



## Edmonton Salutes

Agenda

VIA - Google Meet - Calendar

9:00 - 11:00 A.M.

Apr 25, 2025

### 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.

### Virtual Meeting Information

Video call link: <https://meet.google.com/tzk-nteq-bij>

Or dial: (CA) +1 647-736-6997 PIN: 922 955 776#

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Item	To Speak
1. Call to Order.....	Chair
2. Introductions and Housekeeping.....	Chair
3. Determination of Quorum.....	City Admin
4. Approval of Agenda.....	Chair
5. Approval of Mar 28, 2025 Meeting Minutes.....	Chair
6. Reports	
6.1. Chair Report.....	Chair
6.2. Administration Report.....	City Admin
6.3. COE Councillor Report.....	CLlr Karen Principe
6.4. Members/Sector Reports.....	CAF
6.5. Subcommittee Reports.....	Subcommittee Chairs
6.6. Other Reports.....	All
7. New Business.....	Chair/All
8. Next Meeting.....	Chair
9. Adjournment.....	Chair

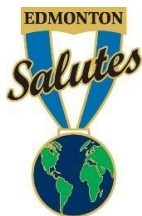
### Upcoming Events

- April 26, 2025
  - HMCS Nonsuch Change of Command Ceremony
- May 4th
  - 80th Anniversary - Light Horse Park

### Attachments (part of the agenda package below)

- [March 28, 2025 Meeting Minutes](#)
- [Calendar for all Events](#)
- [ESC Subcommittee Member List](#)
- [Subcommittee Terms of Reference](#)

# Edmonton Salutes



## Edmonton Salutes

Minutes - **DRAFT**

VIA - Google Meet

9:00am - 11:00am

March 28, 2025

### 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.

### Voting Member Attendance

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Jon Dziadyk, Edmonton United Services Institute  | <input checked="" type="checkbox"/> Karen Principe, City of Edmonton             |
| <input checked="" type="checkbox"/> Willis Kozak, Town of Gibbons                    | <input checked="" type="checkbox"/> Katie Berghofer, Strathcona County           |
| <input checked="" type="checkbox"/> Brian Hodgson, CHAIR*                            | <input checked="" type="checkbox"/> Lacey Laing, Town of Bon Accord              |
| <input checked="" type="checkbox"/> Dan Derouin, Sturgeon County                     | <input checked="" type="checkbox"/> Laurie Hackett, Community Member             |
| <input type="checkbox"/> (Vacant), Community Member                                  | <input checked="" type="checkbox"/> Lorne Strachan, Community Member             |
| <input checked="" type="checkbox"/> Dave McRae, Town of Redwater                     | <input checked="" type="checkbox"/> Mac (Robert) Torrie, Edmonton Legion         |
| <input checked="" type="checkbox"/> Dean Ervin, Edmonton Regional Airports Authority | <input type="checkbox"/> Mark Humphreys, Canadian Forces Liaison Council         |
| <input checked="" type="checkbox"/> Fred Malott, Town of Legal                       | <input checked="" type="checkbox"/> Mike Killick, City of St. Albert             |
| <input checked="" type="checkbox"/> Georgette L'Hirondelle, Canada Lands Company     | <input checked="" type="checkbox"/> Nicole Goehring, Community Member            |
| <input type="checkbox"/> Heather Thomson, Edmonton Chamber of Commerce               | <input checked="" type="checkbox"/> Rebecca Balanko, Town of Morinville          |
| <input checked="" type="checkbox"/> Jibs Abitoye, City of Fort Saskatchewan          | <input checked="" type="checkbox"/> Rick Palfrey, Community Member               |
| <input checked="" type="checkbox"/> Justin Wright, MLA, GoA Military Liaison         | <input checked="" type="checkbox"/> Roza Parlin, Military Family Resource Centre |
| <input checked="" type="checkbox"/> Kaetlyn Corbould, Community Member               |  |

### Military Guests

- ☐ Maj. Graham Kallos, 408 Tactical Helicopter Squadron
- ☒ Lieut. Christopher Favrin, HMCS Nonsuch
- ☒ Lt.-Col. Al Wong, CFB Edmonton

### Other Guests

Lieutenant-Colonel Mike Veitch

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### City of Edmonton Staff/Secretariat

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Julie Elford | <input checked="" type="checkbox"/> Clare Muruatetu |
|--|---|

