



City of Hamilton
HAMILTON VETERANS COMMITTEE
AGENDA

Meeting #: 21-006
Date: September 27, 2022
Time: 4:00 p.m.
Location: YouTube Channel Streaming for Virtual Meetings (due to COVID)
Due to the COVID-19 and the Closure of City Hall
All electronic meetings can be viewed at:
City's YouTube Channel:
<https://www.youtube.com/user/InsideCityofHamilton>

Christopher Redford, Heritage Presentation Coordinator (905) 546-2424 ext. 4688

Pages

1. CEREMONIAL ACTIVITIES

- 1.1. Moment of Silence
- 1.2. Land Acknowledgement

2. APPROVAL OF AGENDA

(Added Items, if applicable, will be noted with *)

3. DECLARATIONS OF INTEREST

4. APPROVAL OF MINUTES OF PREVIOUS MEETING

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5. COMMUNICATIONS

- 5.1. Parks North – Re:Argyll Memorial Pavilion Pier 4

6. DELEGATION REQUESTS

7. CONSENT ITEMS

8. PUBLIC HEARINGS / DELEGATIONS

9. STAFF PRESENTATIONS

10. DISCUSSION ITEMS

10.1. Dieppe Memorial -Post-Event Discussion

10.2. Wreath Project

10.3. Argyll and SutherlandHighlander Memorial Pavilion Signage

10.4. Presentation banner stands

10.5. Hamilton Veterans Committee Terms of Reference, Roles and Responsibilities

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10.6. Remembrance Day - Friday November 11

10.7. Garrison Parade - Sunday, November 13

11. MOTIONS

12. NOTICES OF MOTION

13. GENERAL INFORMATION / OTHER BUSINESS

14. PRIVATE AND CONFIDENTIAL

15. ADJOURNMENT



Hamilton

MINUTES Hamilton Veterans Committee

Meeting 22-005

June 28, 2022

4:00 p.m.

WebEx – Virtual Platform

Present: Chair: Michael Rehill
Vice Chair: Ed Sculthorpe
Members: Dave Baldry, Rod Paddon, Don Jackson, Terry Ryan

Absent with Regrets: David Steckham, Steve Waldron, Robert Fyfe,
Councillor L. Ferguson

Also Present: Councillor Brenda Johnson, Christopher Redford (Staff Liaison), Carolyn King (Curatorial Assistant, Hamilton Military Museum)

1. CEREMONIAL ACTIVITIES

- (i) Moment of Silence
- (ii) Land Acknowledgement

2. APPROVAL OF THE AGENDA

(Paddon/Sculthorpe)

That the agenda for the June 28, 2022 meeting of the Hamilton Veterans Committee be approved, as presented.

CARRIED

3. APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

- (i) May 31, 2022

(Baldry/Paddon)

That the Minutes of the May 31, 2022 meeting of The Hamilton Veterans Committee be approved, as presented.

CARRIED

4. COMMUNICATIONS (Item 5)**(i) Parks North – Re: Argyll Memorial Pavilion Pier 4 (Item 5.1)**

Christopher Redford reported that the new process for ensuring rentals at Bayfront Park are respectful of the purpose of the pavilion has been successfully put to the test by a recent rental. The correct information was provided to the renters and the memorial was not used except to access power.

5. DISCUSSION ITEMS (Item 10)**(i) Flamborough Legion 551 – RED Friday – June 10, 4pm to 8pm (Item 10.1)**

Michael Rehill and Rod Paddon attended this event on behalf of the Committee. Turnout was low; however, it was a positive outreach experience.

(ii) Decoration Day 2022 - Post-Event Discussion (Item 10.2)

Overall, it was a very successful event: the weather was good, all expected participants attended, and the service ran smoothly. Christopher Redford and Michael Rehill were commended for their work. Michael Rehill and Christopher Redford met with the cadet liaisons and made note of some small items for improvement for next year. Dave reported some communication issues with legions, but this will be reviewed for Remembrance Day. Ed suggested having some cadets lay wreaths, which has been done in the past. Chris suggested improving accessibility in the cemetery and parking by offering a shuttle from Dundurn parking lot to the service; HSR should comp this for the Committee. The parking lot is usually overcrowded; however, this may work if the strain on parking is alleviated by providing additional parking inside the park.

Christopher Redford suggested moving the date of Decoration Day in 2023 to May 21st to coincide with the anniversary of the unveiling of the Gore Park cenotaph and to ensure adequate City staff are available to assist as June will have several large-scale events. The Committee indicated that it prefers to keep it on the second Saturday in June as this has been the tradition since its inception and members will provide more assistance as necessary. The anniversary of the cenotaph may be considered as a separate event, although this would require committee volunteers to step up to coordinate due to staff being required for large scale events.

