bring recommendations back to Council for consideration (e.g. Frontage, Teal and Tingley) - **Budget & Administrative**
8. Identify the easements and right-of-ways and have them mapped. - **Administrative**
9. The overall goal for roads is to have all the roads upgraded and re-paved as funding becomes available.
10. Patching and crack sealing has been identified as a priority through Asset Management – **Budget & Administrative (1)**
11. McDonald West Side repair drainage hole at bottom of road
12. Radar speed signs **(2)**

#### SIDEWALKS

1. Create Council Policy to have all the brick removed and replaced with concrete as funding becomes available – **Budget & Administrative (1)**
2. Widen the Sidewalks on Highway 97 where possible – **Budget & Administrative**
3. Sidewalk extension to Hugo Sub Division **(2)**
4. Review extension of sidewalk on Cariboo Avenue from Bell intersection to Cut-Off Creek with the addition of a bridge. **(3)**
5. Continue to work with BC Hydro to convert the street lights to LED or Solar lighting – **Administrative (1)**
6. Overall goal to have hydro poles moved from sidewalks **(1)**
7. Continue to implement Policy to review sidewalks on an annual basis - **Administrative**
8. Continue to review Policy for snow removal of sidewalks on an annual basis - **Administrative**

### **STORM**

1. Storm Plan review and priorities provided by Public Works Foreman and make “Shelf Worthy” projects for grant funding – **Administrative (1)**
2. Asset Management database implementation policy – **Administrative**
3. Storm System Video **(5)**

### **SEWER**

1. Continue relining of sewer lines – **Budget and Administrative**
2. Create “Shelf Worthy” projects for potential grant funding. - **Administrative**
3. Lagoon clean out **(2)**
4. Manhole upgrading
5. Continue staff training - **Administrative**
6. Review Soues Street and look at comprehensive plan for road, sewer, storm and water replacement. – **Budget and Administrative (1)**
7. Review sewer line replacement for the Village – prioritize through Asset Management **(6)**
8. Sewer Expansion in Village

### **WATER**

1. Locate funding for a cross connection program
2. Dredge of both reservoirs **(2)**
3. Complete minor repairs to Upper Reservoir Dam **(1)**
4. Fire Hydrant replacement program - **Administrative**
5. Run of the River project for Clinton Creek
6. Continue with staff training - **Administrative**
7. Water expansion to other parts of the community
8. Create policy and procedure for turning off/on water to customers - **Administrative**
9. Create a Water Shed Management Plan – Community Forest **(1)**
10. Mainline Replacement Project – **ONGOING (2)**
11. West Road Water Main Expansion Project
12. Dual PRV Station Project **(1)**
13. Generator for Water Treatment Plant – **Budget & Administrative (7)**

### **EQUIPMENT**

1. Replace lawn mower and deck (consider other types of equipment for use year round)
2. Backhoe replacement **(7)**
3. Road patching and crack sealing equipment and/or partnerships **(1)**
4. Create an Equipment Plan **(5)**

## **BUILDINGS**

1. New salt/sand shed
2. Review existing land and buildings for possible sale - **Administrative**
3. Review BC Hydro lease agreement for property and building - **Administrative**
4. Review and create policy for the cleanup and operations of the Memorial Hall for weekends - **Administrative**
5. Restoration project for the ceiling at Memorial Hall **(1)**
6. Memorial Hall Floor upgrade/replacement **(1)**
7. Complete wiring project for the Memorial Hall – **Budget & Administrative (1)**
8. Memorial Hall Card Lock System
9. Memorial Hall Clean Storage Rooms – **Administrative**
10. Memorial Hall Storage room access form and agreements with users review - **Administrative**
11. Replacement of Front Doors for the Memorial Hall and Arena – **Budget and Administrative**
12. Arena heater repairs and De-humidifier (venting system) **(2)**
13. Chiller replacement
14. Complete maintenance plan for Curling Rink – **Administrative**
15. Public Works Building (Water/Sewer/Planning/ALR/Location) **(6)**
16. Memorial Hall replacement of Hot Water Tank – **Budget & Administrative**
17. Public Washroom building replacement or upgrades **(2)**
18. Museum Society – Create and review upgrades to building - **Administrative**
19. Fire Hall Exhaust Fans repairs – **Budget and Administrative**
20. Office Building outside light upgrade – **Budget and Administrative**
21. Office building water line replacement – **Budget and Administrative**
22. Fitness room entrance Review (lighting, snow removal, roof extension) - **Administrative**
23. Fitness Room equipment plan - **Administrative**
24. Band Shell & Gazebo – Upgrades - **Administrative**
25. Robinson Square – Review - **Administrative**
26. Complete overall Building and Land Plan Phase II – **ONGOING (2)**
27. Create better signage to show locations of public sites and buildings.
28. Fix exits on Office Building to stop water dripping and ice build up- for all entrances - **Administrative**

