



## AGENDA

### Regular Council Meeting

Monday, June 8, 2026, 5 p.m.

Council Chambers, 3535 Bridge Street, Armstrong, B.C.

	Page
<b>1. CALL TO ORDER</b>	
We respectfully acknowledge that the land on which we gather is the unceded ancestral territory of the Syilx (Okanagan) Peoples and the Splatstin of the Secwépemc Nation.	
<b>2. ADOPTION OF THE AGENDA</b>	
2.1 Regular Council Meeting Agenda - June 8, 2026, 2025	
<b>THAT</b> the June 8, 2026 Regular Council Meeting Agenda be adopted as circulated.	
<b>3. ADOPTION OF MINUTES</b>	
3.1 Regular Council Meeting Minutes - May 19, 2026	5 - 8
<b>THAT</b> the May 19, 2026 Regular Council Meeting Minutes be adopted as circulated.	
<b>4. PRESENTATION OF REPORTS</b>	
4.1 Armstrong Legion Request: Follow-Up	9 - 11
<ul style="list-style-type: none"><li>Report by T. Seibel, Chief Administrative Officer</li></ul>	
<b>THAT</b> Council supports the installation of a Veterans' Commemorative Crosswalk at the entrance to Memorial Park on Pleasant Valley Road;	
<b>AND THAT</b> the Veterans Crosswalk installation costs, estimated at \$6,000, be funded from existing operational budgets;	
<b>AND FURTHER THAT</b> staff be directed to adjust the future operational budget to include ongoing operations and maintenance of the crosswalk.	
4.2 2026 UBCM Ministerial Meeting Requests	13 - 15
<ul style="list-style-type: none"><li>Report by T. Seibel, Chief Administrative Officer</li></ul>	
<b>THAT</b> 2026 UBCM Ministerial Meetings be requested with:	
<ul style="list-style-type: none"><li>Ministry of Mining and Critical Minerals,</li><li>Ministry of Water, Land and Resource Stewardship,</li><li>Ministry of Housing and Municipal Affairs, and</li><li>Ministry of Environment and Parks;</li></ul>	
<b>AND THAT</b> Mayor Cramer, Councillor Wehner, Councillor Todd, Councillor Fowler and Councillor Valstar be approved to attend the 2026 UBCM Convention.	

4.3	<p>Appointment of Chief Election Officer and Deputy Chief Election Officer - 2026 General Local Election</p> <ul style="list-style-type: none"> <li>• Report by C. Wiese, Manager of Corporate Services</li> </ul> <p><b>THAT</b> Council appoints Chantel Wiese as the Chief Election Officer, and Trevor Seibel as the Deputy Chief Election Officer, for the purposes of conducting the 2026 General Local Election.</p>	17 - 18
4.4	<p>Budget Amendments</p> <ul style="list-style-type: none"> <li>• Report by T. Martens, Chief Financial Officer</li> </ul> <p><b>THAT</b> Council approve an increase to the 2026 budget for the Library Sunday opening from \$4,700 to \$9,388, representing the full gross cost of the service with the increase being funded by the Township of Spallumcheen;</p> <p><b>AND THAT</b> Council approve the 2026/2027 Armstrong FireSmart project to be added to the budget as follows, and funded entirely by Provincial grant funds:</p> <ul style="list-style-type: none"> <li>• 2026 - \$126,100</li> <li>• 2027 - \$192,000.</li> </ul>	19 - 21
4.5	<p>Council Information Technology Policy</p> <ul style="list-style-type: none"> <li>• Report by T. Martens, Chief Financial Officer</li> </ul> <p><b>THAT</b> Council adopts Policy 2-200-44 Council Information Technology Policy;</p> <p><b>AND THAT</b> Council repeals the following policies:</p> <ul style="list-style-type: none"> <li>• 2-200-26 Council Technology Allowance Policy</li> <li>• 2-200-28 Provision for City Emails for Elected Officials Policy.</li> </ul>	23 - 25
4.6	<p>Wayfinding Signage Design Finalization</p> <ul style="list-style-type: none"> <li>• Report by L. Cordell, Manager of Planning Services</li> </ul> <p><b>THAT</b> design option 2, Simplified Signage, be approved for use in the manufacturing of wayfinding signage.</p>	27 - 29
4.7	<p>Heritage Alteration Permit: 2940 Okanagan Street</p> <ul style="list-style-type: none"> <li>• Report by L. Cordell, Manager of Planning Services</li> </ul> <p><b>THAT</b> Heritage Alteration Permit 26-006-HAP for 2940 Okanagan Street be approved as presented.</p>	31 - 33
4.8	<p>Liquor Primary Application for a Permanent Patio at the Branding Iron Pub</p> <ul style="list-style-type: none"> <li>• Report by L. Cordell, Manager of Planning Services</li> </ul>	35 - 39

**THAT** Council supports the application to the Liquor and Cannabis Regulation Branch to make the patio at 3385 and 3445 Okanagan Street (the Branding Iron Pub) permanent, subject to the following:

- a) That the hours of operation of the patio be limited to 11 p.m. at the latest to mitigate the potential for noise concerns;
- b) That the applicant submit for approval a Minor Development Permit Application with a design for the permanent patio that meets the guidelines of the Official Community Plan, mitigates noise and relocates the patio adjacent to Okanagan Street;
- c) That the patio redevelopment must be completed by June 1, 2027; and
- d) That the patio must meet the requirements of the Building Inspector before the approval is issued;

**AND THAT** staff provide this feedback to the Liquor and Cannabis Regulation Branch through its application portal.

## 5. BYLAWS

### 5.1 Election Procedures Bylaw No. 1953, 2026

41 - 44

- Report by C. Wiese, Manager of Corporate Services

**THAT** Election Procedures Bylaw No. 1953, 2026 be given first, second and third readings, by title only.

## 6. IN-CAMERA/CLOSED SESSION

### 6.1 In-Camera - June 8, 2026

**THAT** Council proceeds In-Camera pursuant to Sections 90 (1) (c) and (g) of the *Community Charter*:

- (c) labour relations or other employee relations; and
- (g) litigation or potential litigation affecting the municipality.

