



## Edmonton Salutes Committee - 2023 Work Plan and City Priorities

### Summary

In 2023, the Edmonton Salutes Committee (ESC or ES Committee) hopes to continue implementing their Strategic Plan by attending and sponsoring events that recognize and support Military members, veterans and their families. They wish to prioritize community and military relations, with a focus on Military families, while ensuring their policies and processes continue to be effective. Some events they have sponsored in the past will continue to be funded, but they plan to look for new opportunities to connect with partners they have not traditionally worked with to build a community that welcomes and engages with active military, veterans and their families in Edmonton and the surrounding municipalities.

### Mandate

*Edmonton Salutes Committee promotes and recognizes our local military community contributions at home and abroad. This is a Council committee with a Council representative and participation of the regional mayors, military, and community-at-large.*

### Edmonton Salutes Strategic Plan 2021-2024

The Edmonton Salutes Committee is in the latter half of their strategic plan, which identifies several actions under three goals:

- Goal 1: Recognition
- Goal 2: Community and Military Relations
- Goal 3: Effective Governance.

Several of these actions have already been completed or are ongoing efforts for the Committee. The Committee endeavors to maintain the momentum to achieve the majority of their strategic plan. In addition to participating in similar activities and events as last year, the ESC plans to seek new opportunities to reach out to Military families as a priority for the year. Committee meetings and Military events hosted by or involving the City will still happen and will require Edmonton Salutes' attention. The following schedule (Table 1) provides an estimate of the work the Committee will be involved in for 2023 and will leave room for their priority activities. The ES Committee meetings happen on the fourth Friday of each month, with the Committee taking a summer break in July and August. Subcommittee meetings are scheduled by their respective chairs based on the need to meet with some gathering much more frequently than others.

**Table 1: Tentative ESC Schedule for 2023**

Quarter	Meetings / Committee Work	Known Events / Sponsorships
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## Attachment 2

<b>Q1</b>	<ul style="list-style-type: none"> <li>● 4 ESC Committee Meetings</li> <li>● 6-12 Subcommittee Meetings</li> <li>● ESC Budget Planning</li> <li>● Recruitment Process</li> <li>● Priority Planning</li> <li>● Funding Request Reviews</li> <li>● Policy and Bylaw Review</li> <li>● Annual Council report</li> </ul>	<ul style="list-style-type: none"> <li>● Military Family Resource Centre Open House - March 2, 2023</li> <li>● 408 Squadron Business Luncheon - March 17, 2023</li> <li>● 2023 EUSI symposium and mess dinner - March 25, 2023</li> <li>● Sponsor an ad in the Legion's Military Service Recognition Book 2023</li> </ul>
<b>Q2</b>	<ul style="list-style-type: none"> <li>● 4 ESC Committee Meetings</li> <li>● 6-12 Subcommittee Meetings</li> <li>● Orientation of new community member</li> <li>● Funding Request Reviews</li> </ul>	<ul style="list-style-type: none"> <li>● MFRC Yellow Ribbon Gala</li> <li>● Military Network Business Luncheon</li> <li>● Maple Flag / Resolve Exercise</li> </ul>
<b>Q3</b>	<ul style="list-style-type: none"> <li>● 2 ESC Committee Meetings</li> <li>● 4 - 6 Subcommittee Meetings</li> <li>● Funding Request Reviews</li> </ul>	<ul style="list-style-type: none"> <li>● Military Golf Tournament</li> <li>● Freedom of the City with HMCS Nonsuch</li> </ul>
<b>Q4</b>	<ul style="list-style-type: none"> <li>● 4 ESC Committee Meetings</li> <li>● 6-12 Subcommittee Meetings</li> <li>● Funding Request Reviews</li> <li>● Year in Review (include review of expenses)</li> </ul>	<ul style="list-style-type: none"> <li>● Remembrance Day</li> <li>● Citadel Performance of A Christmas Carol</li> <li>● RCA Band Christmas concert sponsorship</li> <li>● Volunteer appreciation lunch</li> </ul>

