



## Edmonton Salutes

Agenda

VIA - Google Meet - Calendar

9:00 - 11:00 A.M.

Mar 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.

### 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 Feb 28, 2025 Meeting Minutes.....	Chair
6. Guest Speaker(s).....	Lt Col Mike Veitch
7. Reports	
7.1. Chair Report.....	Chair
7.2. Administration Report.....	City Admin
7.3. COE Councillor Report.....	CLlr Karen Principe
7.4. Members/Sector Reports.....	CAF
7.5. Subcommittee Reports.....	Subcommittee Chairs
7.6. Other Reports.....	All
8. New Business.....	Chair/All
9. Next Meeting.....	Chair
10. Adjournment.....	Chair

### Upcoming Events

- April 4, 2025
  - CFLC Award Ceremony and Executrek
- April 11, 2025
  - Teal Up Day - Guthrie School
- May 4th
  - 80th Anniversary - Light Horse Park

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

- [Feb 28, 2025 Meeting Minutes](#)
- [Calendar for all Events](#)
- [80th Anniversary Liberation](#)
- [ESC Subcommittee Member List](#)
- [Subcommittee Terms of Reference](#)



# Edmonton Salutes

Minutes **Draft**

9:00am - 11:00am

February 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 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 checked="" 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"/> (Vacant), Edmonton Chamber of Commerce                      | <input checked="" type="checkbox"/> Rebecca Balanko, Town of Morinville             |
| <input 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 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 D.M. Gray, CD Commanding Officer

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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	<p>Meeting called to order at 9:00am</p> <p>The Chair opened the Committee's meeting with a Land Acknowledgement.</p>
2.	Introductions	
	2.1 - Introductions/ Welcome Guests	<p>The Chair welcomed all members in attendance. Noted and thanked guest:</p> <ul style="list-style-type: none"> <li>• Lieutenant-Colonel D.M. Gray, CD Commanding Officer</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 - D. McRae MOVED to approve the Agenda for Edmonton Salutes Meeting of February 28, 2025	Carried
5.	Approval of Meeting Minutes	
	5.1 - F. Malott MOVED to approve the Edmonton Salutes Meeting Minutes from January 24, 2025	Carried
6.	Guest Speaker	
	6.1 - Lieutenant-Colonel D.M. Gray, CD Commanding Officer	<p>Presentation and Discussion:</p> <ul style="list-style-type: none"> <li>• Current command of a NATO multinational battle group in Latvia since mid-December, focusing on</li> </ul>

		<p>combat readiness exercises.</p> <ul style="list-style-type: none"> <li>Described the multinational brigade structure in <a href="#">Latvia</a>: <ul style="list-style-type: none"> <li>Size and composition</li> <li>Units from <a href="#">Canada</a>, <a href="#">Spain</a>, <a href="#">Italy</a>, <a href="#">Poland</a>, and other nations (Italy, Slovenia, North Montenegro, and Macedonia)</li> </ul> </li> <li>Committee members would like to know how to support the troops <ul style="list-style-type: none"> <li>Lt. Col Gary will get back to Brian with suggestions (share <a href="#">social media</a> pages to promote awareness)</li> </ul> </li> </ul>
7.	Reports	
	<p>7.1 - Chair Report</p> <p>R. Balanko 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>Govern General of Canada Sovereign's Medal presentation for Alexander Tsang (<a href="#">Link</a>)</li> <li>Provided connections between Brigadier-General (Ret'd) Alan Mulawyshyn, Executive Director, Veterans Canada and business/community leaders</li> <li>LERM AGM Feb 18, 2025</li> <li>Member Appointments update March 12, 2025</li> <li>Lord Strathcona 125 Anniversary update - regiment deployed</li> <li>80th Anniversary Liberation - Mayor invitation</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>Council report on March 10th - Watch on edmonton.ca Live Stream <a href="https://councilontheweb.edmonton.ca/">https://councilontheweb.edmonton.ca/</a> or view the Meeting Agenda (<a href="#">LINK</a>).</li> <li>Upcoming Events: CAF Health Services Business Luncheon (Feb 28), 408 Sqn Business Luncheon</li> </ul>

	<p>L. Strachan MOVED to accept the verbal report provided by the admin.</p>	<p>(March 14th) - express interest via email.</p> <ul style="list-style-type: none"> <li>• In-person meetings (June/September): Fall venue search continues, MFRC offered for the spring meeting.</li> <li>• Admin is now meeting quarterly with ArmedForces@theCity (Employee Resource Network), and regularly with City Military Liaison.</li> <li>• Budget subcommittee update: New funding process is complete and being tested on new funding requests.</li> <li>• If approval of today's funding requests (\$4,800 from community grants), \$55,000 total remaining.</li> <li>• Questions/comments: Fall meeting venues discussed Legion, Airport, Jefferson Armoury. Admin to follow up. EUSI funding request coming to ESC.</li> </ul> <p>Carried.</p>
	<p>7.3 - COE Councillor Report</p> <p>D. Ervin MOVED to accept the verbal report provided by the Councillor.</p>	<ul style="list-style-type: none"> <li>• The committee observed a minute of silence and expressed appreciation for Alex Tsang.</li> <li>• The 3rd vigil on the attack in Ukraine was attended. There was an outpouring of appreciation for Canadian support and aid.</li> <li>• Planning to attend lunch on the 14th.</li> <li>• It was suggested that the committee consider LERM or other venues for in-person meetings.</li> </ul> <p>Carried</p>



L. Strachan MOVED to approve funding requests of \$2,800 for Guthrie School - Teal Up Day 2025.

L. Strachan initiated a discussion on the funding requests of \$2,800 for Guthrie School - Teal Up Day 2025.

- R. Balanko shared an invitation from the school principal to the committee to participate and engage with military kids at the Teal Up Day event.
  - D. McRae would like to be put in contact to volunteer.
  - W. Kozak volunteered as well.
- Administration mentioned that Salutes could have a table there if committee members would like to join.
- R. Parlin recused herself from voting for the Guthrie school vote due to MFRC involvement.

