



# Edmonton Salutes

9:00 a.m. – 11:00 a.m., Friday, February 26, 2021

Via Zoom: <https://us02web.zoom.us/j/86767410258?pwd=NUdlME5ONktPVHEvU05ZDBmbzI3QT09>

## Agenda

Committee Mandate: *to recognize the value of the contributions made by military personnel and their families who reside within the city and surrounding areas.*

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Item	To Speak
1. Call to Order.....	Chair
2. Introduction of Guests .....	All
3. Determination of Quorum of Voting Members .....	Secretary
4. Approval of Agenda .....	Chair
5. Approval of Meeting Minutes, January 22.....	Chair
• <i>Note, there was not a quorum at the Special Meeting of February 16, so no decisions were made and no motions were put forward.</i>	
6. Presentation .....	Chair
• Helmets to Hardhats, Bob Blakely	
7. Reports	
7.1. Chair's Report.....	Chair
7.1.1. Draft Bylaw Update	
7.2. Administration, Finance Report .....	Protocol
7.3. Sector Report (Community Representatives) .....	Members
8. Old Business	
8.1. Strategic Plan Review .....	Strategic Steps
9. New Business	
9.1. Policy for Consideration .....	Sub-Committee Chair
9.1.1. Policy Drafts – Funding Sub-Committee, Bylaw and Policy Sub-Committee	
9.1.2. Sub-Committee Member Population	
10. Other Business.....	All
11. Next Meeting.....	Chair
12. Adjourn .....	Chair

Upcoming Committee Meetings: March 26, April 23, May 28, June 25

5. Meeting Minutes, January 22,2021



# Edmonton Salutes

9:00 a.m., Friday, January 22, 2021

Virtual Meeting via Zoom

Minutes

**Committee Mandate:** to recognize the value of the contributions made by military personnel and their families who reside within the city and surrounding areas

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## **In Attendance - Voting Members**

Hodgson, Brian, CHAIR

Dziadyk, Jonathan Councillor, VICE CHAIR

Cree, Grant, Community Member

Dumas, Rick Capt., Ret'd.

Torrie, Mac, Legion

Maybee, Steve, EIA (30 minutes only)

Neumann, Marvin, Canada Lands Co.

Parlin, Roza, MFRC

Parker, Jennifer Lt. Col

Pidner, Tammy, Community Member

Rolingher, Sol QC, Ret'd, Community Mbr.

Tsang, Alex, EUSI

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## **In Attendance - Advisor**

Brodhead, Wes, City of St. Albert

Derouin, Dan, Sturgeon County

Harris, Amber, Town of Gibbons

Laing, Lacey, Town of Bon Accord

Malott, Fred, Town of Legal

Parker, David, Capt.

Aboultaif, Ziad, MP

Smith, Mel, Town of Redwater

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## **Regrets - Voting Member**

Male, Peter, Northlands

Goehring, Nicole, Community Member

Arndt, Scott, Community Member

Kocsis, Rainer, Chamber of Commerce

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## **Regrets - Advisors**

Berghofer, Katie, Strathcona County

Rutherford, Brad, MLA

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## **Present - City of Edmonton:**