Item	Agenda Item	Action
1.	Call to Order	
	1.1 - Chair B. Hodgson called the meeting to order at 9:07am	Meeting called to order at 9:00am  The Chair opened the Committee's meeting with a Land Acknowledgement.
2.	Introductions	
	2.1 - Introductions/ Welcome Guests	The Chair welcomed all members in attendance. Noted and thanked guest: <ul style="list-style-type: none"> <li>• Lieutenant-Colonel Mike Veitch</li> </ul>
3.	Determination of Quorum	
	3.1 - Quorum of at least 14 members was confirmed by administration Y/N?	Yes
4.	Approval of Agenda	
	4.1 - MOVED to approve the Agenda for Edmonton Salutes Meeting of March 28, 2025	Carried
5.	Approval of Meeting Minutes	
	5.1 - L. Hackett MOVED to approve the Edmonton Salutes Meeting Minutes from February 28, 2025	Carried
6.	Guest Speaker	
	6.1 - Lieutenant-Colonel Mike Veitch	Key presentation and discussion points included: <ul style="list-style-type: none"> <li>• The strength of the Combat team is 450 positions.</li> </ul>

		<ul style="list-style-type: none"> <li>• Turnover of engineers to the civilian side is not as prevalent as in the past, which is something they are monitoring.</li> <li>• Increased funding is nuanced and focused on projects to bring new equipment and bridges online, with the aim of increasing capability overseas and at home.</li> <li>• The Reservist program has a great community.</li> <li>• Tariffs and potential risks were discussed, with the understanding that implications are at a higher level, not the local level.</li> </ul>
7.	Reports	
	<p>7.1 - Chair Report</p> <p>A. Abitoye 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> <ul style="list-style-type: none"> <li>• 408 Squadron Business Luncheon - March 14</li> <li>• 6 Intelligence Company (<a href="#">Link</a>) Dinner - March 15</li> <li>• Lord Strathcona - <a href="#">Mourel Wood Parade</a> - March 20 <ul style="list-style-type: none"> <li>◦ commemorating the <i>107th Anniversary of the Battle of Moreuil Wood</i></li> </ul> </li> <li>• Continued contact with LCol Alan Mulawyshyn</li> <li>• Annual Report and Work Plan presentation, and Membership Report to council went well - March 10 &amp; 12</li> <li>• Memo is being prepared to address Council questions (How many members of the Edmonton Garrison were deployed in 2024?)</li> </ul> <p>Carried.</p>
	7.2 - Administration Report	<p>Admin provided a verbal report. Key updates are as follows:</p> <ul style="list-style-type: none"> <li>• Upcoming Events: <ul style="list-style-type: none"> <li>• April 11 - Guthrie School - Teal Up Days 2025 - Edmonton Salutes Committee (ESC) will have a table.</li> <li>• May 4 - 80th Anniversary Liberation - Light Horse Park, Edmonton.</li> </ul> </li> <li>• Meetings: <ul style="list-style-type: none"> <li>• In-person meeting update: September location options were discussed (Jefferson Armoury,</li> </ul> </li> </ul>

	<p>R. Torrie MOVED to accept the verbal report provided by the admin.</p>	<p>Airport, Legion). A poll will be conducted in April to determine the location.</p> <ul style="list-style-type: none"> <li>• The last in-person meeting was hosted by Katie at Strathcona County.</li> <li>• Meeting Schedule: Email sent listing all upcoming meeting dates. The June meeting at MFRC will start at 9:30 am and will be a hybrid meeting (Teams).</li> <li>• Process for Missing Meetings: Bylaw 18156 outlines the process for members missing three consecutive meetings. Chair and Vice Chair will be notified if two consecutive meetings are missed without prior discussion.</li> <li>• HMCS Edmonton Update: Commander Smith provided an update on the change of command.</li> <li>• HMCS Nonsuch: Change of Command Ceremony on April 26, 2025.</li> <li>• Annual Planning: Planning for 2026 is underway, including the selection of a new chair and potential changes to sub-committees.</li> <li>• Budget update: Current balance is \$54,303.</li> <li>• Action Items: <ul style="list-style-type: none"> <li>• Teal Up reminder to RSVP to Roza.</li> <li>• Confirm the table with the Principal for Teal Up Day.</li> <li>• Change meeting notes to differentiate regrets/unexplained absence.</li> </ul> </li> </ul> <p>Carried.</p>
	<p>7.3 - COE Councillor Report</p>	<ul style="list-style-type: none"> <li>• 408 Squadron Business Luncheon was attended.</li> <li>• Appreciation was expressed to Jon Dziadyk for informing the committee of Alex's service; the ESC was well represented.</li> <li>• Attendance at Teal Up Day is planned.</li> <li>• April 4th Employer Reservist event will be attended.</li> <li>• A Bylaw change is expected in the fall.</li> <li>• Attendance at the May 4th Light Horse Park Event is planned.</li> <li>• Appreciation was expressed to the Chair for the presentations.</li> <li>• Interest was expressed in social events outside of regular</li> </ul>

