



# Edmonton Salutes

9:00 a.m. – 11:00 a.m., Friday, April 23, 2021

## Agenda

Via Google Meets (link previously distributed)

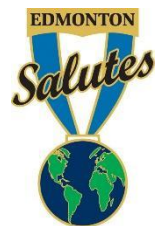
*Committee Mandate: to recognize the value of the contributions made by military personnel and their families who reside within the city and surrounding areas.*

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<b>Item</b>	<b>To Speak</b>
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, March 26 .....	Chair
6. Presentation .....	Chair
6.1. With Glowing Hearts - Carolyn Patton (also update on Cenotaph)	
6.2. Fall 2021 Committee Recruitment, City Clerk's Office	
7. Reports	
7.1. Chair's Report.....	Chair
7.1.1. Honours and Awards sub-committee	
7.2. Administration, Finance Report .....	Protocol
7.3. Sector Report (Municipal Representatives) .....	Members
8. Old Business .....	Committee Chairs
9. New Business	
9.1. Bylaw and Policy Committee .....	Pidner
9.1.1. Membership Sub-Committee Policy	
9.2. Funding Sub-Committee .....	Arndt (acting)
9.3. Ad Hoc Key Activities Sub-Committee.....	Cree
10. Other Business.....	All
11. Next Meeting, May 28 .....	Chair
12. Adjourn .....	Chair

- Committee Meetings: May 28, June 25
- Sub Committee Meetings: Funding (June 4), Key Activities (May 28), Bylaw and Policy (May 11)

## 5. Meeting Minutes, March 26, 2021



Edmonton Salutes  
9:00 a.m. March 26, 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	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.	Torrie, Mac, Legion
	Tsang, Alexander, EUSI

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### In Attendance – Advisor

Berghofer, Katie, Strathcona County	Parker, David, Capt
Derouin, Dan, Sturgeon County	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	

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### Regrets - Voting Member

Goehring, Nicole, Community Member	Rolingher, Sol QC, Ret'd, Community Mbr.
Kocsis, Rainer, Chamber of Commerce	
Male, Peter, Northlands	

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### Regrets – Advisor

Abouttaif, Ziad, MP	
Brodhead, Wes, City of St. Albert	Stacey, Leslie Yewer
Rutherford, Brad MLA	

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### Present - City of Edmonton:

Collinson, Laura	Sturgeon, Mary
McIntosh, Kate	Wilson, Judy

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### Present - Guests:

deBruijn, Maria, Emerge Solutions	McCormack, Ian, Strategic Steps
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Agenda Item	Action
<b>1. Call to Order</b> <ul style="list-style-type: none"> <li>Chair Hodgson called the meeting to order at 9:00 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>Laura Collinson - CoE Administration support - recording secretary.</li> <li>Kate McIntosh, Director of External Relations provided a verbal introduction regarding Edmonton Salutes being moved into the Reputation and Brand Unit under Janice Schroeder, Director and <b>Mary Sturgeon, Branch Manager.</b></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, DATE February 26, 2021</b> <i>Mac Torrie MOVED to approve the Agenda for Edmonton Salutes Meeting of DATE February 26, 2021.</i>	Carried
<b>5. Approval of Meeting Minutes</b> <i>Clr Dziadyk MOVED to approve the Edmonton Salutes Meeting Minutes from February 26, 2021.</i>	Carried
<b>6. With Glowing Hearts Program presentation</b> <ul style="list-style-type: none"> <li>Postponed until next month</li> </ul>	<ul style="list-style-type: none"> <li>Administration to confirm next meeting date and attendance of presenter</li> </ul>
<b>7. Reports</b>	
<b>7.1 Chair Report</b> <ul style="list-style-type: none"> <li>Approval of the new Edmonton Salutes Bylaw</li> <li>City Manager Corbould will attend a future Edmonton Salutes Committee meeting.</li> <li>Working with City Administration on reaching out to members who have not been available to attend Committee meetings in recent months.</li> </ul>	<ul style="list-style-type: none"> <li>Chair Hodgson to report back at the next meeting regarding outreach activities to Committee members unavailable to attend recent meetings.</li> <li>City Administration to share a copy of the new Committee Bylaw with members.</li> </ul>

