



Edmonton Salutes

Agenda
VIA - Google Meet - Calendar
9:00 - 10:30 A.M.
March 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.

Item	To Speak
1. Call to Order	Chair
2. Introductions	
Welcome Guests	All
3. Determination of Quorum	Secretary
4. Approval of Agenda	Chair
5. Approval of February 25, 2022 meeting minutes	Chair
6. Presentations.....	Chair
Royal Canadian Navy in Edmonton.....	L. Yewer-Stacey
408 Tactical Helicopter Squadron.....	D. Parker
7. Reports	
7.1 Chair Report	Chair
7.1 (a) Communications Plan	
7.2 Administration Report	Secretary
7.2 (a) Budget update	
7.2 (b) Freedom of the City Request	
7.3 Members/Sector Reports	Military (M)
7.4 Subcommittee Reports.....	Chair
7.4 (a) Strategic Action Subcommittee.....	D. Krill
7.4 (a)(i) Subcommittee Terms of Reference	

7.4 (b) Funding Subcommittee.....	S. Maybee
7.4 (c) Membership and Orientation Subcommittee.....	L. Strachan
7.4 (c (i)) Updated Terms of Reference	
7.4 (d) Bylaw and Policy Committee.....	R. Torrie

8. Old Business

8.1 Edmonton United Service Institute Symposium March 5, 2022.....	All
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9. New Business

9.1 Visit to CannaConnect.....	J. Yassaub
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9.2 Other Business	All
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10. Next Meeting - April 29, 2022.....

Chair

11. Adjournment

Chair

Upcoming events:

- 408 Tactical Helicopter Squadron 80th Anniversary, June 17-19

Upcoming meeting dates: 2022

- April 29; May 27; June 24

Attachments (and included below):

- [Minutes - Feb 25, 2022 Meeting](#)
- [Strategic Action Subcommittee Terms of Reference](#)
- [Membership and Orientation Subcommittee Updated Terms of Reference](#)



Edmonton Salutes

Minutes **DRAFT**

VIA - Google Meet - Calendar

9:00 - 10:30 A.M. February 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

Brian Hodgson, CHAIR
Wes Brodhead, City of St. Albert
Dan Derouin, Sturgeon County
Nicole Goehring, Community Member
Laurie Hackett, Community Member
Darren Krill, Community Member
Dave McRae, Town of Redwater (9:16 a.m.)
Lisa Makin, City of Fort Saskatchewan
Fred Malott, Town of Legal
Steve Maybee, Edmonton International Airports
Deanna Miyauchi, Edmonton Chamber of Commerce

Marvin Neumann, Canada Lands Co.
Roza Parlin, Military Family Resource Centre
Carolyn Patton, Canadian Forces Liaison Council
Karen Principe, City of Edmonton
Brad Rutherford, MLA, Government of Alberta
Military Liaison to the Canadian Armed Forces
Lorne Strachan, Community Member
Alexander Tsang, Edmonton United Services Institute
Justin Yaassoub, Community Member

Guests

Military

L Col Harpal Mandaher, CFB Edmonton
Capt David Parker, 408 Tactical Helicopter Squadron
L Cdr Leslie Yewer-Stacey, HMCS Nonsuch

Government

Sebastian Farkas, Assistant to MLA Brad Rutherford, Government of Alberta
Military Liaison to the Canadian Armed Forces
Zaid Aboutaif, MP, Edmonton Manning

Regrets

Katie Berghofer, Strathcona County
Amber Harris, Town of Gibbons
Lacey Laing, Town of Bon Accord
Mac (Robert) Torrie, Edmonton Legion