## **CEMETERIES**

1. Create Cemeteries Plan **(6)**
2. Locate Software for Site Plans **(1)**
3. Pioneer Cemetery Review
4. Kings Lake Cemetery Review **(1)**
5. Cemetery Operations Review

## **PARKS TRAILS AND RECREATION**

1. Parks Master Plan
2. Provide better signage to location of parks and trails **(2)**
3. Review old trail plan - **Administrative**
4. Economic Development trail plan development
5. Planning for future trail development through private property - **Administrative**
6. Kelly Lake road/trail plan development
7. Use Reg Conn Park plan and prepare “Shelf Worthy” projects for potential grant funding - **Administrative**
8. Create Elliot Park Plan **(2)**

9. Attempt to get extra land from Elementary School property for addition to Park – **Budget and Administrative**
10. Review Youth projects – splash parks, etc. **(1)**
11. Provide support for First Nation trail, which connect, to the Village - **Administrative**
12. Create positive partnerships with non-profit groups
13. Curling Club Review - **Administrative**
14. Arena Usage - **Administrative**
15. Drop-In Centre
16. Skateboard Park & BMX Park
17. Drop In Center
18. Signage
19. Water Park
20. Create positive partnerships with non-profit groups – **Administrative**
21. Playground and Equipment Review - **Administrative**
22. Band Shell Upgrades **(1)**
23. Community “only” Trail Plan **(7)**
24. Pond Dredge – **ONGOING (4)**

#### **ADMINISTRATION**

##### **GENERAL**

1. Staffing Succession Planning – all positions – **Administrative (2)**
2. Replacement of CAO **(6)**
3. Continue with Working Groups for Strategic Planning and Special projects - **Administrative**
4. Review NDI Grant Writer Program
5. NDI Intern Program
6. Continue with OHSP program (Lock Out & Isolation Policy) - **Administrative**
7. Continue with NDI Collaborative/Capacity building grant - **Administrative**
8. Continue with staff training - **Administrative**
9. Complete review of job descriptions - **Administrative**
10. Complete Work Alone policy - **Administrative**

##### **BYLAWS & POLICIES**

1. Policy/Leases/Contract Review - **Administrative**
2. Update Zoning Bylaw (including Grandma Suites) **(8)**
3. Continue with Policy Development - **Administrative**
4. Subdivision Bylaw Update **(2)**
5. Create Facade Bylaw or Policy - **Administrative**
6. Continue Bylaw Review - **Administrative**
7. Complete Annual Workplace Inspections - **Administrative**
8. Review Bylaw Adjudication **(3)**
9. Fitness Room Policy - **Administrative**
10. Cemetery Bylaw Review - **Administrative**



## **COMMUNICATIONS & IT PROGRAM**

1. IT Plan updates and planning – **Budget and Administrative (1)**
2. Asset Management Plan – **ONGOING (1)**
3. Explore High Speed Internet Options for the Village (**4**)
4. Council ipads/tablets (**2**)
5. Server Replacement – **Administrative (2)**
6. Software Additions - **Administrative**
7. Continue with Web Page improvements - **Administrative**
8. Continue with Social Media - **Administrative**

## **FINANCIAL**

### **GENERAL**

1. Taxation Education – **Administrative** – HOG grants may require SIN and may need to lobby
2. Alternate Revenue Sources – **Administrative**
3. Boundary Expansion – Industrial Area – for 2018 - **Administrative**
4. Taxation Restrictions – Red Tape lobbying and others
5. Sustainable strategies - **Administrative**
6. Tax Sale from 2014 Property 202 Foster – **Administrative**
7. CARIP (consider when purchasing equipment, green opportunities projects, & new methods of operation. – **Administrative**
8. Financial Policy for Asset Management (**7**)
9. TNRD – Recreation taxation (**6**)

