



Hamilton

## **MINUTES**

**Hamilton Veterans Committee**

**Tuesday, May 14, 2013**

**10:00 a.m.**

**City Hall – Room 192**

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**Present:** Chair: Bob Fyfe  
Members: Harry McEwen, Art Tompkins, Bill Eisan, David Steckham, Gerry Rattray, Councillor Merulla

**Absent with Regrets:** Councillor Morelli (City Business),

**Also Present:** Anna Bradford, Director, Tourism and Culture Division  
Geordie Elms, Special Assistant to the Mayor, Military Heritage and Protocol  
Rebecca Oliphant, Minute Taker, Staff Liaison, Tourism and Culture

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### **CHAIR'S REMARKS:**

#### **1. CHANGES TO AGENDA**

**Item 4.3** will be moved to the beginning of the Agenda to accommodate staff schedules.

**Item 5.1** will follow Item 4.3 to accommodate staff schedules.

#### **2. DECLARATION OF INTEREST**

None declared.

#### **3. APPROVAL OF MINUTES OF PREVIOUS MEETING (Eisan/Rattray)**

3.1 Hamilton Veterans Committee Meeting Minutes, dated 9 April 2013.

**CARRIED**

#### **4. BUSINESS ARISING FROM THE MINUTES**

##### **4.1 Role & Function of Hamilton Veterans Committee**

**Update:** David Steckham

At the recent Sub-committee meeting David was tasked with drafting a letter to persons of interest to attend the Consultation. Anticipated timeline for

consultation is Sept – Nov. Veteran’s organizations have been invited to send suggestions for invitees.

#### **4.2 Fields of Honour**

**Update:** Crystabelle Fobler to provide a written update for a future meeting.

#### **4.3 Decoration Day – Sunday, June 9 – 11:00 a.m. – Woodlands Cemetery**

**Update:** Deborah Brown-Simon

Bob met with Deborah last week.

Deborah - spoke with Rev. Francis Chisholm, he is available. Committee asked Deborah to confirm Rev. Chisholm. The program will be the same as last year. We have a 3 year contract with the Dundas Concert Band.

Committee confirmed the padre does the prayer and Bill Eisan will recite the Act of Remembrance.

Bob confirmed Fern Viola as emcee as well as leading the national anthem and hymns.

David shared the draft event template with Deborah.

Deborah will be attendance early on June 9 with programs and to ensure everything is set up.

#### **4.4 Staffing**

**Update:** Anna Bradford

In the process of hiring Military Museum Coordinator with responsibility as Liaison to the Hamilton Veterans Committee as well as staff lead on HVC event planning. Intent is to have a liaison with a better understanding of Veterans. Deborah will be working with the HVC Events sub-committee until the Coordinator has been hired. Deborah will ensure all City procedures are followed.

#### **4.5 Dieppe Memorial Service – Monday, August 19**

**Update:** David Steckham

Met with RHLI Association who will establish a sub-committee on which the HVC will have representation. The City logo will be added to the program for Dieppe. At this time the expectation is that the City will have responsibility for the public address system, tents and seating. Programs will still be handled by RHLI with the expectation the City will pay for printing. Invitations to dignitaries and St. John’s Ambulance are the responsibility of RHLI. Issues with parking need to be responsibility of RHLI. Tim Fletcher will create and distribute any PSAs. When completed PSAs will be provided to Geordie and staff liaison for wider distribution. The next meeting of the Sub-committee is July 18.

#### **4.6 Korea Veterans – Marking end of Korean War**

**Update:** Geordie Elms

Korea Veterans pins are ready to be presented. Mayor’s office is waiting to hear from Veterans Association as to how they would like to have the pins distributed. 27<sup>th</sup> of July may be named Korea Veterans Day however a pin ceremony will not be planned for that day as there may be National Celebrations. Pin distribution may be part of the Peacekeeping Day on August 9.

Note: HVC suggested a plaque with all commemorative pins would be nice to have.

## 5. **STANDING ITEMS**

### 5.1 **1812 Bicentennial Commemoration**

- **2013 Smiths Knoll Remembrance Ceremony**

Friday, May 31 – Jen Anisef, Art & Event Initiatives Coordinator

City partnering with the organizations that ordinarily host the annual event to host as well as unveiling the landscape legacy project.

The HVC received an invitation to Smith's Knoll Service including the VIP reception. It is important members R.S.V.P. Invite includes spouses. There will be a shuttle bus every 15 minutes beginning at 5:00 p.m. from Confederation Park, Eastgate Square, Smith's Knoll and the Stoney Creek Legion. Parking is extremely limited. There will be some limited parking at VIP reception, but you will not be able to move your car after the reception.

There will be seating at Smith's Knoll, reserved with signage and attendants monitoring as well as a designated family area for family of those participating in the service.

At this time Bob, Art, Gerry, Dave, Geordie, Harry and Bill are planning to attend.

Note: HVC hoped name tags would be ready in time for this event.

### 5.2 **Upcoming Events**

**June 5 – Hamilton Police – yellow ribbon in support of Family Resource Centre 11:00 a.m. King William**

**Peacekeeping Day Friday, August 9 – 6:30 p.m. City Hall**

**Korea event – still waiting on date**

**Tattoo – 8/9 June** –welcome to approach Rick Seager about seating groups of Veterans together. Bob to speak to Rick.

## 6. **NEW BUSINESS**

**6.1 Event template** – David shared the draft event template. It is a work in progress. Please review and let David know anything that committee feels is missing.

It needs to be determined who will take ownership of template for each event. This committee is currently fully responsible for Decoration Day and Remembrance Day at Hamilton Cenotaph. Dieppe Memorial, East Hamilton Decoration Day and Remembrance Day in Ancaster are the responsibility of a non-City sub-committee at which the HVC is represented. In the past this representative has been the Event Coordinator.

Stoney Creek Remembrance Day is the responsibility of RCL Branch 622 Stoney Creek. Art has had assistance from the Event Coordinator in the past for the road closure and from the HVC for the sound system.

Deborah provided a print-out of the on-line SEAT application for the committee's reference.

**6.2 Fern Viola's Retirement – RCL Branch 58 – either June 6 or 7**

**7. ADJOURNMENT**

The meeting adjourned at 11:45 a.m.

Next Meeting:        June 11, 2013  
                              10:00 a.m. to Noon  
                              City Hall – Room 192