City of Edmonton Staff/Secretariat

Pat Hutchison
Kristin Lewis
Sarah Patterson
Natasha Weber

Item	Agenda Item	Action
1.	Call to Order	
	1.1 - Chair Brian Hodgson called the meeting to order at 9:03 a.m.	
2.	Introductions	
	Introduction/Welcome Guests	<ul style="list-style-type: none"> Chair Hodgson noted concerns with the situation in Ukraine, with reference to provincial political statements on the matter.
3.	Determination of Quorum	
	3.1 - Quorum of at least 12 members was confirmed by Kristin Lewis Y/N?	Y
4.	Approval of Agenda	
	4.1 - R. Parlin MOVED to approve the Agenda for Edmonton Salutes Meeting of February 25, 2022.	Carried
5.	Approval of Meeting Minutes	
	5.1 - B. Rutherford MOVED to approve the Edmonton Salutes Meeting Minutes from January 21, 2022.	Carried
6.	Presentation	
	6.1 - Presentation from Lt Col Mandahar on 3rd Canadian Division Support Group	<p>Lt Col Mandahar provided a presentation on the 3rd Canadian Division Support Group of the 3rd Canadian Division Support Base, its Strategic Environment, impact in Edmonton, and upcoming activities.</p> <p>Visits could happen at any time if members want to reach out to Lt Col Mandahar to coordinate.</p>
7.	Reports	
	7.1 - Chair Report - Chair Brian Hodgson	<p>Chair provided a verbal report. Key action items were identified as follows:</p> <ul style="list-style-type: none"> Recruitment: 6 nominations received, and Chair and Vice Chair review is in process Deadline for providing the shortlist is Feb. 25 Subcommittee meetings are underway - Funding Subcommittee and Strategic Action Subcommittee met on Feb. 9 and Feb. 15. Bylaw and Policy Committee and Membership and Orientation Committee will meet March 1 and 2

		<p>elected a new Board of Directors and there are approx. 300 people they are assisting.</p> <p>Justin Yassaub noted two events he is working on in March - Arctic response Canada and CISA (Cybersecurity and Infrastructure Security Agency) are doing a presentation for transitioning veterans. Operation Restoration is working side by side with No Stone Left Alone to go clean stones before people go and lay poppies on them.</p> <p>Roza Parlin provided an update that the Military Family Resource Centre (MFRC) is now moving forward with fund development activities including the Yellow Ribbon Gala on June 4. Due to COVID-19 impacts on fund development activities the MFRC has lost approx. \$500,000 in revenue that goes direct to supporting services to families.</p> <p>Dave McRae of the Town of Redwater greeted the committee as the new member on behalf of the Town.</p>
	<p>7.4 - Subcommittee Reports 7.4 (a) Strategic Action Subcommittee</p> <p>D. Krill MOVED that the ESC confirm the Strategic Action Subcommittee as an ongoing subcommittee, with an expectation that the subcommittee will develop a formal Terms of Reference.</p> <p>7.4 (b) Funding Subcommittee</p>	<p>It was noted that the Membership and Orientation and the Bylaw and Policy Subcommittees have not yet had a chance to meet.</p> <p>Subcommittee reports were as follows: <u>Strategic Action</u> Chair Darren Krill updated the committee on the work of the Strategic Action Subcommittee, as follows:</p> <ul style="list-style-type: none"> ● Meeting took place on Feb. 9 ● Confirmed overall purpose to pursue opportunities to recognize and support troops and their families through continued events such as A Christmas Carol, intent to get the word out on what our troops are doing locally and internationally. ● Committee is recommending that it continue on beyond just an ad hoc committee. <p>Carried</p> <p><u>Funding committee</u></p>

	D. Derouin MOVED to accept verbal report of Funding subcommittees for information	<p>Funding Subcommittee Chair Steve Maybee updated the committee on the work of the Funding Subcommittee, as follows:</p> <ul style="list-style-type: none"> • Productive first meeting to refresh on the Terms of Reference, processes and educate everyone on the work of the last few years • Acknowledged during the meeting that the budget was not yet in place for discussions, and the committee will work further now that its been confirmed. They will meet again fairly soon to discuss the budget and what they're working toward. <p>Carried</p>
	4.5 Other Reports	No other reports provided.
8.	Old Business	
	8.1 - Events update	No events update.
9.	New Business	
	<p>9.1 - 2022 Proposed Budget</p> <p>F. Malott MOVED that the ESC endorse the 2022 budget</p> <p>9.2 ESC representation at military-related events)</p> <p>S. Maybee MOVED that the ESC endorse the attendance of the Chair or designate at military-related community events that further the mandate of the ESC.</p>	<ul style="list-style-type: none"> • Administration presented the 2022 budget for the committee's consideration. • A Question was raised on money previously donated by regional partners. If regional partners provide funds in 2022 they will need to be allocated and reflected in the budget. • Acknowledgment that some line items were overspent in previous year, although the budget overall was underspent. <p>Carried</p> <p>It was noted that there is a need to cover costs related to the Chair attending events on behalf of the Edmonton Salutes Committee as part of the budget.</p> <p>Carried</p>

