



# Edmonton Salutes

Agenda  
VIA - Google Meet - Calendar  
9:00am - 11:00am  
March 24, 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 February 24, 2023 Meeting Minutes..... | Chair               |
| 6. Reports  |                     |
| 6.1. Chair Report .....                               | Chair               |
| 6.2. Administration Report .....                      | City Admin          |
| 6.3. Members/Sector Reports .....                     | CAF                 |
| 6.4. Subcommittee Reports.....                        | Subcommittee Chairs |
| 7.5. Other Reports .....                              | All                 |
| 7. New Business .....                                 | Chair/ All          |
| 8. Next Meeting - April 28, 2023                      |                     |
| 9. Adjournment .....                                  | Chair               |

### Upcoming events:

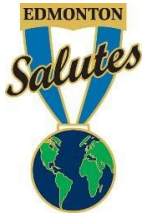
- [EUSI Symposium and Dinner](#) - March 25, 2023
- [MFRC Yellow Ribbon Gala](#) - April 22, 2023
- Tour of the Veterans' Association Food Bank - Date TBD

### Upcoming meeting dates: 2023

- April 28, 2023 **(in-person) Confirm Start Time 10:00am**
- May 26, 2023
- June 23, 2023

**Attachments** (and included below):

- [February 24, 2023 Meeting Minutes](#)
- [Updated ESC Budget 2023](#)



# Edmonton Salutes

Minutes **DRAFT**  
VIA - Google Meet  
9:00 - 11:00 A.M.  
February 24, 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.*

## In Attendance - Voting Members

- Alexander Tsang, Edmonton United Services Institute
- Brian Hodgson, CHAIR
- Carolyn Patton, Canadian Forces Liaison Council
- Dan Derouin, Sturgeon County
- Darren Krill, Community Member
- Dave McRae, Town of Redwater
- Justin Yaassoub, Community Member
- Alexandra Hryciw, Edmonton Chamber of Commerce
- Kaetlyn Corbould, Community Member
- Fred Malott, Town of Legal
- Georgette L'Hirondelle, Canada Lands Company
- Karen Principe, City of Edmonton
- Laurie Hackett, Community Member
- Lorne Strachan, Community Member
- Mike Killick, City of St. Albert
- Roza Parlin, Military Family Resource Centre
- Steve Maybee, Edmonton International Airports

## Guests

### Military

- Maj. Phil Paradis, CFB Edmonton
- Cdr Leslie Yewer-Stacey, HMCS Nonsuch
- Maj Graham Kallos, 408 Tactical Helicopter Squadron

### Municipal

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## Regrets

- Mac (Robert) Torrie, Edmonton Legion
- Nicole Goehring, Community Member
- Scott Lundy, Community Member
- Amber Harris, Town of Gibbons
- Lisa Makin, City of Fort Saskatchewan
- Katie Berghofer, Strathcona County
- Lacey Laing, Town of Bon Accord
- Brad Rutherford, MLA and Provincial Liaison to the CAF

## City of Edmonton Staff/Secretariat

- Kate McIntosh
- Natasha Weber
- Olena Hlaskova

| 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. |

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| 2. | Introductions  |  |
|    | 2.1 Introduction/Welcome Guests  | The Chair welcomed all members in attendance.<br>Noted guests:<br>Chair <ul style="list-style-type: none"> <li>• Chair welcomed Committee members and guests.</li> <li>• Admin introduced O. Hlaskova and Colonel C.W. (Chris) Hunt.</li> </ul>  |
| 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 - A. Hryciw MOVED to approve the Agenda for Edmonton Salutes Meeting of Feb 24, 2023       | Carried  |
| 5. | Approval of Meeting Minutes  |  |
|    | 5.1 -G. L'Hirondelle MOVED to approve the Edmonton Salutes Meeting Minutes from Jan 27, 2023 . | Carried  |
| 6  | Presentation by Colonel C.W. Hunt  |  |
|    | 6.1 - The Role and Units of the 41 Canadian Brigade Group                                      | Col. Hunt presented on the history, community footprint and contributions of the 41 Canadian Brigade Group (CBG) to the Edmonton Region and Country. <ul style="list-style-type: none"> <li>• M. Killick inquired if the Committee could do anything to recognize the reservists of the CBG. <ul style="list-style-type: none"> <li>○ Col. Hunt could share the information with the Committee re: the number of reservists and the appropriate time to recognize returning reservists.</li> </ul> </li> <li>• Col. Hunt mentioned that there was work underway to re-establish the Calgary Salutes Committee (CSC).</li> <li>• Admin offered assistance with the CSC, i.e., answering questions about the ESC practices, liaison with older-serving Committee members.</li> </ul> |
| 7. | Reports  |  |
|    | 7.1 - Chair Report   | <ul style="list-style-type: none"> <li>• Chair provided a verbal report. Key items included:</li> <li>• The Chair attended the Strategic Action and Budget Subcommittees' meetings and</li> </ul>  |

