



Brandon Salutes

BRANDON MILITARY RELATIONS & BRANDON SALUTES COMMITTEE TERMS OF REFERENCE

**RECOMENDED BY MOTION OF THE BRANDON SALUTES COMMITTEE
March 19, 2021**

**APPROVED BY MOTION OF MILITARY RELATIONS COMMITTEE
December 2, 2021**

TERMS OF REFERENCE BRANDON MILITARY RELATIONS COMMITTEE

GENERAL

1. The Brandon Military Relations Committee is a joint Committee of the following agencies:
 - a. The City of Brandon;
 - b. The Rural Municipality of Cornwallis;
 - c. The Brandon Chamber of Commerce; and
 - d. Canadian Forces Base Shilo

AIM

2. The aim of the Brandon Military Relations Committee is to foster and maintain a close relationship between all participating agencies for their mutual benefit.

GOVERNANCE

3. Brandon Salutes is governed by the Brandon Military Relations Committee, which consists of the following members:
 - a. The Mayor of Brandon;
 - b. The Reeve of the R.M. of Cornwallis;
 - c. The President of the Brandon Chamber of Commerce;
 - d. The Brandon Military Relations Committee Chairperson, who shall also function as Chairperson of Brandon Salutes.
4. The Brandon Military Relations Committee, or their representatives, shall meet at least once annually, to:
 - Assign funding, priorities, direction and objectives for the Brandon Salutes Committee;
 - Review and approve the Brandon Salutes annual financial statement;
 - Review and approve the Brandon Salutes annual report; with additional meetings being added at the request of the Chair or any Committee Member.

BRANDON SALUTES COMMITTEE STRUCTURE

5. **Chairperson** – The Chairperson shall be appointed to a three (3) year term by the Military Relations Committee on the mutual agreement of the participating agencies. The Chairperson shall be responsible to the Brandon Military Relations Committee for the effective running of Brandon Salutes, including the appointment of officers from the membership and the organizing of sub-committees as required.

6. **Agency Membership** – In addition to the Chair, Brandon Salutes shall consist of five (5) “representative members” appointed by their respective agencies as follows:

- a. One (1) City of Brandon member;
- b. One (1) R.M. of Cornwallis member;
- c. One (1) Chamber of Commerce member; and
- d. Two (2) CFB Shilo members.

The term for these appointments is at the discretion of participating agency; however, it should be for no less than two (2) years. These members can and will change from time to time due to personnel changes taking place within each of the respective agencies.

7. **General Membership** – Brandon Salutes shall also include up to seven (7) “general members” appointed from the community at large and approved by the Committee. General members shall be appointed for two (2) year terms, which can be extended jointly at the discretion of the Chair. One (1) of the general members shall come from the 26th Field Regiment RCA, Brandon’s Reserve unit, and may be appointed by the Commanding Officer of the 26th Field RCA.

8. **Officers** – The Chairperson shall arrange for the appointment of the following officers from among the members:

- a. Secretary; and
- b. Treasurer.

In the absence of the Chair, one of the “representative” members will be temporarily appointed to function as the Chairperson.

9. **Meetings** – Brandon Salutes shall meet at least six (6) times per year. Meetings shall reflect the succession of all committee members. A quorum will be a simple majority of the membership (i.e. five persons). Minutes of the meeting shall be provided to the members of the Brandon Military Relations Committee.

10. **Voting** – All members and officers shall be voting members. The Chairperson shall cast a second and deciding vote in the event of a tie.

11. **Sub-Committees** – Sub-Committees shall be struck as required to meet the goals and priorities set by the Brandon Military Relations Committee. Sub-Committees shall consist of at least one Brandon Salutes Committee member and may include any other persons as required at the discretion of the Chairperson. Sub-committees shall meet as required and report to Brandon Salutes via minutes.

ETHICS AND CONFLICT OF INTEREST GUIDELINES

12. Ethics and conflict of interest guidelines as approved by the Military Relations Committee, are contained within the Brandon Salutes “Conflict of Interest Guidelines” document.

REVIEW AND AMENDMENT

13. These “Terms of Reference” shall be reviewed every other year by the Military Relations Committee. Requests and suggestions for amendments shall be forwarded to the Military Relations Committee through the Committee Chairperson.

ADDENDUM TO TERMS OF REFERENCE

GUIDELINE FOR RECRUITING AND APPOINTING A NEW CHAIR

- The current Chair will:
 - Advise the Military Relations Committee (MRC) four (4) months prior to the end of the Chair's term (normally the end of June) that recruitment of a replacement appointee to the Chair should begin.
 - Solicit input from the Brandon Salutes committee (BSC) members as to potential candidates for appointment and provide a list to the MRC, if any are submitted.
 - Once a candidate is identified, approached and confirmed by the MRC, make the necessary arrangements for the changeover and corresponding media release and communication to appropriate parties.
 - Invite the Chair elect to attend BSC meetings prior to their take over.
 - Provide orientation and turn over of all BSC documentation to the new Chair.

- The MRC will:
 - Develop a list of potential candidate's names.
 - Review the list and determine which candidate(s) to approach.
 - Contact the candidate(s), one at a time, in order of preference and determine if they are interested.
 - Once interest is confirmed, advise the candidate that the Chair will make the necessary arrangements for the changeover and public media release respecting the appointment.