



Edmonton Salutes

9:00 a.m. – 11:00 a.m., Friday, May 28, 2021

Agenda

Via Google Meets (link previously distributed)

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

| Item | To Speak |
|---|------------------|
| 1. Call to Order..... | Chair |
| 2. Introduction of Guests | All |
| 3. Determination of Quorum of Voting Members | Protocol |
| 4. Approval of Agenda | Chair |
| 5. Approval of Meeting Minutes, April 23..... | Chair |
| 6. Presentation | Chair |
| 6.1. Courageous Companions | |
| 7. Reports | |
| 7.1. Chair’s Report..... | Chair |
| 7.2. Administration, Finance Report | Protocol |
| 7.3. Sector Report (Organizational Representatives)..... | Members |
| 7.4. Sub-Committee Reports | |
| 7.4.1. Bylaw and Policy Sub-Committee | Pidner |
| 7.4.2. Funding Sub-Committee | Arndt (acting) |
| 7.4.3. Ad Hoc Key Activities Sub-Committee..... | Cree |
| 8. Old Business | Committee Chairs |
| 8.1. Membership Sub-Committee Policy (carry over from last month) | Pidner |
| 9. New Business | |
| 9.1. Committee Self-Evaluation | Protocol |
| 9.2. Meeting Dates for Fall 2021 | Protocol |
| 10. Other Business..... | All |
| 11. Next Meeting, June 25..... | Chair |
| 12. Adjourn | Chair |

- Committee Meetings: June 25
- Sub Committee Meetings: Funding (June 4), Key Activities (May 28), Bylaw and Policy (June)

5. Meeting Minutes, April 23, 2021



Edmonton Salutes

9:00 a.m. April 23, 2021

Virtual Meeting via Google Meets
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

In Attendance - Voting Members

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|---|--|
| Hodgson, Brian, CHAIR | Maybee, Steve, EIA |
| Dziadyk, Jonathan, Councillor, VICE CHAIR | Neumann, Marvin, Canada Lands Co. |
| Arndt, Scott, Community Member | Parlin, Roza, MFRC |
| Cree, Grant, Community Member | Pidner, Tammy, Community Member |
| Dumas, Rick Capt., Ret. | Rolingher, Sol QC, Ret'd, Community Mbr. |
| Goehring, Nicole, Community Member | Torrie, Mac, Legion |

In Attendance - Advisor

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| Berghofer, Katie, Strathcona County | Parker, David, Capt |
| Brodhead, Wes, City of St. Albert | Parker, Jennifer LCol |
| Harris, Amber, Town of Gibbons | Pidner, Tammy, Community Member |
| Laing, Lacey, Town of Bon Accord | Smith, Mel, Town of Redwater |
| Malott, Fred, Town of Legal | |

Regrets - Voting Member

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| Tsang, Alexander, EUSI | Male, Peter, Northlands |
| Kocsis, Rainer, Chamber of Commerce | |

Regrets - Advisor

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| Abouttaif, Ziad, MP | |
| Derouin, Dan, Sturgeon County | Stacey, Leslie Yewer |
| Rutherford, Brad MLA | |

Present - City of Edmonton:

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| Collinson, Laura | Wilson, Judy |
| Hutchison, Patricia | |

Present - Guests:

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|--------------------------------------|------------------------------------|
| deBruijn, Maria, Emerge Solutions | Heather Morrison, City of Edmonton |
| McCormack, Ian, Strategic Steps | Beaudry, Denise, City of Edmonton |
| Patton, Carolyn, With Glowing Hearts | |

| Agenda Item | Action |
|---|---|
| 1. Call to Order <ul style="list-style-type: none"> McCormack called the meeting to order at 9:05 a.m. | |
| 2. Introduction of Guests <ul style="list-style-type: none"> Ian McCormack, Strategic Steps Maria deBruijn, Emerge Solutions Carolyn Patton, With Glowing Hearts Laura Collinson, City of Edmonton Patricia Hutchison, City of Edmonton Denise Beaudry, City of Edmonton Heather Morrison, City of Edmonton | |
| 3. Determination of Quorum of Voting Members <ul style="list-style-type: none"> Quorum of at least eight voting members was confirmed by Judy Wilson | |
| Committee Chair Brian Hodgson joined the meeting and assumed the Chair of the meeting | |
| 4. Approval of Agenda, DATE April 23, 2021 <i>Mallot MOVED to approve the Agenda for Edmonton Salutes Meeting of DATE April 23, 2021.</i> | Carried |
| 5. Approval of Meeting Minutes <i>Parlin MOVED to approve the Edmonton Salutes Meeting Minutes from March 26, 2021.</i> | Carried |
| 6. Presentations | |
| 6.1 With Glowing Hearts Program presentation <ul style="list-style-type: none"> Carolyn Patton presented information about the With Glowing Hearts Program and the May 16, 2021 Cenotaph Ceremony. | <ul style="list-style-type: none"> City Administration to share the link to the National Panel virtual presentation taking place on April 29, 2021 |
| 6.2 Fall 2021 Committee Recruitment, City Clerk's Office <ul style="list-style-type: none"> Denise Beaudry and Heather Morrison presented information about the recruitment process for the Edmonton Salutes Committee. | |
| 7. Reports | |
| 7.1 Chair Report <ul style="list-style-type: none"> Chair Hodgson shared that he: <ul style="list-style-type: none"> attended the three sub-committee meetings as ex-officio; | <ul style="list-style-type: none"> A draft Terms of Reference for an Honors and Awards sub-committee will be prepared for committee discussion |

