



# Edmonton Salutes

Agenda  
 VIA - In-person & Google Meet  
 Stanley A Miller Public Library - Community Room 1  
 7 Sir Winston Churchill Square  
 1:30pm - 3:30pm  
 Sept 28, 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.

**DIRECTIONS to Community Room 1** - The Community Room 1 is in the basement of the Library. From the main lobby you can access the stairs or elevators to the level below. Community Room 1 is found behind the staircase.

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<b>Item</b>	<b>To Speak</b>
1. Call to Order .....	Chair
2. Introductions	
Welcome Guests .....	All
3. Determination of Quorum .....	City Admin
4. Approval of Agenda .....	Chair
5. Approval of June 24 meeting minutes .....	Chair
6. HMCS Edmonton Presentation .....	HMCS Crew guests
7. Andy Carswell Building Presentation .....	Alan Mulawyshyn
8. Reports	
8.1 Chair Report .....	Chair
8.2 Administration Report .....	City Admin
8.3 Members/Sector Reports .....	Military
8.4 Subcommittee Reports.....	Chair
8.4 (a) Strategic Action Subcommittee.....	D. Krill
8.4 (b) Membership and Orientation Subcommittee.....	L. Strachan

8.4 (c) Budget Subcommittee .....	S. Maybee
8.4 (d) Bylaw and Policy Subcommittee .....	R. Torrie
8.5 Other Reports .....	All
9. New Business .....	Chair/ All
10. Next Meeting - October 21, 2022	
10.1 Virtual meetings? .....	Chair
11. Adjournment .....	Chair

**Upcoming events:**

- CFLC Reservist Luncheon - September 29th, 2022
- National Day of Truth and Reconciliation - September 30th, 2022
- Dedication to Light Horse Park - October 1, 2022
- Freedom of the City - October 22, 2022
- Military Training Exercise (observation) - Fall 2022
- Remembrance Day Events - November 2022
- Volunteer Recognition - December 2022

**Upcoming meeting dates: 2022**

October 28; November 25

**Attachments** (and included below):

- [ESC June 24 Meeting Minutes](#)
- [Mileage Policy](#)
- [Andy Carswell Building Presentation](#)
- [Funding Recommendation - Operation Restoration](#)
- [Guidance on the Use of Municipal Funding Contributions](#)



## Edmonton Salutes

Minutes **DRAFT**

VIA - Google Meet - Calendar

9:00 - 10:30 A.M. June 24, 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
- Nicole Goehring, Community Member
- Laurie Hackett, Community Member
- Darren Krill, Community Member
- Dave McRae, Town of Redwater
- Carolyn Patton, Canadian Forces Liaison Council
- Alexandra Hryciw, Edmonton Chamber of Commerce
- Katie Berghofer, Strathcona County
- Roza Parlin, Military Family Resource Centre
- Karen Principe, City of Edmonton
- Lorne Strachan, Community Member
- Mac (Robert) Torrie, Edmonton Legion
- Justin Yaassoub, Community Member
- Alexander Tsang, Edmonton United Services Institute
- Marvin Neumann, Canada Lands Co.
- Lacey Laing, Town of Bon Accord
- Scott Lundy, Community Member

### Guests

#### Military

- Maj. Phil Paradis, 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

### Regrets

- L Col Harpal Mandaher, CFB Edmonton
- Fred Malott, Town of Legal
- Steve Maybee, Edmonton International Airports
- Brad Rutherford, Chief Government Whip, Government of Alberta Military Liaison to the Canadian Armed Forces
- Kaetlyn Corbould, Community Member
- Amber Harris, Town of Gibbons
- Lisa Makin, City of Fort Saskatchewan
- Dan Derouin, Sturgeon County