<p><b>7.2 Administration Report</b></p> <ul style="list-style-type: none"> <li>Nothing new to report at this time.</li> </ul>	
<p><b>7.3 Sector Report</b></p> <p>Military representatives, Capt. David Parker and LCol. Jennifer Parker shared verbal reports.</p> <p>Capt. David Parker update</p> <ul style="list-style-type: none"> <li>Encouraging people to work from home unless necessary to be on site,</li> <li>Pilots still need to maintain fly record of every 30 days.</li> <li>Unit working full steam ahead.</li> <li>Spent a week in Cold Lake.</li> <li>Exercise Maple Resolve is coming up in Wainwright April 10 to June 5.</li> <li>RCAF Op vector is supporting vaccine rollout to help fly in/fly out communities in the north.</li> <li>408 to support the City in Cenotaph dedication to Afghanistan memorial May 16.</li> </ul> <p>LCol. Parker update</p> <ul style="list-style-type: none"> <li>Training is taking place within parameters of pandemic protocols.</li> <li>No significant deployments&gt; Domestically - support in Manitoba.</li> <li>Near horizon exercises will be ongoing in Wainwright in May.</li> <li>Annual posting season June-August is underway with some significant turn over - Rob McBride will be the new Colonel and will be introduced to Edmonton Salutes in the Fall. Change of command will be virtual/administrative</li> </ul>	<p>LCol Jennifer Parker and City Administration will work together to draft a welcome letter to new Colonel McBride on behalf of Edmonton Salutes.</p>
<p><b>8. Old Business</b></p>	
<p><b>8.1 Subcommittee member appointments</b></p> <p><b>8.1.1 Bylaw and Policy Sub-Committee</b></p> <p><i>Arndt MOVED to appoint Roza Parlin, Mac Torrie and Tammy Pidner to the Bylaw and Policy Sub-Committee</i></p> <p><b>8.1.2 Funding (previously Projects Committee) Sub-Committee</b></p> <p><i>Dumas MOVED to appoint Scott Arndt, Steve Maybee and Tammy Pidner to the Funding Sub-Committee</i></p>	<p>Carried</p> <p>Carried</p>

<b>9. New Business</b>	
<p><b>9.1 Pick out key activity for the year based on strategic plan - strike an ad-hoc committee to make recommendations from the Strategic Plan.</b></p> <p><i>Parlin MOVED to appoint Grant Cree, LCol Jennifer Parker, Amber Harris and Mac Torrie to the ad hoc Annual Activity Sub-Committee</i></p>	<p>Carried</p>
<b>10. Other Business</b>	
<p><b>Edmonton Salutes Meetings will be conducted on Google Meet platform starting in April.</b></p> <p><b>Clr Katie Berghofer update</b></p> <ul style="list-style-type: none"> <li>● Cenotaph plaque for Afghanistan is ordered, Strathcona County will have their own virtual ceremony but it will take place on the same date as the City of Edmonton ceremony. Clr Berghofer will work with City Administration to ensure proper protocols are followed for the ceremony. Clr Berghofer asked about the possibility of the 408 SQ fly over to include Sherwood Park that day.</li> <li>● Roza Parlin shared that there are family members of the Fallen in Sherwood Park</li> <li>● Clr Dziadyk suggested staggering times of the ceremonies in Edmonton and Strathcona County would help people who may want to take part in each event.</li> </ul> <p>Alex Tsang update</p> <ul style="list-style-type: none"> <li>● Edmonton United Services Institute (EUSI) is hosting a presentation for Vimy Ridge Day via zoom.</li> <li>● Edmonton aviation has a series of presentations throughout April for purchasing and new recruitments in the aviation field.</li> <li>● Alex will update EUSI newsletter and will forward to City Administration for distribution to Edmonton Salutes members.</li> </ul> <p>Roza Parlin update</p> <ul style="list-style-type: none"> <li>● MFRC has been open to in-person service since July.</li> <li>● There is still no in-person group programming but 1x1 services are available and mental health is the focus for team</li> <li>● Hopeful that MFRC can do a gala in the Fall</li> </ul>	

<ul style="list-style-type: none"> <li>● Fundraising efforts have been negatively impacted by the pandemic.</li> </ul> <p>Mac Torrie update</p> <ul style="list-style-type: none"> <li>● The Legion is open 6 days a week</li> <li>● The Kingsway Legion is planning its' 75th anniversary celebration at some point this year including a dinner and dance with memorial place setting/coasters.</li> <li>● Norwood legion is open for 2 days, but most others are closed.</li> </ul> <p>Marvin Neumann -</p> <ul style="list-style-type: none"> <li>● All engagement for CLC is happening virtually or by phone.</li> <li>● Recently attended a webinar on the 700 Wing regarding fighter jet procurement with Laurie Hawn</li> <li>● Asked if Edmonton Salutes members receive notices of these webinars <ul style="list-style-type: none"> <li>○ Chair Hodgson shared that he will make contact and ask for Edmonton Salutes to be added to the list</li> </ul> </li> </ul> <p>Chair Hodgson update</p> <ul style="list-style-type: none"> <li>● No Stone Left Alone event was circulated to the Committee by City Administration</li> </ul> <p>Dan Derouin update</p> <ul style="list-style-type: none"> <li>● Sturgeon County and Morinville is raising money to bring Light Armoured Vehicle (LAV) monument from London, Ontario. They are planning to put it in recreational park space in Morinville. Fundraising is underway. A dedication ceremony date has yet to be decided.</li> </ul>	
<b>11. Next Meeting</b>	
<ul style="list-style-type: none"> <li>● The next Committee meeting is scheduled for 9:00 a.m., Friday April 23, 2021.</li> </ul>	
<b>12. Adjourn</b>	
<i>Torrie MOVED to adjourn the meeting at 9:58 a.m.</i>	Carried

