

**Community Services Report to
SPC on Community and Protective Services
2021 May 12**

**ISC: UNRESTRICTED
CPS2021-0673
Page 1 of 3**

Friends of HMCS Calgary Committee Terms of Reference Amendments

RECOMMENDATION:

That the Standing Policy Committee on Community and Protective Services recommend that Council approve the revised Terms of Reference for the Friends of Her Majesty's Canadian Ship (HMCS) Calgary Committee outlined in Attachment 2.

HIGHLIGHTS

- The Friends of HMCS Calgary Committee is proposing amendments to their Terms of Reference and is requesting approval from Council for these minor changes.
- **What does this mean to Calgarians?** This is the beginning of building a stronger connection to and relationship with the HMCS Calgary.
- **Why does this matter?** The naming of the HMCS Calgary is something Calgarians can feel good about, something that will build a connection and sense of pride in their community.
- Revisions to the Terms of Reference include adding core and supporting responsibilities (Attachment 3) which outline items such as support for events that enhance awareness of HMCS Calgary, direct support to the officers and sailors of HMCS Calgary through various efforts, and other related responsibilities.
- On 2020 July 20 Council approved the preliminary Terms of Reference for the Friends of Her Majesty's Canadian Ship (HMCS) Calgary.
- Strategic Alignment to Council's Citizen Priorities: A well-run city
- Background and Previous Council Direction is included as Attachment 1.

DISCUSSION

In 2020 May, Council directed that the Friends of HMCS Calgary Committee be established, including directing the development of a preliminary Terms of Reference. Members of the committee were finalized in 2020 November and have met four times to date, making great strides in completing their initial planning as presented through this report.

The initial task of the Committee was to create a more robust Terms of Reference. The committee proposes a change to paragraph three of the Terms of Reference, titled Responsibilities, by replacing the responsibilities section with the following:

3. Responsibilities

3.1 Core Responsibilities

- In close coordination with HMCS Calgary, support charitable activities aligned with HMCS Calgary and Friends of HMCS Calgary mandates.
- Support to events that will enhance awareness of HMCS Calgary, the Royal Canadian Navy, and the Ship-City relationship with events in Calgary and the Home Port (Victoria/Esquimalt).
- Work with the Royal Canadian Navy to establish a HMCS Calgary-City of Calgary Canadian Leaders at Sea (CLaS) Program.
- Direct support to the officers and sailors of HMCS Calgary through:

**Community Services Report to
SPC on Community and Protective Services
2021 May 12**

**ISC: UNRESTRICTED
CPS2021-0673
Page 2 of 3**

Friends of HMCS Calgary Committee Terms of Reference Amendments

- The development of Calgary-based employment and wellness/support programs for retiring HMCS Calgary officers and sailors.
- Support to the customs and traditions of the Ship-City relationship.
- Welfare packages to deployed members.

3.2 Supporting Responsibilities

- Fund development in support of core responsibilities
- Committee governance
- Communications

The revised responsibilities, both core and supporting, will provide more focused direction to the Committee. This will become the strategic guidance for all future business planning activities of the Committee (as shown in Attachment 4) and will support the Ship-City relationship.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)

- ☐ Public Engagement was undertaken
- ☒ Public Communication or Engagement was not required
- ☐ Public/Stakeholders were informed
- ☒ Stakeholder dialogue/relations were undertaken

The Committee consulted with the Command Team of HMCS Calgary in the revision of a more focused Terms of Reference.

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

Service and Financial Implications

No anticipated financial impact

RISK

The risk of not approving the revised Terms of Reference would be a less focused effort from the Friends of HMCS Calgary Committee, and the effectiveness of the Committee would be at risk of a lesser impact on the HMCS Calgary / City of Calgary relationship.

**Community Services Report to
SPC on Community and Protective Services
2021 May 12**

**ISC: UNRESTRICTED
CPS2021-0673
Page 3 of 3**

Friends of HMCS Calgary Committee Terms of Reference Amendments

ATTACHMENTS

1. Previous Council Direction, Background
2. Revised Terms of Reference
3. Briefing Note Re: Responsibilities
4. 2021/2022 Business Plan (DRAFT)

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Not applicable		