## **PROTECTIVE SERVICES**

### **CLINTON FIRE DEPARTMENT**

1. Fire Department Exhaust Fan repair - **Administrative**
2. Purchase of New Fire Truck
3. Replacement of Rescue Truck (**4**)
4. Look at other support for payment of equipment (ICBC etc) – Administrative
5. Equipment Needs Review – **Budget and Administrative (2)**
6. Fire Boundary Review – TNRD/Village (**1**)
7. Determine priorities based on Equipment needs Assessment (**2**)

### **FIRE/WILDFIRE PLANNING**

1. Fire Department burning program to continue - **Administrative**
2. Wildfire Planning with Ministry of Forest for Fireguards – **Administrative (1)**
3. Review central purchasing for fire related equipment with TNRD – **Administrative**
4. FireSmart Program – **ONGOING (1)**
5. Wildfire Protection Plan Update – Include Regional area (**7**)

### **EMERGENCY SERVICES**

1. Continue with table top exercises – **Administrative (1)**
2. Provide support to TNRD for Emergency Services - **Administrative**
3. Provide basic training to staff for Emergency Services - **Administrative**
4. Update and review Emergency Plan annually - **Administrative**
5. Communication with ESS on a regular basis - **Administrative**

## **PLANNING**

## **PLANNING**

1. Identify all Crown Lands within the community - **Administrative**
2. Lot 9 Subdivision Development **(4)**
3. Continue pressure on Government to develop the 20 lots **(4)**
4. Use OCP locations for review and growth - **Administrative**
5. Subdivision Development should be no cost to Village – **Administrative (1)**
6. Locate new Developers to the Community - **Administrative**
7. Work with First Nations on development issues - **Administrative**
8. Look at all potential properties for growth – **Administrative (1)**
9. Continue to promote subdivision of private lands where applicable – **Administrative**
10. Trail additions to Subdivision Application - **Administrative**

## **COMMUNICATION**

### **INTERNAL**

1. Museum Society – liaison and building maintenance and other projects
2. CADOSA – partner with Pond Dredge and Trail Development
3. Snow Jockey – Ski Trail promotion
4. Seniors – liaison and other projects
5. Legion – support when appropriate
6. Community Forest – maintain relationship and communication
7. Villa – voting member and maintain communication
8. Assisted Living – liaison and continue support for project
9. Arts & Culture Groups – communicate and partner for related projects
10. Annual Ball Committee – continue communication and work on appropriate projects
11. PAC – liaison and continue to communicate
12. DSS – continue to communicate and work on appropriate projects
13. Health Groups – liaison and continue to work on appropriate projects
14. Rec Facility Users – better communications

\*\* The Spirit of Clinton Committee was founded to look after many of these groups needs and to provide communications back to Council \*\*

### **EXTERNAL**

1. Continue with Calendar showing Visitations - **Administrative**
2. Maintain proactive approach to meet with stakeholders - **Administrative**
3. Continue to work with CCBAC (voting member on board)
4. Continue to work with Gold Country (voting member on board)
5. Continue relationships with TNRD, MLA, MP, UBCM, SILGA, IHA, RCMP, Interior Roads, BC Hydro, NDIT, Local Municipalities, School District, Provincial Ministries, Constantia, West Fraser, Community Futures, Ashcroft Terminals, etc. **(1)**
6. Continue to work with WHAC – voting member on board  
\*\*Council requires a motion to appoint a Council member who has voting privileges for a particular society or group\*\*

### **FIRST NATION**

1. Continue with formal visits with Clinton Indian Band (Whispering Pines) **(2)**
2. Continue with formal visits with High Bar First Nation **(2)**
3. Continue with Community to Community Forums – **ONGOING - Administrative (1)**
4. Consider relationship with Canoe Creek/Dog Creek and Bonaparte First Nation groups **(3)**

## COUNCIL COMMITTEES

### SPIRIT OF CLINTON

1. Continue to work with Non-Profit Groups
2. Have Spirit of Clinton create a strategic plan or vision for the year **(1)**
3. Identify projects

### COMMUNITIES IN BLOOM

1. Have CiB create a strategic plan or vision for the year **(1)**
2. Identify projects
3. **ADDED 2017 to be considered in 2018 Plan – February 8<sup>th</sup> Meeting (BECOME A “BEE VILLAGE”)**

