

## COMMUNITY HERITAGE COMMISSION

### Minutes of a Meeting of the Community Heritage Commission

May 5, 2025, 1:00 p.m.  
Room 101  
500 2 Avenue NE, Salmon Arm, BC

MEMBERS PRESENT: Councillor D. Gonella, Chair; C. Malinowski; D. Chapman; M. Landers;

ABSENT: P. Kassa; L. Painchaud; L. Reimer;

STAFF PRESENT: Planner M. Paiement; Sr. Manager of HR & Communications H. Flinkman

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#### 1. CALL TO ORDER

Chair Gonella called the meeting to order at 1:13 p.m.

#### 2. INTRODUCTIONS AND WELCOME

#### 3. 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.*

#### 4. ADOPTION OF AGENDA

Moved by: M. Landers

Seconded by: D. Chapman

THAT: the Agenda be adopted with the addition of Item 10.1 - Historic Route Signs.

Carried Unanimously

#### 5. DISCLOSURE OF INTEREST

#### 6. CONFIRMATION OF MINUTES

##### 6.1 Community Heritage Commission Meeting Minutes of April 7, 2025

Moved by: C. Malinowski

Seconded by: D. Chapman

THAT: the Community Heritage Commission Meeting Minutes of April 7, 2025 be adopted as circulated.

Carried Unanimously

## **7. PRESENTATIONS**

### **7.1 City's Communications Team**

Answering questions about promoting heritage initiatives

Commission Members expressed their goal of maintaining awareness and the importance of heritage in the minds of the public. City Social Media accounts including Instagram, Facebook, LinkedIn and YouTube are available tools. Examples include an image and description when a new site is added to the heritage register or a video inviting the public to an upcoming event.

## **8. NEW BUSINESS**

## **9. OTHER BUSINESS**

### **9.1 Heritage Plaque Program - Installation Details**

There was consensus that heritage plaques be gifted to Property Owners (installation to be done by Property Owner). A package including the plaque, installation criteria, the statement of significance and the heritage register information guide will be compiled and owners will be notified when ready to pick up at City Hall.

Letters will be hand delivered to the properties that have not yet responded. If a property owner does not want to install the plaque, a letter will be mailed to an alternate recipient.

### **9.2 Heritage Register - Edits to #34 W.K. Smith House**

Deferred to June 2, 2025 meeting.

### **9.3 Heritage Conservation Awards - Procedures Document**

Deferred to June 2, 2025 meeting.

## **10. ROUNDTABLE UPDATES**

Committee members provided updates.

### **10.1 Historic Route Signs**

An update was provided by Staff. Instructions for installation of historic route signs will be more detailed including a map of the exact location.

## **11. NEXT MEETING**

The next meeting of the Community Heritage Commission is scheduled for June 2, 2025.

## **12. ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 2:01 p.m.

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CHAIR