		meetings, held in the evening.
7.4 - Members/Sector Reports - Military	<p>Updates provided by:</p> <p>Lt.-Col. Alfred Wong for CFB:</p> <ul style="list-style-type: none"> <li>• Lt.-Col. Al Wong, CFB Edmonton: <ul style="list-style-type: none"> <li>○ Deployments are ongoing.</li> <li>○ Milestone April 1st: Transition of the 13 support base.</li> <li>○ Flag raising ceremony April 3rd: Open for all to attend, invite to follow from Al.</li> <li>○ More deployments are scheduled for May.</li> <li>○ Tariffs are increasing costs for supplies, accounted for in their budget.</li> <li>○ Change in command: July 2nd, Col. xxx.</li> <li>○ This will be Al Wong's last meeting.</li> </ul> </li> <li>•</li> </ul> <p>Lieut. Christopher Favrin for Navy/HMCS Nonsuch:</p> <ul style="list-style-type: none"> <li>• Change in command on April 26th.</li> <li>• Expect to receive an invitation to the ceremony.</li> <li>• Battle of Atlantic on May 4th.</li> <li>• Connect any interested members.</li> </ul> <p>Maj Graham Kallos for Air Force / 408 Tactical Helicopter Squadron:</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	
R. Torrie MOVED to accept the verbal reports provided by the Military.	Carried.	
7.5 - Subcommittee Reports <a href="#">membership list</a>		
7.5.1 - Strategic Action	<p>Reports from Strategic Action (Report by R. Palfrey)</p> <ul style="list-style-type: none"> <li>○ Will work on Annual Strategic Plan moving forward.</li> </ul>	

	7.5.2 - Budget Subcommittee	<p>No reports from Budget.</p> <p>Comments:  TOR Review by Feb 2025 - ensure any grants that go out are in line with City policies. No Alcohol etc. No tobacco (exceptions can be made for ceremonial purposes)  non-protocol tobacco</p> <p>Other City Funding - add this to the funding request form</p>
	7.5.3 - Bylaw and Policy	No reports from Bylaw and Policy.
	7.5.4 - Membership and Orientation	<p>Membership and Orientation Updates:</p> <ul style="list-style-type: none"> <li>• Ask Lorne to provide an update on the Membership &amp; Orientation subcommittee</li> <li>• Reviewed - Membership Bios refresh - update on moodle</li> <li>• Reviewing subject matter on Canadian Armed Forces</li> <li>• Virtual Meeting Processes</li> <li>• Archiving Process</li> <li>• Elections for subcommittee chair to be updated</li> </ul>
	R. Balanko and F. Malott MOVED to accept the report provided by the Budget and Funding subcommittee.	Carried.
7	7.6 - Other reports	<p><b>Community Members</b>  <b>Update on the <a href="#">Pictures</a> shared by Mark Humphreys on the 60 Anniversary of Liberation of Holland:</b> Mark is traveling and asked us to send his regrets for missing today's meeting. However he would like to let the committee know that the photos are available for you to use and share as</p>

		<p>needed. The main ceremony was located at Het Loo Palace in Apeldoorn in the Netherlands (This was known as the hunting lodge/palace). The ceremonial picture includes the plaque presentation to the governor general of Canada: Adrienne Clarkson in 2005. If you need any context or descriptions, please reach out to him.</p> <ul style="list-style-type: none"> <li>- May 14th Vet Guitar Open House - Acoustic Guitar Jam. Lorne to share more information for the admin to share.</li> <li>- Roza to share one pager in April the month of the military child. Admin to share with committee. Welcome to wear Teal Up T-shirts.</li> <li>- Roza to share out the info for buying a Teal Up T-shirt.</li> <li>- Highlevel Bridge will be lighted up for Teal Up Day.</li> </ul>
8.0	New Business	
	8.1 - No new business	None
9.0.	Next Meeting	
	9.1 - Next Meeting	April 25, 2025
10.	Adjournment	
	10.1 - F. Malott MOVED to adjourn the meeting at 10:20 AM	Carried. Meeting ended at 10:20 AM