### CANADA DAY COMMITTEE

1. Council project annually
2. Look for alternate partner **(1)**
3. Canada’s 150 Celebrations
4. Create a program and vision for budgeting purposes (well in advance of event)
5. Possible Spirit of Clinton Event **(3)**

### WOODLOT COMMITTEE

1. Continue with the existing committee
2. Create a strategic plan or vision for the year **(1)**
3. Review Terms of Reference Annually

### TRANSIT COMMITTEE

1. Continue to work with Ashcroft on providing the transit service
2. Council driven

## ECONOMIC DEVELOPMENT

### BRANDING/PARTNERS

1. Community to Community Forums
2. Information Centres
3. Chamber of Commerce
4. CCBAC Involvement
5. Community Identity
6. Promotional Items
7. Sister City Communities – Working with Chinese Community

### PLANNING

1. Create Working Group
2. Promote Marketing Packages
3. Feasibility Studies

### ECONOMIC DEVELOPMENT

1. MJIT – Work with new representative for our area
2. Cariboo Regional District/CDI – Cariboo Strong involvement – **ONGOING (2)**
3. Continue with Foreign Investment Pilot Project – **ONGOING (2)**
4. Clinton Marketing Plan – **ONGOING (2)**

5. Maintain contact with mining groups
6. Local Business – act as a facilitator for education and special functions **(1)**
7. Alternate Energy programs **(2)**
8. BC Economic Society Funding and Involvement – Explore options
9. Downtown revitalization **(2)**
10. Network with other EDO's
11. Business signage
12. Partnerships and Sponsors for facilities **(1)**
13. NDIT involvement and programs - **Administrative**
14. CCCTA involvement and programs **(1)**
15. TNRD involvement (e.g. Film Commission)
16. Promote Heritage Tourism **(1)**
17. Benches program **(3)**
18. Web Page development and maintenance - **Administrative**
19. Social Media development and maintenance - **Administrative**
20. Facade Program (NDIT) **(2)**
21. Business Friendliness
22. Vancouver Visitation with Marketing Plan **(2)**

### **2017 Strategic Planning Priorities**

Council and staff created a list of items above and each council and staff member selected no more than two from each of the categories. There were 10 projects for 2017 that Council has approved and then those which were carried forward from 2016

#### **COUNCIL AND STAFF LISTING OF SELECTED PROJECTS**

##### ONGOING

1. CN Crossing – **Administrative**
2. Mainline Waterline Replacement **(2)**
3. Building & Land Plan – **(2)**
4. Pond Dredge **(4)**
5. Asset Management **(1)**
6. FireSmart Program **(1)**
7. C2C Program – **Administrative** **(1)**
8. Cariboo Strong (Marketing) **(2)**
9. Foreign Integration (Pilot Project) **(2)**
10. Clinton Marketing Plan **(2)**

### 2017 Top Strategic Planning Priorities

The list below outlines the five (5) new projects and eight (8) old projects Council wishes to complete or manage for 2016. The Working Groups will determine the activities and timeframes for each strategic priority and the template provided is for guidance only. It will be up to the Working Group to determine their actions and priorities; if the project is for planning then specific projects will be determined and then the possibility of creating a separate Working Group may be considered.

|  |               |
|--|---------------|
| 1. Water Treatment Plant Generator (7)                   | <u>Budget</u> |
| 2. Backhoe Replacement (7)                               | <u>Budget</u> |
| 3. Community "ONLY" Trail Study (7)                      | (6)           |
| 4. Zoning Bylaw Update (8)                               | (8)           |
| 5. Asset Management Financial Policy (7)                 | (1)           |
| 6. Public Works Building (6)                             | (8)           |
| 7. Wildfire Plan (7)                                     | (6)           |
| 8. CAO Replacement (6)                                   | <u>Budget</u> |
| 9. TNRD Recreational Tax (6)                             | (6)           |
| 10. Asset Management – Sewer Line Replacement Review (6) | (4)           |
| 11. Cemetery Plans (6)                                   | (1)           |
| 12. Storm System Video (5)                               | <u>Budget</u> |
| 13. Equipment Plan (5)                                   | (0)           |

Council has selected five (5) additional projects for 2017. The Wildfire Plan will be part of the FireSmart Working Group and the Asset Management Financial Policy and Asset Management – Sewer Line Replacement Review will form part of the Asset Management Working Group.