Carried.

L. Strachan MOVED to approve the funding request of \$2,000 for Quilts of Valour Canada - YEG Sew Days

L. Strachan initiated a discussion on \$2,000 funding request for Quilts of Valour Canada - YEG Sew Days

- Admin requested to follow up to ensure the quilts are distributed in Edmonton and surrounding areas

Carried

L. Strachan MOVED to accept the report provided by the Budget and Funding subcommittee.

Carried.

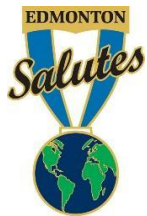
	<p>7.5.3 - Bylaw and Policy</p> <p>7.5.4 - Membership and Orientation</p> <p>M. Killick MOVED to accept the reports provided by the Membership and Orientation subcommittee.</p>	<p>Bylaw and Policy Updates:</p> <p>Discrepancy between the salutes bylaw and other bylaws, scheduling a future meeting to address this.</p> <p>No need for motion.</p> <p>Membership and Orientation Updates:</p> <ul style="list-style-type: none"> <li>• Currently awaiting the results of the city's process for new memberships.</li> <li>• Plan to book an orientation meeting shortly after the results are received.</li> </ul> <p>Carried.</p>
7	7.6 - Other reports	<p><b>Community Members</b></p> <p>EUSI</p> <ul style="list-style-type: none"> <li>• Alex's service will be at the Kingsway Legion next Friday (7 Mar) at 1100. It's open to everyone.</li> <li>• AGM Saturday, March 1st, 2025</li> <li>• Annual Symposium - May 31st - Please add to ESC calendar. The 30th anniversary of the Bosnian War will be the focus of this year's event.</li> </ul> <p>CFLC</p> <ul style="list-style-type: none"> <li>• Mark Humphry provided an update on the CFLC, including an upcoming award ceremony on April 4th and an unofficial executrek to Wainwright for employers of reservists from the Loyal Edmonton Regiment. Attendees were encouraged to submit potential candidates.</li> <li>• Mike officially joined the Glowing Hearts program for reserve support and will attend the March 14th lunch on behalf of the city of St. Albert, not ESC.</li> </ul> <p>Strathcona County</p> <ul style="list-style-type: none"> <li>• As a result of meeting with ESC, Strathcona County plans to rename a park to Veterans Memorial Park</li> </ul>



		this spring and unveil a 7-foot-tall poppy statue as a public art project near their cenotaph in 2025.
8.0	New Business	
	8.1 - No new business	
9.0.	Next Meeting	
	9.1 - Next Meeting	March 28, 2025
10.	Adjournment	
	10.1 - N. Goehring MOVED to adjourn the meeting at 10:43 AM	Carried. Meeting ended at 10:43 AM

**Upcoming Committee Meetings:**

- March 28, 2025
- 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>
<b>January 7</b> -Strategic Action Subcommittee Meeting(Rescheduled**)	<b>February 5</b> -Member and Orientation Subcommittee Meeting	<b>March 7</b> -Alex Tsang service at Kingsway Legion @ 11am	<b>April 4</b> CFLC Award Ceremony and Executrek
<b>January 14</b> -Budget and Funding Subcommittee Meeting	<b>February 11</b> -Strategic Action Subcommittee Meeting	<b>March 10 &amp; 12</b> -Annual Reappointments, and Report & Workplan Presented to Council by Chair/ViceChair	<b>April 8</b> -Strategic Action Subcommittee Meeting
<b>January 24</b> -Monthly ESC meeting	<b>February 28</b> -Monthly ESC meeting -CAF Health Services Business Luncheon (RSVP deadline Feb 13)	<b>March 11</b> -Strategic Action Subcommittee Meeting	<b>April 11</b> Teal Up Day - Guthrie School
		<b>March 14</b> - 408 Sqn Business Luncheon	<b>April 15</b> -Budget and Funding Subcommittee Meeting
		<b>March 21</b> -Bylaw and Policy Subcommittee Meeting	<b>April 25</b> -Monthly ESC meeting

**March 28**  
*-Monthly ESC Meeting*

# May

# June

# July

# August

**May 5**  
**-80th Anniversary Liberation of Netherlands**

**May 6**  
*-Strategic Action Subcommittee Meeting*

**May 7**  
*-Member and Orientation Subcommittee Meeting*

**May 23**  
*-Monthly ESC meeting*

**May 31**  
 Annual Symposium - focusing on the 30th anniversary of the Bosnian War.

**June 10**  
*-Strategic Action Subcommittee Meeting*

**June 20**  
*-Bylaw and Policy Subcommittee Meeting*

**June 27**  
*-Monthly ESC meeting*

**July 24 - 26**  
**- 125th Reunion & Anniversary of the Lord Strathcona's Horse (Royal Canadians)**

## 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	<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	

# Remembrance & Gratitude

A Day of Thanks ~ May 4, 2025



Join us to commemorate the 80th anniversary  
of The Liberation of The Netherlands  
By the Canadian Army

**Date:** Sunday, May 4, 2025

**Place:** Light Horse Park, Old Strathcona, 104 St. and 86 Ave. NW

**Times:** Church Service at Holy Trinity Anglican: 10:30 am

**March to Light Horse Park:** 11:40 am

**Commemoration in Light Horse Park:** Noon to 1 pm with reception to follow

**Note:** Holy Trinity Anglican Church is located at 84th Ave. and 101 St.

## 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.