### City of Edmonton Staff/Secretariat

Sarah Paterson  
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	Introduced Alex Hryciw and Maj. Phil Paradis and asked the committee to do a roundtable of introductions.
3.	Determination of Quorum	
	3.1 - Quorum of at least 12 members was confirmed by Natasha Weber Y/N?	Yes
4.	Approval of Agenda	
	4.1 - L. Strachan MOVED to approve the Agenda for Edmonton Salutes Meeting of June 24, 2022.	Carried
5.	Approval of Meeting Minutes	
	5.1 - N. Goehring MOVED to approve the Edmonton Salutes Meeting Minutes from May 27, 2022.	Carried
6.	Reports	
	6.1 - Chair Report - Chair Brian Hodgson	Chair provided a verbal report. Key action items were identified as follows: <ul style="list-style-type: none"> <li>• Recruitment: Lorne onboarded Alex Hryciw, ESC's new representative on behalf of the Edmonton Chamber</li> <li>• Attended several events on behalf of ESC: <ul style="list-style-type: none"> <li>○ Military Networking Lunch,</li> <li>○ MFRC Gala,</li> <li>○ 408 Squadron Events,</li> <li>○ Lt Governor's Platinum Jubilee, and</li> <li>○ Churchill Annual Banquet - unable to attend. Did follow up with General Wynnyck, asking for a recording of his presentation</li> </ul> </li> <li>• Reminded Members to bring forward possible guest speakers for future meetings</li> <li>• Indicated that the Vice Chair Role Description is coming forward today for approval</li> </ul>
	W. Brodhead MOVED to accept verbal report of Chair for information	Carried
	6.2 - Administration Report - Natasha Weber	Administration provided a verbal report. Key items included:

	<p>S. Lundy MOVED to accept verbal report provided by Administration.</p>	<ul style="list-style-type: none"> <li>● Freedom of the City Request from 41 Service Battalion - confirmed October 22, 2022 date, 11 - 1 p.m.. Building a guest list and reconvening internal city staff to continue the planning. <ul style="list-style-type: none"> <li>○ Question asked about the name and whether we are concerned with it being associated with other Freedom movements. Can we rename it?</li> <li>○ Many members noted that the name and ceremony are very historic.</li> <li>○ <a href="#">History</a> - from Roman times - granted by the Caesar of the day - paying homage to those who have served</li> <li>○ Symbolic of the trust that the people of the city</li> </ul> </li> <li>● HMCS Edmonton Visit - City Administration is exploring the idea of hosting a visit in 2022.</li> <li>● Confirmed that the K Days parade is not happening this year.</li> <li>● Have ordered business cards for the Chair. Admin is exploring other options for ESC members to be identified at events, such as name tags.</li> <li>● Still looking for responses: <ul style="list-style-type: none"> <li>○ Inventory of military scholarships available to build a resource page (Darren/Strategic Action to report more on this)</li> <li>○ A request for updated profiles of all the committee members, to include in the Orientation package</li> </ul> </li> </ul> <p>Carried</p>
	<p>6.3 - Members/Sector Reports - Military</p>	<p>Maj. Paradis provided a verbal report for the Military. Key items included:</p> <ul style="list-style-type: none"> <li>● Mess lunches and dinners are happening again. Last one included elected officials from Morinville.</li> <li>● Looking at a transition - Wainwright will become an independent base <ul style="list-style-type: none"> <li>○ Edmonton will be under its own commander</li> </ul> </li> <li>● The Military recognizes that the ESC is a valuable resource to connect to local organizations and communities</li> <li>● Summer transitions are underway and exercises will start again in the Fall.</li> <li>● Troops expected to return Oct/Nov</li> <li>● Emergency response - keeping an eye on Calgary and the bow river. Also</li> </ul>

