



Edmonton Salutes

Agenda
VIA - Google Meet - Calendar
9:00am - 11:00am
January 27, 2023

Committee Mandate: to recognize the value of the contributions made by military personnel, veterans and their families who reside within the city and surrounding communities.

Item	To Speak
1. Call to Order	Chair
2. Introductions.....	All
3. Determination of Quorum	City Admin
4. Approval of Agenda	Chair
5. Approval of December 16, 2022 Meeting Minutes.....	Chair
6. Reports	
6.1. Chair Report	Chair
6.2. Administration Report	City Admin
6.3. Members/Sector Reports	Military
6.4. Subcommittee Reports.....	Chair
6.4.1. Strategic Action and Budget Subcommittee	D. Krill
6.4.1.1. Proposed Motion: ESC approves their 2023 Budget	
6.4.2. Membership and Orientation Subcommittee.....	L. Strachan
6.4.3. Bylaw and Policy Subcommittee	R. Torrie
6.5. Other Reports	All
7. New Business	Chair/ All
8. Next Meeting - February 24, 2023	
9. Adjournment	Chair

Upcoming events:

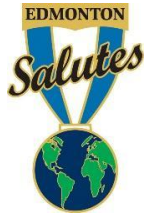
- Garrison Business Luncheon - March 17, 2023

Upcoming meeting dates: 2023

- February 24, 2023
- March 24, 2023
- April 28, 2023

Attachments (and included below):

- [ESC December 16, 2022 Meeting Minutes](#)
- [Subcommittees - Membership and Purpose](#)
- [Budget 2023](#)



Edmonton Salutes

Minutes **DRAFT**

VIA - Google Meet

9:00 - 11:00 A.M.

December 16, 2022

Committee Mandate: to recognize the value of the contributions made by military personnel, veterans and their families who reside within the city and surrounding communities.

In Attendance - Voting Members

- Alexander Tsang, Edmonton United Services Institute
- Brian Hodgson, CHAIR
- Dave McRae, Town of Redwater
- Fred Malott, Town of Legal
- Justin Yaassoub, Community Member
- Laurie Hackett, Community Member
- Kaetlyn Corbould, Community Member
- Katie Berghofer, Strathcona County
- Lorne Strachan, Community Member
- Mac (Robert) Torrie, Edmonton Legion
- Nicole Goehring, Community Member
- Roza Parlin, Military Family Resource Centre
- Steve Maybee, Edmonton International Airports

Guests

Military

- Cdr Leslie Yewer-Stacey, HMCS Nonsuch

Regrets

- Alexandra Hryciw, Edmonton Chamber of Commerce
- Amber Harris, Town of Gibbons
- Brad Rutherford, MLA and Provincial Liaison to the CAF
- Carolyn Patton, Canadian Forces Liaison Council
- Dan Derouin, Sturgeon County
- Darren Krill, Community Member
- Capt David Parker, 408 Tactical Helicopter Navy Squadron
- Georgette L'Hirondelle, Canada Lands Company
- Karen Principe, City of Edmonton
- Lacey Laing, Town of Bon Accord
- Lisa Makin, City of Fort Saskatchewan
- Mike Killick, City of St. Albert
- Maj. Phil Paradis, CFB Edmonton
- Scott Lundy, Community Member

City of Edmonton Staff/Secretariat

- Kristin Lewis
- Natasha Weber

Item	Agenda Item	Action
1.	Call to Order	
	1.1 - Chair B. Hodgson called the meeting to order at 9:03 a.m.	Meeting called to order at 9:03 a.m.

2.	Introductions	
	2.1 Introduction/Welcome Guests	The Chair welcomed all members in attendance. No guests were present.
3.	Determination of Quorum	
	3.1 - Quorum of at least 13 members was confirmed by administration Y/N?	Yes
4.	Approval of Agenda	
	4.1 - N. Goehring MOVED to approve the Agenda for the Edmonton Salutes Committee Meeting of December 16, 2022.	Carried
5.	Approval of Meeting Minutes	
	5.1 - D. McRae MOVED to approve the Edmonton Salutes Meeting Minutes from November 25, 2022.	Carried
6.	Reports	
	6.1 - Chair Report	Chair provided a verbal report. Key items included: <ul style="list-style-type: none"> • Attended the Royal Canadian Artillery Band Christmas Concert at the Winspear. The VIP reception was cancelled due to organizational constraints. • Attended the Joint Strategic Action and Budget Subcommittee meeting November 30 • Meeting with Andre Courbould on December 19 to talk about the Military Tattoo and a few other items related to the Edmonton Salutes Committee • Been in contact with Randy Boissonnault, MP for Edmonton Centre and Federal Minister of Tourism to talk about the Military Tattoo and other items. Will report back next month • Darren Krill is coordinating a meeting with the Ministry of Culture to discuss provincial funding for the Military Tattoo
	R. Parlin MOVED to accept verbal report of Chair for information	Carried
	7.2 - Administration Report - Natasha Weber	Administration provided a verbal report. Key items included: <ul style="list-style-type: none"> • Morinville has been invited to attend the ESC meetings as a guest, starting in the new year • The Annual performance of a Christmas Carol, sponsored by ESC, occurred on November 26, 2022. 390 tickets were distributed by the