(iii) Wreath Project (Item 10.4)

Christopher Redford reported that letters inviting classes to participate have been sent to all the designated schools to familiarize the principals with the project and prepare for further contact in September.

(iv) Argyll and Sutherland Highlander Memorial Pavilion Signage (Item 10.4)

Michael Rehill and Christopher Redford met with representatives of the Argyll and Sutherland Highlanders regarding the design of signage. The representatives are looking into a source, Terry Ryan will follow up on this and report back to the Committee.

(v) Dieppe Plaque Re-Installation (Item 10.5)

The reinstallation of the Dieppe plaque, which has been secured into a boulder to prevent vandalism, is now complete. Michael Rehill shared images of the plaque in place and commended Christopher Redford on his efforts regarding this project. Christopher reported work on the flagpoles and uneven and cracked cement is ongoing, and that the site will be cleaned up and weeds removed in time for the August Dieppe Memorial Service event.

(vi) Dieppe Memorial Event Planning (Item 10.6)

Michael Rehill and Christopher Redford will meet with the Royal Hamilton Light Infantry (R.H.L.I) veterans club regarding the event. There will be no need to arrange for filming of this year's service as that was a necessity brought about by COVID19 restrictions last year. Christopher has been in touch with the rental company regarding tents, chairs and P.A. system. Michael has sent the program to all Committee members. The R.H.L.I. band will play and Michael is waiting to hear back from the padre. At the service, the Committee primarily helps with the order of wreaths and the public is also invited to lay wreaths after the official wreaths. Chris mentioned it is the 80th anniversary of the raid on Dieppe. The Committee will not rededicate the Dieppe plaque, but will mention it in the service as it was a later addition to the memorial.

6. MOTIONS (Item 11)**(i) Revised Terms of Reference, Amended by Council June 8, 2022**

The primary change clarifies wording regarding how quorum is defined. This Committee has nine members and quorum is five. Christopher Redford will provide information clarifying the terms of reference.

(Sculthorpe/Ryan)

That the revised Hamilton Veterans Committee Terms of Reference Committee, be received.

CARRIED

7. GENERAL INFORMATION/OTHER BUSINESS (Item 13)

(i) The Creation of Educational Banners for the Purpose of Community Outreach (Item 13.1)

Christopher Redford suggested the Committee invest in stand-up banners specific to the Committee's mandate and events, to be displayed at outreach events such as RED Friday. The Committee agreed to create two promotional banners: one about the Committee and one outlining its accomplishments. The Committee will discuss content at a future meeting.

(Paddon/Sculthorpe)

That the Committee shall have banners created for community outreach purposes.

CARRIED

8. ADJOURNMENT (Item 15)

(Paddon/Jackson)

That, there being no further business, the meeting be adjourned at 4:35 p.m..

CARRIED

HAMILTON VETERANS COMMITTEE
Roles, Responsibilities and Expectations of New Members

TERMS OF REFERENCE

MANDATE

Reporting to Council, through the Emergency and Community Services Committee, the Hamilton Veterans Committee oversees the planning and delivery of military remembrance and commemoration activities on behalf of the City of Hamilton. When directed by Council, the Committee will provide input on projects and issues that are of concern to Hamilton Veterans.

ROLES AND RESPONSIBILITIES

1. Advise and provide input, to City Council through the Emergency & Community Services Committee, on projects and issues that are of concern to Hamilton Veterans that fall within Council's jurisdiction.
2. Co-ordinate with Tourism and Culture Division staff, the annual Decoration Day, Remembrance Day Parades and Memorial Services.
3. Assist other Veterans organizations with the co-ordination of their annual memorial events such as the Dieppe Memorial Service.
4. Oversee the criteria for burial of Veterans in the Field of Honour – Woodland Cemetery.
5. Advise on the use and care of the Cenotaph – Veterans Place at Gore Park including but not limited to the placement of wreaths.
6. At the direction of Council co-ordinate with Tourism and Culture Division staff the commemoration and remembrances for significant anniversaries such as D Day, VE Day including the parades and Memorial Services.
7. Act as liaison for the veterans of the City of Hamilton on all matters directly relating to or of concern to City of Hamilton Veterans that fall within Council's jurisdiction.
8. Promote and facilitate broader understanding of the sacrifice of Hamilton's Veterans among the young people in the community.

9. Liaise with other Veterans organizations and agencies in order to formulate coordinated responses concerning veterans' issues and to operate joint programs that fall within Council's jurisdiction.

GUIDELINES FOR COMMITTEE MEMBERS

1. COMPOSITION OF THE COMMITTEE

- 1.1 The Committee shall consist of up to 9 members of which a minimum of one to a maximum of three may be members at large.

Members are required to be a City of Hamilton resident AND one of the following:

- A veteran; OR
- A current or former member of the Canadian Forces; OR
- A current or former member of the Canadian Forces Reserves.; OR
- Meet the requirement of a member at large*.