The Water Treatment Plant Generator, Backhoe Replacement, CAO Replacement and the Storm Sewer Video will be referred to the budget process and the final decision will be made by Council should the funding be available.

The CN Crossing and C2C Program will form part of the Administrative duties of the Village.

The Equipment Plan will form part of the 2018 Action Plan listing.

## 2017 Top Strategic Priorities

### ZONING BYLAW UPDATE

The Village of Clinton has completed a Sustainability Study and the Official Community Plan and the logical next step will be to ensure the Zoning Bylaw matches. The Zoning Bylaw Update will be review the current zoning areas, add any amendments which have been completed since the bylaw was adopted and make changes to the zoning which meets the current needs of the Community

Objectives:

- Establish Working Group for project;
- Establish the purpose and direction of the plan;
- Review the sustainability plan and Official Community Plan for priorities;
- Determine the priority items and seek resources and funding for implementation; and

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities  | Time Frame (anticipated) | Primary Responsibility |
|---|--------------------------|------------------------|
| Establish Working Group   | TBD                      | Staff & Mayor          |
| Establish the purpose and direction of Zoning Bylaw Working Group | TBD                      | Working Group          |
| Determine costs for mapping and review of Bylaw (TRUE Consulting) | TBD                      | CAO                    |
| Review the Sustainability Plan                                    |                          | Working Group          |
| Review the Official Community Plan                                | TBD                      | Working Group          |
| Review existing amendments to Zoning Bylaw                        |                          |                        |
| Determine Priorities  | TBD                      | Working Group          |
| Other   |                          |                        |
|   |                          |                        |
|   |                          |                        |

**Measure: Complete Zoning Bylaw Update by December 31, 2017**

## 2017 Top Strategic Priorities

### ASSET MANAGEMENT

The Village of Clinton has taken a proactive approach to Asset Management in partnership with TRUE Consulting. Through the CAO, the Chief Administrative Officer will chair this project. The Village has completed two phases and is currently working on Phase III. An application to the Province for matching funding (Total \$20,000) and the Village Strategic Planning process has outlined some further guidelines for 2017.

#### Objectives:

- Maintain the Working Group for the project;
- Review the Strategies and Policies for Asset Management;
- Complete the Third Phase of Asset Management;
- Lightship budget costs approval for usage of service from TRUE
- Review the Strategic Plan ;
- Provide the next Phase for Asset Management

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities  | Time Frame (anticipated) | Primary Responsibility |
|---|--------------------------|------------------------|
| Establish Work Group for Project                                  | TBD                      | Staff & Mayor          |
| Establish the purpose and direction of Asset Management Phase III | TBD                      | Working Group          |
| Review the Strategies and Policies of the Asset Management Plan   | TBD                      | Working Group          |
| Strategic Planning – Financial Policy                             | TBD                      | Working Group          |
| Strategic Planning – Sewer Line Replacement Review                | TBD                      | Working Group          |
| Lightship – Budget for Services                                   | TBD                      | Working Group          |
| Complete Phase III  | TBD                      | Working Group          |
| Determine the next Phase of the Asset Management                  | TBD                      | Working Group          |
| Other   |                          |                        |
|   |                          |                        |
|   |                          |                        |

**Measure: Complete Phase III of the Asset Management Plan by December 31, 2017 and start planning for Phase IV and further**

## 2017 Top Strategic Priorities

### LAND AND BUILDING PLAN

The Land and Building Plan is nearly completed with the final review of the site visits to be completed and then the finalization of the land and building portion of the document. The next stage is to continue to locate all of the Rights of Ways and Easements. A grant application has been submitted and may need some tweaking. The Province will review the grant application in 2017. The Plan will be used to complement the Asset Management priority.