	<p>D. McRae MOVED to accept verbal report provided by the Military</p>	<p>watching in case fire fighting response is required</p> <p>Captain David Parker provided a verbal report for the 408 Tactical Helicopter Squadron. Key Items included:</p> <ul style="list-style-type: none"> <li>• Recent anniversary event was a success, thanks to all</li> <li>• Ready to respond to natural disasters - high ready response until end of August 2022</li> <li>• Canada Day - events in and around the city</li> <li>• Will be flying flag over Stampede grounds</li> <li>• Engaged in Arctic exercises over the summer</li> </ul> <p>Lt. Cdr. Yewer-Stacey provided a verbal report for the Navy. Key items included:</p> <ul style="list-style-type: none"> <li>• New Vice Admiral Agnus Topshee - wants to ensure that the Navy sees more of the country - decrease isolation of Navy officers</li> <li>• Nonsuch - busy with summer training</li> <li>• Expecting even busier training year next year</li> </ul> <p>Marvin asked a question about the recent announcement of Federal funding for NORAD and how it will impact Edmonton and surrounding communities.</p> <ul style="list-style-type: none"> <li>- <a href="#">Construction</a> and maintenance of Norad radar sites</li> <li>- Last Fall Norad visited - Edmonton Base is the gateway to the North with the base and airport. This will be a good resource for Arctic connections.</li> </ul> <p>Chair asked for a suggestion of a guest speaker to provide more information on Norad and gateway to the North - David Parker and Phil Paradis to consider</p> <p>Carried</p>
	<p>6.4 - Subcommittee Reports</p> <p>6.4 (a) Strategic Action Subcommittee</p>	<p>Subcommittee reports were as follows:</p> <p><u>Strategic Action</u></p>

