

Community Services Report to
Executive Committee
2025 June 17

ISC: UNRESTRICTED
EC2025-0561

Calgary Salutes Committee Revised Mandate and Annual Budget

PURPOSE

To approve a revised mandate, by Bylaw, for the Calgary Salutes Committee and an annual operating budget that enables the Calgary Salutes Committee to fulfill its role in planning, delivering, and supporting local military ceremonial and community events.

PREVIOUS COUNCIL DIRECTION

On 2023 June 6 Council approved Notice of Motion: Re-Establishing the Calgary Salutes Committee EC2023-0610 directing Administration to establish a new Calgary Salutes Committee to coordinate the support and planning of local military ceremonial and community activities.

On 2023 July 25 Council adopted the proposed Bylaw and directed the Calgary Salutes Committee to return to Council with proposed amendments to the mandate of the Committee and Subcommittees.

On 2024 October 29 Council directed Administration to report back to Executive Committee with a recommendation for a yearly budget for the Calgary Salutes Committee to assist in the planning and execution of events and programs (Attachment 1).

RECOMMENDATIONS:

That the Executive Committee recommend that Council:

1. Give three readings to the Proposed Bylaw in Attachment 2 to establish a revised mandate for the Calgary Salutes Committee, and
2. Approve the annual budget in Attachment 3 for the Calgary Salutes Committee drawn from the previously approved budget in the Partnerships business unit and Neighbourhood Support service line.

RECOMMENDATION OF THE EXECUTIVE COMMITTEE, 2025 JUNE 17:

That Council:

1. Give three readings to **Proposed Bylaw 37M2025** in Attachment 2 to establish a revised mandate for the Calgary Salutes Committee, and
2. Approve the annual budget in Attachment 3 for the Calgary Salutes Committee drawn from the previously approved budget in the Partnerships business unit and Neighbourhood Support service line.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

General Manager Katie Black concurs with the contents of this report.

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HIGHLIGHTS

- **Clarified Mandate:** The Calgary Salutes Committee has refined its structure and mandate to strengthen strategic coordination of military recognition efforts through three focused subcommittees.
- **Annual Budget Approval:** Up to \$30,000 in existing discretionary funding is proposed to support event planning, communications, and ceremonial hosting activities.
- **Community and Military Impact:** The Calgary Salutes Committee continues to foster civic engagement, honor military service, and contribute to community well-being through inclusive events and recognition programs.

DISCUSSION

Proposed Bylaw (Attachment 2):

The Calgary Salutes Committee functions as an action-oriented coordinating body, distinct from traditional advisory Boards, Commissions, and Committees. Its revised Terms of Reference, developed through working sessions, provide clear roles for three subcommittees:

- **Friends of His Majesty's Canadian Ship (HMCS) Calgary Subcommittee:** Continued focus on the HMCS Calgary to promote knowledge of the ship, enhance the connection between the ship's Canadian Armed Forces personnel and Calgarians, and to pay tribute through recognition events.
- **Heritage and History Subcommittee:** An enhanced focus on public awareness and promotion of the history of the Canadian military, including connecting Calgarians, paying tribute to the military community, and honouring achievement.
- **Community Engagement Subcommittee:** Replaces the former Education and Training Subcommittee with Community Engagement Subcommittee. Includes an enhanced focus on existing military units stationed in Calgary and currently serving members, through recognition, promotion, program support and championing causes.

Proposed Budget (Attachment 3):

To enable the Calgary Salutes Committee to fulfill its operational mandate, up to \$30,000 is proposed to support:

- **Hosting:** Receptions, working sessions, and civic hosting of visiting Canadian Armed Forces members.
- **Communications:** Development of a web presence, logo and marketing materials.
- **Event Support:** Supporting Committee representation at military events outside Calgary to maintain strong national connections and show support for the Canadian Armed Forces.
- **Event Delivery:** Covering up-front costs for successful fundraising events (e.g., 'barnburner' raised \$15,000 in 2024), enabling further community sponsorship and charitable giving.

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EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input type="checkbox"/> Public communication or engagement was not required |

The Calgary Salutes Committee participated directly in the refining of its mandate as contained in the Bylaw, held several strategic working sessions and sought input from its broader membership to ensure the mandate reflected the vision. The Calgary Salutes Committee was consulted on the proposed annual budget.

IMPLICATIONS

Social

Revising the mandate of the Calgary Salutes Committee will allow for continued unique support of the different branches of the Canadian military while simultaneously creating an opportunity for better communication and collaboration. Approving an annual budget will similarly allow the Calgary Salutes Committee to better achieve its mandate, fostering more awareness of the contributions of Canadian military members in Calgary and support for both members and their families.

Environmental

N/A

Economic

Approving an annual budget for the Calgary Salutes Committee will allow it to invest in events, products, and outcomes to help achieve its mandate. Investments in these areas contribute to Calgary's economy by supporting local business. If approved, the proposed budget would be considered as part of 2025 November Adjustments to the 2023-2026 Service Plans and Budgets.

Service and Financial Implications

Existing operating funding - base

No new funding is requested. The \$30,000 allocation will be drawn from within the existing Neighbourhood Supports service line discretionary funding in the Partnerships business unit.

RISK

There are no risks to approving the recommendations in this report.

If not approved, there is a reputational and operational risk that the Committee will be unable to meet its Council-directed mandate, weakening civic-military engagement and community visibility of Calgary's military ties.

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ATTACHMENTS

1. Background and Previous Council Direction
2. **Proposed Bylaw 37M2025**
3. Proposed Annual Budget
4. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Katie Black	Community Services	Approve
Jill Floen	Law, Legislative Services & Security	Consult
Les Tochor	Corporate Planning & Financial Services	Inform

Author: Tim Mowery, Partnerships

City Clerks: K. Picketts / A. de Grood