## 7. ADJOURNMENT

### 7.1 Meeting Adjournment

**THAT** the June 8, 2026 Regular Council Meeting be adjourned at [insert time] p.m.





# City of Armstrong

## MINUTES Regular Council Meeting

May 19, 2026, Council Chambers, 3535 Bridge Street, Armstrong, B.C.

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**PRESENT:**

Council: Mayor J. Cramer  
Councillors S. Drapala, R. Nitchie, \*N. Todd, J. Valstar and M. Wehner

\*Denotes electronic attendance

Absent: Councillor S. Fowler

Staff: Trevor Seibel, Chief Administrative Officer  
Chantel Wiese, Manager of Corporate Services/Corporate Officer  
Terry Martens, Chief Financial Officer  
Laurie Cordell, Manager of Planning Services  
Warren Smith, Manager of Community Services

Others: 3 Members of the Public

1. **CALL TO ORDER**

Mayor Cramer called the meeting to order at 5 p.m.

It was respectfully acknowledged that the land on which the meeting is being held is the unceded ancestral territory of the Syilx (Okanagan) Peoples and the Spltasin of the Secwépemc Nation.

2. **ADOPTION OF THE AGENDA**

2.1 **Regular Council Meeting Agenda - May 19, 2026**

**#61/26** MOVED by Councillor Wehner, SECONDED by Councillor Todd  
**THAT** the May 19, 2026 Regular Council Meeting Agenda be adopted as circulated.

**CARRIED**

3. **ADOPTION OF MINUTES**

3.1 **Regular Council Meeting Minutes - April 27, 2026**

**#62/26** MOVED by Councillor Valstar, SECONDED by Councillor Drapala  
**THAT** the April 27, 2026 Regular Council Meeting Minutes be adopted as circulated.

**CARRIED**

**3.2 Special Council Meeting Minutes - May 4, 2026**

**#63/26** MOVED by Councillor Todd, SECONDED by Councillor Wehner  
**THAT** the May 4, 2026 Special Council Meeting Minutes be adopted as circulated.

**CARRIED**

**4. DELEGATION(S) AND PRESENTATIONS**

**4.1 Okanagan Basin Water Board - 2026-2030 Strategic Direction Update**

- **Presenter: Melissa Tesche, Executive Director**

Ms. Tesche presented the Board's update to Council.

**4.2 Vernon North Okanagan Detachment - 2026 1<sup>st</sup> Quarter Policing Report (January to March)**

- **Presenters: Inspector Kennedy and S/Sgt. Lee**

Inspector Kennedy and S/Sgt. Lee provided the 2026 First Quarter Update to Council.

**5. PRESENTATION OF REPORTS**

**5.1 Comprehensive Armstrong Revitalization Initiative - Next Steps.**

- **Report by L. Cordell, Manager of Planning Services**

Ms. Cordell presented her report to Council.

**#64/26** MOVED by Councillor Drapala, SECONDED by Councillor Todd  
**THAT** Council directs staff to focus on the development of patio and sidewalk policies, the development of Patterson parking design and implementation, the development of a parking strategy, and review and consideration for the implementation process for downtown speed reduction.

**CARRIED**

**5.2 2025 Statement of Financial Information**

- **Report by T. Martens, Chief Financial Officer**

Mr. Martens presented his report to Council.

**#65/26** MOVED by Councillor Wehner, SECONDED by Councillor Todd  
**THAT** Council approve the 2025 Statement of Financial Information.

**CARRIED**

**5.3 Review and Repeal of Financial Policies**

- **Report by T. Martens, Chief Financial Officer**

Mr. Martens presented his report to Council.

- #66/26** MOVED by Councillor Valstar, SECONDED by Councillor Wehner  
**THAT** Council repeal the following policies:
- 2-200-19 Proportion of Revenue From Various Funding Sources
  - 2-200-20 Distribution of Property Taxes Among Property Classes
  - 2-200-31 Tax Increases for Long Range Infrastructure Planning
  - 2-200-22 Heaton Place Rental
  - 2-200-37 COVID-19 Safe Restart Grant in Aid

**CARRIED**

6. **CORRESPONDENCE**

6.1 **Ebus and Red Arrow - Request for Letter of Support: Continued Reliable Intercity Bus Service**

- #67/26** MOVED by Councillor Valstar, SECONDED by Councillor Todd  
**THAT** Council directs staff to submit a letter of support for Ebus/Red Arrow, to be executed by the Mayor on behalf of Council.

**CARRIED**

7. **MATTERS REFERRED FROM COMMITTEE, COMMISSION AND IN-CAMERA**

7.1 **Committee, Commission and Official Event Reports**

- **Verbal updates from Council members, as required**

Councillor Drapala provided a summary of the May 14, 2026 Armstrong Spallumcheen Chamber of Commerce Meeting.

8. **IN-CAMERA/CLOSED SESSION**

8.1 **In-Camera - May 19, 2026**

Council proceeded In-Camera at 5:42 p.m.

- #68/26** MOVED by Councillor Todd, SECONDED by Councillor Drapala  
**THAT** Council proceeds In-Camera pursuant to Section 90 (1) (g) of the *Community Charter*: litigation or potential litigation affecting the municipality.

**CARRIED**

9. **ADJOURNMENT**

9.1 **Meeting Adjournment**

- #69/26** MOVED by Councillor Todd, SECONDED by Councillor Valstar  
**THAT** the May 19, 2026 Regular Council Meeting be adjourned at 6:16 p.m.

**CARRIED**

Regular Council Meeting Minutes  
May 19, 2026

**CERTIFIED CORRECT:**

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J. Cramer, Mayor

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C. Wiese, Corporate Officer



# City of Armstrong

## REPORT/RECOMMENDATION TO COUNCIL

**FROM:** Trevor Seibel, Chief Administrative Officer

**FILE NO:** 0230-20

**DATE:** June 8, 2026

**SUBJECT:** Armstrong Legion Request – Follow-Up

### 1. Purpose

For Council to consider the request from the Armstrong Legion.

