



Edmonton Salutes

9:00 a.m. – 11:00 a.m., Friday, January 22, 2021

Via Zoom: <https://us02web.zoom.us/j/88472991336?pwd=bVJ4LzVKbjFWVElra2Z1ZnFITDArUT09>

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

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, November 27	Chair
6. Old Business	
6.1. Chair's Report	Chair
6.2. Administration, Finance Report.....	Protocol
6.3. Sector Report (Organizational Representatives)	Members
7. New Business	
7.1. Bylaw Review Sub-Committee Report	Sub-Committee Chair
7.1.1. Policy update – three draft policies	
7.1.2. Sub-Committee Member Population	
7.1.3. Progress on Edmonton Salutes Committee Bylaw	
7.2. Strategic Planning Review	Strategic Steps
8. Other Business	All
9. Next Meeting.....	Chair
10. Adjourn	Chair

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



Edmonton Salutes

9:00 a.m., Friday, November 27, 2020

Virtual Meeting via Zoom

DRAFT 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

Hodgson, Brian, CHAIR

Dziadyk, Jonathan, Edmonton, VICE CHAIR	Maybee, Steve, EIA
Arndt, Scott, Enbridge	Neumann, Marvin, Canada Lands Co.
Cree, Grant, Community Member	Parlin, Roza, MFRC
Dumas, Rick Capt., Ret.	Pidner, Tammy, Community Member
Tsang, Alexander, EUSI	Rolingher, Sol QC, Ret'd, Community Mbr.
Torrie, Mac, Legion	

In Attendance - Advisors

Berghofer, Katie, Strathcona County	Malott, Fred, Town of Legal
Harris, Amber, Town of Gibbons	Parker, David, Capt.
Laing, Lacey, Town of Bon Accord	Smith, Mel, Town of Redwater

Regrets - Voting Member

Male, Peter, Northlands	Kocsis, Rainer, Chamber of Commerce
	Goehring, Nicole, Community Member

Regrets - Advisors

Kennedy, Kevin, Oilers Entertain. Group	
Abouttaif, Ziad, MP	
Brodhead, Wes, City of St. Albert	Rutherford, Brad MLA
Derouin, Dan, Sturgeon County	Parker, Jennifer Lt. Col.

Present - City of Edmonton:

Kate McIntosh, City of Edmonton	Judy Wilson, City of Edmonton
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Present - Guests:

Stacey, Leslie Yewer	
Ian McCormack, Strategic Steps	Maria deBruijn, Emerge Solutions

Agenda Item	Action
<p>1. Call to Order</p> <ul style="list-style-type: none"> Chair Hodgson called the meeting to order at 9:07 a.m. 	
<p>2. Introduction of Guests</p> <ul style="list-style-type: none"> Leslie Yewer Stacey Ian McCormack, Strategic Steps Maria deBruijn, Emerge Solutions 	
<p>3. Determination of Quorum of Voting Members</p> <ul style="list-style-type: none"> Quorum of at least eight voting members was confirmed by Judy Wilson 	
<p>4. Approval of Agenda, November 27,2020</p> <p><i>Rick Dumas MOVED to approve the Agenda for Edmonton Salutes Meeting of November 27, 2020.</i></p>	Carried
<p>5. Approval of Meeting Minutes</p> <p><i>Roza Parlin MOVED to approve the Edmonton Salutes Meeting Minutes from October 23, 2020</i></p>	Carried
<p>6. Old Business</p>	
<p>6.1 Chair Report</p> <ul style="list-style-type: none"> Chair Hodgson provided a report to the Committee highlighting the planning work that has taken place so far. Ian McCormack shared with the group the recent award that Chair Hodgson won from the Royal Canadian Geographical Society. <p><i>Mac Torrie MOVED to accept Chair Hodgson's report.</i></p>	Carried
<p>6.2 Administration Report</p> <ul style="list-style-type: none"> Kate McIntosh, Director of External Relations and Protocol for the City of Edmonton, provided a verbal report. <p><i>Rick Dumas MOVED to receive the report from City Administration.</i></p> <p><i>Sol Rolinger MOVED to have a written thank you prepared for Kaet and Lesli on behalf of the committee.</i></p>	Carried Administration to support Chair Hodgson in preparing a letter of thanks for departing staff.

