

## Edmonton Salutes

Minutes

Hybrid-In-Person-MFRC  
Microsoft Team-Calendar

9:30 - 11:30 A.M.

June 27, 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 type="checkbox"/> Karen Principe, City of Edmonton                           |
| <input type="checkbox"/> Amber Harris, 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 checked="" type="checkbox"/> Jose Areekadan, 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 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"/> Akanksha Bhatnagar, 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                         | <input checked="" type="checkbox"/> Scott Lundy, Community Member                   |

### Military Guests

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

### Other Guests

Maj. Jenn McGregor

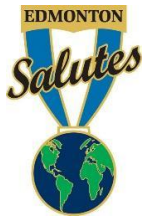
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### City of Edmonton Staff/Secretariat

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Julie Elford | <input checked="" type="checkbox"/> Clare Muruatetu |
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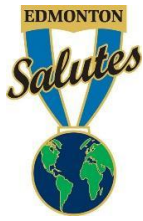
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Item	Agenda Item	Action
1.	Call to Order	
	1.1 - Chair B. Hodgson called the meeting to order at 9:30am	Meeting called to order at 9:30am  The Chair opened the Committee's meeting with a Land Acknowledgement.
2.	Determination of Quorum	
	2.1 - Quorum of at least 14 members was confirmed by administration Y/N?	Yes
3.	Approval of Agenda	
	3.1 - N. Goehring MOVED to approve the Agenda for Edmonton Salutes Meeting of June 27, 2025	Carried
4.	Approval of Meeting Minutes	
	4.1 - R. Balanko MOVED to approve the Edmonton Salutes Meeting Minutes from May 23, 2025	Amendment to - Georgette L'Hirondelle attendance at the May 23 meeting.  Carried
5.	Reports	
	5.1 - Chair Report	The Chair provided a verbal report. Key items included: <ul style="list-style-type: none"> <li>Housekeeping: The Vice-Chair provided general</li> </ul>



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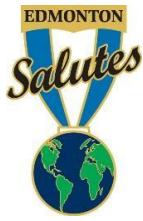
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	<p>F. Malott MOVED to accept the verbal report provided by the Chair of the Committee.</p>	<p>housekeeping information.</p> <ul style="list-style-type: none"><li>• ABC's Honorarium Increase: The Chair informed the committee about an increase in honorarium for ABC's including its members, as of 2026.</li><li>• 408 Squadron Change of Command: This event was well-attended. The Chair also shared statistics on the 408 Squadron, highlighting their limited numbers and the significance of sacrifice and remembrance.</li><li>• EUSI Symposium: The symposium was well-attended and organized, and it acknowledged the passing of former president Alex Tsang.</li><li>• Online Governance Review: Civic Agencies conducted an online governance review, with materials to be distributed soon.</li></ul> <p>Carried.</p>
	<p>5.2 - Administration Report</p>	<p>Admin provided a verbal report. Key updates are as follows:</p> <p>Admin</p> <ul style="list-style-type: none"><li>• Today's Meeting: MFRC was thanked for hosting and offering tours.</li><li>• Upcoming Events:<ul style="list-style-type: none"><li>○ July 2: Change of Command Ceremony 3rd Division Support Group Commander (limited capacity, invites not sent to full committee).</li><li>○ July 24-26: 125th Reunion &amp; Anniversary of the Lord Strathcona's Horse (Royal Canadians).</li><li>○ September 2: 80th Anniversary of The End of World War II.</li><li>○ September 5: Base Commanders Golf Tournament.</li></ul></li></ul>