### Edmonton Salutes Budget - 2023

The Edmonton Salutes Committee approved their 2023 budget at the end of January 2023. Just like 2022, the Committee will have \$60,000 to allocate, \$3000 of which is committed to sponsoring the Royal Canadian Artillery Christmas Concert (last year of a three year commitment). They budgeted \$3000 for internal Committee expenses (hosting, parking, event tickets, volunteer appreciation, etc.). Many members feel strongly about continuing to support the MFRC's Yellow Ribbon Gala at a cost of \$15,000, which they officially approved in February 2023. When looking at their other largest expense, members would like to subsidize, like years before, the Christmas Carol for Military families (\$20,000) or be open to a similar event with the focus on Military families. With an interest in increasing community and military relations, especially prioritizing military families, \$11,500 will be allocated to community grants and \$5000 for Military relations and appreciation events. These are both increases from last year as the Committee spends less on meeting hosting due to the online format of the majority of their meetings, which they intend to continue into 2023. Community grant requests and any changes to the budget will go through the budget subcommittee and to the larger Committee before approved in 2023.

### Connection to City Priorities

The Edmonton Salutes Committee is a unique Council Committee in the sense that the majority of their work requires their attendance, network and dedication to promoting and recognizing the Military Community in and around Edmonton. This mandate, along with their activities, clearly aligns with two of the City's goals to be a healthy community and a prosperous regional partner, along with two of the values, Belong and Preserve, from the City Plan (See Table 2 for key activities and connection to Connect Edmonton and the City

Plan). The events and activities ES attends and sponsors must include a form of recognition and/or support for the Military community. By supporting efforts like fundraising for the Military Family Resource Centre or attending Remembrance Day Ceremonies, ES members strive to ensure Military members, veterans and their families feel like they belong and are welcome in their communities. This is especially important for military families who often move from community to community as a part of their service. A welcoming community that has access to supports, wellness activities, accessible education, cultural connections and economic opportunities, is needed for active service members for: when they arrive, to find stability; when they are deployed, to know their families will be healthy and safe and; when they retire, to find new opportunities if they choose Edmonton as their permanent home. By providing that welcome, recognition, and support, Edmonton Salutes can help build a community that members of the Military can thrive in, where they feel that they belong and their service and history is preserved.

**Table 2: Edmonton Salutes Activities and Events connection to City Priorities**

Strategic Plan	Description	City Plan / Connect Edmonton
<p><b>Recognition</b></p> <ul style="list-style-type: none"> <li>Attending and sponsoring military events and support organizations</li> </ul>	<ul style="list-style-type: none"> <li>Many Military events include community members, who may be active or retired military personnel and/or their family. Attendance shows that the City appreciates and values the Military as a part of the community.</li> <li>Supporting organizations like the MFRC and Veterans food bank (both 2022 funding recipients from ES) provides services to Military members and their families who are in need.</li> <li>ES members are proud to attend on behalf of the ESC for remembrance day events in their communities to show support for fallen soldiers and their families.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> City Plan               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Belong</li> <li><input checked="" type="checkbox"/> Preserve</li> </ul> </li> <li><input checked="" type="checkbox"/> Connect Edmonton               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Healthy City</li> <li><input type="checkbox"/> Regional Prosperity</li> </ul> </li> </ul>
<p><b>Community and Military Relations</b></p> <ul style="list-style-type: none"> <li>Committee Meetings</li> <li>Military lunches and exercises</li> </ul>	<ul style="list-style-type: none"> <li>Committee meetings engage all members, including those from other municipalities, organizations and community representatives, through shared goals and exchange of ideas.</li> <li>Attending military lunches and training exercises is a great opportunity for ES members to connect directly with serving members of the CAF.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> City Plan               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Belong</li> <li><input type="checkbox"/> Preserve</li> </ul> </li> <li><input checked="" type="checkbox"/> Connect Edmonton               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Healthy City</li> <li><input checked="" type="checkbox"/> Regional Prosperity</li> </ul> </li> </ul>
<p><b>Effective Governance</b></p> <ul style="list-style-type: none"> <li>Subcommittee meetings</li> <li>Bylaw and Policy reviews</li> </ul>	<ul style="list-style-type: none"> <li>ES will be reviewing a request for Morinville to join the Committee.</li> <li>Three ES members represent their respective business organization (EIA, Edmonton Chamber, and Canada Lands).</li> <li>Strategic planning through subcommittee work and updates to policies ensures the relevancy of ES and their connection to the Military.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> City Plan               <ul style="list-style-type: none"> <li><input type="checkbox"/> Belong</li> <li><input checked="" type="checkbox"/> Preserve</li> </ul> </li> <li><input checked="" type="checkbox"/> Connect Edmonton               <ul style="list-style-type: none"> <li><input type="checkbox"/> Healthy City</li> <li><input checked="" type="checkbox"/> Regional Prosperity</li> </ul> </li> </ul>

