



Edmonton Salutes

Agenda
VIA - Google Meet - Calendar
9:00am - 11:00am
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.

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 November 25, 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 Subcommittee.....	D. Krill
6.4.2. Membership and Orientation Subcommittee.....	L. Strachan
6.4.3. Budget Subcommittee	S. Maybee
6.4.3.1. Proposed Motion: That the ESC approve a \$1,500 grant to provide support to the Veterans Food Bank.	
6.4.4. Bylaw and Policy Subcommittee	R. Torrie
6.5. Other Reports	All
7. New Business	Chair/ All
8. Next Meeting - January 27, 2023	

9. AdjournmentChair

Upcoming events:

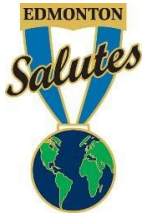
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Upcoming meeting dates: 2023

- January 27, 2023
- February 24, 2023
- March 24, 2023

Attachments (and included below):

- [ESC November 25, 2022 Meeting Minutes](#)
- [ESC Funding Request Process](#)
- [Tracking Document of Funding Requests](#)
- [Veterans Food Bank Funding Request](#)
- Year in Review (TBC)



Edmonton Salutes

Minutes **DRAFT**

VIA - Google Meet

9:00 - 11:00 A.M.

November 25, 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
- Alexandra Hryciw, Edmonton Chamber of Commerce
- Amber Harris, Town of Gibbons
- Brian Hodgson, CHAIR
- Carolyn Patton, Canadian Forces Liaison Council
- Dan Derouin, Sturgeon County
- Darren Krill, Community Member
- Dave McRae, Town of Redwater
- Fred Malott, Town of Legal
- Georgette L’Hirondelle, Canada Lands Company
- Karen Principe, City of Edmonton
- Kaetlyn Corbould, Community Member
- Katie Berghofer, Strathcona County
- Lacey Laing, Town of Bon Accord
- Lorne Strachan, Community Member
- Mac (Robert) Torrie, Edmonton Legion
- Mike Killick, City of St. Albert
- Nicole Goehring, Community Member
- Roza Parlin, Military Family Resource Centre

Guests

Military

- Maj. Phil Paradis, CFB Edmonton
- Capt David Parker, 408 Tactical Helicopter Navy Squadron
- Cdr Leslie Yewer-Stacey, HMCS Nonsuch

Government

- Sebastian Farkas, Assistant to MLA Brad Rutherford, Government of Alberta Military Liaison to the Canadian Armed Forces
- Jen Gray, Constituency Assistant to MP Ziad Aboultaif

Regrets

- Brad Rutherford, MLA and Provincial Liaison to the CAF
- Justin Yaassoub, Community Member
- Laurie Hackett, Community Member
- Lisa Makin, City of Fort Saskatchewan
- Scott Lundy, Community Member
- Steve Maybee, Edmonton International Airports

City of Edmonton Staff/Secretariat

- Kristin Lewis
- Sarah Patterson

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	Chair welcomed Mike Killick, new representative for City of St. Albert.
3.	Determination of Quorum	
	3.1 - Quorum of at least 12 members was confirmed by administration Y/N?	Yes
4.	Approval of Agenda	
	4.1 - K. Principe MOVED to approve the Agenda for the Edmonton Salutes Committee Meeting of November 25, 2022.	Carried
5.	Approval of Meeting Minutes	
	5.1 - A. Hryciw MOVED to approve the Edmonton Salutes Meeting Minutes from October 21, 2022.	Carried
	5.2 - R. Parlin MOVED to approve the Edmonton Salutes Special Meeting Minutes from October 28, 2022.	Carried
6.	Reports	
	6.1 - Chair Report	<p>Chair provided a verbal report. Key items included:</p> <ul style="list-style-type: none"> ● The Chair attended the Remembrance Day ceremony at the City Hall Cenotaph and laid a wreath on behalf of the Edmonton Salutes Committee. ● City of Edmonton's committee recruitment for 2023 is underway. Most Edmonton Salutes community appointed members have had to fill out membership intention forms to declare their interest in returning. Recruitment for any vacant community member positions will start in December and conclude in the new year. ● Subcommittee membership. Have lost some members from the broader committee that were part of Subcommittees. Will be looking to have a fulsome discussion at the January committee meeting. ● The Chair has engaged in conversations with various groups that support our military <ul style="list-style-type: none"> ○ Support our troops - Scott Johnson, Managing Director, Corporate