	<p>D. Krill MOVED to pursue funding for a feasibility study for the Military Tattoo.</p>	<p>Strategic Action Subcommittee Chair, D. Krill updated the committee on the work of the Subcommittee, as follows:</p> <ul style="list-style-type: none"> <li>● Next Steps in Military Tattoo <ul style="list-style-type: none"> <li>○ The purpose is to increase prominence and recognition of contributions of CAF members and veterans in the Edmonton area</li> <li>○ The subcommittee thinks it is a good idea in concept, but there are questions about timing and community interest</li> <li>○ Subcommittee will need to scope out the many details through a feasibility study before proceeding</li> <li>○ Brian has volunteered to seek out funding for a feasibility study - outside of ESC budget</li> <li>○ Next steps include Brian meeting with potential partners for money for the feasibility study</li> </ul> </li> </ul> <p>Members discussed and asked the following questions:</p> <ol style="list-style-type: none"> <li>1. Will there be any cost to ESC? <ol style="list-style-type: none"> <li>a. Brian may have to return to the committee if funding can not be secured</li> </ol> </li> <li>2. What is the approximate cost for the tattoo event <ol style="list-style-type: none"> <li>a. Will need to be determined through feasibility study. Multiple funding partners would need to be engaged for the event. ESC will make presentations as necessary.</li> </ol> </li> </ol> <p>Other logistics to consider were noted:</p> <ol style="list-style-type: none"> <li>a. Grants, corporate sponsorship, funding for all levels of government</li> <li>b. \$+500,000 suggested for event</li> <li>c. \$ 30-40,000 for feasibility study</li> <li>d. Feasibility study can also include multiple partners</li> <li>e. Military capacity and cost will need to be considered.</li> </ol> <p>Carried</p> <ul style="list-style-type: none"> <li>● CFLC Lunch and Learn <ul style="list-style-type: none"> <li>○ The subcommittee endorsed the idea of the CFLC Lunch and Learn and recommends the Committee, with approval from the Funding Subcommittee, sponsor the event.</li> <li>○ Carolyn provided details to the event</li> </ul> </li> </ul>
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<p>D. Krill MOVED to approve the sponsorship of the CFLC Lunch and Learn event, and will defer approval of the amount of sponsorship funding to the Funding Subcommittee.</p> <p>6.4 (b) Membership and Orientation Subcommittee (no meeting)</p> <p>6.4 (c) Budget Subcommittee (no meeting)</p> <p>6.4 (d) Bylaw and Policy Subcommittee</p> <p>R. Torrie MOVED to approve the Vice Chair Role Description  R. Torrie MOVED to approve the Event Attendance Policy  R. Torrie MOVED to approve the Expense Policy</p>	<ul style="list-style-type: none"> <li>● Purpose: high awareness of reservists and military</li> <li>● Business audience and key speaker(s)</li> <li>● Looking at September 22, 2022</li> <li>● Ticketed event - with a sponsor, portion could be donation to MFRC</li> </ul> <p>Carried (Roza Parlin abstained)</p> <p><u>Membership and Orientation Subcommittee:</u>  Membership and Orientation Subcommittee Chair L. Strachan updated the committee on the work of the Membership and Orientation Subcommittee, as follows:</p> <ul style="list-style-type: none"> <li>○ Used Moodle to conduct orientation for new member from the Chamber, Alex Hryciw</li> </ul> <p>Nothing to report</p> <p><u>Bylaw and Policy Subcommittee</u>  Bylaw &amp; Policy Subcommittee Chair R. Torrie updated the committee on the work of the Subcommittee, as follows:</p> <ul style="list-style-type: none"> <li>● Subcommittee is seeking approval on the following policy documents: <ul style="list-style-type: none"> <li>○ <a href="#">Vice Chair Role Description</a> - new document that outlines the role of the vice chair, including what happens if the chair is unable to fulfill his/her duties.</li> <li>○ <a href="#">Event Attendance Policy</a> - New policy that gives the committee and administration guidance on how and who to offer tickets to events.</li> <li>○ <a href="#">Expense Policy</a> - Updated policy that specifies in more detail the types of expenses that members can claim.</li> <li>○ <a href="#">Chair Election Process</a> - Minor updates were made to reflect the changes at the city and to remove reference to specific dates.</li> </ul> </li> </ul> <p>VICE CHAIR role - Carried as is</p> <p>EVENT ATTENDANCE POLICY - carried as is</p>
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	<p>R. Torrie MOVED to approve the Chair Election Process Document</p> <p>R. Torrie MOVED to accept verbal reports of Subcommittees for information</p>	<p>EXPENSE POLICY - carried as is</p> <p>CHAIR ELECTION POLICY - carried as is</p> <p>Carried</p>
	<p>6.5 Other Reports</p>	<p>Lorne Strachan - Noted an upcoming <a href="#">golf tournament for Veterans Association Food Bank</a> on June 29th.</p> <p>Katie Berghofer - Noted that she attended golf tournament. Would like to think more about what Strathcona County could do to participate in Military Tattoo</p> <p>Karen Principe - Attended the Churchill Society event.</p> <p>Sebastian Farkas - Reporting on behalf of Minister Rutherford who attended <a href="#">Seamless Canada</a> (An organization that supports military posting transitions for members and families) AGM in Ottawa.</p> <p>AB government is updating a <a href="#">website</a> with information on military veteran supports, expected Fall 2022. Also includes Military and military family scholarships from Advanced Education</p> <ul style="list-style-type: none"> <li>o A link will be made available for Edmonton Salutes website</li> </ul> <p>Carolyn Patton - attended 41 Brigade change of command in Calgary.</p> <ul style="list-style-type: none"> <li>- Outgoing Col Mike Vernon transferred to incoming Col Chris Hunt.</li> </ul> <p>Justin Yaassoub - noted a Canadian business creates military apparel if anyone was interested. <a href="https://sectorsevenindustries.ca/">https://sectorsevenindustries.ca/</a></p> <p>A number of members noted the Canada Day events they will be attending. They are listed below the minutes.</p>
7.	New Business	
	7.1 New Business	<p>Mac Torrie noted that the next Bylaw Subcommittee meeting is scheduled for September 13 at the Kingsway legion.</p>
8.	Next Meeting	
	8.1 Summer break?	<p>Chair proposed that the committee break for July and August.</p>

	<p>S. Lundy MOVED to adjourn for the summer and meet again as a committee in September</p> <p>8.2 Virtual Meetings</p>	<p>Next meeting was scheduled for September 30, 2022, however to honour National Day for Truth and Reconciliation- a new date will be done through a poll.</p> <p>Next meeting will be virtual.</p> <p>Carried</p> <p>Chair opened the floor to discuss if committee wants to, in the fall, meet virtually, in person or hybrid?</p> <p>Members discussed options and asked for the City Administration to conduct a poll over the summer for preferences.</p>
9.	Adjournment	
	9.1 - R. Torrie MOVED to adjourn the meeting at 10:40 a.m..	Carried. Meeting ended at 10:40 a.m.