### 2. Recommendation

THAT Council supports the installation of a Veterans Commemorative Crosswalk at the entrance to Memorial Park on Pleasant Valley Road;

AND THAT the Veterans Crosswalk installation costs, estimated at \$6,000, be funded from existing operational budgets;

AND FURTHER THAT staff be directed to adjust the future operational budget to include ongoing operations and maintenance of the crosswalk.

### 3. Discussion/Analysis

At the January 12, 2026 Regular Council meeting, representatives from the Armstrong Legion made a presentation to Council regarding the following:

- Placement of the Honorary name of “Veteran’s Way”
- Creation of a Veteran’s crosswalk
- Veteran’s Banner program

This request coincides with the planned 100<sup>th</sup> anniversary celebrations of the Armstrong Legion branch in the fall of 2026. As part of the presentation, the Legion had identified two primary locations for the request: Pleasant Valley Boulevard North (PV Blvd. North) and Memorial Park. Due to the construction of PV Blvd. North during 2026, the focus shifted to Memorial Park.

At the March 16, 2026 Regular Council meeting, the following resolution was adopted by Armstrong Council:

***THAT Council directs staff to refer the Royal Canadian Legion's request to the Armstrong Spallumcheen Parks and Recreation Commission for consideration.***

The Armstrong Spallumcheen Parks & Recreation Commission (ASPR) considered the request at their April 20, 2026 meeting. The following resolutions were endorsed by the commission at that meeting:

***THAT*** the Armstrong Spallumcheen Parks and Recreation Commission support the City of Armstrong Veteran’s Crosswalk located in front of Memorial Park located on Pleasant Valley Road from the parking area to the entrance of Memorial Park;

***AND THAT*** the Commission direct staff to work with the Armstrong Legion, Branch No. 35 to establish “Veterans Way,” which will extend from the City’s proposed Veteran’s Crosswalk on Pleasant Valley Road, through the Memorial Park entrance, and across to the Cenotaph.

With the above noted support from ASPR, Council must now consider the request for, and related costs of, the commemorative crosswalk.

As noted in the report presented at the March 16, 2026 Council meeting, the cost estimates for a commemorative crosswalk could reach up to \$6,000 plus any annual maintenance.

#### **4. Legal/Statutory Authority**

Council can authorize the expenditure of funds and delivery of services through the Financial Plan.

#### **5. Considerations/Implications**

##### **a) Strategic Goals/Priorities**

Although not specifically outlined in the Strategic Plan, this request does align with Councils strategic priority of Community Engagement and Community Wellbeing.

##### **b) Financial**

The financial implications are noted above of the initial installation. Any annual maintenance implications will be brought forward during the next budget deliberation.

##### **c) Communications**

Communications will be coordinated with the Legion as they will be highlighting the crosswalk as part of their 100<sup>th</sup> anniversary celebration

##### **d) Others Consulted**

- Brad Ackerman, Operations Manager
- Terry Martens, Chief Financial Officer

**6. Alternative Recommendations**

The only alternative resolution at this time would be for Council not to support the crosswalk installation. Should Council choose to go this direction, the following resolution will be required:

THAT Council does not support the installation of a Veterans Commemorative Crosswalk at the entrance to Memorial Park on Pleasant Valley Road.

**7. Attachments**

a. None.

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**Prepared by:**



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Trevor Seibel, CPA, CA, Chief  
Administrative Officer

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**Approved for submission to Council:**



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Trevor Seibel, CPA, CA  
Chief Administrative Officer





# City of Armstrong

## **REPORT/RECOMMENDATION TO COUNCIL**

**FROM:** Trevor Seibel, Chief Administrative Officer

**FILE NO:** 0390-20  
(UBCM)

**DATE:** June 8, 2026

**SUBJECT:** 2026 UBCM Ministerial Meeting Requests

### **1. Purpose**

For Council to consider Ministerial Meeting requests at the 2026 UBCM Convention.

### **2. Recommendation**

THAT 2026 UBCM Ministerial Meetings be requested with:

- Ministry of Mining and Critical Minerals,
- Ministry of Water, Land and Resource Stewardship,
- Ministry of Housing and Municipal Affairs, and
- Ministry of Environment and Parks;

AND THAT Mayor Cramer, Councillor Wehner, Councillor Todd, Councillor Fowler and Councillor Valstar be approved to attend the 2026 UBCM Convention.

### **3. Discussion/Analysis**

On May 13, 2026, the City of Armstrong received notice that the meeting request portal for UBCM has opened and will remain open until June 24, 2026. Council must decide which, if any, Ministerial Meetings they would like to request at the 2026 UBCM Convention.

At the 2025 UBCM Convention, the following meetings were requested but both were denied:

Ministry of Environment

Update on Wastewater Treatment Plant and Liquid Waste Management Plan.

BC Hydro

Utilities fronting the highway being transitioned underground and movement of lines underground in the continued effort to update and revitalize our downtown core along with the potential for grants to assist with this project.

With respect to the issues noted for the above noted Ministerial Meeting requests, staff have been making progress on both fronts. With respect to the Wastewater Treatment Plant, the sanitary pilot project will be commencing very soon. The trailers used in the pilot are now on site and will be set up in the coming days. Administration has kept an open communication line with staff at the Province in regards to this project. With BC Hydro, communication continues on the next steps once the Okanagan Rail Trail is completed north of the City boundary. There are ongoing conversations with BC Hydro about the future of the open space adjacent to the substation and fronting Highway 97 as well as how the future traffic movements will affect downtown.

In terms of potential meeting requests for 2026, we note the following:

On May 7, 2026 the City received notification from First Quartz of their commencement of a mining exploration program in the Fortune Creek Watershed. The letter was dated April 24, 2026 and was set to start April 26, 2026 and continue for six weeks. The City did not receive a formal consultation or referral notice even though the Fortune Creek Watershed is the City's primary drinking water source. The City has reached out to First Quartz and had a preliminary meeting with them about their activities.

Ministry of Mining and Critical Minerals

Lack of consultation for planned mining exploration in the Fortune Creek Watershed.

