CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, April 3, 2023,** at 2:05 p.m.

PRESENT:

Deborah Chapman, R.J. Haney Heritage & Museum
Pat Kassa, R.J. Haney Heritage & Museum
Cindy Malinowski, R.J. Haney Heritage & Museum
Linda Painchaud
Terry Johnston
Councillor David Gonella, Chair
Melinda Smyrl, City of Salmon Arm, Recorder (Staff non-voting)
Gary Buxton, City of Salmon Arm (Staff non-voting)

ABSENT:
Mary Landers

The meeting was called to order at 2:06 p.m.

1. **Introductions and Welcome**

2. **Acknowledgement of Traditional Territory**
   We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. **Approval / changes / additions to Agenda**
   Due to the number of people in attendance for the meeting, the room changed from Room 101 to Room 100.
   >Moved: Linda Painchaud
   >Seconded: Cindy Malinowski
   >THAT: the Agenda for the April 3, 2023, Community Heritage Commission Meeting be approved.

   CARRIED UNANIMOUSLY

4. **Approval of Minutes of March 6, 2023, Community Heritage Commission Meeting**

   >Moved: Terry Johnston
   >Seconded: Pat Kassa
   >THAT: the minutes of the Community Heritage Commission Meeting of March 6, 2023, be approved.

   CARRIED UNANIMOUSLY

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5.   Old Business from minutes

a) Municipal Heritage Grant Program

The group meeting is rescheduled for Tuesday April 18 at 10am at City Hall. The group will meet to discuss similar programs in other communities and how to approach Council to consider a similar program. Terry has been conducting research and will provide more information to the group meeting on April 18. City staff will book a meeting room for the group to meet.

b) Historic Route Signs

Linda conducted a driving tour to catalogue the current inventory of heritage street signs, and of the 74 that were previously fabricated, 27 are not currently where they were planned. The group discussed if the City is responsible for replacing missing signs and if not then if the Commission is responsible. Staff will contact the City Roads department to determine if there are signs that have yet to be installed and if missing signs are at the Public Works office, and if the current heritage signage that is missing is covered by the current City budget or must be requested for council approval. Staff will also research the approval process for the signs to determine who is responsible for the sign maintenance and replacement. A list of the signs that have been located and those that maybe missing was enclosed with the Agenda package.

c) Heritage Webpage

Pat met with Evan and Gregg at the City to work on the website. The website is now drafted and Pat is finalizing photos with the assistance of Deborah.

d) Shared Drive

Pat met with City staff regarding the use of a shared drive for the Commission members to share and access. It was clarified that the intent is not the access via a separate service or application, rather as shared location on the existing drive so that soft copies of the Commission's work may be saved in a single location. There are existing folders on the City's network for the work of the Commission, expanding this will be investigated further by staff.

e) Implementation Table
The Implementation Table will be updated to include the current status of each line item. The updates will be edited by Pat and brought back to the group for further discussion at the next meeting.

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6. **New Business**

7. **Other Business &/or Roundtable Updates**
The group asked if staff could contact Evan to send their well wishes to him in his new job.

8. **Next Meeting**

Monday, May 1, 2023, at 2:05 p.m.

9. **Adjournment**

Moved: Terry Johnston
Seconded: Pat Kassa
THAT: the Community Heritage Commission Meeting of April 3, 2023, adjourn at 2:39 p.m.

CARRIED UNANIMOUSLY

"D. GONELLA"

David Gonella, Chair

Received for information by Council on the 24th day of April, 2023

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