**Upcoming Events:**

- Veterans Association Foodbank – Edmonton 1st Annual Charity Golf Tournament
  - July 29th 2022 Edmonton Garrison Memorial Golf & Curling Club
  - <https://birdease.com/13877>

Canada Day Events and Locations:

- Kingsway [Legion](#) - Pancake Breakfast and pig roast
- [GOA](#) Canada Day event at the Legislature
- Edmonton Garrison Canada Day celebration
- [City of Edmonton](#) Canada Day and Fireworks

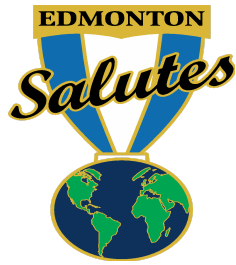
**Upcoming Committee Meetings:**

- Next ESC meeting will be held in the Fall - Date TBD by poll.

## Council Committee Member Expense Statement

Vendor #:		Reference #		P/U code:		EFT	
Department		Member Name		Payroll NO.			
<b>Council Committee</b>							
Date	Vendor	Purpose		Cash Paid Out	Tips	Amount Expensed	GST
	<b>Business Travel - 480000</b>	<b>Ex. Travel Reimbursements for Conferences, Training, or Meetings Outside of the city of Edmonton</b>					
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
	<b>Misc. Service Costs - 448090</b>	<b>Ex. Costs of Care for Dependents to Accommodate Attendance of Meetings</b>					
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
	<b>Transportation - 409500</b>	<b>Ex. Parking, Bus Fare, and Taxis</b>					
						-	-
						-	-
						-	-
						-	-
						-	-
	<b>Other CE#</b>						
						-	-

								-	-
								-	-
								-	-
						Total Cash Paid Out	Total Tips	Total Amount Expensed	Total GST
						-	-	-	-
<b>Tax Code</b>	<b>Dept.</b>	<b>LOC.</b>	<b>Cost Center</b>	<b>Cost Element</b>	<b>Amount</b>				
NT				480000	-				
NT				448090	-				
NT				409500	-				
NT					-				
GST		J11MU		205100	-				



# 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**

- Operation Restoration is an Edmonton based non-profit organization that is **committed to providing opportunities for Canadians to participate in the act of Remembrance. Our focus is on youth and to inspire them to be engaged in the act of remembering and honouring the sacrifices of Canadians in the service of Canada.**
- The funding we are requesting is for a project that sees Operation Restoration and its volunteers clean close to 2000 grave markers at Beechmount Cemetery and Edmonton Cemetery on August 27 and September 10, 2022.
- We strongly believe that our project and focus is aligned with that of the Edmonton Salutes Committee for the following reasons.
  - We will be recognizing our local military community contribution, both home and abroad - the Grave Markers are of Edmontonians who fought in all wars. Before the clean we brief the volunteers on the contribution these men and women made and to recognize the year of death and to speak the veterans name out loud. (We die only when our name is no longer spoken, and we are making sure they rest, but not die).
  - **We are reinforcing that military personnel and their families are valued - by dignifying the resting place of the fallen in our city. Some names on the grave markers are no longer visible and the state of the stone is not reflective of a nation/city that respects its fallen heroes.**

## 2. **Purpose of Request**

- Description of project goals: Our goal is to clean all Grave Markers in the Edmonton Cemetery and finish the work we started in Beechmount Cemetery. Last year we cleaned 1200 grave markers with 80 volunteers at Beechmount.
- Timetable for implementation: Our first clean is August 27 and our second scheduled clean is on September 10. If weather permits we will be doing a third clean in October.
- List of other partners in the project and their role: All Around Consulting, Drip and Dry Cleaning, Hydro Plumbing, CannaConnect Edmonton, Edmonton Fire Cadets, No Stone Left Alone - all listed companies donated to our cause last year and will donate again this year with time and money.
- List any support from Edmonton Salutes in the past 5 years. None.

