

City Clerk's Office Report to  
SPC on Community and Protective Services  
2020 July 15

ISC: UNRESTRICTED  
CPS2020-0790

## **Friends of HMCS Calgary Committee Terms of Reference**

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### **EXECUTIVE SUMMARY**

This report responds to Council's direction to prepare a proposed Terms of Reference for the newly-created Friends of Her Majesty's Canadian Ship (HMCS) Calgary Committee.

#### **ADMINISTRATION RECOMMENDATIONS:**

1. That the Standing Policy Committee on Community and Protective Services recommend that Council approve the Terms of Reference for the Friends of HMCS Calgary Committee outlined in Attachment 1; and
2. That the Standing Policy Committee on Community and Protective Services forward this report to the 2020 July 20 Combined Meeting of Council as an item of Urgent Business

### **PREVIOUS COUNCIL DIRECTION / POLICY**

At the 2020 May 12 Special Meeting, Council adopted Notice of Motion CPS2020-0790, which directed Administration to establish preliminary terms of reference for a "Friends of HMCS Calgary" committee and to advertise for public participation in the committee during the annual citizen recruitment campaign.

### **BACKGROUND**

2020 May 12 is the 25th anniversary of the commissioning of Her Majesty's Canadian Ship Calgary. HMCS Calgary is a multi-role patrol frigate that has served the Royal Canadian Navy since 1995 and is based in Esquimalt, BC. HMCS Calgary and the City of Calgary have a special Ship-City relationship, and Council has directed that a committee be struck to strengthen public awareness of and support for this relationship.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

The establishment of the Friends of HMCS Calgary Committee is meant to create a model for supporting and promoting Ship-City relationships throughout Canada. The Committee will focus on charitable works, wellness and support programming and leadership development within Calgary communities and Calgary's youth, particularly for those onboard the HMCS Calgary, among Canadian Forces members, retiring sailors of the HMCS Calgary, and their family members.

In consultation with the City Clerk's Office, the Boards, Commissions and Committees (BCC) classification is modeled as an "Interest Group", which is established by Council when advice or delegated work is desired from specific stakeholder groups. Stakeholder groups specifically included in the composition of the Friends of HMCS Calgary Committee are the Royal Canadian Navy, HMCS Calgary sailors, Calgary City Council, citizens at large and Calgarians with ties to civil societies dedicated to the welfare of Canadian Forces members.

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### **Stakeholder Engagement, Research and Communication**

The Ward 9 Office consulted with the Royal Canadian Navy, the Mayor's Office, City Clerk's Office and Law Department in preparing the interim terms of reference and initial scope of the committee.

### **Strategic Alignment**

This report aligns with One Calgary's citizen priority: A Well-Run City (One Calgary 2019-2022).

### **Social, Environmental, Economic (External)**

No social, environmental, or external economic impacts were identified.

### **Financial Capacity**

#### ***Current and Future Operating Budget:***

There are no current and future operating budget impacts.

#### ***Current and Future Capital Budget:***

There are no current and future capital budget impacts.

### **Risk Assessment**

Should the adoption of a Terms of Reference for the Friends of HMCS Calgary Committee be delayed past 2020 July 27<sup>th</sup>, it will not be possible to include the Committee in the 2020 City Clerk's Office recruitment for BCC's. A separate recruitment at a later date would incur additional advertising expenditures.

### **REASON FOR RECOMMENDATIONS:**

The attached proposed Terms of Reference must be adopted by Council in order to advertise and recruit for members of the Friends of HMCS Calgary Committee.

### **ATTACHMENT**

1. Proposed Terms of Reference