**Upcoming Committee Meetings:**

- April 25, 2025
- May 23, 2025
- June 27, 2025
- September 26, 2025
- October 24, 2025
- November 28, 2025





# ESC MILITARY / COMMUNITY EVENTS CALENDAR 2025

January	February	March	April
		<b>*Annual Reporting to Council</b>	<b>Military Child Month</b>
<p><b>January 7</b> -Strategic Action Subcommittee Meeting(Rescheduled**)</p> <p><b>January 14</b> -Budget and Funding Subcommittee Meeting</p> <p><b>January 24</b> -Monthly ESC meeting</p>	<p><b>February 11</b> -Strategic Action Subcommittee Meeting *canceled</p> <p><b>February 28</b> -Monthly ESC meeting -CAF Health Services Business Luncheon (RSVP deadline Feb 13)</p>	<p><b>March 7</b> -Alex Tsang service at Kingsway Legion @ 11am</p> <p><b>March 4</b> -Member and Orientation Subcommittee Meeting</p> <p><b>March 10 &amp; 12</b> -Annual Reappointments, and Report &amp; Workplan Presented to Council by Chair/ViceChair</p> <p><b>March 11</b> -Strategic Action Subcommittee Meeting *canceled</p> <p><b>March 14</b></p>	<p><b>April 3</b> Flag Raising Ceremony</p> <p><b>April 4</b></p> <ul style="list-style-type: none"> <li>• CFLC Award Ceremony and Executrek</li> <li>• Reservists Events(Only for CAF Members)</li> </ul> <p><b>April 11</b></p> <ul style="list-style-type: none"> <li>• Teal Up Day - Guthrie School</li> <li>• Per Services Farewell Business Luncheon, 11 Apr 2025</li> </ul> <p><b>April 17</b> -Budget and Funding Subcommittee Meeting</p>

		<p>- 408 Sqn Business Luncheon</p> <p><b>March 21</b> -Bylaw and Policy Subcommittee Meeting *canceled</p> <p><b>March 28</b> -Monthly ESC Meeting</p>	<p><b>April 25</b> -Monthly ESC meeting</p> <p><b>April 26</b> HMCS Nonsuch Change of Command Ceremony.</p>
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May

June

July

August

<p><b>May 4</b> -80th Anniversary Liberation of Netherlands (Light Horse Park)</p> <p><b>May 5</b> Royal Canadian Navy Commemorates 79th Anniversary of the Battle of the Atlantic</p> <p><b>May 13</b> -Strategic Action Subcommittee Meeting</p>	<p><b>June 10</b> -Strategic Action Subcommittee Meeting</p> <p><b>June 20</b> -Bylaw and Policy Subcommittee Meeting</p> <p><b>June 23</b> CFB Change of Command for the new Base Commander</p> <p><b>June 27</b> -Monthly ESC meeting (in-person at MFRC with a Hybrid Option)</p>	<p><b>July 2</b> Change in Command Ceremony</p> <p><b>July 24 - 26</b> - 125th Reunion &amp; Anniversary of the Lord Strathcona's Horse (Royal Canadians)</p>	
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<p><b>May 7</b>  <i>-Member and Orientation Subcommittee Meeting</i></p> <p><b>May 11</b>  <b>AVGS - Spring Strings Rock Social</b></p> <p><b>May 23</b>  <i>-Monthly ESC meeting</i></p> <p><b>May 31</b>  <b>Annual Symposium - focusing on the 30th anniversary of the Bosnian War.</b></p>			
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## September