	<p>R. Parlin MOVED to accept verbal report of Chair for information</p>	<p>Development has been corresponding with the Chair about a potential presentation to ESC</p> <ul style="list-style-type: none"> ○ Habitat for Humanity - Mary Cameron, Board Chair, has approached the ESC Chair regarding support for Habitat for Humanity and housing for Veterans ● Queens Platinum Jubilee Award - a followup message was sent with the October minutes for anyone (outside of partner organizations) wishing to submit a nomination. Deadline is November 30. ● The Chair met with Brigadier General Steve Graham, the new Commander for the 3rd Canadian Division Support Group. They discussed the idea of the Military Tattoo, and expressed support for the initiative. ● Attended the Freedom of the City on October 22 for the 41 Service Battalion, with Karen Principe and Mayor Sohi. The event was held as a closed event due to changes in direction from the Department of National Defense. ● The Chair will be traveling to Calgary on November 28, 2022 to meet with Lois Mitchell, who is also in favour of a military tattoo event. ● Chair has emailed City Manager Andre Corbould seeking sources of funding for a feasibility study for the military tattoo. It is estimated that the study would cost \$30,000-\$50,000. ● Recruitment of new Committee members - Chair acknowledged the work of L. Strachan, as the Recruitment and Orientation Subcommittee Chair, for establishing a solid onboarding process for new committee members. <p>Carried</p>
	<p>7.2 - Administration Report - Kristin Lewis</p>	<p>Administration provided a verbal report. Key items included:</p> <ul style="list-style-type: none"> ● December Volunteer Appreciation Luncheon - booked for December 12 at Sorrentino's downtown ● Veterans Park - encountered some delays in moving this forward. Will update further in the New Year ● Citadel performance is arranged for November 26, 2022. 390 tickets have been bought and will be distributed by the MFRC. ● RCA Band Christmas Concert - December 12, 7:30 p.m. at the Winspear - fulfills year 2 of 3 year ESC commitment of \$3,000 ESC sponsorship. <ul style="list-style-type: none"> ○ Free concert for all of the public to attend -

	<p>B. Hodgson MOVED to accept the verbal report provided by Administration.</p>	<p>RCA Band would encourage all ESC members to attend</p> <ul style="list-style-type: none"> ○ Tickets are available online for committee members to reserve ○ Invite from Base Commander to ESC Chair to attend VIP pre-reception ○ Note: parking at the Winspear. City Hall is no longer available after 6 p.m. The Library and Canada Place parkades provide heated underground parking with pedway connections to the event venues. The closest LRT terminal is Churchill Station. <ul style="list-style-type: none"> ● Administration reviewed the 2022 ESC Budget and spending ● A meeting has been arranged between Strategic Action and Budget Subcommittees on November 30 to determine roles, responsibilities and processes for decision making. ● Edmonton Salutes Committee meetings are now being live streamed on YouTube in order to comply with Council Procedures Bylaw 18155 amendments. The Committee has the option to retain recordings. Committee members agreed that minutes will serve as an accurate record of meetings, and therefore recordings will not need to be kept. ● Due to changes in portfolios on the External Relations and Partnerships team, S. Patterson and K. Lewis will transition off the committee for the new year. N. Weber will continue to support the committee's work. <p>Carried</p>
	<p>6.3 - Members/Sector Reports - Military</p>	<p>Key updates included:</p> <p>Lt Col Paradis provided a verbal report for 3 CDSG.</p> <ul style="list-style-type: none"> ● He noted that troops returning from deployment are often traveling on commercial airlines in small groups, and it has been difficult to determine how to engage ESC at this time. ● Reconstitution direction for the military from the Department of National Defense - need to focus on community events that push retention/recruitment ● Christmas activities and planning is underway, invitations to ESC may follow <ul style="list-style-type: none"> ○ Sitting for the soldiers (dates TBD) ○ RCA Christmas concert December 12