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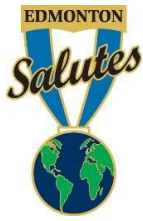
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	<p>M. Torrie MOVED to accept the verbal report provided by the admin.</p>	<ul style="list-style-type: none"><li>○ September 27: No Stone Left Alone.</li><li>○ October 18: MFRC Gala.</li><li>● Committee Meetings:<ul style="list-style-type: none"><li>○ Next meeting: September 26, 2025, in person at the Legion.</li><li>○ November: Chair and Vice Chair elections. More details will be provided in September; members should consider nominations.</li></ul></li><li>● Summer Break Mid Year Updates:<ul style="list-style-type: none"><li>○ 10 subcommittee meetings held this year</li><li>○ 8 funding requests received, 2 completed, 1 report shared (part of the new process).</li><li>○ ESC attended 15 events, some supported and funded by the committee.</li><li>○ 3 new members and 1 returning member were welcomed.</li></ul></li><li>● Budget Update: \$7,260 remaining, including committed funds.</li><li>● Other Items: Honorariums update to be shared via mail.</li></ul> <p>Carried</p>
	<p>5.3 - COE Councillor Report</p>	<ul style="list-style-type: none"><li>● No update provided.</li></ul>



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### 5.4 - Members/Sector Reports - Military

D. Derouin MOVED to accept the verbal report provided by the Sectors.

Updates provided by:

Maj. Jenn McGregor, CFB Edmonton:

- Appreciation was expressed for the increased support.
- At a strategic level, units are being mobilized to Latvia and Ukraine to support various teams.
- The CAF is conducting a deep dive to restructure for combat readiness in 2025 and beyond.
- Focus is on the resilience and readiness of individual families to navigate difficult times.
- Commanders Golf Tournament - September 5th with opportunities to sponsor the event or donate prizes.

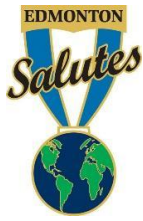
Action:

- Roza to share sponsor packages with admin to disseminate.
- Note - ESC members have a reduced rate.

Lieut. Christopher Favrin for Navy/HMCS Nonsuch:

- Nonsuch Homecoming: Tentatively scheduled for September 27th.
- Niobe Ball/Nonsuch 50th Anniversary Celebration: Tentatively scheduled for October 25th.
- Invitations for both events will be extended over the summer (late July/August).
- Military Exhibition at K-Days (The Edmonton Exhibition): July 18th - 27th, 2025.

Maj Graham Kallos for Air Force / 408 Tactical Helicopter Squadron:



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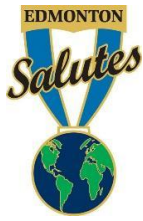
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		<ul style="list-style-type: none"><li>• No update provided.</li></ul> <p>Carried.</p>
5.5 - Subcommittee Reports		
5.5.1 - Strategic Action		<p>Reports from Strategic Action (Report by R. Palfrey):</p> <ul style="list-style-type: none"><li>• The subcommittee has met several times to develop the Strategic Planning process.</li></ul>
5.5.2 - Budget Subcommittee		<p>Reports from Budget Subcommittee (Report by L. Hackett):</p> <ul style="list-style-type: none"><li>• Funding Request: One request did not meet the committee's criteria.</li></ul> <p><b>Motion 1:</b> L. Hackett MOVED that ESC approve the purchase of a flag for up to \$200 for the Veterans Food Bank.</p> <p>Seconded: None Recused: None Opposed: None Carried</p> <p><b>Motion 2:</b> L. Hackett MOVED that ESC approve RCA Band additional funding of up to \$1,000 totalling the amount of \$4,000 non recurring for subsequent years.</p> <p>Discussion RCA Band Funding:</p> <ul style="list-style-type: none"><li>• The event is free for people to attend.</li><li>• The RCA Band's funding requests an increase to this year's funding to accommodate three shows instead of</li></ul>



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K. Berghofer MOVED to accept the report provided by the Budget and Funding subcommittee.

### 5.5.3 - Bylaw and Policy

N. Goehring MOVED to accept the report provided by the Bylaw and Policy subcommittee.

one and increases to the venue costs.