10.	Other Business	
	10.1 - None	<ul style="list-style-type: none"> • MLA Rutherford noted that he is looking for feedback on Alex Decoteau Award of Honour and the amount of funds that Advanced Education has allocated to it: https://studentaid.alberta.ca/scholarships/alex-decoteau-award-of-honour/. There is \$1 million set aside in the budget, but there has not been full uptake on it. Looking for ways to reach more families in different circumstances.
11.	Next Meeting	
	11.1 - The next Committee meeting is scheduled for March 25, 2022, at 9 a.m.	
12.	Adjournment	
	12.1 - L. Strachan MOVED to adjourn the meeting at 10:27 a.m..	Meeting ended at 10:27 a.m.
Upcoming Events:		
<ul style="list-style-type: none"> • Edmonton United Services Institute Annual Symposium Saturday March 5, 2022 		
Upcoming Committee Meetings:		Mar. 25; April 29; May 27; June 24

Section: Governance Process	Date of Issue: March 2022
Title: Strategic Action Subcommittee	Revised: N/A
Subject: Terms of Reference for the Subcommittee charged with the oversight and implementation of the Committee's Strategic Plan	
Section No: 1.XX	Page No.: Page 1 of 2

1 POLICY

1.01 The Edmonton Salutes Committee (the Committee) is governed by a City of Edmonton bylaw and an annual strategic and work plan. 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.

2 DEFINITIONS

- 2.01 City Council: The group of elected officials who together govern the City of Edmonton
- 2.02 Committee: The Edmonton Salutes Committee as described in the City of Edmonton's Edmonton Salutes Bylaw 19018.
- 2.03 Member (Committee Member): A duly appointed voting member of the Edmonton Salutes Committee as described within the City of Edmonton's Edmonton Salutes Bylaw 19018.

3 PROCEDURE

Purpose

- 3.01 The Strategic Action Sub-Committee's purposes are:
 - (a) Provide input and recommendations on the development of the annual strategic plan;
 - (b) Identify action items related to the implementation of the Strategic Plan;
 - (c) Provide input and recommendations related to the development of an Annual Work plan for the committee; and
 - (d) Ensure that the Committee mandate is achieved through the action items identified and implemented.

Committee Composition

- 3.02 Members of the Strategic Action Sub-Committee ordinarily serve two-year terms. Reappointment for subsequent two-year terms is permitted.
- 3.03 The Strategic Action Sub-Committee shall comprise:
 - (a) The Edmonton Salutes Committee Chair is a voting member of the Sub-Committee by virtue of occupying the Committee Chair role;

- (b) Three other voting Sub-Committee members chosen from among Edmonton Salutes Committee Members at the Committee's annual organizational meeting;
 - (c) The Committee's City of Edmonton administrative liaison as a non-voting member; and
 - (d) Other non-voting members or advisors as deemed necessary or appropriate.
- 3.04 At the first Sub-Committee meeting of the year, the Strategic Action Sub-Committee shall select a Chair from among its voting members.
- (a) The Edmonton Salutes Committee Chair is not eligible to fill the role of Sub Committee Chair.

Meetings

- 3.05 The Strategic Action Sub-Committee shall convene and meet at least two times each year.
- (a) The first meeting of the Sub-Committee shall be no later than March of each year.
- 3.06 Except as required under privacy legislation, the Strategic Action Sub-Committee meetings are considered to be public meetings.
- 3.07 Meetings of the Strategic Action Sub-Committee will be run using the same procedures as Committee meetings based on City of Edmonton bylaws and policies.
- 3.08 A verbal or written report from the Chair shall be provided to the Committee at the Committee meeting following each Strategic Action Sub-Committee meeting.