Ministry of Water, Land and Resource Stewardship

Ministry of Housing & Municipal Affairs

Funding cuts to BC Housing which have paused (potentially cancelled) the Sunset Housing project and Heather Heights (Legion Housing) project.

Ministry of Environment

Update on Wastewater Treatment Plant and Liquid Waste Management Plan

The following Council members are scheduled to attend UBCM:

- Mayor Cramer
- Councillor Wehner
- Councillor Todd
- Councillor Fowler (will likely be shared costs between RDNO and CoA again)
- Councillor Valstar

For awareness, the 2026 Council travel and conference budget was developed using planning assumptions equivalent to approximately \$4,300 per Council member, based on

typical attendance to conferences in recent years. There is some flexibility in that if fewer members attend one conference/event, those funds can be reallocated to support increased participation at another. Based on the foregoing, we have sufficient budget to accommodate five members of Council attending UBCM in 2026.

**4. Legal/Statutory Authority**

Travel Expense Policy for Councillors, Officers and Employees (Policy #2-200-4) requires that *“Council shall authorize and approve the attendance of the Mayor and Councillors at any event, for any purpose deemed to be for the improvement and good government of the City of Armstrong, subject to the necessary funds being available in the Annual Budget.”*

**5. Considerations/Implications**

**a) Strategic Goals/Priorities**

Not directly tied to the Strategic Plan, but does support the five strategic focus areas outlined in the 2022-2026 Strategic Plan.

**b) Financial**

The 2026 Council travel and conference budget includes the equivalent to approximately \$4,300 per Council member, based on typical attendance to conferences in recent years.

**c) Communications**

Not applicable.

**d) Others Consulted**

Not applicable.

**6. Alternative Recommendations**

Should Council wish to amend the meeting requests or who attends, they will need to add or delete from the two recommended resolutions.

**7. Attachments**

- a. [Letter to Mayors and Chairs – 2026 UBCM Convention](#)

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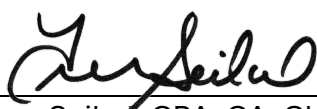
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**Prepared by:**


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**Approved for submission to Council:**



Trevor Seibel, CPA, CA, Chief  
Administrative Officer



Trevor Seibel, CPA, CA  
Chief Administrative Officer





# City of Armstrong

## REPORT/RECOMMENDATION TO COUNCIL

**FROM:** Chantel Wiese, Manager of Corporate Services **FILE NO:** 4200-20  
**DATE:** June 8, 2026  
**SUBJECT:** Appointment of Chief Election Officer and Deputy Chief Election Officer - 2026 General Local Election

### 1. Purpose

To appoint the Chief Election Officer and Deputy Chief Election Officer for the 2026 General Local Election.

### 2. Recommendation

THAT Council appoints Chantel Wiese as the Chief Election Officer, and Trevor Seibel as the Deputy Chief Election Officer, for the purposes of conducting the 2026 General Local Election.

### 3. Discussion/Analysis

Pursuant to Section 58(1) of the *Local Government Act*, Council must, by resolution at an open meeting, appoint a Chief Election Officer (CEO) and a Deputy Chief Election Officer (DCEO) to conduct an election. The appointment of the CEO and DCEO is a statutory responsibility and prerogative of Council, and that authority rests solely with Council. As the administration of local government elections is one of the most significant democratic and political functions of a municipality, it is important that these appointments be made carefully and with consideration given to the experience, qualifications, and demonstrated ability of the individuals appointed to these roles.

It is important to appoint the CEO and DCEO early in the election year to ensure that the Officers are able to plan and administer the election in accordance with legislative requirements and prescribed deadlines. CEO responsibilities are outlined in Section 58 of the *Local Government Act* and include appointing election officials, coordinating all notices, forms, supplies, and equipment, reserving polling places, managing public information and election orientation, and conducting all voting opportunities. The duties and powers of the CEO are further outlined in Section 59 of the *Local Government Act*.

### 4. Legal/Statutory Authority

[Section 58 \(1\)](#) of the *Local Government Act* provides the authority and requirement for Council to appoint a CEO and DCEO.

**5. Considerations/Implications**

**a) Strategic Goals/Priorities**

Administration of the municipal election is a mandatory statutory function.

**b) Financial**

Compensation and related costs arising from these appointments will follow established policy and have been accounted for in the approved 2026 budget.

**c) Communications**

The appointments are communicated publicly in election notices, on the City’s website, and in all related election correspondence.

**d) Others Consulted**

Not applicable.

**6. Alternative Recommendations**

THAT Council appoints \_\_\_\_\_ as the Chief Election Officer, and \_\_\_\_\_ as the Deputy Chief Election Officer, for the purposes of conducting the 2026 General Local Election.

**7. Attachments**

a. None.

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**Prepared by:**



Chantel Wiese, Manager of Corporate Services/Corporate Officer

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**Approved for submission to Council:**



Trevor Seibel, CPA, CA  
Chief Administrative Officer



# City of Armstrong

## REPORT/RECOMMENDATION TO COUNCIL

**FROM:** Terry Martens, Chief Financial Officer

**FILE NO:** 1715-02

**DATE:** June 8, 2026

**SUBJECT:** Budget Amendments

### 1. Purpose

To present two proposed amendments to the 2026-2030 Financial Plan for approval.

### 2. Recommendation

**THAT** Council approve an increase to the 2026 budget for the Library Sunday opening from \$4,700 to \$9,388, representing the full gross cost of the service with the increase being funded by the Township of Spallumcheen;

**AND THAT** Council approve the 2026/2027 Armstrong FireSmart project to be added to the budget as follows, and funded entirely by Provincial grant funds:

- 2026 - \$126,100
- 2027 - \$192,000

### 3. Discussion/Analysis

#### Library Sunday Opening

The 2026 budget already includes a provision for \$4,700 representing the City's rounded one-half share of the anticipated cost of operating the local library branch on Sundays for a portion of the year. At the time the budget was approved, the Township of Spallumcheen had not yet committed to their share of the funding. The Township has now confirmed funding up to a maximum of \$4,688. Being that the library is located in the City, Okanagan Regional Library (ORL) will bill the full cost of the additional service to the City, rather than splitting the bill between the two communities. As such, it is prudent that the budget capture the full gross cost along with the Township's cost sharing reimbursement. This amendment reflects a net-zero change to the budget. It should also be noted that additional hours for library operation is a service outside of the scope of the annual ORL tax requisitions to member municipalities. The additional costs for these types of enhancements are not shared across the ORL realm, but are borne solely by the benefiting communities.