Kate McIntosh, City of Edmonton

Judy Wilson, City of Edmonton

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## **Present - Guests:**

Ian McCormack, Strategic Steps

Leslie Yewer Stacey

Maria deBruijn, Emerge Solutions

Maria Vicent, Councillor Dziadyk Office

Agenda Item	Action
<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>Chair Hodgson called the meeting to order at 9:05 a.m.</li> </ul>	
<b>2. Introduction of Guests</b> <ul style="list-style-type: none"> <li>Ian McCormack, Strategic Steps</li> <li>Maria deBruijn, Emerge Solutions</li> <li>Maria Vicente, Clr Dziadyk Office</li> </ul>	
<b>3. Determination of Quorum of Voting Members</b> <ul style="list-style-type: none"> <li>Quorum of at least eight voting members was confirmed by Judy Wilson</li> </ul>	
<b>4. Approval of Agenda, January 22, 2021</b> <i>Torrie MOVED to approve the Agenda for Edmonton Salutes Meeting of January 22, 2021</i>	Carried
<b>5. Approval of Meeting Minutes</b> <i>Maybee MOVED to approve the Edmonton Salutes Meeting Minutes from November 27, 2020.</i>	Carried
<b>6. Old Business</b>	
<b>6.1 Chair Report</b> <ul style="list-style-type: none"> <li>Chair Hodgson shared his report.</li> </ul> <i>Clr Dziadyk MOVED to accept the Chair's report.</i>	Carried
<b>6.2 Administration Report</b> <ul style="list-style-type: none"> <li>Kate McIntosh and Judy Wilson with the City of Edmonton, shared a financial/budget report for Edmonton Salutes.</li> </ul> <i>Torrie MOVED to receive the report from City Administration.</i>	Carried

Agenda Item	Action
<p><b>6.3 Sector Report</b></p> <p>Organizational Representatives provided an oral report.</p> <ul style="list-style-type: none"> <li>• Alex Tsang for EUSI - Zoom meetings of interest available from EUSI to be shared.</li> <li>• Roza Parlin from MFRC - Open for business.</li> <li>• Mac Torrie - Legion - open for membership payments only</li> <li>• Marvin Neumann - UDI - Navy Day proposed from Nonsuch unlikely to go ahead. 408 has a 75th Anniversary that has been suspended.</li> </ul>	
<p><b>7. New Business</b></p>	
<p><b>7.1 Bylaw Review Subcommittee Report</b></p> <ul style="list-style-type: none"> <li>• Bylaw Review Subcommittee Chair Tammy Pidner shared a report from their recent meetings.</li> </ul>	
<p><b>7.1.1 Policy Update - Three Draft Policies</b></p> <p><i>Pidner MOVED approval of the Bylaw and Policy Subcommittee Terms of Reference.</i></p> <p><i>Rolingher MOVED to table the motion until the next Edmonton Salutes Committee meeting on February 26, 2021.</i></p>	<p><i>No action on first motion.</i></p> <p><i>Carried</i></p> <p><i>Committee members are to review the draft policies and share comments and/or questions with Ian McCormack via telephone or email by February 5, 2021.</i></p>
<p><b>7.1.2 Sub-Committee Member Population</b></p> <p>This item was covered as part of Agenda Item 7.1.</p>	
<p><b>7.1.3 Progress on Edmonton Salutes Committee Bylaw</b></p> <p>This item was covered as part of Agenda Item 6.2.</p>	

Agenda Item	Action
<p><b>7.2 Strategic Planning Update - Strategic Steps</b></p> <ul style="list-style-type: none"> <li>Ian McCormack shared a report on the Draft Strategic Plan</li> </ul>	<p><i>Committee members are to review the draft Strategic Plan and share comments and/or questions with Ian McCormack via telephone or email by February 5, 2021.</i></p>
<p><b>8. Other Business</b></p>	
<p><b>8.1 All</b></p> <ul style="list-style-type: none"> <li>Sol Rolinger shared information about the Edmonton Public School Diversity Day initiative that he is involved with and sees a potential involvement for the Salutes Committee.</li> <li>Request for different distribution method for documents.</li> </ul>	<p><i>Committee members are to reach out to Sol to discuss their interest in the initiative.</i></p> <p><i>City Administration to review the distribution method for meeting materials.</i></p>
<p><b>9. Next Meeting</b></p>	
<ul style="list-style-type: none"> <li>The next Committee meeting is scheduled for 9:00 a.m., Friday February 26, 2021.</li> </ul>	
<p><b>10. Adjourn</b></p>	
<p><i>Tsang MOVED to adjourn 10:17 am</i></p>	<p>Carried</p>

**Upcoming Events:** none scheduled at this time

**Upcoming Committee Meetings:** February 26, March 26, April 23, May 28, June 25

### 7.1.1 Draft Bylaw Update

The Draft Edmonton Salutes Bylaw was reviewed at the Special Meeting on February 15<sup>th</sup>. Based on comments, it was modified slightly by the City of Edmonton. The version that was reviewed on the 15<sup>th</sup> is provided here for ease of recall.