Agenda Item	Action
<p>6.3 Sub-Committee Reports</p> <ul style="list-style-type: none"> Bylaw Review Sub -committee - Tammy Pidner, Chair of Bylaw Review Subcommittee shared a report from their recent meeting. Next meeting of the Subcommittee will take place December 7, 2020. <p><i>Grant Cree</i> MOVED to accept the report from the Bylaw Review Subcommittee.</p>	Carried
<p>6.4 Sector Report</p> <ul style="list-style-type: none"> Local Government Advisors <i>Katie Berghofer, Amber Harris, Lacey Laing, Fred Mallott, Mel Smith, Clr. Jon Dziadyk</i> shared updates with the Committee. <i>Grant Cree</i> shared information about the Beverly Cenotaph Remembrance Day ceremony. <i>Mac Torrie</i> shared an update about the Remembrance Day ceremony at the Kingsway Legion. 	Tammy Pidner and Sol Rolingher presented an idea of creating good speaking notes for members at events like Remembrance Day and also suggest good readers for In Flanders Fields.
7. New Business	
<p>7.1 Strategic Planning Prioritization</p> <p>Strategic Steps guided a conversation to identify strategic plan priorities.</p>	Strategic Steps will prepare a draft strategic plan for consideration by the Committee.
8. Other Business	
<p>8.1 All</p> <ul style="list-style-type: none"> Rick Dumas inquired about application for funds he shared on behalf of PPCLI Association. <p><i>Marvin Neumann</i> MOVED that the \$1000.00 funding application from the PPCLI Association to repair recent vandalism to historical plaques in Griesbach be approved and funded through the Edmonton Salutes 2020 budget.</p>	Carried Tammy Pidner and Rick Dumas abstained.
<ul style="list-style-type: none"> Rick Dumas raised the point of the newly formed Veterans' Food Bank <p><i>Clr Dziadyk</i> MOVED \$750.00 be allocated to the Veterans' Food Bank from the 2020 Edmonton Salutes budget.</p>	Carried Tammy Pidner and Scott Arndt abstained.
9. Next Meeting	

Agenda Item	Action
9.1 Desire for a VIRTUAL December event/meeting?	Administration will work with Committee members to select a preferred date and time for virtual informal gathering in December and provide members with the link.
The next Committee meeting is scheduled for 9:00 a.m., Friday January 22, 2021.	
10. Adjourn	
<i>Sol Rolingher</i> MOVED to adjourn the meeting at 11:00 a.m.	Carried

Upcoming Events: none scheduled at this time

Upcoming Committee Meetings: December TBA, January 22, February 26, March 26, April 23, May 28, June 25

Section:	Governance Process	Date of Issue:	December 2020
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:	December 2024
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 duly appointed Edmonton Salutes Committee.
- 2.03 Committee Member: Together, the group of Community Members, Municipal Appointees, and Organizational Appointees who comprise the Edmonton Salutes Committee.

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:
- (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 voting Sub-Committee members chosen from among voting 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.

Section: Governance Process	Date of Issue: January 2021
Title: Membership Sub-Committee	Revised: N/A
Subject: Terms of Reference for the Sub-Committee charged with the Selection of Community Members and Advice on Other Appointees to the Board	Review By: January 2025
Section No: 1.XX	Page No.: Page 1 of 4

1 POLICY

- 1.01 The Edmonton Salutes Committee (the Committee) comprises voting members and non-voting advisors who are selected from organizations or appointed by the Committee itself from the community at large. A sub-committee of Committee members will guide and/or advise on the recruitment and selection of Committee members

2 DEFINITIONS

- 2.01 Advisor: Non-voting representatives of organizations who provide guidance to the Board of the Edmonton Salutes Committee.
- 2.02 City Council: The group of elected officials who together govern of the City of Edmonton
- 2.03 City of Edmonton: The Corporation of the City of Edmonton
- 2.04 Committee The duly appointed Edmonton Salutes Committee.
- 2.05 Committee Member: Together, the group of Community Members, Municipal Appointees, and Organizational Appointees who comprise the Edmonton Salutes Committee.
- 2.06 Community Member: Members of the Edmonton Salutes Committee who represent the broader City of Edmonton and who are appointed to sit on the Committee through a regular recruitment process.
- 2.07 Municipal Appointee: Representatives of the Corporations of regional municipalities other than the City of Edmonton who serve on the Edmonton Salutes Committee.
- 2.08 Organizational Appointee: Voting representatives of organizations who serve on the Edmonton Salutes Committee.
- 2.09 Officer(s): Either or both of the Edmonton Salutes Chair and Vice-Chair.

3 PROCEDURE

Purpose

- 3.01 The Committee Sub-Committee's purposes are:
- (a) Identify pending vacancies on the Committee;
 - (b) Determine skills and aptitudes that are desirable for Municipal Appointees, Organizational Appointees, and Community Members to possess;
 - (c) Work with Committee's City administration liaison to develop a recruitment process for Community Members;

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- i. The process may piggyback on other City recruitment processes that are already established.
 - (d) Work with the Committee's City administration liaison to provide input on the selection of Municipal Appointees and Organizational Appointees where that it practicable;
 - (e) Recommend to the Edmonton Salutes Committee any changes to specific Organizational Members and/or Municipal Members;
 - (f) Monitor the recruitment process;
 - (g) Encourage all Edmonton Salutes Committee members to identify prospective Community Members and encourage them to apply;
 - (h) Receive and evaluate applications from prospective Community Members;
 - (i) Interview some or all of the applicants based on their evaluations; and
 - (j) Make a recommendation to the Committee about appointing new Community Members.
 - (k) Prior to the end of each Edmonton Salutes year, make a recommendation to the Committee suggesting members for all sub-committees for the following Edmonton Salutes year.
- 3.02 Sitting Community Members who choose to apply for reappointment at the conclusion of their term must follow the Committee's application 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:
- (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