#### Objectives:

- Maintain Working Group for project
- Complete Land & Building Section – Phase I
- Continue with identifying the Rights of Ways and Easements
- Review Application to BC Infrastructure Funding and make any amendments necessary
- Identify a Consultant for the related projects (if required)
- Secure and approve funding for project
- Complete Land and Building Plan

The Working Group will develop the timelines once the purpose and direction/scope of the project is determined and the availability of the Consultant.

| Activities   | Time Frame (anticipated) | Primary Responsibility |
|--|--------------------------|------------------------|
| Establish Working Group for Project                | TBD                      | Staff & Mayor          |
| Complete Phase I of project                        | TBD                      | Working Group          |
| Complete list of known rights of way and easements | TBD                      | staff                  |
| Review grant app and secure funding                | TBD                      | Working Group          |
| Identify Consultant                                | TBD                      | Working Group          |
| Complete Land & Building Plan                      | TBD                      | Working Group          |
|  |                          |                        |
|  |                          |                        |

**Measure: Completed by December 31, 2017**



## 2017 Top Strategic Priorities

### REG CONN PARK POND DREDGE

The Village of Clinton will continue to collaborate with Clinton and District Outdoor Sportsman's Association to locate funding and permits to have the Pond dredged at Reg Conn Park. A feasibility study was completed and the next stage is to locate funding for the project. An application was submitted and unsuccessful through the Federal 150 Infrastructure Grant fund. The Working Group Committee will attempt to seek further funding and to look at the project scope to see if the project can be expanded to have the work completed.

#### Objectives:

- Maintain the Pond Dredge Working Group
- Establish the scope and phases of the project
- Prepare plan for the project and obtain permits
- Secure funding for the project
- Complete project

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined and the availability of the Consultant.

| Activities   | Time Frame (anticipated) | Primary Responsibility  |
|--|--------------------------|-------------------------|
| Establish Working Group                            | TBD                      | Staff & Mayor           |
| Establish the purpose and direction of the project | TBD                      | Working Group           |
| Establish the phases                               | TBD                      | Staff & Council         |
| Obtain permits                                     | TBD                      | Working Group           |
| Locate funding                                     | TBD                      | Working Group           |
| Implement project                                  | TBD                      | Working Group & Council |
| Complete project                                   | TBD                      | Working Group           |
| Next Steps   | TBD                      | Working Group           |

**Measure: Complete project by December 31, 2017**

## 2017 Top Strategic Priorities

### PUBLIC WORKS BUILDING

The Village of Clinton requires a new public works building and the location, water, sewer, building, planning and ALR concerns need addressing in order to move forward. The intent for 2017 is to answer the questions on each of the categories above with the hopes of starting some actual landscaping and obtaining some designs for the building. The intention of Council is to have a new building in place by 2020 with intermediate steps taking place each year to ensure the project is a reality.

#### Objectives:

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Complete project.

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities   | Time Frame (anticipated) | Primary Responsibility |
|--|--------------------------|------------------------|
| Establish a Working Group for project              | TBD                      | Staff & Mayor          |
| Establish the purpose and direction of the project | TBD                      | Working Group          |
| Locate funding                                     | TBD                      | Working Group          |
| Implement Phase I of project                       | TBD                      | Working Group          |

**Measure: Phase I completed the project before December 31, 2017.**

## 2017 Top Strategic Priorities

### TNRD RECREATIONAL TAX

The Village of Clinton needs to address the budgeting and funding for the long-term maintenance and operation of the Village recreation facilities. There are a number of residents who live outside the boundaries of the Village, who do not contribute taxation dollars for the services. The Village needs to work with TNRD staff and the Area “E” representative to determine the service area and funding required to create a fair funding for the operation of Village recreational services.

#### Objectives:

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Locate funding for project
- Work with the TNRD to seek funding.

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities   | Time Frame (anticipated) | Primary Responsibility |
|--|--------------------------|------------------------|
| Establish a Working Group for project              | TBD                      | Staff & Mayor          |
| Establish the purpose and direction of the project | TBD                      | Working Group          |
| Locate funding for project                         | TBD                      | Working Group          |
| Implement projects                                 | TBD                      | Working Group          |

**Measure: Roads Project completed by December 31, 2017 based on available funding.**

## 2017 Top Strategic Priorities

### COMMUNITY “ONLY” TRAILS PLAN

The Village of Clinton will develop a Village “ONLY” Trails Plan for the community in order to improve and to encourage a healthy lifestyle for the residents and tourists who visit the community.