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|  | <p>K. Corbould MOVED to accept the verbal report of the Chair for information.</p> | <p>shared highlights from those.</p> <ul style="list-style-type: none"> <li>● The Chair noted that the focus/priority area for the Committee that has been determined this year, is to give the Committee guidance when it comes to competing priorities or where to direct the funds.</li> <li>● The Chair thanked K. Corbould for stepping up as chair of the Bylaw and Policy subcommittee.</li> <li>● The Chair met with Explore Edmonton re: the Military Tattoo. Further correspondence is expected. No location for the event has been selected/secured yet.</li> <li>● The Chair met with the staff of Randy B. Minister of Tourism. A follow-up is expected.</li> <li>● The Chair provided a recruitment update:</li> <li>● 5 applications had been reviewed for the community member positions. Recommendations will be presented to the Council on March 6, 2023.</li> <li>● The Chair will be attending the MFRC's Open House on March 2, 2023.</li> <li>● R. Parlin commented that roughly 70 people are expected to attend this informal opportunity to connect.</li> <li>● On behalf of the ESC, the Chair will be attending the parade and dinner to commemorate the 105th Anniversary of the Battle of Moreuil Wood.</li> </ul> <p>Carried.</p> |
|  | <p>7.2 - Administration Report</p>   | <p>Administration provided a verbal report. Key items included:</p> <ul style="list-style-type: none"> <li>● Portraits of Honour were at City Hall on Feb 16 &amp; 17. Pictures of the exhibit will be shared with the Committee.</li> <li>● A poll was set up to identify the best day for the Tour of the Veterans Affairs Food Bank. The tour will be organized during a weekday AM in the next 1-2 months, but Committee members are welcome to attend the facility on their own at any convenient time.</li> <li>● In-person meetings were suggested to be held in April and September, with a hybrid option, depending on room availability.</li> <li>● Edmonton Garrison Business Luncheon scheduled for March 17, 2023. <ul style="list-style-type: none"> <li>○ RSVPs are needed by the end of Feb 24, 2023.</li> <li>○ There is currently no limit on the</li> </ul> </li> </ul>   |

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|  | <p>L. Hackett MOVED to accept the verbal report provided by Administration.</p> | <p>number of attendees. Other opportunities will arise for every Committee member to be sent to a luncheon this year.</p> <ul style="list-style-type: none"> <li>○ If members wish to pay for themselves, they can do so by bringing a cheque or calling with a credit card. Admin should be alerted if any Committee members wish to pay for themselves.</li> <li>● Admin provided an HMCS update. Their Newsletter and Instagram account will be shared with the Committee members.</li> <li>● City update: there is now an Employee Resource Network (ERN) called ArmedForces@theCity for employees who are current or former members of the Armed Forces and their allies. C.Owen and A.Corbould are the co-Executive Sponsors of this ERN.</li> <li>● Legion AD mock-up was presented to the Committee. Edits/suggestions were to be submitted by the end of February 24, 2023.</li> <li>● No budget updates.</li> <li>● J. Yaassoub mentioned that the Committee could get a free ad space in Veteran News. Admin to look into that.</li> </ul> <p>Carried</p> |
|  | <p>7.3 - Members/Sector Reports - Military</p>                                  | <ul style="list-style-type: none"> <li>● Key updates included:</li> <li>● Lt Col Paradis for CFB spoke about the upcoming events:</li> <li>● There is a support team at the CAF Arctic Training Center, Resolute Bay</li> <li>● Canadian Women’s Hockey - March 5, 2023</li> <li>● Canadian Army Conference - March 6 &amp; 7, 2023</li> <li>● Ex Maple Resolve in Wainwright - April-May</li> <li>● 5 seats at the Base Commander Table are available for Committee members to join.</li> <li>● Troops coming back from Latvia deployment in April-June, 2023. A Yellow Ribbon event + a welcome event could be organized once the dates of return are confirmed.</li> <li>● Hosting International Women's Day with keynote speakers for an open house event at the Lamplighter Junior Ranks Mess on March 8, 2023, 9 a.m. to 12 p.m. Schedule will be sent at a later date.</li> <li>● Lt. Cdr Leslie Yewer Stacey provided a verbal update for Navy/HMCS Nonsuch:</li> </ul>  |