## 3. **Evaluation**

- Success for us will be awareness as well as the completion of the clean. Our goal is to have majority youth participation. If we are able to get another 100 volunteers, with 30-50% of them being under the age of 24 would be successful. Additionally, last year

we were able to support No Stone Left Alone with over 50 volunteers to lay poppies and clean them up after. We would like to do the same for this year.

#### 4. **Budget**

- Last year costs were at \$3,800. We have already raised close to \$1,000 this year and are looking for \$2,400 from Edmonton Salutes.
- \$1,200 for the cleaning supplies. We have a specific environmentally friendly rock cleaner that is made locally by an Edmonton company. (Top Line Sanitation)
- \$800 for two handheld commercial water pumps, this will allow us to be more efficient. Last year we were moving buckets of water to rinse the grave markers. Water pump backpacks will speed the rinsing process and reduce potential injury of youth moving the water buckets.
- \$400 for water and snacks for volunteers.

#### 5. **Organization Information**

- Brief summary of the organization's history, programs and accomplishments.
  - As the EPS Cadet Coordinator, Cst Yaassoub, a member of the Edmonton Police Service, was looking for community opportunities his Cadets could participate in. He introduced them to No Stone Left Alone, and in 2020 as they were placing poppies on headstones they realized the grimy state the grave markers were in.
  - They made a commitment that they will re-dignify the state of these headstones and to date they have cleaned just over 2000 grave markers.
- Organizational chart, including board, staff and volunteer engagement
  - Daniel Yaassoub - President
  - Justin Yaassoub - Vice President
  - Ed Staudnigar - Secretary
  - Wissam Ammar - Treasury
  - Chris Tombs - Media and PR
  - Troy MacInnis - Historian
  - Melissa Osborne - Volunteer Coordinator
- Names, titles and contact details of authorized representatives of the organization
  - Daniel Yaassoub 780-235-1899
  - Melissa Osborne - 780-288-3086
- Name, title and contact information for the person completing this application.
  - Justin Yaassooub - 780-235-2260

For questions or more information, please contact Kristin Lewis at [kristin.lewis@edmonton.ca](mailto:kristin.lewis@edmonton.ca)

Thank you from Edmonton Salutes.









# Edmonton Salutes Committee

## Guidance on the Use of Municipal Funding Contributions

### Background

The Edmonton Salutes Committee (the Committee) has received funding contributions from several regional municipal members of the Edmonton Salutes Committee. These contributions were provided as a gesture of support, and recognition of the important role and mandate of the Edmonton Salutes Committee to *recognize the value of the contributions made by military personnel, veterans and their families who reside within the city and surrounding communities.*

Contributions of funding have been voluntary, made entirely at the discretion of the participating municipal councils. Contributions started in 2017 and continued through to 2021, made annually or bi annually, in the amount of \$1,000-\$2,000 per contribution.

### Purpose

This document is intended to provide guidance with respect to the decision making on the use/spending of these municipal contributions.

### Principles

The Edmonton Salutes Committee currently budgets a small amount annually to support community driven projects that align with the mandate of the Committee. The funding contributions provided by municipal members is intended to also support this mandate, with the following considerations that apply:

- Providing support for the military and military community projects; not operational costs (such as administration salaries, catering, honorariums, etc)
- Supporting projects that might not otherwise be funded through the Edmonton Salutes budget or Community Grants

### Procedure

In order to ensure transparency and accountability in the use and spending of these funds, the following considerations apply:

- The total amount of funds available will be clearly reflected and accounted for as a separate line item in the overall Edmonton Salutes Committee budget
- Funding decisions will be made through the established processes for funding requests, with proposals brought forward to the Budget Subcommittee, which will be evaluated and if endorsed, recommended for formal approval by the Edmonton Salutes Committee.
- The Budget Subcommittee will ensure appropriate stewardship and management of spending for these funds.

**Endorsed by the Edmonton Salutes Budget Subcommittee: September 19, 2022**

**Endorsed by the Edmonton Salutes Committee: \_\_\_\_\_**