**THE CITY OF EDMONTON  
BYLAW 19018  
EDMONTON SALUTES COMMITTEE BYLAW**

Edmonton City Council enacts:

**PART I - INTERPRETATION**

- |                                 |   |   |
|---------------------------------|---|---|
| <b>PURPOSE</b>                  | 1 | The purpose of this bylaw is to continue the Edmonton Salutes Committee as a council committee, and to establish its membership and mandate.  |
| <b>DEFINITIONS</b>              | 2 | <p>(1) Unless otherwise specified, words used in this bylaw have the same meaning as defined in the <i>Municipal Government Act</i>, RSA 2000, c M-26.</p> <p>(2) In this bylaw:</p> <ul style="list-style-type: none"><li>(a) “<b>City</b>” means The City of Edmonton;</li><li>(b) “<b>Council</b>” means the City’s council; and</li><li>(c) “<b>Edmonton Salutes</b>” means the Edmonton Salutes council committee established by this bylaw.</li></ul> |
| <b>RULES FOR INTERPRETATION</b> | 3 | The marginal notes and headings in this bylaw are for ease of reference only.   |

**PART II - MANDATE**

- |                |   |  |
|----------------|---|--|
| <b>MANDATE</b> | 4 | <p>The mandate of Edmonton Salutes will be to:</p> <ul style="list-style-type: none"><li>(a) provide advice to Council regarding appropriate official civic recognition initiatives for the military, military families, and veterans;</li><li>(b) provide leadership as champions of the military, veterans, and their families; and</li><li>(c) provide recognition of military members and veterans, and their families, by championing causes and sustaining meaningful collaborations with public, private, and</li></ul> |
|----------------|---|--|



non-profit organizations.

**FUNCTIONS &  
AUTHORITIES**

- 5 To carry out its mandate, Edmonton Salutes may
- (a) support and organize community and military activities and events that
    - (i) honour the achievements of the military,
    - (ii) recognize the contributions that the military and military families make to the community, and
    - (iii) support the families of military personnel who are deployed;
  - (b) promote remembrance through education and support for organizations that deliver commemorative activities;
  - (c) support the provision of programs and services that serve, involve, or advocate for the military community;
  - (d) engage communities in paying tribute to the military community through civic recognition events; and
  - (e) approve sponsorship funding for purposes consistent with its mandate and within the budget approved by Council.

**PART III - MEMBERSHIP**

**MEMBERSHIP**

- 6 Edmonton Salutes will be comprised of up to 24 members, appointed as follows:
- (a) 1 councillor appointed by Council;
  - (b) 8 members appointed by Council;
  - (c) one member appointed by Canada Lands Company;
  - (d) one member appointed by The Royal Canadian Legion;
  - (e) one member appointed by Edmonton Chamber of Commerce;

- (f) one member appointed by Edmonton Garrison Military Family Resource Society;
- (g) one member appointed by Edmonton Regional Airports Authority;
- (h) one member appointed by Edmonton United Services Institute;
- (i) one member appointed by the Government of Alberta Liaison to the Canadian Armed Forces;
- (j) one member appointed by City of Fort Saskatchewan;
- (k) one member appointed by City of St. Albert;
- (l) one member appointed by Strathcona County;
- (m) one member appointed by Sturgeon County;
- (n) one member appointed by Town of Bon Accord;
- (o) one member appointed by Town of Gibbons;
- (p) one member appointed by Town of Legal; and
- (q) one member appointed by the Town of Redwater.

**TERM** 7 Members will be appointed for two-year terms and may be re-appointed at the discretion of the entity making the appointment.

**CHAIR** 8 (1) Edmonton Salutes must, at its first meeting following the coming into force of this bylaw, appoint a chair and vice-chair from its members.

