



**City of Hamilton**  
**HAMILTON VETERANS COMMITTEE**  
**AGENDA**

**Meeting #:** 21-010  
**Date:** November 29, 2022  
**Time:** 4:00 p.m.  
**Location:** 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

---

	<b>Pages</b>
<b>1. CEREMONIAL ACTIVITIES</b>	
1.1. Moment of Silence	
1.2. Land Acknowledgement	
<b>2. APPROVAL OF AGENDA</b>	
(Added Items, if applicable, will be noted with *)	
<b>3. DECLARATIONS OF INTEREST</b>	
<b>4. APPROVAL OF MINUTES OF PREVIOUS MEETING</b>	<b>3</b>
<b>5. COMMUNICATIONS</b>	
<b>6. DELEGATION REQUESTS</b>	
<b>7. CONSENT ITEMS</b>	
<b>8. PUBLIC HEARINGS / DELEGATIONS</b>	
<b>9. STAFF PRESENTATIONS</b>	

**10. DISCUSSION ITEMS**

- 10.1. Wreath Project
- 10.2. 2023 Procedural Handbook for Citizen Appointees
- 10.3. Remembrance Day and Garrison Parade Wrap Up
- 10.4. Gore Park rentals and cenotaph
- 10.5. Gore Park and cenotaph vandalism

**11. MOTIONS**

- 11.1. Revised Budget Approval

That the revised 2023 Hamilton Veterans Committee budget request be approved by the committee.

**12. NOTICES OF MOTION**

**13. GENERAL INFORMATION / OTHER BUSINESS**

**14. PRIVATE AND CONFIDENTIAL**

**15. ADJOURNMENT**



# Hamilton

## MINUTES Hamilton Veterans Committee

Meeting #22-007

October 25, 2022

4:00 p.m.

WebEx – Virtual Platform

---

**Present:** Chair: Michael Rehill  
Vice Chair: Ed Sculthorpe  
Members: Dave Baldry, Don Jackson, Terry Ryan, Robert Fyfe, Steve Waldron

**Absent with Regrets:** Councillor Ferguson, Rod Paddon

**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

**(Ed Sculthorpe/Terry Ryan)**

That the agenda for the October 25, 2022 meeting of the Hamilton Veterans Committee be approved with the following addition:

10.7 Addition of a brief digital meeting the week prior to Remembrance Day

**CARRIED**

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)****4.1 September 27, 2022****(Dave Baldry/Terry Ryan)**

That the Minutes of the September 27, 2022 meeting of The Hamilton Veterans Committee be approved, as presented.

**CARRIED****4. DISCUSSION ITEMS (Item 10)****(i) Wreath Project (10.1)**

Ed Sculthorpe reports on the success of the program. Carolyn King reports that two classes participated in successful Remembrance Day programs at the Hamilton Military Museum. Wreath kits were provided to each of the classes for construction at their respective schools.

Christopher Redford reports that the students will create four wreaths to be laid at both the Remembrance Day and Garrison Parade services. He will also ensure the names of the students laying the wreaths are added to the program.

**(ii) Presentation Banner Stands (10.2)**

Christopher Redford reports that the banners are ready to go to printing and he will advise the Committee when there are any updates.

**(iii) 2023 Procedural Handbook for Citizen Appointees (10.3)**

Christopher Redford ensured that all members received a copy of the draft handbook. The committee has until the end of January to review them and provide feedback. This will be added to the agenda for the next meeting. Michael Rehill suggests returning to in-person meetings after November.

**(iv) Vandalism – Gore Park Cenotaph (10.4)**

Due to the recent vandalism of the Gore Park Cenotaph (photographs were circulated to the Committee members) the Hamilton Police Department will provide more frequent patrolling of the area leading up to Remembrance Day. While there are cameras over the businesses around the cenotaph, the police will get back to the Committee regarding the utilization of cameras in the area. Bob Fyfe reports that police response to this area would be mere minutes.

**(v) Remembrance Day – Friday, November 11 (10.5) and Garrison Parade – Sunday, November 13 (10.6)**

Michael Rehill provided a Manning Slate (See Appendix) for both ceremonies to all Committee members. The Manning Slate for both services was reviewed, as well as the following: while cadet readers have been secured for the Garrison Parade, Terry Ryan is waiting for a response regarding Remembrance Day; Don Jackson will act as coordinator for Silver Cross Mother Bev McCraw, Christopher Redford will ensure parking will be available for her. Steve Waldron will contact the Argyll and Sutherland Highlanders for a potential Saluting Officer for Remembrance Day.

Ed Sculthorpe will coordinate the wreath laying with the assistance of Hamilton Military Museum staff and volunteers – wreaths will be laid from both sides of the service for efficiency – the first five wreaths will be at the front.

Christopher Redford will complete the program and needs any updates by November 8<sup>th</sup>. He has also confirmed with the Police that an Honour Guard will be required for both services.

This Committee is also coordinating the service in Ancaster on November 11<sup>th</sup>. The services in Stoney Creek, Dundas and Glanbrook are organized by their local units.

**(vi) Garrison Parade – Sunday, November 13 (10.6)**

The Manning Slate (See Appendix) was reviewed by the Committee including: Plans discussed included: Terry Ryan reports that cadet readers have been secured for the Garrison Parade; Steve Waldron will act as the Parade Marshall for the Veterans groups, he will forward the parade order to Committee members; Don Jackson will act as coordinator for the Silver Cross Mother, Bev McCraw; The saluting Officer for the Garrison Parade may be a 101 year old vet; The Hamilton Children's choir will perform at the Garrison service and will sing 'O Canada' as well as 'After the War' during the laying of the wreaths. The band will play after the choir if more time is required for wreath laying.

**(vii) Addition of a Remembrance Day logistics meet-up the Week Prior to Remembrance Day (10.7)**

Michael Rehill proposes a logistics work group meet-up the week prior to the Remembrance Day service and Garrison Parade to finalize arrangements. The work group will meet on Tuesday, November 8<sup>th</sup>.

**7. ADJOURNMENT (Item 15)**

**(Ed Sculthorpe/Dave Baldry)**

15.1 That, there being no further business, the meeting be adjourned at 4:31 p.m.

**CARRIED**