## October

## November

## December

*Begin Annual Planning	* Annual Membership Review	* Annual Report & Work Plan	
<b>September 2</b> -80th Anniversary of The End of World War II	<b>October 7</b> -Strategic Action Subcommittee Meeting	<b>November 5</b> -Member and Orientation Subcommittee Meeting	<b>December xx(TBD)</b> -RCA Band Christmas Concert @Francis Winspear Centre
<b>September 9</b> -Strategic Action Subcommittee Meeting	<b>October 14</b> -Budget and Funding Subcommittee Meeting	<b>November 8</b> -Indigenous Veterans Day	<b>December xx (TBD)</b> -ESC Volunteer Appreciation Lunch @ [location] @ 12 PM
<b>September 19</b> -Bylaw and Policy Subcommittee Meeting	<b>October 24</b> -Monthly ESC meeting	<b>November 11</b> -Strategic Action Subcommittee Meeting	
<b>September 26</b> -Monthly ESC meeting (in-person)	<b>Sept/Oct xx (TBD)</b> -Yellow Ribbon Gala @ Edmonton Garrison Officers' Mess	<b>November 11</b> -Remembrance Day Celebration	
		<b>November 28</b> -Monthly ESC meeting	
		<b>November xx(TBD)</b> -A Christmas Carol @Citadel Theatre	

## ESC Subcommittee Member List and TORs

Sub-Committee	Chair	Members	Terms of Reference / Policy
Budget	Laurie Hackett (confirmed Jan 26, 2024 meeting)	Lorne Strachan Laurie Hackett Rick Palfrey Brian Hodgson Dean Ervin	<a href="#">Terms of Reference</a> A subcommittee of Committee members will review and provide recommendations on the allocation of the annual budget to the full Committee for consideration.
Membership and Orientation	Lorne Strachan (confirmed March 2, 2022 meeting)	Roza Parlin Brian Hodgson Mike Killick Rebecca Balanko	<a href="#">Terms of Reference</a> A sub-committee of Committee members will support the City of Edmonton's recruitment, orientation, and composition of Committee membership.
Bylaw and Policy	Kaetlyn Corbould (confirmed at January 27, 2023 meeting)	Roza Parlin Dave MacRae Brian Hodgson	<a href="#">Terms of Reference</a> A sub-committee of Committee members will review and comment on these documents as required and provide recommendations to the full Committee for consideration.
Strategic Action	Vacant (confirmed February 9, 2022 meeting)	Mac Torrie Scott Lundy Kaetlyn Corbould Brian Hodgson	<a href="#">Terms of Reference</a> 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.



## Budget Subcommittee Terms of Reference

Section: Governance Process	Date of Issue: February 2021
Title: Budget <b>Subcommittee</b>	Revised: N/A
Subject: Terms of Reference for the Subcommittee charged with managing the Committee budget and funding requests.	Review By: February 2025
Section No: 1.XX	Page No.: Page 1 of 2

### 1 POLICY

- 1.01 The Edmonton Salutes Committee (the Committee) receives regular and ad hoc requests for supporting community events and organizations. A subcommittee of Committee members will review and provide recommendations on the allocation of the annual budget to the full Committee for consideration.

### 2 DEFINITIONS

- 2.01 Committee: The Edmonton Salutes Committee as described in the City of Edmonton's Edmonton Salutes Bylaw 19018.
- 2.02 Mandate: The Mandate of the Edmonton Salutes Committee as outlined in Part II of the City of Edmonton's Edmonton Salutes Bylaw 19018 ~~and its predecessor 16675, whichever is in force at the time.~~
- 2.03 Member: A duly appointed voting member of the Edmonton Salutes Committee as described within the City of Edmonton's Edmonton Salutes Bylaw 19018 and its predecessor 16675, whichever is in force at the time.

### 3 PROCEDURE

#### Purpose

- 3.01 The Funding Subcommittee's purposes are:
- (a) Understand the Committee's annual budget and funding ability each year;
  - (b) Recommend the disbursement of funds allocated in the Committee's annual budget;
  - (c) Receive funding requests;
  - (d) Recommend whether the request aligns with meeting the Committee's Mandate;
  - (e) Provide a recommendation to the full Committee about whether to fund the request, and if so, to what amount;
  - (f) Communicate with the funding request organization to apprise them of the Committee's determination;
  - (g) Receive reporting on how the funding was spent;
  - (h) Recommend changes to this policy to the Committee as required.

- 3.02 Only funding requests that advance the Mandate of the Committee will be considered.