#### Objectives:

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Review existing trail plans and mapping
- Review the Economic Development Society Trail Plan approval
- Develop the Clinton North West Trail
- Determine if partners are required for project
- Complete Plan

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities   | Time Frame<br>(anticipated) | Primary Responsibility |
|--|-----------------------------|------------------------|
| Establish a Working Group for project              | TBD                         | Staff & Mayor          |
| Establish the purpose and direction of the project | TBD                         | Working Group          |
| Clinton North West Trail                           | TBD                         | Working Group          |
| Develop plan                                       | TBD                         | Staff & Council        |

**Measure: Complete the Community “only” Trails Plan by December 31, 2017.**

## 2017 Top Strategic Priorities

### FIRESMART PROGRAM

The Village of Clinton started the implementation of the FireSmart Program in 2016 with several meetings and site visits taking place. The next stage of the program will be to complete the funding requirements for the grant received for \$10,000, which will expire in March of 2017. The Committee will determine the whether further funding will be required and as per the direction of the Strategic plan will complete the updating of the Village of Clinton Fire Plan.

#### Objectives:

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Continue to implement the FireSmart Program.

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities  | Time Frame (anticipated) | Primary Responsibility |
|---|--------------------------|------------------------|
| Establish a Working Group for project                                   | TBD                      | Staff & Mayor          |
| Establish the purpose and direction of the project                      | TBD                      | Working Group          |
| Continue with FireSmart Program   | TBD                      | Working Group          |
| Review Clinton Fire Plan for updating                                   | TBD                      | Working Group          |
| Obtain funding for Fire Plan renewal and for FireSmart Program Phase II | TBD                      | Working Group          |
| Goal is to become a FireSmart Community                                 | TBD                      | Staff & Council        |

**Measure: Complete Phase I of the program by March 31, 2017 and review the next phase.**

## 2017 Top Strategic Priorities

### MAIN WATERLINE REPLACEMENT

The Village of Clinton has applied for Federal grant funding to replace the main waterline from the Treatment Plant to the Village. The development of the Asset Management Plan clearly states the biggest risk to the delivery of water is the existing water main, which is over 60 years old. With the approval of the application, the project will become a priority of the Village.

#### Objectives:

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Continue to implement the main waterline replacement.

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities  | Time Frame (anticipated) | Primary Responsibility |
|---|--------------------------|------------------------|
| Establish a Working Group for project                             | TBD                      | Staff & Mayor          |
| Establish the purpose and direction of the project                | TBD                      | Working Group          |
| Continue to monitor progress of Application                       | TBD                      | Working Group          |
| Complete project within the timelines outlined in the application | TBD                      | Working Group          |

**Measure: Complete the installation of the main waterline by March 31, 2018**

## 2017 Top Strategic Priorities

### CARIBOO STRONG (MARKETING)

The Village of Clinton has collaborated with the Cariboo Regional District to develop a marketing plan for the South Cariboo. The Village has committed funding for this project through the 2017 budget process along with funding from CCBAC and the other communities and Cariboo Regional Areas. The Cariboo Regional District has contracted with CDI (UNBC) to deliver the plan. Through the CAO, the Community Development Coordinator will chair the Working Group.

#### Objectives:

- Establish a Working Group for project
- Ensure the Vision of Clinton and Area is known
- Ensure the plan matches or compliments the Clinton Marketing Plan
- Create better relations with our neighbours to the north

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities  | Time Frame (anticipated) | Primary Responsibility |
|---|--------------------------|------------------------|
| Establish a Working Group for project                                       | TBD                      | Staff & Mayor          |
| Establish the purpose and direction of the project                          | TBD                      | Working Group          |
| Foster and develop good relations with the Cariboo Regional District        | TBD                      | Working Group          |
| Meet with the Consultants on a regular basis                                | TBD                      | Working Group          |
| Ensure the Village and Area "E" are being fairly represented in the project | TBD                      | Staff & Council        |

**Measure: Complete the Phase I of the project by December 31, 2017 and review the next phase.**

## 2017 Top Strategic Priorities

### FOREIGN INTEGRATIONS PROJECT

The Village of Clinton is currently had several businesses started or taken over by foreign investment. In order to create better communication the Village is attempting to create an integration program, which will assist the new owners to become an integral part of the community. Council has and will continue to lobby the Provincial Government to locate funding to implement the “Pilot Project”. Through the CAO, the Community Development Coordinator will chair the Working Group.

#### Objectives:

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Locate partners for the program.