(2) The chair and vice-chair will serve for two-year terms.

#### **PART IV - GENERAL**

**EXEMPTIONS** 8 Sections 5(1) and 6(1) of the Council Committees Bylaw, Bylaw 18156, do not apply to Edmonton Salutes.

**REPEAL** 9 Bylaw 16675, Edmonton Salutes Committee Bylaw, is repealed.

**COMING INTO  
FORCE**

10

This bylaw comes into force on October 26, 2021.

Read a first time

Read a second time

Read a third time

SIGNED AND PASSED

THE CITY OF EDMONTON

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MAYOR

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CITY CLERK

### 7.3 Sector Report – Community Members

- Arndt, Scott
- Cree, Grant,
- Dumas, Rick Capt., Ret.
- Goehring, Nicole
- Pidner, Tammy
- Rolingher, Sol QC – Ret.

#### Future Meeting Sector Reports:

- March 2020, Military Advisors
- April 2020, Municipal Representatives
- May 2020, Organizational Members
- June 2020 Community Members
- July 2020 – no meeting
- August 2020 – no meeting
- September 2020 – Military Advisors
- October 2020 – Municipal Members
- November 2020 – Organizational Members
- December 2020 – Community Members (if there is a meeting)

## 8.1 Strategic Plan Review

The draft Salutes Strategic Plan was created by Salutes in late 2020. It was attached to the January meeting agenda with a request for comments. Some of those comments have been incorporated into this version of the draft plan.

This is Salutes first strategic plan, so there will be room for improvement throughout its iterations.

This plan contains a series of goals and strategies, and a subset of high-priority work for the Committee in the coming year.

This plan will be front and centre for Salutes as the Committee focuses its work on doing things for local military members, families and veterans. Much of that work, in the early stages centres around engagement and communication, both inside the City of Edmonton and regionally.

The audience for this plan are Salutes members and the organizations they might represent, as well as a broader regional audience.

# Edmonton Salutes Committee

STRATEGIC PLAN 2021-2024



***DRAFT***

Prepared by



# Message from the Committee



The Edmonton Salutes Committee is a committee of Edmonton City Council that is charged with building and maintaining relationships between the City and region and the Canadian Armed Forces members and families who are stationed and serve locally. Members of the Committee are drawn from citizens at large, organizations that have strong relationships with the Canadian Armed Forces. Advisors represent regional governments, the military, and the City of Edmonton.

In fall 2020 the Committee members met to create the Committee's first strategic plan. This three-year plan is the result of that effort. The plan starts with the Committee's vision of success and its reason for being. IT then looks to changes the Committee wants to bring about over time and identifies some tactics or strategies that will work towards completing those goals.

## Vision

What success looks like for the Edmonton region a generation from now because of the work of Edmonton Salutes.

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***A region where all citizens recognize and embrace the contributions of our armed forces, our military families, and our veterans. building connections that cultivate value for all.***

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## Mission

What Edmonton City Council sees as the way for Edmonton Salutes to achieve its vision.

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***To recognize the value of the contributions made by military personnel and their families who reside within the city and surrounding areas.***

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*This mission is contained within the Edmonton Salutes Bylaw that governs the Committee's actions.*

## Goals

*There are three major areas that will bring change over time because of the work of Edmonton Salutes.*

*Within each goal are a series of Actions that the Committee can carry out to advance the goal. These Actions are divided into timeliness categories.*

### Now

Work to begin or to continue within the next year. These are the highest priority Actions now.

### Soon

Work to begin within the next three years. These are secondary priority Actions now.

### Later

Work likely will not begin for at least three years. These are low priorities now.





## Goal 1: Recognition

To acknowledge and celebrate the contributions made by the military, veterans, and military members' families.

### Now

- Continue to build awareness of Edmonton Salutes throughout the region.
- 

### Soon

- Develop a program through which the Salutes and its partners can recognize those who assist the military in the community.
  - Explore how to best begin a scholarship program.
  - Use new and innovative methods to show the community what Salutes does.
  - Participate in new and innovative community events.
- 

### Later

- Compile and share information that will help the region understand the economic value of the military presence.