	<p>R. Torrie MOVED to accept the verbal report provided by Administration.</p>	<p>MFRC. The families very much enjoyed it and look forward to it every year.</p> <ul style="list-style-type: none"> ● Working to arrange meetings in the new year for the joint Strategic Action and Budget Subcommittees, and a meeting for the Bylaw and Policy Subcommittee for the Morinville request to join ● Live streaming meetings - We are livestreaming today. If there are ever problems with accessing the meeting email edmontonsalutes@edmonton.ca ● A spreadsheet has been created to track funding requests coming to Edmonton Salutes (tab 2 in the Budget document), as a result of discussion/action from the joint Strategic Action/Budget subcommittee meeting. ● An update was provided on the Edmonton Salutes activities for the year <ul style="list-style-type: none"> ○ One addition was suggested to include member attendance at the Loyal Edmonton regiment dinner <p>Carried</p>
	<p>6.3 - Members/Sector Reports - Military</p> <p>L. Hackett MOVED to accept verbal report by the Navy</p>	<p>Lt Col Paradis of 3 CDSG and Captain Parker of the 408 Tactical Helicopter Squadron were unable to attend.</p> <p>Cdr. Yewer-Stacey provided a verbal report for the Navy/HMCS Nonsuch.</p> <ul style="list-style-type: none"> ● Winding down for the year. Holiday dinner is on Saturday, December 17 and then they are closed until January ● 3 people deployed, with 1 as a translator through the holiday season ● They will have events in the new year, but the Dragon Boat festival will not be happening <p>Carried</p>
	<p>6.4 Subcommittee Reports</p> <p>6.4 (a) Strategic Action Subcommittee</p> <p>6.4 (b) Membership and Orientation Subcommittee</p> <p>6.4 (c) Budget Subcommittee</p>	<p>Subcommittee reports were as follows:</p> <p><u>Strategic Action Subcommittee:</u></p> <ul style="list-style-type: none"> ● Subcommittee Chair D. Krill was unable to attend. K. Corbould provided an update on behalf of the Strategic Action Subcommittee on the plan for recognition/messaging to thank and recognize active CAF members and their families during the holiday season. Messaging has gone out to news outlets, 41 Brigade, and MFRC for posting on social media. ● A number of members agreed that they would re-tweet the social media message

		concert on December 12 and the wide range of ages and attendees at the event.
8.	Next Meeting	
	8.1 Next Meeting	<ul style="list-style-type: none"> • Next meeting - January 27, 2023 • A calendar invite will be sent out, as well as a survey about virtual vs in-person meetings for 2023.
9.	Adjournment	
	10.1 R. Torrie MOVED to adjourn the meeting at 9:42 a.m.	Carried. Meeting ended at 9:42 a.m.
<p>Upcoming Committee Meetings:</p> <ul style="list-style-type: none"> • January 27, 2023 • February 24, 2023 • March 24, 2023 		

Edmonton Salutes Committee: Sub-Committee Membership List 2021 - 2023

Sub-Committee	Chair	Members	Terms of Reference / Policy
Budget	Steve Maybee (confirmed February 15, 2022 meeting)	Lorne Strachan Laurie Hackett Justin Yaassaub Brian Hodgson	Terms of Reference A subcommittee of Committee members will review and provide recommendations on the allocation of the annual budget to the full Committee for consideration.
Membership and Orientation	Lorne Strachan (confirmed March 2, 2022 meeting)	Leslie Yewer-Stacey Roza Parlin Karen Principe Brian Hodgson	Terms of Reference A sub-committee of Committee members will support the City of Edmonton's recruitment, orientation, and composition of Committee membership.
Bylaw and Policy	Vacant (Mac Torie Stepped down January 2023)	Roza Parlin Dave MacRae Kaetlyn Corbould Brian Hodgson	Terms of Reference A sub-committee of Committee members will review and comment on these documents as required and provide recommendations to the full Committee for consideration.
Strategic Action	Darren Krill (confirmed February 9, 2022 meeting)	Mac Torrie Amber Harris Carolyn Patton Scott Lundy Alex Hryciw Kaetlyn Corbould Brian Hodgson	Terms of Reference A sub-committee of Committee members will engage in ongoing discussions to ensure the committee is able to achieve its mandate, and provide recommendations related to the implementation of action items related to the committee purpose and strategic plan.

Updated January 2023

2023 Edmonton Salutes: January 1, 2023 to December 31, 2023

Event / Item	2022 Actual	2023 Budget	Notes - include description of expense, data approved and total amount
Edmonton Salutes Committee			
Annual Budget		\$60,000.00	
Recognition			
Edmonton Salutes Ads/marketing	\$604.76	\$1,000.00	Annual ad in the Legion Annual Military Service Recognition Book Publication
Sponsorship of a Military Family Event (Like Citadel Theater Christmas Events)	\$19,575.38	\$20,000.00	Tickets for Military families to attend an event like A Christmas Carol Production by the Citadel
Community and Military Relations			
Winspear Centre Support to the Royal Canadian Artillery Band Christmas Concert	\$3,000.00	\$3,000.00	Last year of 3 year commitment
Edmonton Salutes Community Grants	\$9,900.00	\$11,500.00	Funding Request Forms Required
Military Family Resource Centre (MFRC) Yellow Ribbon Gala	\$15,000.00	\$15,000.00	Platinum Sponsorship
Community Event Expenses and Admin (Examples: Tickets for Chair to attend community events, business cards, courier services)	\$566.02	\$1,500.00	ESC representation at community events, cadets in K Days parade, colour party, Oilers appreciation and other events. Includes Mileage if applicable
Military Relations and Appreciation Events		\$5,000.00	This would include events like Maple Flag/Resolve Training, Troop Return and Base Luncheons
Committee Expenses			
Edmonton Salutes Volunteer Appreciation Event	\$1,918.00	\$2,000.00	Includes food and gifts for outgoing members
Edmonton Salutes Monthly meetings - hosting	\$0.00	\$500.00	For in-person meetings - refreshment and snacks may be provided
Parking - Monthly meetings and other events	\$21.59	\$250.00	Members must submit their parking receipts
Salutes Merchandise	\$0.00	\$250.00	
Total projects to date - ESC	\$50,585.75	\$60,000.00	
Remaining Budget		0.00	