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities  | Time Frame (anticipated) | Primary Responsibility |
|---|--------------------------|------------------------|
| Establish a Working Group for project                           | TBD                      | Staff & Mayor          |
| Continue with the purpose and direction of the project          | TBD                      | Working Group          |
| Continue to find partners for the program                       | TBD                      | Working Group          |
| Continue to educate the businesses and community on the program | TBD                      | Working Group          |

**Measure: Complete the Foreign Integration Project by December 31, 2017 and review the next phase.**



## 2017 Top Strategic Priorities

### CLINTON MARKETING PLAN

The Village of Clinton Official Community Plan and Sustainability Plan has outlined the need for growth in the community. The Village has received several visitations from foreign investment groups who wish to invest in the community. There is a need to create marketing tools to indicate where these investors can assist. CCBC, NDIT and the Province provided grant funding for \$55,000 to complete the project. Lions Gate Consulting was contracted to complete the project by the end of January 2017. Once the plan is completed, the Working Group will continue with the implementation of the plan. Through the CAO, the Community Development Coordinator will chair the Working Group.

#### Objectives:

- Establish a Working Group for project
- Establish the purpose and direction of the project
- Continue to implement the Clinton Marketing Plan

The Working Group will determine the timelines once the purpose and direction/scope of the project is determined.

| Activities  | Time Frame (anticipated) | Primary Responsibility |
|---|--------------------------|------------------------|
| Establish a Working Group for project   | TBD                      | Staff & Mayor          |
| Continue with the purpose and direction of the project                            | TBD                      | Working Group          |
| Continue with completion of the Marketing Plan                                    | TBD                      | Working Group          |
| Implement the Marketing Plan – Visitation to Vancouver – Strategic Plan and other | TBD                      | Working Group          |

**Measure: Complete Phase I of the program by February 15, 2017 and create action plan and implementation by December 31, 2017.**

## **2018 STRATEGIC PLANNING PRIORITIES**

The priority list for 2017 provides the list below for consideration in 2018 and for projects which may be reviewed and completed in 2017 should the other projects be completed or when opportunities become available.

### **COUNCIL AND STAFF LISTING OF SELECTED PROJECTS**

The projects listed below received two or more votes by Council and staff. Although they are not part of the priority list, and as opportunities become available, staff and Council

#### **ROADS**

- Radar Speed Signs – (2)
- Use Municipal Roads Plan – (2)

#### **SIDEWALKS**

- Sidewalk Extension to Hugo Subdivision (2)
- Extension Cariboo & Bell to Cut-Off Creek with Bridge (3)

#### **SEWER SYSTEM**

- Lagoon Clean Out – (2)

#### **WATER SYSTEM**

- Dredging of Reservoirs – (2)

#### **EQUIPMENT**

- Equipment Plan – (5)

#### **BUILDINGS**

- Public Washroom Building Replacement/Upgrades – (2)
- Dehumidifier for Arena – (2)

#### **CEMETERIES**

- Cemeteries Plans – (6)

#### **PARKS, TRAILS AND RECREATION**

- Create Elliot Park Plan – (2)
- Signage for parks and trails – (2)

#### **GENERAL**

- Staffing Succession Planning – (2)

#### **BYLAW AND POLICIES**

- Adjudication Bylaw – (3)
- Subdivision Bylaw – (2)

### **COMMUNICATIONS & IT PROGRAM**

- Explore High Speed Internet Alternatives – (4)
- Council ipads/tablets – (2)
- Server Replacement – (2)

### **CLINTON FIRE DEPARTMENT**

- Equipment Needs Review (2)
- Equipment Needs Assessment based on Equipment needs survey – (2)

### **PLANNING**

- Development of Lot 9 – (4)
- Continue to lobby to get Crown Lots (20) released and developed (4)

### **FIRST NATIONS**

- Continue to work with High Bar and Clinton Indian Band – (4)
- Consider relationship building with Canoe Creek/Dog Creek and Bonaparte First Nations – (3)

### **CANADA DAY COMMITTEE**

- Possible Spirit of Clinton Project – (3)

### **ECONOMIC DEVELOPMENT**

- Benches Program – (3)
- Alternative Energy Programs – (2)
- Vancouver Visitation with Marketing Plan – (2)
- Facade Program – (2)