## Goal 2: Community and Military Relations

To create and foster connections that promote the importance and value of the military, veterans, and their families to the region.

### Now

- Use various types of media to engage with Edmontonians and regional citizens, businesses, and organizations.
- Build deeper relationships with current Salutes partners.
- Build relationships with other City and Regional boards and committees to identify points of connection and possible collaboration.
- Build relationships between Edmonton Salutes and the Canadian Armed Forces' chain of command.

### Soon

- Build a speakers' roster and encourage Edmonton Salutes members to speak to community groups about the Committee and the role of the military in the region.
- Connect with Canadian Armed Forces Transition Centres and help support military members as they leave the active force and enter the civilian workforce.
- Hold Committee events at Canadian Forces Base Edmonton.
- Host a 'meet and greet' for military spouses new to the region.
- Participate in high visibility community events such as parades and Remembrance Day.
- Support organizations that provide assistance to military members, veterans, and families.
- Consider opportunities for supporting or (co)-creating events and exhibitions that raise the awareness of the military in the region.

### Later

- Grow the number of regional municipalities who choose to actively participate in Edmonton Salutes.

## Goal 3: Effective Governance

To demonstrate accountability and collaboration through efficient Committee operations.

### Now

- Conduct ongoing governance-level planning.
  - Create and use social media accounts to the benefit of the Committee and the region.
  - Create and use sub-committees.
  - Discuss the recommendations from the 2020 Governance Review report.
  - Review the Committee bylaw and provide advice to City Council.
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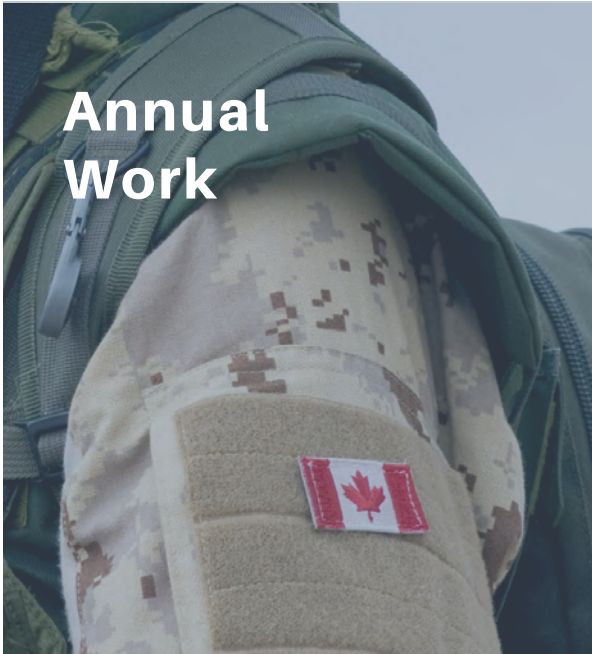
### Soon

- Create an orientation manual for incoming Edmonton Salutes Committee chairs.
  - Create an orientation manual for Committee members.
  - Update Committee funding support criteria for making monetary contributions to community and support groups.
  - Invite interesting speakers to regularly present at Edmonton Salutes meetings.
  - Report regularly to regional municipalities.
- 

### Later

- Understand what the environment would look like if Edmonton Salutes did not exist.

## Annual Work



## Below the level of this strategic plan is the 'how' - how these Goals and Actions become a reality.

This work comprises the annual work plan for the Committee and provides flexibility and freedom for Committee members and advisors to deliver the strategies and goals in the most innovative way possible while still focusing on the ultimate vision of success that Edmonton Salutes has set for itself.

Resources are limited and must be used efficiently. Edmonton Salutes has chosen a set of strategies that reflect its current environment and mandate. These will both evolve over time, so a review of this plan is encouraged at the start of each Edmonton Salutes Committee year.

Priorities can be reviewed and re-evaluated each year as some items are completed or reduce in importance, and other priorities can take their place.

