

## Attachment 2 – Revised Terms of Reference

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### 1. Authority

The Friends of HMCS Calgary Committee was established by Council on 2020 May 12 with Notice of Motion PFC2020-0478.

### 2. Mandate

May 12, 2020 marked the 25th anniversary of the commissioning of HMCS Calgary, a multi-role patrol frigate that has served the Royal Canadian Navy since 1995.

The City of Calgary is taking steps to celebrate and improve our unique Ship-City relationship; many Calgarians are unaware of our namesake ship and the work it does representing and projecting Canadian values on an international stage.

### 3. Responsibilities

#### 3.1 Core Responsibilities

- a. In close coordination with HMCS Calgary, support charitable activities aligned with HMCS Calgary and FHCC mandate.
- b. Support events that will enhance awareness of HMCS Calgary, the Royal Canadian Navy, and the Ship-City relationship with events in Calgary and Home Port (Victoria/Esquimalt).
- c. Work with the Royal Canadian Navy to establish a HMCS Calgary-City of Calgary Canadian Leaders at Sea (CLaS) program.
- d. Direct support to the officers and sailors of HMCS Calgary through:
  - i. The development of Calgary-based employment and wellness/support programs for retiring HMCS Calgary officers and sailors.
  - ii. Support to the customs and traditions of the Ship-City relationship.
  - iii. Welfare packages to deployed members.

#### 3.2 Supporting Responsibilities

- a. Fund Development in support of core responsibilities.
- b. Committee governance.

c. Communications.

4. Reports To

The Friends of the HMCS Calgary Committee reports to Council through the SPC on CPS.

5. Composition

The Friends of the HMCS Calgary Committee is composed 9 members, appointed by resolution of Council at the annual Organizational Meeting of Council:

- 1 representative of the Royal Canadian Navy, nominated by the Royal Canadian Navy
- 6 public members as follows:
  - 1 HMCS Calgary crew member, or a Canadian Forces member, current or former
  - 1 member representing a Calgary-based civil society agency or organization, dedicated to the welfare of Canadian Forces members and their family

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- 4 citizens-at-large with experience in one or more of the following:
    - Events management planning
    - Human Resources
    - Finance (accounting designation)
    - Organization of charitable works
    - Communications: development and execution of communication plans
  - 1 member of Calgary City Council
  - 1 member of City Administration (non-voting) nominated by the Chief Financial Officer

## 6. Term

Public member terms will be two years.

Council may stagger the appointments and appoint 4 members for one-year terms in the first year.

A public member may serve a maximum of 6 consecutive years.

A public member may serve until his or her successor is appointed. The service of a public member beyond the appointed term shall not count toward the limit on the length of service set out above if the additional service is one year or less.

When an appointment is made to fill a public member vacancy:

- If the balance of the term to be served is one year or less, that service shall not count toward the limit on the length of service; and
- If the balance of the term to be served is more than one year, that service shall count toward the limit on the length of service.

A public member may serve more than six consecutive years by a two-thirds vote of Council.

## 7. Quorum

Quorum is established as greater than 50% of voting members (which is five voting members).

## 8. Chair and Vice-Chair

The Friends of the HMCS Calgary Committee will elect a Chair and Vice-Chair at its first meeting.

## 9. Meetings

Meetings are open to the public. The Friends of the HMCS Calgary Committee meets monthly, or as determined appropriate by the Friends of the HMCS Calgary Committee to meet a given timeline for an initiative. A meeting may be called or cancelled at the call of the Chair and notice provided via email.

## 10. Meeting Support

City Administration representatives will act as a resource to the Friends of the HMCS Calgary Committee.

Administration will arrange venues, agendas and minutes, and distribute required materials.

## 11. Procedures

The Friends of the HMCS Calgary Committee will follow the Procedure Bylaw and may establish its own policies and procedures. The Friends of the HMCS Calgary Committee must pass a resolution to establish policies and procedures, and the resolution must be documented in the meeting minutes.

## 12. Code of Conduct

Citizen members of the Friends of the HMCS Calgary Committee must abide by the Council policy on *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees (CC045)*.

*Committee Established on 2020 May 12, PFC2020-0478  
Terms of Reference Approved on 2020 July 20, CPS2020-0790*