Section: Governance Process	Date of Issue: January 2021
Title: Membership Sub-Committee	Revised: N/A
Subject: Terms of Reference for the Sub-Committee charged with the Selection of Community Members and Advice on Other Appointees to the Board	Review By: January 2025
Section No: 1.XX	Page No.: Page 3 of 4

- 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) Two other voting members chosen from Committee Board members at the Committee's annual organizational meeting;
 - a. These members are considered voting Sub-Committee members;
 - (c) Two other non-voting advisors or members chosen from among Committee members at the Committee's annual organizational meeting;
 - a. These advisors or members are considered voting Sub-Committee members;
 - (d) The Committee's City of Edmonton administrative liaison as a non-voting member; and
 - (e) Other non-voting members or advisors as deemed necessary or appropriate from time to time.
- 3.07 No Community Member whose term is expiring that year may sit as a voting member of the Sub-Committee unless that Community Member will not be eligible to apply for another term.
- 3.08 At the first meeting of the year, the Membership Sub-Committee shall select a Chair from among its members.
- (a) The Edmonton Salutes 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 convene and meet at least twice each year.
- (a) The first meeting of the Sub-Committee shall be no later than June 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 year.
- 3.10 Except as required under privacy legislation, Membership Sub-Committee meetings are considered to be public meetings.

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- 3.11 Meetings of the Membership 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 Chair shall be provided to the Committee at the Committee meeting following each Membership Sub-Committee meeting.

DRAFT

Section: Governance Process	Date of Issue: January 2021
Title: Funding Sub-Committee	Revised: N/A
Subject: Terms of Reference for the Sub-Committee charged with managing funding requests.	Review By: January 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 the City of Edmonton's Edmonton Salutes Bylaw.

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:
- (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 voting Committee members at the Committee's annual organizational meeting;

Section: Governance Process	Date of Issue: January 2021
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(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.

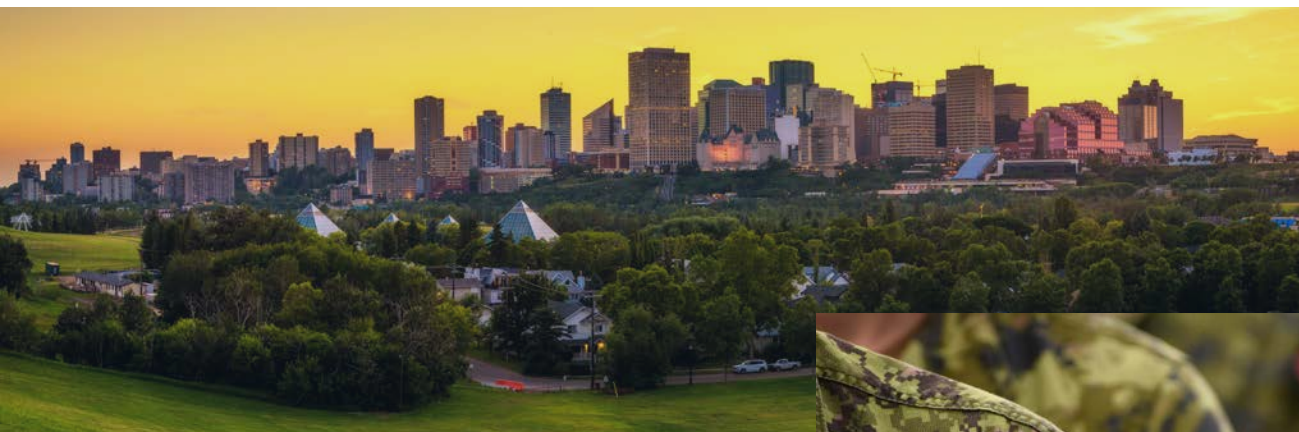
3.10 Except as required under privacy legislation, the Funding Sub-Committee meetings are considered to be public meetings.

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.

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.

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



Mission

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

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

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

Goals

These 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 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 and members' families.

Now

- Build awareness of Edmonton Salutes throughout communities in the region.
-

Soon

- Develop a program through which the City and Salutes can recognize those who assist the military in the community.
 - Explore starting a scholarship committee.
 - Use new and innovative methods to show the community what Salutes does.
 - Participate in new and innovative community events.
-

Later

- Study the economic impact of having the military present in the City and regional municipalities.

Goal 2: Community and Military Relations

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

Now

- Connect with Edmontonians and regional citizens, businesses, and organizations through various media.
- Build deeper relationships with current Salutes partners.
- Build relationships with other City and Regional boards and committees.
- 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 a gala with the Military Family Resource Centre.
- Support a new regional tattoo as a way to raise the Committee and military profile.

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.

Soon

- Create an orientation manual for incoming Edmonton Salutes Committee chairs.
- Create an orientation manual for Committee members.
- Create 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