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|  | <p>D. Krill MOVED to accept verbal reports provided by the Military.</p>   | <ul style="list-style-type: none"> <li>● Significant personnel issues continue to affect day-to-day work.</li> <li>● Jefferson troops will be moving to Debney.</li> <li>● 100th Anniversary of the Navy reserve this year. More information to follow on any events.</li> <li>● Exciting news to follow next month.</li> <li>● Maj Graham Kallos provided a verbal report for Air Force/408 Tactical Helicopter Squadron (THS):</li> <li>● A helicopter and static displays will be set up at the Business Luncheon.</li> <li>● 2023 is a busy year of preparation for a potential deployment in 2024; a lot of training is planned.</li> <li>● There are ~50 reservists in the 408 TSH, working regular hours between 7:30am - 4pm.</li> <li>● Collaboration w/Army and Navy in recruitment efforts was</li> </ul> <p>Carried</p>  |
|  | <p>7.4 Subcommittee Reports</p> <p>7.4.1 Strategic Action Subcommittee</p> <p>7.4.2 Budget Subcommittee</p> <p>M. Killick MOVED for the Committee to approve the \$15,000 sponsorship to the MFRC Yellow Ribbon Gala.</p> <p>7.4.3 Bylaw &amp; Policy Subcommittee</p> | <p>Subcommittee reports were as follows:</p> <p>Strategic Action Committee</p> <ul style="list-style-type: none"> <li>● D. Krill provided a verbal report on the latest subcommittee meeting and proposed the Committee focuses on the military and their families when planning events/approving expenses. <ul style="list-style-type: none"> <li>○ Discussion was held regarding additional discounts for the military and the need to avoid duplicate cards.</li> </ul> </li> </ul> <p>Budget Subcommittee</p> <ul style="list-style-type: none"> <li>● S. Maybee provided a verbal report on the latest subcommittee meeting and highlighted the ongoing dialogue with the SA Subcommittee and separate meetings to be held to align the intents of the two subcommittees.</li> <li>● MFRC Yellow Ribbon Gala was supported by both subcommittees and the Committee's commitment of \$15K.</li> </ul> <p>Carried<br/>(R. Parlin and K. Corbould recused themselves from the vote).</p> <p>Bylaw &amp; Policy Subcommittee</p> <ul style="list-style-type: none"> <li>● K. Corbould noted that the Subcommittee had not met since the last meetings. <ul style="list-style-type: none"> <li>○ Subcommittee's priorities remain</li> </ul> </li> </ul> |

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|   | <p>7.4.4 Membership &amp; Orientation Subcommittee</p> <p>S. Maybee MOVED to accept Subcommittees' reports.</p> | <p>as follows: revising the bylaws to include Morinville, confirming whether Fort Saskatchewan still wants to remain on the Committee, and subcommittee processes.</p> <p>Membership &amp; Orientation Subcommittee</p> <ul style="list-style-type: none"> <li>L. Strachan noted that the Subcommittee had not met since the last meeting.</li> </ul> <p>Carried.</p> |
|   | <p>7.5 Other Reports</p> <p>Reports from Community Members</p>  | <p>D. Deroin provided an update on Valour Avenue jogging trail, used by the military for exercise.</p> <ul style="list-style-type: none"> <li>The project to extend the trail received funding from the National Defense. Trail construction is to commence next year.</li> </ul>   |
| 8.  | Next Meeting  |   |
|   | 8.1 Next Meeting  | <ul style="list-style-type: none"> <li>Next meeting - March 24, 2023</li> </ul>   |
| 9.  | Adjournment   |   |
|   | 9.1 J. Yaassoub MOVED to adjourn the meeting at 10:33 a.m.  | Carried. Meeting ended at 10:33 a.m.  |
| <p><b>Upcoming Committee Meetings:</b></p> <ul style="list-style-type: none"> <li>March 24, 2023</li> </ul> |   |   |



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

| Event / Item  | 2023 Budget        | Actual 2023     | Notes -<br>include description of expense, data approved and total amount   |
|---|--------------------|-----------------|---|
| <b>Edmonton Salutes Committee</b>   |                    |                 |   |
| <b>Annual Budget</b>  | <b>\$60,000.00</b> |                 |   |
| <b>Recognition</b>  |                    |                 |   |
| Edmonton Salutes Ads/marketing  | \$1,000.00         | \$625           | Annual ad in the Legion Annual Military Service Recognition Book Publication  |
| Sponsorship of a Military Family Event (Like Citadel Theater Christmas Events)  | \$20,000.00        |                 | Tickets for Military families to attend an event like A Christmas Carol Production by the Citadel   |
| <b>Community and Military Relations</b>   |                    |                 |   |
| Winspear Centre Support to the Royal Canadian Artillery Band Christmas Concert  | \$3,000.00         |                 | Last year of 3 year commitment  |
| Edmonton Salutes Community Grants   | \$11,500.00        |                 | Funding Request Forms Required  |
| Military Family Resource Centre (MFRC) Yellow Ribbon Gala   | \$15,000.00        | \$15000         | Platinum Sponsorship  |
| Community Event Expenses and Admin (Examples: Tickets for Chair to attend community events, business cards, courier services) | \$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         | \$175           | This would include events like Maple Flag/Resolve Training, Troop Return and Base Luncheons   |
| <b>Committee Expenses</b>   |                    |                 |   |
| Edmonton Salutes Volunteer Appreciation Event   | \$2,000.00         |                 | Includes food and gifts for outgoing members  |
| Edmonton Salutes Monthly meetings - hosting   | \$500.00           |                 | For in-person meetings - refreshments may be provided   |
| Parking - Monthly meetings and other events   | \$250.00           |                 | Members must submit their parking receipts  |
| Salutes Merchandise   | \$250.00           |                 |   |
|   |                    |                 |   |
| <b>Total projects to date - ESC</b>   | <b>\$60,000.00</b> | <b>\$15,625</b> |   |
| <b>Remaining Budget</b>   | <b>0.00</b>        | <b>\$44,375</b> |   |