### **Subcommittee Composition**

- 3.03 Members of the Funding Subcommittee ordinarily serve two-year terms. Reappointment for subsequent two-year terms is permitted.
- 3.04 The Funding Subcommittee shall comprise:
- (a) The Edmonton Salutes Committee Chair is a voting member of the Subcommittee by virtue of occupying the Committee Chair role;
  - (b) Three other voting members chosen from 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 from time to time.
- 3.05 No Member of the Funding Subcommittee may use their work on the Subcommittee for personal or political benefit.
- 3.06 At the first meeting of the year, the Funding Subcommittee shall select a Chair from among its voting members.
- 3.07 No Committee member may serve on the Subcommittee if they are a regular recipient of funds from the Committee.
- (a) Regular recipient includes any organization or entity that has received funding from the Committee in three or more of the past five years.

### **Conflict of Interest**

- 3.08 No Subcommittee member may participate in the debate or vote on a funding request that has been submitted by an organization to which they have direct ties.

### **Meetings**

- 3.09 The Funding Subcommittee shall convene and meet at least two times each year.
- (a) The first meeting of the Subcommittee shall be no later than March of each year.
  - (b) Subcommittee meetings will be held at the call of the Subcommittee Chair.
- 3.10 Except as required under privacy legislation, the Funding Subcommittee meetings are considered to be public meetings.
- 3.11 Meetings of the Funding Subcommittee will be run using the same procedures as Committee meetings and other responsive City of Edmonton bylaws and policies.
- 3.12 A verbal or written report from the Subcommittee Chair shall be provided to the Committee at the Committee meeting following each Funding Subcommittee meeting



## **Membership and Orientation Sub-Committee Terms of Reference**

Section: Governance Process	Date of Issue: January 2021
Title: Membership and Orientation Sub-Committee	Revised: March 25, 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 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 is 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.

#### **Bylaw and Policy Sub-Committee Terms of Reference**

Section: Governance Process	Date of Issue: February 2021
Title: Bylaw and Policy Subcommittee	Revised: November 18, 2024
Subject: Terms of Reference for the Sub Committee charged with reviewing and suggesting updates to the Committee's bylaw and policies.	Review By: February 2026
Section No: 1.of 3	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 a series of its own governance policies. A sub-committee of Committee members will review and comment on these documents as required and provide recommendations to the full Committee for consideration.

## 2 DEFINITIONS

- 2.01 City Council: The group of elected officials who together govern of the City of Edmonton
- 2.02 Committee The Edmonton Salutes Committee as described in the City of Edmonton's Edmonton Salutes Bylaw 19018 and its predecessor 16675, whichever is in force at the time.
- 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 and its predecessor 16675, whichever is in force at the time.

## 3 PROCEDURE

### Purpose

- 3.01 The Bylaw and Policy Sub-Committee's purposes are:
- (a) Review the Committee Bylaw when requested by City Council or the Committee from time to time;
  - (b) Review existing Committee policies as required or on the dates by which they are to be reviewed;
  - (c) Revise existing Committee policies as required;
  - (d) Create new policies as required or as requested by the Committee; and (e) Recommend suggested changes to the Bylaw or policies to the full Committee.
- 3.02 Changes to the Committee Bylaw do not come into effect until and unless City Council updates the Bylaw.
- 3.03 Changes to policies do not come into effect until and unless ratified by the Committee

Section: Governance Process	Date of Issue: February 2021
Title: Bylaw and Policy Subcommittee	Revised: November 18, 2024
Subject: Terms of Reference for the Sub Committee charged with reviewing and suggesting updates to the Committee's bylaw and policies.	Review By: February 2026
Section No: 3 of 3	Page No: Page 2 of 2

### **Committee Composition**

3.04 Members of the Bylaw and Policy Sub-Committee ordinarily serve two-year terms. Reappointment for subsequent two-year terms is permitted.

3.05 The Bylaw and Policy 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 from time to time.

3.06 At the first Sub-Committee meeting of the year, the Bylaw and Policy 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**

3.07 The Bylaw and Policy 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.

3.08 Except as required under privacy legislation, the Bylaw and Policy Sub-Committee meetings are considered to be public meetings.

3.09 Meetings of the Bylaw and Policy Sub-Committee will be run using the same procedures as Committee meetings and other responsive City of Edmonton bylaws and policies.

3.10 A verbal or written report from the Chair shall be provided to the Committee at the

Committee meeting following each Bylaw and Policy Sub-Committee meeting.

### **Strategic Action Sub-Committee Terms of Reference**

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 are 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.