| Agenda Item | Action |
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| <ul style="list-style-type: none"> ○ connected with most of the Committee members unavailable to attend recent meetings; and ○ is interested in creating an Honors and Awards sub-committee terms of reference for the Committee to discuss. | |
| <p>7.2 Administration Report</p> <ul style="list-style-type: none"> ● Nothing new to report at this time. | |
| <p>7.3 Sector Report</p> <p>Chair Hodgson invited Municipal Government representatives to share a report.</p> <p>Clr Brodhead update:</p> <ul style="list-style-type: none"> ● There was a recent incident in the City of St. Albert of the Canadian flag being flown upside down. RCMP have connected with the individual identified as responsible. Clr Brodhead will make a public statement about the incident at his next Council meeting. <p>Clr Berghofer update:</p> <ul style="list-style-type: none"> ● Strathcona County is getting ready for the May 16 ceremony and will provide a virtual link so that anyone interested can watch. ● Other municipal representatives had nothing new to report. <p>Chair Hodgson invited Military representatives to also share a report.</p> <p>Lt.Col Parker update:</p> <ul style="list-style-type: none"> ● The vaccines have arrived at the base and military personnel will receive their first shot over the next three months. <p>Capt Parker update:</p> <ul style="list-style-type: none"> ● The 408 Sqdn. anniversary has been moved to the fall of this year. ● It is very likely that the 408 will be able to support the May 16 ceremony with a fly-over. ● Spring exercises are underway in Wainwright and will run until June. | <ul style="list-style-type: none"> ● Clr Berghofer will share the link to Strathcona County May 16 ceremony with City Administration for distribution to Committee members |
| <p>8. Old Business</p> <p>No old business at this time.</p> | |

| Agenda Item | Action |
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| 9. New Business | |
| 9.1 Bylaw and Policy Sub-Committee Sub-committee Chair Tammy Pidner shared that the notes on the outcomes of the recent sub-committee meeting offered a good summary of the group's discussions and can be found in today's agenda package. | |
| 9.1.1. Membership Sub-Committee Policy <i>Rolingher</i> MOVED to table all policy reviews to the May 28, 2021 meeting. | Carried |
| 9.2 Funding Sub-Committee Sub-committee member Scott Arndt shared that the group will be electing a chair at their next meeting and that the notes on the outcomes of the recent sub-committee meeting were included in the agenda package. | |
| 9.3 Ad Hoc Key Activities Sub-Committee Sub-Committee Chair Grant Cree highlighted the group's focus on outreach and that the notes on the outcomes of the recent sub-committee meeting were included in the agenda package. | <ul style="list-style-type: none"> • City Administration to share the link for the Cenotaph Ceremony videos so Committee members can pass along to their respective networks. |
| 10. Other Business | |
| <ul style="list-style-type: none"> • Sol Rolingher shared news of the passing of Honorary Colonel Stan Milner. <i>Parlin</i> MOVED that as per the Committee's original request, Section 8.1 of Edmonton Salutes Bylaw 19018 be amended to reflect that appointment of a chair and vice chair by Edmonton Salutes committee members be pursuant to subsections 6(b) – (h) of said bylaw. | Carried |
| 11. Next Meeting | |
| <ul style="list-style-type: none"> • The next Committee meeting is scheduled for 9:00 a.m. Friday, May 28, 2021. | |
| 12. Adjourn | |
| <i>Tammy Pidner</i> MOVED to adjourn the meeting at 10:42 a.m. | Carried |

Upcoming Events: none scheduled at this time

Upcoming Committee Meetings: May 28, June 25

7.3 Sector Report – Organizational Members

- Canada Lands Co (UDI), Marvin Neumann
- Chamber of Commerce, Rainer Kocis
- EIA, Steve Maybee
- EUSI, Alex Tsang
- Legion, Mac Torrie
- MFRC, Roza Parks
- Northlands, Peter Male

Future Meeting Sector Reports:

- May 2021, Organizational Members
- June 2021 Community Members
- July 2021 – no meeting
- August 2021 – no meeting
- September 2021 – Military Advisors
- October 2021 – Municipal Members
- November 2021 – Organizational Members
- December 2021 – Community Members (if there is a meeting)

7.4 Sub-Committee Reports

7.4.1 Bylaw and Policy Sub-Committee

Changes to Bylaw and Policy Sub-Committee Policy

The Sub-Committee recommends several changes to its own policy. The revised policy is included at the end of this package.

