

Friends of HMCS Calgary Committee Terms of Reference Amendment

RECOMMENDATIONS:

That the Community Development Committee recommend that Council:

1. Thank Lieutenant Inkee Kim for his service on the Friends of HMCS Calgary Committee;
2. Adopt the proposed amendments to the Friends of HMCS Calgary Committee Terms of Reference (Attachment 1) to implement a simplified process for maintaining representation from HMCS Calgary; and
3. Receive for information the HMCS Calgary Executive Officer's current designate to serve on the Friends of HMCS Calgary Committee (Attachment 2).

HIGHLIGHTS

- The Friends of HMCS Calgary Committee ("the Committee") Terms of Reference requires that the member position nominated by the Royal Canadian Navy ("the Navy") be filled following the departure of the previously appointed member.
- The Committee is seeking Council approval to amend the Terms of Reference to remove the requirement to seek a nominee of the Navy to serve on the Committee, and instead confirm the HMCS Calgary Executive Officer or designate as a member of the Committee.
- What does this mean to Calgarians? Effective Committee governance leads to timely decision making and facilitates effective service delivery.
- Why does this matter? The proposed amendment to the composition of the Committee has the benefit of retaining Navy representation from among the crew serving on the HMCS Calgary, while providing the flexibility for the Executive Officer of HMCS Calgary to designate a new member should the current member become unavailable prior to the end of their term on the Committee.
- Strategic Alignment to Council's Citizen Priorities: A well-run city

DISCUSSION

Council appointed Lt(N) Inkee Kim to the Committee in 2020 October for a two-year term. Lt(N) Kim is unavailable to continue serving on the Committee as the recommended representative of the Navy. To fill this vacancy, the Committee recommends amending the Terms of Reference to implement a streamlined process. The Committee adopted the following motion at their meeting held in 2021 December:

"The Committee recommends Council support the change of the Terms of Reference of the Friends of HMCS Calgary Committee to formalize the Navy's Designate to the committee to be the Executive Officer of HMCS Calgary or their designate."

The amendment would account for normal Navy operations and would allow for the Executive Officer to reassign the position on the Committee when required. The Executive Officer of the HMCS Calgary has provided the name of their current designate for Council's information (Attachment 2).

Administration is also recommending additional revisions to the Committee's Terms of Reference to align the language to Council Committee restructuring and organizational realignments implemented in 2021, as well as other housekeeping amendments. All proposed

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revisions to the Committee's Terms of Reference are contained in Attachment 1, with recommended additions noted in bold red font, and deletions noted as strikethroughs.

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 City Clerk's Office collaborated with Administrative resources who support the operation of the Committee to align the Committee's desired outcome with existing recruitment practices contained in the Council policy on *Governance and Appointments of Boards, Commissions and Committees (CP2016-03)*.

IMPLICATIONS

Social

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Service and Financial Implications

No anticipated financial impact.

RISK

No risks identified.

ATTACHMENTS

1. Existing Terms of Reference with Recommended Revisions
2. HMCS Calgary Executive Officer's Designate

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen	City Solicitor and General Counsel	Inform
David Duckworth	City Manager	Inform