*A member (at large) is required to demonstrate a special interest in veterans' projects and issues through their work in the community.

- 1.2 Committee positions shall be for a term of four years, to coincide with the term of Council, or until such time as successors are appointed by Council.
- 1.3 In the event that a vacancy exists before a term has ended, the Committee may recommend a replacement to the Emergency and Community Services Committee. If approved by Council, the new member will be notified by Clerks of the appointment and length of term.
- 1.4 The composition of the Hamilton Veterans Committee shall attempt to reflect the broad spectrum of military services in the community.

2. GUIDELINES

- 2.1 Members of the Committee are expected to share their skills and expertise as concerned volunteers.
- 2.2 The Hamilton Veterans Committee, when directed by Council, may provide representatives to sit on other civic committees and external bodies concerned with projects and issues relevant to Hamilton's Veterans.
 - The Committee, as a whole shall select these representatives.
 - These representatives shall present regular reports to the Committee concerning committee activities.

- 2.3 The Hamilton Veterans Committee shall establish sub-committees as required.
- 2.4 The Chair, or in the absence of the Chair, the Vice-Chair shall act as the spokesperson for the Hamilton Veterans Committee. The Chair may delegate this authority if it is deemed appropriate, due to another member's greater expertise or interest in an issue or due to the absence of the Chair.

3. CONDUCT OF MEMBERS

Committee members shall:

- 3.1 Conduct themselves in a manner as to uphold the reputation and enhance the standing of the Hamilton Veterans Committee including but not limited to the wearing of distinctive dress when attending Veterans events and general meetings.
- 3.2 Conflict of interest rules will apply to all citizen members, pursuant to the Municipal Conflict of Interest Act, R.S.O., 1990, Chapter M.50, copies of which are available from the Office of the City Clerk.
- 3.3 Obtain Committee or staff approval, prior to making any verbal or written public statement, which purports to be the view of the Committee.
 - Personal views shall be acknowledged as such.
- 3.4 Obtain prior approval from the Committee, before initiating or offering tacit or active support to any project, which might involve the Committee, or a department of the City of Hamilton.
- 3.5 Endeavour to attend all regularly scheduled meetings of the Committee and advise the Chair and the appropriate staff liaison when unable to do so. Committee members shall be requested to resign in the event that:
 - three (3) consecutive meetings are missed without prior notification to the Chair and appropriate staff liaison;
 - a majority of meetings throughout the year are missed without prior notification to the Chair and appropriate staff liaison; or if,
 - a member conducts themselves in a manner in conflict with the above stated rules of conduct.

4. GUIDELINES FOR MEETINGS

- 4.1 Meetings of the Committee shall be scheduled on the last Tuesday, from 4:00 p.m. to 6:00 p.m. in April, May, June, August, October and December of each year.
- Additional or alternate meetings may be held, subsequent to proposal by a Committee member and agreement by the Chair and a majority of the Committee members.
- 4.2 Tourism and Culture Division staff shall keep a record of the Committee meetings, and will forward a copy of the monthly HVC meeting minutes to the Legislative staff for inclusion in the Emergency and Community Services Committee agenda as a Consent Item.
- 4.3 Officers of the Committee (Chair and Vice-Chair) shall be elected at the first meeting of the Committee held each year. An officer may be asked to step down if they act in a manner detrimental to the mandate of the Committee as determined by the majority of the Committee.
- The Chair may serve a maximum of two consecutive years.
- 4.4 The Chair shall endeavour to meet with the designated staff liaison, prior to each regular meeting to review agenda items and determine the necessity for meeting.
- 4.5 Quorum will consist of half the HVC membership plus one.
- If within 30 minutes of the time called for the meeting, there is no quorum, the meeting shall stand adjourned, pending the next regular meeting or a meeting at the call of the Chair.
- 4.6 Only Committee members present at the meeting shall vote. A member declaring a conflict of interest on a specific matter shall refrain from discussion or voting on that particular matter.
- 4.7 The Rules of Order of the Committee shall, as far as practicable, follow those of the City of Hamilton.
- 4.8 General meetings of the Committee shall be open to the public.
- 4.9 Amendments to the Terms of Reference, Mandate or Guidelines for Committee Members shall be proposed, in writing, and circulated among the members, in advance of the next scheduled Committee meeting.

- 4.10 The Terms of Reference and Mandate shall be reviewed on an annual basis with recommendations for necessary amendments made to the Emergency and Community Services Committee.

5. EDUCATION AND TRAINING

- 5.1 All Committee members shall attend an orientation session designed by the Tourism and Culture Division, Planning and Economic Development Department.

- As part of their orientation, members shall receive a copy of the Hamilton Veterans Committee's Terms of Reference, Mandate and Guidelines for Members, a copy of the Conflict of Interest Act and other relevant materials.

Revised by Hamilton Veterans Committee May 2014