- The subcommittee suggested offering support to connect to other sponsors as they do not currently have any.
- A question was raised about increasing the standing amount to \$4,000 if a similar request might occur next year.
- It was noted that the current financial situation differs from previous years, and the RCA Band does not require funding this year.

Motion tabled for further discussion. Action: Attending CAF members will discuss funding with the RCA Band.

Carried.

Bylaw and Policy Updates (Report by j. Elford and R. Parlin):

- Review of policies was complete at the last meeting with the primary goal to align these policies with those of other City Council Committees:
  - Expense Policy
  - Event Attendance Policy
  - ESC Chair Role
  - City of Edmonton Councillor Role
  - Communication Guidelines
- Discussion:



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- J. Areekadan has volunteered to join this committee.
- Terms of Reference (TORs) of subcommittee composition: A decision is needed on whether to review these.
  - Voting members: Clearly identify who the voting members are; others may attend.
  - Amendments: Suggestions are being made to increase the number of votes within subcommittees.
- Items for the September meeting: The ESC Chair Role, City of Edmonton Councillor Role, and Communication Guidelines will undergo review by the communications and civic agency teams before being presented to the committee in September.
- Items for committee acceptance today:
  - Event Attendance Procedure
  - Expense Policy

R. Parlin MOVED to accept the updated Event Attendance Procedure and update Expense Policy as presented.

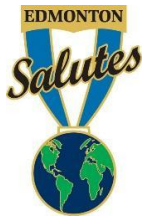
Opposed: None  
Motion Carried

### 5.5.4 - Membership and Orientation

Membership and Orientation Updates (Report by L. Strachan):

- In Person orientation meeting was cancelled, aiming to reschedule for November after council appointments.
- Moodle updates are ongoing and more updates will be made when the new strategic plan comes out.
- Access granted to everyone to Moodle to access the





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	L. Laing MOVED to accept the report provided by the Membership and Orientation subcommittee.	materials.  Carried.
6	6.1 Other reports	<b>MFRC Updates:</b> <ul style="list-style-type: none"><li>• Active outreach planned for K-Days and St. Albert Farmers Markets, including July 29th.</li><li>• A successful presentation in Sturgeon County resulted in increased engagement from military families.</li><li>• Attended the Veterans Memorial Park Official opening attended by Councillor Principe.</li><li>• June 18th saw a change of command for the Health Services Group<ul style="list-style-type: none"><li>a. Discussion arose regarding clarity on invitation protocols for change of command ceremonies.</li><li>b. J. McGregor proposed creating a standardized invitation list for army wings to ensure all stakeholders are included in future events, fostering stronger relationships.</li><li>c. The Public Affairs Officer will be responsible for coordinating all communications, recommendations to work with them to streamline invitations</li></ul></li></ul> <b>Other Points:</b> <ul style="list-style-type: none"><li>• The Canadian Forces Liaison Council serves as a community link, with "Glowing Hearts" supporting</li></ul>



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		<p>transitioning veterans.</p> <ul style="list-style-type: none"> <li>• Executrek in July noted.</li> <li>• Suggestion to invite Ranger to discuss their role and activities to the ESC.</li> </ul>
7.0	New Business	
	Strategic Planning	<p>Off camera for a strategic planning session (time 11:15-11:35am)</p> <p>R. Palfrey MOTION to create an ad hoc working group to work on the Strategic Plan between June - December 2025.</p> <p>Carried</p>
8.0.	Next Meeting	
	8.1 - Next Meeting	September 26, 2025 - In Person at the Kingsway Legion
9.	Adjournment	
	9.1 - D. Mcrae MOVED to adjourn the meeting at 11:40 AM	Carried. Meeting ended at 11:40 AM
<p><b>Upcoming Committee Meetings:</b></p> <ul style="list-style-type: none"> <li>• September 26, 2025 - In Person at the Legion</li> <li>• October 24, 2025 - Virtual</li> <li>• November 28, 2025 - Virtual</li> </ul>		