	<p>L Strachan MOVED to accept verbal reports provided by the Military</p>	<ul style="list-style-type: none"> Care packages can be sent to soldiers overseas - Canada post is offering free shipping. Action: Lt. Col Paradis will work with Administration to further investigate whether Edmonton Salutes can send care packages of Salutes merchandise for members returning from deployment <p>Captain Parker provided a verbal report for the 408 Tactical Helicopter Squadron.</p> <ul style="list-style-type: none"> Joint Terminal Attack Controller training will take place next week in Wainwright Working in Golden for mountain training Op HOHO - Dec 14. Santa is taken by helicopter to Stollery for children Capt. Parker will be leaving the committee in the new year to move out east - Maj Graham Kallos will replace him <p>Cdr. Yewer-Stacey provided a verbal report for the Navy.</p> <ul style="list-style-type: none"> Focus on reconstitution - Navy will be more present in the community 100th Anniversary next year. Planning a number of events, including a Freedom of the City event Enrolling about 5 people a month. Sailors will be joining Latvia troops Anticipating a busy year <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>6.4 (d) Bylaw & Policy Subcommittee</p> <p>N. Goehring moved to accept reports of subcommittees.</p>	<p>Subcommittee reports were as follows:</p> <p><u>Strategic Action Subcommittee:</u></p> <ul style="list-style-type: none"> Working to establish clear requests to committee and process, in partnership with Budget subcommittee <p><u>Membership and Orientation Subcommittee</u></p> <ul style="list-style-type: none"> Working on skills and aptitudes guides for recruitment package <p><u>Budget Subcommittee</u></p> <ul style="list-style-type: none"> Chair S. Maybee was not able to attend the meeting. The Budget Subcommittee did not meet since the last ESC meeting. <p><u>Bylaw and Policy Subcommittee</u></p> <ul style="list-style-type: none"> The Bylaw and Policy Subcommittee has not met since the last ESC Meeting. <p>Carried.</p>

<p>7.5 Other Reports</p>	<p>Members provided updates on Remembrance Day Activities attended throughout the region. Events held were positive and well attended.</p> <p>M. Killick attended the City of St. Albert ceremony held by Legion 271. There was a close to record crowd attending.</p> <ul style="list-style-type: none"> • Changed format for commercial wreaths to be laid in place • Touching community stories were shared <p>D. McRae attended the Town of Redwater ceremony with approx. 250 people attending.</p> <ul style="list-style-type: none"> • Public asked questions about Edmonton Salutes, which provided a good connection <p>S. Farkas noted events in the community, such as:</p> <ul style="list-style-type: none"> • November 8 was Indigenous Veterans Day. Ceremony held in the Alberta Legislature Rotunda, with many in attendance. • Minister Rutherford attended events in Leduc and Beaumont • Minister Madu attended the event put on by the Kingsway Legion <p>D. Derouin</p> <ul style="list-style-type: none"> • Placed a wreath in the Town of Gibbons • Many were in attendance • This was the 4th year a wreath was laid on behalf of Edmonton Salutes <p>A. Tsang</p> <ul style="list-style-type: none"> • Edmonton Salutes wreath laid at Alberta Aviation Museum • Edmonton United Services Institute - 5 members received medals from the Queens Jubilee Platinum Awards. The awards presentation is on Dec 17 • Next Symposium March 25, 2023. Looking forward to dynamic presenters <p>R. Torrie</p> <ul style="list-style-type: none"> • Good crowd attending at Kingsway legion • Two Memorial Crosses were laid • Local services benefited without the Butterdome services <p>L. Strachan</p> <ul style="list-style-type: none"> • Attended Kingsway Legion event on behalf of Edmonton Salutes to lay a wreath. Great service <p>F. Malott</p> <ul style="list-style-type: none"> • Wreath laid at Town of Legal ceremony • 150 attendees at the Church • F. Malott will receive Queens Jubilee medal
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		<p>K. Principe</p> <ul style="list-style-type: none"> • Attended No Stone Left Alone event, - Beechmont ceremony and Poplar Lake • Laid a wreath for City of Edmonton at Griesbach
7.	New Business	
	<p>7.1 Town of Morinville Request to join Edmonton Salutes Committee</p> <p>Motion:</p> <p>F. Malott MOVED that:</p> <ul style="list-style-type: none"> • the Town of Morinville’s request to participate on the Edmonton Salutes Committee be referred to the Bylaw and Policy committee for consideration and further recommendations. • the Town of Morinville be invited to attend the ESC meetings as a guest until the review is complete. 	<p>Chair B. Hodgson noted that a letter has been received from the Town of Morinville, requesting participation on the committee.</p> <p>The Town of Morinville previously participated on Edmonton Salutes Committee from 2012-2019</p> <p>They withdrew from committee activities for the last 3 years, and they were removed from membership in the bylaw change</p> <p>It will require a bylaw change to have them officially participate, which will take time.</p> <p>Members discussed the request, and expressed support for the Town to join the committee, and for the bylaws to be reviewed in order to recommend the appropriate changes.</p> <p>The Bylaw and Policy Committee agreed to review the Bylaw, with the Membership and Orientation Committee offering assistance as needed.</p> <p>Carried</p>
9.	Next Meeting	
	9.1 Next Meeting	<p>Next meeting is the December 12, 2022 volunteer appreciation luncheon at Sorrentino’s restaurant.</p> <p>Next formal committee meeting will be December 16, 2022 - virtual.</p>
10.	Adjournment	
	10.1 R. Parlin MOVED to adjourn the meeting at 10:24 a.m.	Carried. Meeting ended at 10:24 a.m.