Section: Governance Process	Date of Issue: January 2021
Title: Membership and Orientation Sub-Committee	Revised: March 2022
Subject: Terms of Reference for the Subcommittee that assists in the recruitment, orientation and composition of Committee membership.	Review By: January 2025
Section No: 1.XX	Page No.: Page 1 of 2

1 POLICY

- 1.01 The Edmonton Salutes Committee (the Committee) comprises voting members who are selected from individuals, organizations, or regional municipalities. A sub-committee of Committee members will support the City of Edmonton's **recruitment, orientation, and composition of Committee membership.**

2 DEFINITIONS

- 2.01 City Council: The group of elected officials who together govern of the City of Edmonton.
- 2.02 City of Edmonton: The Corporation of the City of Edmonton.
- 2.03 Committee: The Edmonton Salutes Committee as described in the City of Edmonton's Edmonton Salutes Bylaw 19018.
- 2.04 Community Member: Members of the Committee who are appointed to sit on the Committee through the City of Edmonton's regular Agencies, Boards and Committees recruitment process.
- 2.05 Member: Together, the group of Community Members, Municipal Appointees, and Organizational Appointees who comprise the Committee.
- 2.06 Municipal Appointee: Representatives of the Corporations of regional municipalities other than the City of Edmonton who serve on the Committee.
- 2.07 Organizational Appointee: Voting representatives of organizations who serve on the Committee.
- 2.08 Officer(s): Either or both of the Edmonton Salutes Chair and Vice-Chair.

3 PROCEDURE

Purpose

- 3.01 The Sub-Committee's purposes are:
- (a) Identify anticipated vacancies on the Committee;
 - (b) Determine and recommend to the Committee a set of skills, aptitudes, networks, and other attributes of the Sub-Committee that are desirable for Municipal Appointees, Organizational Appointees, and Community Members to possess;
 - (c) Work with City administration to assist with the City Clerk's established recruitment process.

- (d) Work with the City administration to provide input on the selection of Municipal Appointees and Organizational Appointees where that it practicable;
 - (e) Recommend to the Committee and City Council any changes to specific Organizational Members and/or Municipal Members;
 - (f) Monitor the recruitment process;
 - (g) As appropriate, encourage Committee Members to identify prospective skilled and qualified Community Members and encourage them to apply; and
 - (h) develop and implement an orientation process and materials for new members.
- 3.02 Sitting Community Members who choose to apply for reappointment at the conclusion of their term must follow the City's Agencies, Boards and Committees Recruitment process.
- 3.03 Should a sitting Committee member cease to be a Committee member during the course of their term, the Membership and Orientation Sub-Committee may request that the City Clerk:
- (a) In the case of Municipal Appointees, ask the respective municipality to name a replacement Committee member;
 - (b) In the case of Organizational Appointees, ask the respective organization to name a replacement Committee member; and
 - (c) In the case of Community Members, either conduct a recruitment process or choose to leave the seat vacant for the remainder of the Committee year.
- 3.04 Where replacement appointments are made, the replacement Committee member's term will expire at the same time as the expiry date of the vacated Committee seat's previous incumbent.
- Committee Composition**
- 3.05 Members of the Membership and Orientation Sub-Committee ordinarily serve two-year terms. Reappointment for subsequent two-year terms is permitted.
- 3.06 The Membership and Orientation Sub-Committee shall comprise:
- (a) The Edmonton Salutes Committee Chair is a voting member of the Sub-Committee by virtue of occupying the Committee Chair role;
 - (b) Three other Members chosen at the Committee's annual organizational meeting;
 - (c) The Committee's City of Edmonton administrative liaison as a non-voting member; and
 - (d) Other non-voting Members or Advisors as deemed necessary from time to time.
- 3.07 No Community Member whose term is expiring that year may sit as a voting member of the Sub-Committee unless that Community Member will not be eligible to apply for another term.
- 3.08 At their first meeting of the year, the Membership and Orientation Sub-Committee shall select a Chair from among its voting members.
- (a) The Committee Chair is not eligible to fill the role of Sub-Committee Chair.
 - (b) The Sub-Committee Chair must be selected from among the Edmonton Salutes Community Members and/or Organizational Appointees on the Sub-Committee

Meetings

- 3.09 The Membership **and Orientation** Sub-Committee shall meet at least twice each year.
- (a) The first meeting of the Sub-Committee shall be no later than January of each year so recruitment processes can proceed with the aim of having new Committee members in place for the first meeting of the next Committee year.
 - (b) Sub-Committee meetings will be held at the call of the Sub-Committee Chair.
- 3.10 Meetings of the Membership **and Orientation** Sub-Committee will be run using the same procedures as Committee meetings and other relevant City of Edmonton bylaws and policies.
- 3.11 A verbal or written report from the Sub-Committee Chair shall be provided to the Committee at the Committee meeting following each Membership **and Orientation** Sub-Committee meeting.