#### FireSmart Project

Earlier this year, the Manager of Community Services presented a report to Council regarding the application for \$200,000 in Provincial fire smart funding (\$100,000 each year for 2026 and 2027). This project was not included in the original budget. The application was

approved for \$200,000 each year for a total not exceeding \$400,000. With the additional funding, staff created a revised project budget representing an allocation-based program that can reasonably be completed over the next two years totaling \$318,100:

<b>Activity</b>	<b>2026</b>	<b>2027</b>
FireSmart Coordinator	\$10,010	\$10,010
Education	5,943	6,399
Community Planning	10,275	7,480
Development Considerations	0	11,880
Inter-Agency Cooperation	2,145	6,645
Emergency Planning	7,634	7,634
Coordinator Training	2,000	2,000
Critical Infrastructure (mitigation)	11,257	51,303
Green Spaces (mitigation)	651	29,025
Residential Assessments & Chipping	73,985	57,594
Other Misc.	2,205	2,025
<b>TOTALS (rounded)</b>	<b>\$126,100</b>	<b>\$192,000</b>

Authorization for the project amounts requires Council approval for inclusion in the budget.

**4. Legal/Statutory Authority**

If approved, the budget amendments in this report will be included in a Financial Plan Amendment Bylaw brought to Council at the end of the year, along with all other amendments authorized by Council in 2026.

**5. Considerations/Implications**

**a) Strategic Goals/Priorities**

The subject of this report is operational in nature and doesn't directly link to current strategic goals and priorities.

**b) Financial**

Both amendments have no effect on the City's property tax base or reserve levels.

**c) Communications**

The subject of this report negates the need for public communications. The ORL will initiate their own communications for the enhanced hours of service at the Library. Separate communications will be issued over the life of the Fire Smart project as different programs are initiated.

**d) Others Consulted**

- Warren Smith, Manager of Community Services

**6. Alternative Recommendation**

The subject of both budget amendments discussed in this report were previously endorsed by Council. The recommendation presented is a housekeeping requirement to direct staff to change the budget. As such, no alternative recommendation is being made at this time.

**7. Attachments**

None.

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**Prepared by:**



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Terry Martens, CPA, CGA, Chief  
Financial Officer

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**Approved for submission to Council:**



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Trevor Seibel, CPA, CA  
Chief Administrative Officer





# City of Armstrong

## REPORT/RECOMMENDATION TO COUNCIL

**FROM:** Terry Martens, Chief Financial Officer

**FILE NO:** 0340

**DATE:** June 8, 2026

**SUBJECT:** Council IT Policy

### 1. Purpose

For Council to consider an updated Council IT Policy and replace two outdated technology policies.

### 2. Recommendation

**THAT** Council adopt Policy 2-200-44 Council Information Technology Policy;

**AND THAT** Council repeal the following policies:

- 2-200-26 Council Technology Allowance Policy
- 2-200-28 Provision for City Emails for Elected Officials Policy.

### 3. Discussion/Analysis

Staff are continuing to review all financial policies. The focus of this report is to recommend a new consolidated policy for Council IT related services in order to reflect current practice and to add new provisions.

The existing Council Technology Allowance Policy (2-200-26) was adopted in 2013 when the City did not provide any IT support or hardware for elected officials. The resulting \$300 annual allowance was intended to mitigate the personal financial impact of Council using their own services and devices. The amount has never been increased. The Email Policy (2-200-28) was added in 2016. Over time, the extent of City-provided IT services has increased with the following items and services being currently provided:

- City email accounts for all members of Council
- Tablets provided to all Councillors
- Laptop/Surface provided to the Mayor
- Mobile phone provided to the Mayor

Due to the Mayor receiving additional City-paid services, payment of the annual allowance for that office ceased several years ago. The proposed new policy reflects the following provisions:

- Continued provision of City email accounts to all members of Council including language for a communication protocol.
- Continued provision of a mobile phone for the Mayor.
- Continued provision of tablets for Councillors and a laptop/surface unit for the Mayor with the added provision of replacing all such hardware at the start of each Council term.
- Increasing the annual allowance payment to \$350 for all Councillors beginning in 2027.
- Adding an opportunity for each member of Council to personally keep the device(s) assigned to them at the conclusion of their term of office at no cost. In most situations, these devices would have little to no intrinsic value to the City after four years of use.
- Inclusion of language requiring the annual budget to reflect provisions for all purchases and ongoing services reflected in the policy.
- Inclusion of language related to data storage and records subject to freedom of information and protection of privacy.

#### **4. Legal/Statutory Authority**

Not applicable.

#### **5. Considerations/Implications**

##### **a) Strategic Goals/Priorities**

The subject of this report is operational in nature and doesn't directly link to current strategic goals and priorities.

##### **b) Financial**

If approved, the new policy would require a provision for the replacement of IT hardware for Council in the 2027 budget. Due to the current state of global IT price instability, a cost estimate is not provided at this time.

##### **c) Communications**

The subject of this report negates the need for public communications.

##### **d) Others Consulted**

None.

#### **6. Alternative Recommendation**

Adopting the new policy and repealing the outdated two policies is not mandatory, but is strongly recommended to maintain alignment with current practices and ensure the overall policy manual reflects them. An alternative recommendation is not being offered at this time.