Upcoming events:

- Citadel Production for Military Families sponsored by ESC - November 26, 2022
- RCA Band Christmas Concert - December 12, 2022

Upcoming Committee Meetings:

- Next ESC meeting will be December 16, 2022. (Virtual)

ESC Requests for Funding Process

What happens when a request comes into the ESC:

Step 1 - Intake vetting with Admin. Vetting Includes:

1. Is this an approved budget item?
2. Is this a request that clearly meets the mandate of the ESC?
 - a. If no or unsure, go to Step 2
3. Do we have funds for this request?
4. If yes, is the request form filled out?
 - a. Support filling out the form by answering questions
5. Respond to the organization/requestor on the process and timelines.
6. Capture the request in a tracking document and notify both committees.

Step 2 - Vetting process between Subcommittee Chairs (Budget and Strategic Action) to determine which committee gets which request

1. Does the request meet the mandate and strategic plan of the ESC?
 - a. If yes, move to the Budget Subcommittee
2. Does the request need more research, analysis, or discussion regarding the purpose, other opportunities and/or alignment with the ESC strategic plan?
 - a. If yes, move to Strategic Action Subcommittee

Step 3 - Goes to appropriate subcommittee

1. If the Strategic Action subcommittee decides it's an appropriate request to fund, it will go to the budget subcommittee for review of costs and available funds.

How does it work when the Strategic Action subcommittee has a request?

Step 1: Strategic Action fills out the funding request form

Step 2: Goes to Budget for review of costs and available funds.

How does it work when an ES member (regardless of any subcommittee) has a request?

Step 1: ES Member fills out the funding request form

Step 2: Form goes through the intake process and is vetted by the appropriate subcommittee.

How does it work when the budget subcommittee says we have money to spend?

Step 1: Budget chair informs Strategic Action Chair of the available funds, including deadline to spend them by.

1. Budget subcommittee or Administration can provide the Strategic Action Chair and subcommittee with what the ESC has sponsored up to date in the past 1-2 years.

Step 2: Strategic Action Subcommittee discusses and decides what to spend the money on.

1. A funding request form will need to be filled out by the strategic action subcommittee.

Step 3: Goes to Budget for review of costs and available funds.

Final Step for All processes:

All approved funding requests (including internal ones) need to be approved by the whole committee at the next ESC meeting.

For your reference:

[Purpose of Budget Subcommittee](#)

[Purpose of Strategic Action Subcommittee](#)

2023 Edmonton Salutes Funding Requests

Applicant/Organization	Description of Request	Date Received	Funding Amount Requested	Funding Amount Approved	Application Form received? (Y/N) - and note date of receipt	Status (Approved, In Progress, Declined)	Status/Actions Taken
ESC Community Funding							
Annual Budget			10,000.00	10,000.00			
Veterans Association Food Bank	Requesting \$2000 or more donation towards a commercial fridge or freezer for our Edmonton location	27/10/2022	2,000.00	1,500.00	N	Approved (conditionally)	<ul style="list-style-type: none"> - Admin reviewed initial request - flagged with Strategic Action and Budget Subcommittee Chair - Admin provided initial response November 7 - suggested potential other sources of funding for organization to pursue - To be considered by Strategic Action Subcommittee in the New Year - Discussion at Joint Strategic Action/Budget Subcommittee Meeting November 30. Motion to support funding approval of \$1,500, conditional on receiving application form

