



Edmonton Salutes

Minutes

VIA - Google Meet - Calendar

9:00am - 11:00am

November 22, 2024

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*
- Darren Krill, Community Member
- Dave McRae (Mayor) Town of Redwater
- Fred Malott (Cllr) Town of Legal
- Georgette L'Hirondelle, Canada Lands Company
- Jibs Abitoye, City of Fort Saskatchewan
- Katie Berghofer, Strathcona County
- Karen Principe, City of Edmonton
- Lacey Laing, Town of Bon Accord
- Laurie Hackett, Community Member
- Lorne Strachan, Community Member
- Mark Humphreys, Canadian Forces Liaison Council
- Mike Killick, City of St. Albert
- Nicole Goehring, Community Member
- Rebecca Balanko, Town of Morinville
- Rick Palfrey, Community Member
- Roza Parlin, Military Family Resource Centre
- Justin Wright, MLA GofA Liaison to the Canadian Armed Forces
- Mac (Robert) Torrie, Edmonton Legion

Guests

- Amber Gagnon, Marketing and Communications Lead, MFRC.

Military

- Maj. Graham Kallos, CFB Edmonton

City of Edmonton Staff/Secretariat

- Julie Elford
- Clare Muruatetu

Regrets

- Amber Harris, Town of Gibbons
- Dan Derouin, Sturgeon County
- Dean Ervin, Edmonton Regional Airports Authority
- Kaetlyn Corbould, Community Member
- Scott Lundy, Community Member
- Lieut. Jeffrey Jolly, Navy - HMCS Nonsuch



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Item	Agenda Item	Action
1.	Call to Order	
	1.1 - Chair Brian Hodgson called the meeting to order at 9:00 AM	Meeting called to order Chair opened the Committee's meetings with Land Acknowledgement.
2.	Introductions	
	2.1 Introductions/ Welcome Guests	The Chair welcomed all members in attendance. Noted and thanked: <ul style="list-style-type: none"> Amber Gagnon, Marketing and Communications Lead, MFRC with a presentation on MFRC activities.
3.	Determination of Quorum	
	3.1 - Quorum of at least 13 members was confirmed by administration Y/N?	Yes, with 20 voting members in attendance
4.	Approval of Agenda	
	4.1 - MOVED to approve the modified Agenda for Edmonton Salutes Meeting on November 22, 2024	Moved by L. Hackett. Carried.
5.	Approval of Meeting Minutes	
	5.1 - MOVED to approve the Edmonton Salutes Meeting Minutes from October 25, 2024	Moved M. Killick. Carried.
6.	Guest Speaker	



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	<p>6.1 - Amber Gagnon, Marketing and Communications Lead, MFRC.</p>	<ul style="list-style-type: none"> • The MFRC highlighted its role in supporting military families with relocation, absences, transitions, and mental health and wellness services. Presentation • Noting that due to DND budget cuts, they anticipate a 10-20% reduction in funding to MFRC this year. They are proactively planning for this in the new fiscal year.
7.	Reports	
	<p>7.1 - Chair Report</p> <p>MOVED to accept the verbal report provided by the Chair of the Committee.</p>	<p>The Chair provided a verbal report. Key items included:</p> <p>Attended Events:</p> <ul style="list-style-type: none"> • Loyal Regiment Association dinner • Veterans Appreciation at the Edmonton Garrison • Wellelberg bell ringing at Jefferson Armory • No Stone Left Alone Ceremony at Beach Mount Cemetery • Aviation Museum Reception • No Stone Left Alone Dance to Remember (as a guest of Angus Watt) • Remembrance Day at City Hall • Unveiling of the Walter Strang Memorial <p>Other Topics - Membership</p> <ul style="list-style-type: none"> • Met with senior officials from the Loyal Edmonton Regiment Museum regarding an idea for long-term funding. • Zoom call with Veterans Homes Canada • Member evaluations and renewal forms have gone out to Civic Agencies. <p>R. Parlin moved to accept the verbal report by The Chair.</p> <p>Carried.</p>