Wise practice would require that every three to four years, a new strategic plan be created by the current members of the Committee.

The vision of the committee ought to remain relatively stable, so a series of strategic plans can all focus their success in the same place in the future.

## Plan Review



### **9.1.1 Funding Sub-Committee Draft Terms of Reference, Policy and Bylaw Sub-Committee Draft Terms of Reference,**

These terms of reference drafts were created by the *ad hoc* Bylaw Sub Committee for Edmonton Salutes' consideration. They were adapted slightly based on the changes to the Salutes draft bylaw.

The documents here are very similar to the ones circulated in advance of the January Edmonton Salutes meeting and about which comment was requested by February 12.

Section: Governance Process	Date of Issue: February 2021
Title: Funding Sub-Committee	Revised: N/A
Subject: Terms of Reference for the Sub-Committee charged with managing 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 funding from community organizations. A sub-committee of Committee members will review and provide recommendations on these requests to the full Committee for consideration.

**2 DEFINITIONS**

2.01 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.

2.02 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 Sub-Committee’s purposes are:

- (a) Understand the Committee’s annual 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 align 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.

**Sub-Committee Composition**

3.03 Members of the Funding Sub-Committee ordinarily serve two-year terms. Reappointment for subsequent two-year terms is permitted.

3.04 The Funding Sub-Committee shall comprise:

Section: Governance Process	Date of Issue: February 2021
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- (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 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 Sub-Committee may use their work on the Sub-Committee for personal or political benefit.
- 3.06 At the first meeting of the year, the Funding Sub-Committee shall select a Chair from among its voting members.
- 3.07 No Committee member may serve on the Sub-Committee 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 Sub-Committee 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 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.
  - (b) Sub-Committee meetings will be held at the call of the Sub-Committee Chair.
- 3.10 Except as required under privacy legislation, the Funding Sub-Committee meetings are considered to be public meetings.
- 3.11 Meetings of the Funding Sub-Committee 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 Sub-Committee Chair shall be provided to the Committee at the Committee meeting following each Funding Sub-Committee meeting.

Section:	Governance Process	Date of Issue:	February 2021
Title:	Bylaw and Policy Sub-Committee	Revised:	N/A
Subject:	Terms of Reference for the Sub-Committee charged with reviewing and suggesting updates to the Committee's bylaw and policies.	Review By:	February 2025
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 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 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

### 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:



Section:	Governance Process	Date of Issue:	February 2021
Title:	Bylaw and Policy Sub-Committee	Revised:	N/A
Subject:	Terms of Reference for the Sub-Committee charged with reviewing and suggesting updates to the Committee's bylaw and policies.	Review By:	February 2025
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- (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.

## 9.1.2 Sub-Committee Member Population

Should one or both of the sub-committee policies be approved, populating those committees with members would allow them to begin their work. Details of the membership of each sub-committee appears below, pending any change required during the consideration of the sub-committee terms of reference policies.

- Funding Sub-Committee (three voting Salutes Members required)
  - The **Edmonton Salutes Committee Chair** is a voting member of the Sub-Committee by virtue of occupying the Committee Chair role;
  - **Three other voting members** chosen from Committee Members at the Committee's annual organizational meeting;
  - The Committee's City of Edmonton administrative liaison as a non-voting member; and
  - **Other non-voting members or advisors as deemed necessary** or appropriate from time to time.
  - **Note:** no Committee member may serve on the Sub-Committee if they are a regular recipient of funds from the Committee.
- Policy and Bylaw Sub-Committee (three voting Salutes Members required)
  - The **Edmonton Salutes Committee Chair** is a voting member of the Sub-Committee by virtue of occupying the Committee Chair role;
  - **Three other voting Sub-Committee** members chosen from among Edmonton Salutes Committee Members at the Committee's annual organizational meeting;
  - The Committee's City of Edmonton administrative liaison as a non-voting member; and
  - **Other non-voting members or advisors as deemed necessary** or appropriate from time to time.