

## Attachment 3 – Briefing Note Re: Responsibilities

### Friends of HMCS CALGARY

#### Briefing Note

#### Responsibilities Review

References: A. CPS2020-0790 (Friends of HMCS Calgary Committee – Terms of Reference).  
B. Agenda and Minutes from 20 Jan 2021 Friends of HMCS Calgary Committee Meeting.  
C. Meeting minutes, Friends of HMCS Calgary Committee, 17 Feb 2021.

Intent: The intent of this document is to recommend changes to the Friends of HMCS Calgary Committee (FHCC) Terms-of-Reference (TOR) as per Reference A. This recommendation will strive to capture the intent of the committee as discussed in the initial meetings.

Background: The FHCC was established in the Fall of 2020 with the first meeting occurring in January 2021. A key task from the initial meeting was a refinement of the Mandate as per Reference B. This document will only seek to make recommendations to the “Responsibilities” section of Reference A and not the entire document.

Discussion: The current *Responsibilities* of the FHCC as per Reference A are:

The “Friends of HMCS Calgary” Committee’s first order of business shall be to establish more robust terms of reference that may include:

1. Calgary-based charitable works.
2. Events designed to enhance awareness of the HMCS Calgary and the Ship-City Relationship.
3. Work with the Royal Canadian Navy to establish an HMCS Calgary-City of Calgary Canadian Leaders at Sea (CLaS) program, and
4. The development of Calgary-based employment and wellness/support programs for retiring HMCS Calgary officers and sailors.

The FHCC intends to refine the *Responsibilities* to encompass the original points as well as having several supporting *Responsibilities*. A summary of these recommendations is:

#### *Core Responsibilities*

1. In close coordination with HMCS Calgary, support charitable activities aligned with HMCS Calgary and FHCC mandate.
2. Support to 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).

3. Work with the Royal Canadian Navy to establish an HMCS Calgary-City of Calgary Canadian Leaders at Sea (CLas) program.
4. Direct support to the officers and sailors of HMCS Calgary through:
  - a. The development of Calgary-based employment and wellness/support programs for retiring HMCS Calgary officers and sailors.
  - b. Support to the customs and traditions of the Ship-City relationship.
  - c. Welfare packages to deployed members.

*Supporting Responsibilities*

1. Fund Development in support of core responsibilities.
2. Committee governance.
3. Communications.

Recommendation:

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Prepared for: Friends of HMCS CALGARY committee

Date: 15 Mar 2021

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