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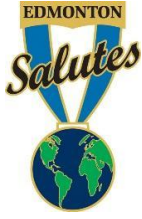
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<p>7.2 Administration Report</p> <p>MOVED to accept the verbal report provided by admin.</p>	<p>Admin provided a verbal report. Key updates are as follows:</p> <p>Budget update:</p> <ul style="list-style-type: none">• The budget is nearly fully spent, a change from October’s projection. Remaining funds: \$417.48.• Variances stem from invoice timing, higher costs, and staff transitions.• Municipal Contributions Fund has \$16,025 left, plus a \$1,000 cheque received.• The committee reviewed and approved two funding requests:• Veterans Food Bank: \$1,175.95 for a public address (P.A.) system.• Loyal Edmonton Regiment Museum: \$2,500 for station upgrades, with recognition for Edmonton Salutes’ contribution. <p>City Administration Updates:</p> <ul style="list-style-type: none">• Kate (Director of Council Protocol and External Relations) oversees relations with ESC and the Military.• Aileen Giesbrecht (City Clerk) will attend more events/meetings in 2025.• Clare has joined as administrative support <p>Subcommittee Meetings:</p> <ul style="list-style-type: none">• Reports will be shared by chairs, with plans for regular meetings in 2025 to advance action items. <p>Annual Report/Work Plan:</p> <ul style="list-style-type: none">• Templates for the 2024 Annual Report and 2025 Workplan are expected soon, with a January deadline.
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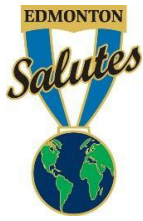
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		<p>Event Updates:</p> <p>Luncheon Changes;</p> <ul style="list-style-type: none"> ● Nov. 29 luncheon postponed to Feb. 28 (invite coming in January). ● Dec. 6 appreciation luncheon at Café Amore @ noon (arrive early if desired). RSVP and dietary restrictions are due Nov. 27. ● ES pins and possibly new name tags will be available at the lunch. <p>L. Hackett. moved to accept report provided by Administration</p> <p>Carried.</p>
	<p>7.3 - Municipal Reports</p> <p>MOVED to accept the verbal reports</p>	<p>Updates provided by:</p> <ul style="list-style-type: none"> ● Cllr Karen Principe ● Attended several events: <ul style="list-style-type: none"> ○ Veterans Night: Enjoyed meeting many new people. ○ Loyal Edmonton Regiment Dinner: Attended alongside the unveiling of the monument earlier that day. ○ Invited the mayor of Hoevelaken and his guests, Gerrit and Margreet from the Netherlands, to City Hall for a tour. ○ Gerrit and Margreet later featured the unveiling in a Netherlands newspaper, highlighting the event's recognition abroad. ● Participated in Remembrance Day events: <ul style="list-style-type: none"> ○ Briefly attended the ceremony at City Hall. ○ Laid a wreath in Griesbach on behalf of the city, both meaningful and well-attended. ● Upcoming event:



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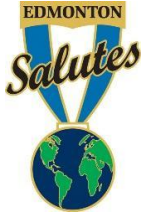
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		<ul style="list-style-type: none"> ○ Base hockey game on December 10th. Karen and her husband will do the puck drop at 8:00 a.m. and invite anyone in the area to join. <p>Chair noted no need to move except a need for acceptance of any item in the report.</p>
7	<p>7.4 Sector reports</p> <p>MOVED to accept the verbal report provided by the military sector</p>	<p>Sector Reports</p> <ul style="list-style-type: none"> ● Lieutenant-Colonel Al Wong from CFB ● Ongoing Deployments: <ul style="list-style-type: none"> ○ Relief in place is underway; some families will reunite for Christmas, others deploy shortly. ● RCA Band Christmas Concert: <ul style="list-style-type: none"> ○ Venue costs offset by local contributions (\$3,000 from Edmonton Salutes Committee). ○ Two concerts: Edmonton and Calgary. Lieutenant-General Wright to attend. ● Strategic Tanker Transport: <ul style="list-style-type: none"> ○ Nine CC-330 MRTT aircraft to be operational by 2027. ○ Fleet split between Trenton and Western Canada; negotiations ongoing with Edmonton International Airport. ● Lieutenant Jeffrey Jolly from the Royal Canadian Navy ● Deployments: <ul style="list-style-type: none"> ○ Unit deploying personnel to Latvia within 24-48 hours for three- to four-month rotations over the next year, supporting training missions and other tasks. ● Santa Claus Event:



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		<ul style="list-style-type: none"> ○ On December 4, the unit will participate in their annual operation, delivering gifts to the Stollery Children’s Hospital. ○ Santa will be flown via helicopter, landing at 10 a.m. with gifts generated through a squadron auction. ○ Event coordinated with the Stollery’s communications team, potentially live-streamed. A public service announcement will inform the public about the helicopter activity. <p>L. Hackett. moved to accept the report provided by Sectors.</p> <p>Carried.</p>
	<p>7.4 Subcommittee Reports</p> <p>7.4.1 Strategic Action</p> <p>7.4.2 Budget Subcommittee</p> <p>7.4.3 Bylaw and Policy</p> <p>7.4.4 Membership and Orientation</p> <p>MOVED to accept the verbal Subcommittee Reports.</p>	<p>All the subcommittees have met since the last meeting.</p> <ul style="list-style-type: none"> ● Strategic Action Committee Updates: ● Discussed Edmonton Salutes’ 2025 calendar, including involvement in significant anniversaries: <ul style="list-style-type: none"> ○ 80th Anniversary of WWII’s End ○ 125th Anniversary of the Lord Strathcona’s Horse ○ Planning for potential contributions and events is ongoing. ● Personal News: <ul style="list-style-type: none"> ○ Darren will leave the board at the end of 2024 due to a new role involving frequent travel between Canada, the US, and Australia. ○ Expressed gratitude for the opportunity to serve on the board,