**7. Attachments**

- a) [2-200-44 Proposed Council Information Technology Policy](#)
- b) [2-200-26 Council Technology Allowance Policy](#)
- c) [2-200-28 Provision for City Email Accounts for Elected Officials Policy](#)

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**Prepared by:**



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Terry Martens, CPA, CGA, Chief  
Financial Officer

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**Approved for submission to Council:**



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Trevor Seibel, CPA, CA  
Chief Administrative Officer





# City of Armstrong

## REPORT/RECOMMENDATION TO COUNCIL

**FROM:** Laurie Cordell, Manager of Planning Services

**FILE NO:** 6950-30

**DATE:** June 8, 2026

**SUBJECT:** Wayfinding Signage Design Finalization

### 1. Purpose

This report is to request confirmation of the final design for the City's wayfinding signage.

### 2. Recommendation

THAT design option 2, Simplified Signage, be approved for use in the manufacturing of wayfinding signage.

### 3. Discussion/Analysis

At its Regular Meeting of August 11, 2025, Council approved the Armstrong Heritage design for the wayfinding signs. Since the approval of funding for the signs, at the Regular Meeting of March 16, 2026, staff have engaged a team to implement phase one of the wayfinding signs.

The signage team have been reviewing the details of the sign wording, location, mapping and design. They have provided an option for the signage to have a more simplified design without the Coat of Arms. This would be to improve readability and make the signs have a cleaner appearance. It is expected that on all the signs for motorists, the Coat of Arms won't be distinguishable.

Staff is requesting that Council review the original option, Option 1 against the Simplified Signage option, Option 2. On the following page are excerpts from each design package for consideration. The full signage package for each design is attached.

Staff are recommending Option 2 for the following reasons:

- Simplified cleaner look
- Allows a larger more readable font size
- Less elements to maintain in the long run
- The coat of arms is difficult to see or understand what it is from a vehicle
- Makes the line of the top more prominent (tie to the post office shape)

Option 1 – Original Design



Option 2 - Simplified Signage



Staff have started identifying specific locations for the new signage and will advise Council when they have been finalized.

**4. Legal/Statutory Authority**

The signage has been authorized by Council and expenditures authorized in the Financial Plan Bylaw.

**5. Considerations/Implications**

**a) Strategic Goals/Priorities**

This project falls within the Community Wellbeing strategic area: The City of Armstrong is committed to building a livable and complete community that is attractive to current and future residents.

**Goal** – Future Planning

**Strategic Action** – Comprehensive Armstrong Revitalization Initiative

**b) Financial**

Funding for this project has been authorized by Council.

**c) Communications**

This will be a very visible project in the community. It is expected that a communications plan will be mapped out to accompany the installation of the signage.

**d) Others Consulted**

The proposed simplified sign design was reviewed by City staff.

**6. Alternative Recommendations**

THAT design option 1, Original Design, be approved for use in the manufacturing of wayfinding signage.

This would direct staff to use the currently approved version of the signage.

**7. Attachments**

- a. [Option 1 – Original Design.](#)
- b. [Option 2 – Simplified Design.](#)

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**Prepared by:**



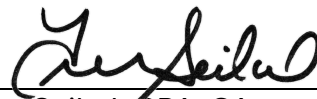
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Laurie Cordell, MCIP, RPP, Manager  
of Planning Services

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**Approved for submission to Council:**



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Trevor Seibel, CPA, CA  
Chief Administrative Officer





# City of Armstrong

## REPORT/RECOMMENDATION TO COUNCIL

**FROM:** Laurie Cordell, Manager of Planning Services      **FILE NO:** 26-006-HAP

**DATE:** June 8, 2026

**SUBJECT:** Heritage Alteration Permit 2940 Okanagan Street

### 1. Purpose

For Council to consider Heritage Alteration Permit 26-006-HAP to replace existing cedar shakes with new Hardi-Board Shakes at 2940 Okanagan Street.

### 2. Recommendation

THAT Heritage Alteration Permit 26-006-HAP for 2940 Okanagan Street be approved as presented.

### 3. Discussion/Analysis

The City of Armstrong Heritage Resource Management Plan was prepared in July 1993. Along with it, the Heritage Resource Inventory was created – an unofficial inventory of properties that are of historic interest. The Heritage Inventory includes information on more than 70 properties that were built prior to 1930, and which have heritage qualities. The listings include reports on architecture, resident history, and photographs from past and present.

The Community Heritage Registry (CHR) was enacted by Council resolution on February 12, 2007. Heritage designation is a method of legally protecting and conserving heritage properties, and buildings can be classified by heritage value or heritage character. The properties in the listing were designated heritage through bylaws that aim to legally protect and conserve heritage importance in the community.

Once a property has been designated as a municipal heritage site, unless an action is either authorized by a heritage alteration permit issued by the City, or is expressly permitted under the bylaw by which the property was designated a municipal heritage site, no person may:

- Alter the exterior façade of a building or structure;
- Make a structural change to a building or structure;
- Move a building or structure;
- Alter, remove or take any action that would damage a landscape feature that is identified in Schedule "A" of the designation bylaw.

The following criteria are to be considered when reviewing an HAP application:

- Construction and alterations should reflect the original design

- The impact on the integrity and heritage value if the building is to be moved or demolished
- Landscaping, ground cover, street furniture, and lighting should complement the heritage character.

This application is to replace the existing cedar shakes with new shakes made of hardi-board. The shakes will reflect the original design and have limited impact on the integrity and heritage value but significantly reduce the need for ongoing maintenance and the fire risk. For these reasons staff are in support of this application.



Figure-1—2940 Okanagan Street



Figure-2—Proposed Hardi-Board Shakes (White)

**4. Legal/Statutory Authority**

This house was given Heritage Status through a Heritage Bylaw which gives Council the authority to require permits for modifications to the structure or significant landscape features.

**5. Considerations/Implications**

**a) Strategic Goals/Priorities**

N/A.

**b) Financial**

N/A.

**c) Communications**

N/A.

**d) Others Consulted**

N/A.

**6. Alternative Recommendations**

THAT Heritage Alteration Permit 26-006-HAP for 2940 Okanagan Street be denied.

This would prevent the applicant from using the Hardi-Board Shakes to upgrade their structure.

**7. Attachments**

None.

