



Commemoration Subcommittee

Terms of Reference

I. Background

The Town of Paradise honours veterans and all who have served, and continue to serve, its annual Memorial Day Service, Korean War Commemoration Service and Remembrance Day Ceremony.

Commemoration services are coordinated by Town staff under the direction of Council. A Commemoration Subcommittee of Council, staff and volunteers enhances the planning of all commemorative services by engaging residents and groups in the important process.

II. Strategic Objectives: Your Paradise 2022

The Town's Strategic Plan aims to advance the social and cultural health of Paradise such that all residents feel part of, and can contribute to, building their community. Your Paradise Plan 2022 strives to increase volunteer involvement while recognizing that volunteers are a huge part of the Social and Cultural health of our community.

The Your Paradise Plan 2022 also outlines the importance of good governance and engagement. The plan aims to ensure Paradise is transparent and accountable in all its dealings with the public and other stakeholders, and that it communicates with those stakeholders on an on-going basis. By striking a Subcommittee for advisory surrounding commemorative observances and ceremonies, the Town is improving channels of on-going consultation and communication with stakeholders. Engagement with interested parties also helps the Town build identity and placemaking with its valued groups and residents.

III. Purpose

The Town of Paradise Commemorative Subcommittee provides input and recommendations in accordance with the protocols and traditions of the Royal Canadian Legion while ensuring high standard is upheld for all ceremonies. The Subcommittee works to ensure residents continue to have opportunities to honour and commemorate those who have served and continue to serve during times of war, conflict, and peace.

IV. Committee Composition

The Subcommittee is comprised of one or more Councillors, one staff from the Recreation and Community Services Department, one staff from the Corporate Services Department, and between five and seven public members. A Member of Council Chairs of the Subcommittee.

The Recreation and Leisure Services Committee reviews expressions of interest after set closing dates and appoints the Subcommittee’s public members. Priority is given to Paradise residents, and the Committee makes every effort to ensure equitable, inclusive, and diverse appointments. Any vacancies prior to the first meeting shall be filled, and additional members may be appointed prior to the date of each ceremony listed above.

V. Role and Responsibilities

The Commemorative Subcommittee reports to the Recreation and Leisure Services Committee of Council. Its key responsibility is to provide the Committee with recommendations regarding commemorative services on a professional level. Recommendations may relate to any business surrounding the logistics of ceremonies and the development of corresponding programs or proceedings.

Members are responsible for meeting two to three months prior to each annual service (timeframes below) to discuss planning and specific considerations.

Annual Commemorative Services: Dates / Timeframe	
Memorial Day Service	July 1
Korean War Commemoration Service	Last Sunday in July
Remembrance Day Ceremony	November 11

VI. Subcommittee Administration – Meetings and Protocol

The Subcommittee shall determine the specific meeting schedule at its first meeting. Quorum for committee meetings shall be the majority of the Subcommittee. Approval of any recommendation shall require 50 percent plus one of the public members in attendance. The Chair brings recommendations forward to the Recreation and Leisure Services Committee for further discussion and consideration.

Minutes shall be recorded and retained by the Administrative Assistant, Recreation and Community Services Department. A copy of prior meeting minutes is forwarded to Subcommittee members and the Recreation and Community Services Committee following each meeting.