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		<p>pride in its accomplishments, and confidence in the committee's future work.</p> <ul style="list-style-type: none">○ Extended best wishes to ESC moving forward. <p>M. Torrie. moved to accept the report provided by the Strategic Action subcommittee..</p> <p>Carried.</p> <ul style="list-style-type: none">● Budget Sub-Committee Updates:● Funding Requests Approved:<ul style="list-style-type: none">○ Veterans Food Bank: \$1,175.95 for a PA system, funded from municipal funds, with an acknowledgment sticker. <p>Clrr. Malott. moved to accept the funding request.</p> <p>Carried.</p> <ul style="list-style-type: none">○ Loyal Edmonton Regiment Museum: \$2,500 for a new workstation, also funded from municipal funds. <p>M. Killick. moved to accept the funding request.</p> <p>Carried.</p> <ul style="list-style-type: none">● Budget Status:<ul style="list-style-type: none">○ Current budget shows \$400 remaining, but this may fluctuate with final year-end reconciliations.○ A contingency plan was discussed to authorize up to \$1,000 from municipal funds to cover any potential shortfall, though the need for formal motions was debated.● Future Considerations:<ul style="list-style-type: none">○ Adjusting processes for funding requests to avoid overages.
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		<ul style="list-style-type: none">○ Ensuring acknowledgment (e.g., stickers) for Edmonton Salutes-funded equipment.● General Agreement:<ul style="list-style-type: none">○ No significant restrictions on municipal fund use, but good stewardship remains a priority.○ Any funds moved from the municipal line are tied to previously approved expenditures.● Improved Funding Process:<ul style="list-style-type: none">○ Plans to update the website with funding criteria, deadlines, and reminders for applicants.○ Addressing Late Submissions: Issues with delayed applications (e.g., No Stone Left Alone) have caused time pressures and emergency meetings.○ Proposed Quarterly Deadlines: Introducing quarterly application deadlines to streamline reviews while allowing flexibility for urgent, military-related requests.○ Future Planning: A triage system may be needed as funding demand grows <p>M. Torrie. moved to accept the report provided by the Strategic Action subcommittee.</p> <p>Carried.</p> <ul style="list-style-type: none">● Bylaw Policy Committee Updates (November 15th Meeting):<ul style="list-style-type: none">○ Event Representation: Discussion on Edmonton Salutes committee
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		<p>members attending events, including name tags, pins, and electronic business cards.</p> <ul style="list-style-type: none">○ Terms of Reference: The committee reviewed and updated their terms of reference.○ Quarterly Meetings: Future meetings will be held quarterly (March, June, September).○ Joint Meetings: Plans to hold a joint meeting with the bylaw policy committee to align on policies and council protocols.○ Logo Refresh: Brief discussion on a potential logo refresh, but it was noted that the city cannot perform work on a logo. Further discussions will be planned. <p>L. Hackett. moved to accept report provided by Administration</p> <p>Carried.</p> <ul style="list-style-type: none">● Membership and Orientation Subcommittee Update (November 19th Meeting):<ul style="list-style-type: none">○ Subcommittee Participation: Emphasized the importance of joining subcommittees as they handle much of the work for Edmonton Salutes. Members were encouraged to join at least one subcommittee.○ Attendance and Communication: Members are reminded to inform the admin if they can't attend
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		<p>meetings and share updates from their organizations. If a member misses three consecutive meetings without notice, the chair will follow up.</p> <ul style="list-style-type: none">○ Quarterly Meetings: The subcommittee will meet quarterly, coordinating with other subcommittees to avoid overlapping schedules.○ Community Member Reappointments: One community member has not responded yet, possibly opening up a spot.○ Meeting Procedures Update: In the new year, the subcommittee will align meeting procedures with other city council committees, including updates to orientation materials and ensuring clarity on member roles and meeting rules. <p>L. Hackett. moved to accept report provided by Administration</p> <p>Carried.</p>
8.0	New Business	



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	8.1 New business	<p>Mark Humphreys - CFLC Update:</p> <ul style="list-style-type: none"> • Award Ceremony (April): Planning an event to recognize employers nominated by reserve employees or others. Nominations are being accepted for organizations that support reserves and the Canadian Forces. • Executrek (January): Another executrek event will be held in Montreal, focusing on business and community leaders who can support reserves and the Canadian Forces. Targeted invitations and nominations will be sent out. • Christmas Carol Tickets: The team received 863 ticket requests for the Christmas Carol event, with 350–375 tickets available. Tickets are distributed by draw, and members began picking them up on Monday. The event is highly appreciated by military families. Verification of military affiliation (veteran or active service) is required when picking up tickets.
9.0.	Next Meeting	
	9.1 Next Meeting	December 6, 2024 Appreciation Luncheon: In-person at Cafe Amore
10.	Adjournment	
	10.1 MOVED to adjourn the meeting at 11:05 AM.	Chair moved to adjourn Carried. Meeting ended at 11:05 AM.
<p>Upcoming Committee Meetings:</p> <ul style="list-style-type: none"> • December 6, 2024 - in person 		