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**Prepared by:**

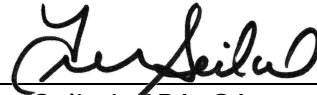


Laurie Cordell, MCIP, RPP, Manager  
of Planning Services

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**Approved for submission to Council:**



Trevor Seibel, CPA, CA  
Chief Administrative Officer





# City of Armstrong

## REPORT/RECOMMENDATION TO COUNCIL

**FROM:** Laurie Cordell, Manager of Planning Services      **FILE NO:** 26-005-LIQ

**DATE:** June 8, 2026

**SUBJECT:** Liquor Primary Application for a Permanent Patio at the Branding Iron Pub

### 1. Purpose

For Council to consider an application by the Branding Iron Pub to the Liquor and Cannabis Regulation Branch (LCRB) to make their patio permanent.

### 2. Recommendation

THAT Council supports the application to the Liquor and Cannabis Regulation Branch to make the patio at 3385 and 3445 Okanagan Street (the Branding Iron Pub) permanent, subject to the following:

- That the hours of operation of the patio be limited to 11 p.m. at the latest to mitigate the potential for noise concerns;
- That the applicant submit for approval a Minor Development Permit Application with a design for the permanent patio that meets the guidelines of the Official Community Plan, mitigates noise and relocates the patio adjacent to Okanagan Street;
- That the patio redevelopment must be completed by June 1, 2027; and
- That the patio must meet the requirements of the Building Inspector before the approval is issued;

AND THAT staff provide this feedback to the Liquor and Cannabis Regulation Branch through its application portal.

### 3. Discussion/Analysis

The Branding Iron Pub, located at 3445 Okanagan Street, has been operating a patio on the adjacent parcel, 3385 Okanagan Street, which also serves to provide parking for the operation. This patio was authorized under the Temporary Extension of Service Areas Policy that started during COVID. This authorization expired on December 31, 2024. The purpose of this authorization was to allow the business to continue to operate with physical distancing requirements.

The current operator of the Branding Iron Pub is requesting that the LCRB permit the patio to be a permanent part of the licence for the pub.

The parcel is zoned Town Centre Commercial (C1), in which eating and drinking establishments are a permitted use. The operation is required to have two parking spaces per every 100m<sup>2</sup> of gross leasable area. This means that they need about six parking spaces. This pub is in the historic downtown. It is adjacent to living units on two sides and has an industrial use directly behind it.

The application was referred to Operations, Bylaws, the Fire and Building Officials and the RCMP. As required in the Development Approval Procedures, the applicant has advertised for, and held, a public meeting on May 11, 2026. There were 97 people that signed the register in support of the application. No persons registered concerns with the application.

A letter was sent to all owners and occupants within a 100m radius and to all “sensitive” properties (as defined in the bylaw) within 300 m. In total, there were 171 letters mailed or hand delivered. A deadline of noon on June 8, 2026 was provided for comments. At this time, no comments have been received. Any comments received will be provided to Council at the meeting.

Through the referral process, concerns were raised around the reduction of parking on the site, as the patio is in the parking lot, and the potential for noise. The City has received one noise complaint in the past three years. The use of the patio in summer does increase the potential for noise concerns as residents may need to have windows open.



Figure 1 – Front View of Patio



Figure 2 – View from west side

The patio has been set up as a temporary structure. If this is going to be a permanent use, the patio should be rebuilt in a fashion that is visually appealing and reflects the character of the area. It would also be beneficial to have the patio nearer to the street and the parking behind it. This would create interest and activate the street, though will bring the noise closer the apartments. The new



Figure 3– Rear of Patio and Building

design should integrate planters and landscaping and consider shade requirements. Additionally, the pergola in the patio was put in place without a permit. Usually, a new patio would have required a commercial form and character development permit, minor, but because it was done under a temporary authorization one was never issued.

The Building Official has flagged several items that must be completed to receive sign-off on the occupancy for the patio. These will need to be addressed before the occupancy approval is done. This approval is required by LCRB before they will approve the licence amendment.

**4. Legal/Statutory Authority**

When reviewing a Liquor Primary application, the LCRB requires that the Local Government provide comment on the following matters:

For all application types, the Local Government, or their delegate, must include comments on:

- The impact of noise on the community in the immediate vicinity of the establishment;
- The impact on the community if the application is approved; and

In providing comment, the Local Government or their delegate, must consider the following attributes of the establishment (or proposed establishment):

- The location of the establishment; and
- The person capacity and hours of liquor service of the establishment.

**5. Considerations/Implications**

**a) Strategic Goals/Priorities**

N/A.

**b) Financial**

N/A.

**c) Communications**

The outcomes of this report will be communicated to the LCRB through its application portal.

**d) Others Consulted**

This application was referred to City Operations, Bylaw, Fire and Planning (Building Official) Departments, as well as the RCMP.

**6. Alternative Recommendations**

Option #1

THAT Council supports the application to the Liquor and Cannabis Regulation Branch to make the patio at 3385 and 3445 Okanagan Street (the Branding Iron Pub) permanent and requests that *(to be cited by Council)*;

AND THAT staff provide this feedback to the Liquor and Cannabis Regulation Branch through its application portal.

This provides an opportunity for different conditions to be placed on the resolution of support.

Option #2

THAT Council does not support the application to the Liquor and Cannabis Regulation Branch to make the patio at 3385 and 3445 Okanagan Street (the Branding Iron Pub) permanent due to the proximity of the patio to residential units and the potential for noise concerns;

AND THAT staff provide this feedback to the Liquor and Cannabis Regulation Branch through its application portal.

This would indicate that the City does not support this application.

**7. Attachments**

- a. [Application 26-05-LIQ](#)
- b. [Referral Responses for 26-05-LIQ](#)

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**Prepared by:**



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Laurie Cordell, MCIP, RPP, Manager  
of Planning Services

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**Approved for submission to Council:**



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Trevor Seibel, CPA, CA  
Chief Administrative Officer





# City of Armstrong

## REPORT/RECOMMENDATION TO COUNCIL

**FROM:** Chantel Wiese, Manager of Corporate Services **FILE NO:** 3900  
**DATE:** June 8, 2026  
**SUBJECT:** Election Procedures Bylaw No. 1953, 2026

### 1. Purpose

Introduction and three readings of Election Procedures Bylaw No. 1953, 2026.