Total Community Funding			2,000.00	1,500.00			
Remaining Budget			8,000.00	8,500.00			

Applicant/Organization	Description of Request	Date Received	Funding Amount Requested	Funding Amount Approved	Application Form received? (Y/N) - and note date of receipt	Status (Approved, In Progress, Declined)	Status/Actions Taken
Overall ESC Budget							
Annual Budget			TBD				
Military Family Resource Centre (MFRC)	Sponsor of the Annual Yellow Ribbon Gala	23/11/2022	15,000.00		N	Awaiting Funding application form	- Initial inquiry received from MFRC on November 23 (for April 23, 2023 event) - Provided funding application form to complete - November 30, 2022

Royal Canadian Artillery Band	Sponsorship support for annual Christmas Concert at the Winspear Centre		3,000.00	3,000.00	N	Approved for 3 year funding commitment to 2023	
Citadel Theatre	Tickets for Military families to attend A Christmas Carol Production		20,000.00				
Total			38,000.00	3,000.00			
Remaining Budget			#VALUE!	#VALUE!			

PROJECT FUNDING REQUEST

Please provide the following information. Use these headings, sub-headings and numbers provided in your own word processing format. Should not exceed five pages.

1. **Executive Summary**

- The Veterans Association Food Bank in Edmonton opened in 2020 and in February 2022 moved to our current location. We have signed a 5-year lease. We have identified some modifications required to the building and equipment to fully provide the service/support for our Veteran Clients and their families. We are currently in the design and costing for a mezzanine which will enable us to provide more programs to help our clients have a social and learning place to avoid isolation and create camaraderie amongst. We are current using domestic fridges and freezers to accommodate donation of fresh and frozen foods. Commercial fridges and freezers will enable us to accept more and much needed fresh and frozen foods.

2. **Purpose of Request**

- Once the mezzanine has been constructed, we anticipate utilizing commercial fridges and freezers
- Currently, the mezzanine is scheduled to start in mid-January 2023 with all electrical requirements to accommodate these commercial appliances.
- A contractor has been awarded the contract for the mezzanine
- To the best of my knowledge your organization has not provided support. If this is not correct, please contact me.

3. **Evaluation**

- Once the Mezzanine is constructed, scheduled for completion in mid-March, all commercial fridges/freezers will be placed in their designated place.

4. **Budget**

- We are requesting \$1500.
- As prices continue to rise, funds can be donated based on the timelines above.

5. **Organization Information**

- VAFB was formed in Calgary in 2018 by the Founder and Executive Director, Marie Blackburn. As the need of programs offered, became greater than realized, in November 2020 the VAFB – Edmonton location was opened. Our programs are Food Hampers coupled with Gift Cards for perishable foods, Emergency Veterans Assistance Costs, Pet Care Promise, Peer Support Nights, Veterans Affairs Assistance Team, Job Skills Training and Veterans Dinners.
- A 6-member Board of Directors was assigned, an Operations Manager was selected who in turn selected a team to manage the Edmonton Site. The Edmonton organization consists of the following Operation Manager, Assistance Operations Manager, Finance Coordinator, Warehouse Manager, Outreach Coordinator, Volunteer/Client Care Coordinator, Safety Coordinator, and a secretary. We have 3 paid staff, Administration Assistant, Finance Assistant, and a Warehouse staff. The main function of the organization relies on Volunteers. The Calgary VAFB Headquarters has a Thrift Store and is operated with paid staff, mostly comprised of Veterans.
- Marie Blackburn, Executive Director, marie@vafb.ca and Charles Redeker, Operations

Manager, charles@vafb.ca, Calgary office, 1-833-422-8387 extension 1. Bob Cotton, Operations Manager, bob.cotton@vafb.ca, Joe MacAulay, Assistant Operations Manager, joe.mac@vafb.ca, 1-833-422-8387 Extension 2.

- Bob Cotton, Operations Manager – Edmonton Branch, bob.cotton@vafb.ca 1-833-422-8387 Extension 2.

For questions or more information, please contact Kristin Lewis at kristin.lewis@edmonton.ca

Thank you from Edmonton Salutes.