Changes to Funding Sub-Committee Policy

Small changes to the policy were requested by the Sub-Committee members. Additional changes are required to align this policy with the changes made to the other standing sub-committee policies. The revised policy is included at the end of this package.

New Honours and Awards Sub-Committee

The Bylaw and Policy Sub-Committee is currently considering a Terms of Reference for a new Honours and Awards Sub-Committee. This sub-committee will likely integrate with other City entities that have awards programs to build the prominence of individuals or organizations that Salutes may recommend for recognition.

7.4.2 Funding Sub-Committee

The Sub-Committee next meets on June 4th.

7.4.3 Ad Hoc Key Activities Sub-Committee

The ad hoc Sub-Committee met immediately prior to Edmonton Salutes on May 28th.

8.1 New Membership Sub-Committee Policy

This sub-committee's terms of reference was deferred until after the Edmonton Salutes bylaw was considered by City Council. This policy provides advice and oversight for the appointment of community members, organizational members, and municipal members to the Committee where it is required or requested.

The draft policy is included at the end of this package.

9.1 Committee Self-Evaluation

Edmonton Salutes Members and Advisors will be provided with a link to an online survey for an annual Committee self-evaluation. The process being used is very similar to the one that the Edmonton Police Commission has been using for the past few years. This will form a baseline for assessment in coming years. It is intended to identify what the Committee is doing well and where there is room for improvement.

The categories of questions will likely include:

1. Committee composition and effectiveness
2. Roles and Informed Decision Making
3. Committee Meetings
4. Committee Governance
5. Financial Management
6. Overall Assessment
7. Committee Chair Assessment
8. Narrative Comments

9.2 Meeting Dates for Fall 2021

Edmonton Salutes will not meet as a Committee through July and August, 2021, though some sub-committees may choose to meet.

Based on Edmonton Salutes meeting on the 4th Friday of the month, these are the likely meeting dates following summer:

- September 24, 2021
- October 22, 2021
- November 26, 2021
- December 17, 2021
- January 28, 2022
- February 25, 2022
- March 25, 2022
- April 22, 2022
- May 27, 2022
- June 27, 2022

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|-------------|---|----------------|---------------|
| Section: | Governance Process | Date of Issue: | February 2021 |
| Title: | Bylaw and Policy Sub-Committee | Revised: | April 2021 |
| 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 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 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;
 - (c) Revise existing Committee policies as required;
 - (d) Create new policies as required by the Committee; and
 - (e) Recommend suggested changes to the Bylaw or policies to the 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:

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|-------------|---|----------------|---------------|
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| Section No: | 1.XX | Page No.: | Page 2 of 2 |

- (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 Sub-Committee 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 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 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.
- 3.08 Meetings of the Bylaw and Policy Sub-Committee will be run using the same procedures as Committee meetings and other relevant City of Edmonton bylaws and policies.
- 3.09 A verbal or written report from the Sub-Committee Chair shall be provided to the Committee at the Committee meeting following each Bylaw and Policy Sub-Committee meeting.

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| Section: Governance Process | Date of Issue: February 2021 |
| Title: Funding Sub-Committee | Revised: April 2021 |
| 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. 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) Provide a recommendation to the full Committee about whether to fund the request, and if so, to what amount;
 - (e) Communicate with the funding request organization to apprise them of the Committee’s determination;
 - (f) Receive reporting on how the funding was spent;
 - (g) 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:
- (a) The Edmonton Salutes Committee Chair is a voting member of the Sub-Committee by virtue of occupying the Committee Chair role;

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- (b) Three other 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 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 their 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 Meetings of the Funding 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 Funding Sub-Committee meeting.

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| Section: Governance Process | Date of Issue: January 2021 |
| Title: Membership Sub-Committee | Revised: N/A |
| Subject: Terms of Reference for the Sub-Committee that assists in the recruitment of Members to the Committee. | Review By: January 2025 |
| Section No: 1.XX | Page No.: Page 1 of 3 |

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 and selection of Committee members.

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 and its predecessor 16675, whichever is in force at the time.
- 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 Sub-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.

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| Section No: 1.XX | Page No.: Page 2 of 3 |

- (d) Work with the City administration to provide input on the selection of Municipal Appointees and Organizational Appointees where that it 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.
- 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 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 Sub-Committee ordinarily serve two-year terms. Reappointment for subsequent two-year terms is permitted.
- 3.06 The Membership 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.

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| Section No: 1.XX | Page No.: Page 3 of 3 |

- 3.08 At their first meeting of the year, the Membership 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 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 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 Sub-Committee meeting.