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

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

### 7.3 Sector Report – Municipal Representatives

- City of Edmonton, Councillor Jon Dziadyk
- City of St. Albert, Councillor Wes Broadhead
- Strathcona County, Councillor Katie Berghofer
- Sturgeon County, Councillor Dan Derouin
- Town of Bon Accord, Councillor Lacey Laing
- Town of Gibbons, Councillor Amber Harris
- Town of Legal, Councillor Fred Malott
- Town of Redwater, Mayor Mel Smith

#### Future Meeting Sector Reports:

- April 2021, Municipal Representatives
- 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)

## 9.1 Bylaw and Policy Sub-Committee

The Sub-Committee met for the first time on April 16. Tammy Pidner agreed to take on the role of Sub-Committee chair.

Next meeting is Tuesday, May 11, 2-3, via Google Meets for any Edmonton Salutes members interested in attending. Link to the meeting can be sent to you from Judy Wilson.

### Changes to Bylaw and Policy Sub-Committee Policy

The Sub-Committee recommends several changes to its own policy. The revised policy is included in 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.

### 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.



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:

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 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.

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;

Section: Governance Process	Date of Issue: February 2021
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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.

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.

Section: Governance Process	Date of Issue: January 2021
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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.

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
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- 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.

## 9.2 Funding Sub-Committee

The Sub-Committee met for the first time on April 16. The appointment of the Sub-Committee chair was deferred until all members are able to be present at the meeting.

Next meeting is Friday, June 4, 9:00 – 10:00 a.m., via Google Meets for any Edmonton Salutes members interested in attending. Link to the meeting can be sent to you from Judy Wilson.

The Sub-Committee began completing a workplan for itself.

### High priority activities include:

- Developing a funding policy for the Committee to consider. Funding is to align to achieving the Committee's mandate. Small changes to the Funding Sub-Committee policy are required.
- Developing funding criteria. The City of Edmonton has a previous template for funding that Salutes has used in the past. That will be updated by the sub-committee.
- Reporting process to alert Edmonton Salutes of budgetary impact of funding decisions as they are made by the Committee.

### Funding Request

The Sub-Committee received a funding request for \$570 to take out an ad in the *Military Service Recognition Book* that is published by the Legion. The sub-committee recommends that Edmonton Salutes approve this request even though criteria have not yet been developed. This is a regular request that comes to Salutes and has been funded in the past.



### 9.3 Ad Hoc Key Activities Sub-Committee

The ad hoc Sub-Committee met for the first time on April 16. Grant Cree agreed to serve as the chair of this ad hoc committee.

Next meeting is Friday, May 28, 8:00 – 8:30 a.m., via Google Meets for any Edmonton Salutes members interested in attending. Link to the meeting can be sent to you from Judy Wilson.

Sub-Committee members anticipate 3-4 meetings before process is established enough that the full Edmonton Salutes can take back the accountability for identifying and working on annual priorities. Given its short duration, there is no need for a policy to establish terms of reference for this ad hoc sub-committee.

#### Workplan

Rather than create a formal workplan, the ad hoc sub-committee's members identified several activities that would assist in achieving the 'now' priorities in the Edmonton Salutes Strategic Plan. The 'now' ideas center around communication and engagement.

The ideas currently include:

- Set up Edmonton Salutes social media accounts (Facebook, Twitter, Instagram).
  - Work with City of Edmonton Communications.
  - Keep a single point of contact for all posts to be done by Salutes (likely Judy).
- Salutes Committee Chair to arrange to meet with the local leadership of the Canadian Forces – 'virtual house calls.'
- Short videos to present Salutes to local business and organizations.
  - Interview Salutes members, CF members, veterans and families about the role of Salutes.
- Upgrade the Salutes page on the City's website to include current Committee activity.
  - Post Salutes Strategic Plan to Salutes website.
  - Get Salutes Member communities and organizations to put a Salutes link on their websites.