### 2. Recommendation

THAT Election Procedures Bylaw No. 1953, 2026 be given first, second and third readings, by title only.

### 3. Discussion/Analysis

This report introduces a new Election Procedures Bylaw to govern the conduct and administration of local government elections and assent voting within the City of Armstrong.

[Part 3](#) of the *Local Government Act* authorizes local governments to establish, by bylaw, various procedures and requirements respecting the conduct of local government elections and assent voting. The legislation provides municipalities with authority to regulate matters including voting procedures, voting opportunities, mail ballot voting, elector registration processes, ballot counting procedures and the use of automated voting systems. Where a municipality wishes to implement procedures that supplement or differ from the default statutory provisions, the *Local Government Act* requires those procedures to be established by bylaw.

In preparation for future general local elections and assent voting opportunities, including the upcoming 2026 General Local Election, staff reviewed the City’s existing Election Procedural Bylaw to ensure consistency with current legislative requirements, evolving administrative practices and contemporary election administration standards.

The proposed bylaw is intended to replace the City’s existing Election Procedures Bylaw, adopted in 2018. While the proposed bylaw generally maintains the intent and framework of the existing bylaw, it introduces updates, clarifications and administrative improvements to reflect current legislative requirements and modern election administration practices.

For ease of reference and convenience, the following list outlines the more specific substantive changes between the current bylaw and the proposed replacement bylaw:

- **Removal of the requirement for nomination deposits:** improves fairness and accessibility by eliminating a potential financial barrier that may discourage capable but less-resourced candidates from running. While deposits are intended to deter frivolous candidates, they are an imprecise tool that can exclude serious contenders without reliably filtering out unserious ones.
- **Removal of special voting opportunities:** despite being authorized in the current bylaw, no special voting opportunities were held during the last election. With the expansion of universal mail ballot voting, voters already have broad, flexible access to voting that achieves the same accessibility goals. Removal of an unused discretionary mechanism streamlines the bylaw and better reflects actual voting practices.
- **Update to mail ballot voter eligibility:** necessary to align the bylaw with the 2021 amendments to the *Local Government Act*, which modernized local election provisions and expanded the flexibility for local governments to offer mail ballot voting more broadly. Under the updated framework, municipalities are no longer permitted to limit mail ballot voting to narrowly defined groups such as persons with disabilities.
- **More prescriptive language for advanced voting opportunities:** improves clarity, consistency, and transparency. Clear rules reduce ambiguity for the Chief Election Officer, ensuring that advance voting is delivered in a predictable and standardized way rather than relying on broad discretion or ad hoc decisions. This also strengthens public confidence by making the voting process more transparent and understandable to candidates and voters alike. In addition, embedding these requirements in bylaw helps ensure continuity and accountability over time, so that key practices cannot be easily altered between elections without Council oversight.
- **Addition of verbiage for allowing access to nomination documents:** strengthens transparency and public trust in the electoral process by clearly establishing that nomination filings are available for public inspection. Ensures consistency, removes ambiguity about timing and access rights, and formalizes expectations for both staff and the public.
- **Inclusion of election sign provisions:** provides clearer, more election-specific guidance than the sign bylaw, ensuring rules are tailored to the timing and unique requirements of campaigns. Improves accessibility by consolidating all election rules in one place, reducing the need to cross-reference multiple bylaws.

As part of the review, staff also undertook a cross-reference review of related and overlapping bylaws to ensure the proposed bylaw does not duplicate existing provisions or create conflicting authorities. With respect to election signage, City of Armstrong Sign Bylaw No. 1769, 2016 provides that political (election) signs are exempt from sign permit requirements and are subject to location restrictions established under the *Local Government Act* and other applicable legislation. The proposed bylaw has been drafted to align with and complement the Sign Bylaw, ensuring consistency between the two bylaws.

Overall, the proposed new bylaw represents an evolution and modernization of the City's existing election framework rather than a fundamental change in approach. It provides a clear, comprehensive, and administratively effective framework for the conduct of local government elections and assent voting by:

- **Ensuring legislative alignment:** updated terminology, references and procedures to ensure consistency with the current provisions of the Local Government Act and related legislation.
- **Providing administrative clarity:** clarification of roles, responsibilities, and procedural requirements to reduce ambiguity for election officials, candidates and the public.
- **Making housekeeping amendments:** removal of redundant or outdated provisions from the 2018 bylaw to improve clarity, readability, and ease of interpretation, along with a comprehensive update to formatting and document style for consistency and improved usability

Pursuant to [section 56](#) of the *Local Government Act*, an Election Procedures Bylaw must be adopted at least 56 days before the first day of the nomination period for a General Local Election in order to apply to that election. For the 2026 General Local Election, the nomination period begins on September 1, 2026; accordingly, the proposed bylaw must be adopted no later than July 7, 2026 in order to be in effect for the 2026 election.

#### 4. Legal/Statutory Authority

The proposed bylaw is authorized under [Part 3](#) of the *Local Government Act*, which prescribes the legislative requirements for local government elections and assent voting.

#### 5. Considerations/Implications

##### a) Strategic Goals/Priorities

This is a legislated statutory matter.

##### b) Financial

The adoption of the bylaw does not, in itself, create a financial commitment. Any costs related to the 2026 General Local Election have been accounted for and approved in the 2026 Budget.

##### c) Communications

Not applicable.

##### d) Others Consulted

Not applicable.

**6. Alternative Recommendation**

THAT Election Procedures Bylaw No. 1953, 2026 be given first and second readings, by title only;

AND THAT Council directs staff to amend Election Procedures Bylaw No. 1953, 2026 and return the bylaw to a future meeting for consideration of third reading.

**7. Attachments**

- a. [Current Election Procedural Bylaw No. 1831, 2018.](#)
- b. [Proposed Election Procedures Bylaw No. 1953, 2026.](#)

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**Prepared by:**



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Chantel Wiese, Manager of Corporate Services/Corporate Officer

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**Approved for submission to Council:**



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Trevor Seibel, CPA, CA  
Chief Administrative Officer