**2023 Edmonton Salutes**  
**Internal Order #: 447136**  
**January 1, 2023 to December 31, 2023**

Event / Item	2022 Actual	2023 Budget	2023 Actual	Funds Remaining	Frequency	Notes - include description of expense, data approved and total amount
<b>Edmonton Salutes Committee</b>						
<b>Annual Budget</b>		<b>\$60,000.00</b>				
<b>Recognition</b>						
Edmonton Salutes Ads/marketing	\$604.76	\$1,000.00	\$625.00	\$375.00	Ad hoc	Annual ad in the Legion Annual Military Service Recognition Book
Sponsorship of a Military Family Event (Like	\$19,575.38	\$20,000.00		\$20,000.00	Yearly	Tickets for Military families to attend an event like A Christmas Carol Produ
<b>Community and Military Relations</b>						
Winspear Centre Support to the Royal Canadian	\$3,000.00	\$3,000.00		\$3,000.00	Yearly	Last year of 3 year commitment
Edmonton Salutes Community Grants	\$9,900.00	\$11,500.00		\$11,500.00	Ad hoc	Funding Request Forms Required
Military Family Resource Centre (MFRC) Yellow	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	Yearly	Platinum Sponsorship
Community Event Expenses and Admin	\$566.02	\$1,500.00		\$1,500.00	~ Monthly	ESC representation at community events, cadets in K Days parade,
Military Relations and Appreciation Events		\$5,000.00		\$5,000.00	Yearly	This would include events like Maple Flag/Resolve Training, Troop
<b>Committee Expenses</b>						
Edmonton Salutes Volunteer Appreciation Event	\$1,918.00	\$2,000.00		\$2,000.00	Yearly	Includes food and gifts for outgoing members
Edmonton Salutes Monthly meetings - hosting	\$0.00	\$500.00		\$500.00	Monthly	For in-person meetings - refreshment and snacks may be provided
Parking - Monthly meetings and other events	\$21.59	\$250.00		\$250.00	~ Monthly	Members must submit their parking receipts
Salutes Merchandise	\$0.00	\$250.00		\$250.00	Ad hoc	
<b>Total projects to date - ESC</b>	<b>\$50,585.75</b>	<b>\$60,000.00</b>	<b>\$15,625.00</b>	<b>\$44,375.00</b>		
<b>Remaining Budget</b>		<b>0.00</b>	<b>44,375.00</b>			

<b>Regional Municipal Partner Contributions to Edmonton Salutes 2017 - 2022</b>		
<b>Balance:</b>		<b>12,250.00</b>

Event / Item	Date Approved	Budget	Committed	Budget Remaining	Frequency	Notes
<b>Military Liaison</b>						
<b>Annual Budget</b>		<b>42,327.00</b>				
Remembrance Day		20,000.00		20,000.00		Funds road closures and other civic supports for community events.
Freedom of the City		8,000.00		8,000.00		Planning for HMCS Nonsuch Freedom of the City in September 2023
Military Business Lunches (City Leadership)		1,000.00		1,000.00		The Garrison hosts several lunches a year that City Leadership may
Military Events / Visits		13,000.00		13,000.00		This can include tickets for City leadership to military events or hosting
				0.00		
				0.00		
<b>Total projects to date - Military Liaison</b>		<b>42,000.00</b>	<b>0.00</b>	<b>22,000.00</b>		

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Event / Item	2022 Actual	2023 Budget	2023 Actual	Funds Remaining	Frequency	Notes - include description of expense, data approved and total amount
Remaining Budget		327.00	42,327.00			
<b>Total Budget (ESC and Military Liaison)</b>		<b>102,327.00</b>	<b>\$15,625.00</b>	<b>\$66,375.00</b>		