

# Town of Truro - Policy & Procedure Manual

**Subject:** Community Recognition  
**Policy Number:** P190-004  
**Approval Date:** May 4, 2026  
**Departments:** Council

## **POLICY STATEMENT**

The purpose of the Community Recognition Policy (the ‘Policy’) is to recognize, support, and encourage community service and achievement related to significant events, initiatives, and individuals within the Town of Truro.

### **1. SCOPE**

The Policy will:

1. Identify the reasons and occasions for which the Town will provide recognition;
2. Identify how the Town will provide recognition; and
3. Designate the responsibilities of the Mayor, Council, and Staff in providing recognition.

This policy specifically governs three forms of municipal recognition, but it applies to wider requests for recognition from the Town of Truro. The Policy addresses a process and framework for the following forms:

- Flag raisings
- Decorative lighting of municipal facilities
- Certificates of recognition

This policy applies to all requests for special recognition submitted by community groups, organizations, or individuals and administered by the Town of Truro.

### **2. GUIDING PRINCIPLES**

All forms of recognition will:

- Reflect the Town’s values of inclusion, respect, and community well-being
- Represent broad community interest rather than individual causes
- Be non-partisan, non-commercial, and non-religious (with limited cultural exceptions)
- Be delivered in a fair and operationally manageable manner

### **3. ELIGIBILITY CRITERIA**

Requests may be approved if they:

- Recognize nationally, provincially, or municipally significant observances
- Are submitted by established non-profit organizations or recognized community groups
- Demonstrate relevance to the Town of Truro
- Promote inclusion, awareness, cultural recognition, or community achievement

Requests will not be approved if they are:

- matters of political controversy, ideological or religious beliefs, or individual conviction,
- events or organizations with no direct impact or connection to the Town of Truro,
- campaigns or events contrary to Town policies or bylaws,
- anything that contravenes Town policies or bylaws,
- campaigns intended for profit-making purposes,
- private or personal events.

## 4. FORMS OF RECOGNITION

### 4.1. Flag Raisings

The Town recognizes that flags are an important symbol. At Town Hall, located at 695 Prince Street in Truro, we permanently fly the Town of Truro flag. During special visits or commemorations, we will also occasionally fly other flags on the second flagpole. This flagpole is reserved for special-purpose flags that represent an organization or community.

- A. Ceremonial Flag Raisings:** Reserved for observances of high significance (national, provincial or local long-standing importance). Ceremonial flag raisings will include a ceremony in which the Mayor and Council will be invited to attend and may include designated remarks and a small gathering. Ceremonial flag raisings are at the discretion of the Town of Truro, based on availability, timing, and significance. The organization or group that is requesting the flag raising is required to provide the flag to be raised. It must be in good condition and appropriate for display. The Town reserves the right to refuse any flag that does not meet these requirements. The Town of Truro reserves the right to determine the length of time the flag is flown.

Council has pre-approved a number of annual Ceremonial Flag Raisings, which do not require annual applications. Pre-approved Ceremonial Flag Raisings are included in the list outlined in Section 9.

- B. Commemorative Flag Raising (No Ceremony):** In addition to Ceremonial Flag Raisings, the Town of Truro will accept requests for Commemorative Flag Raisings. Commemorative Flag Raisings are the default option for most requests for flag raisings and do not include a ceremony or event. The organization or group that is requesting the flag raising is required to provide the flag to be raised. It must be in good condition and appropriate for display. The Town reserves the right to refuse any flag that does not meet these requirements. The Town of Truro reserves the right to determine the length of time the flag is flown.

### 4.2. Library Lighting

The Town of Truro maintains the uplighting on the front of the Colchester East Hants Public Library (CEHPL) located in Truro Civic Square at 754 Prince Street. Organizations may request that the library be illuminated in specific colours to promote a special day or cause.

Approvals for lighting requests are at the sole discretion of the Town of Truro and are not subject to appeal or negotiation. Applicants will receive a written response stating whether or not their request has been approved prior to the requested date for the lighting. Lighting requests are subject to availability and technical feasibility. If a lighting request is approved, the library will be illuminated from dusk to dawn the following day. Lighting requests are approved on an individual basis. There is no guarantee of ongoing or future request approvals.

### **4.3. Certificates of Recognition**

Upon request, Certificates of Recognition, signed by the Mayor on behalf of Truro Town Council, can be presented to residents and businesses within the Town of Truro to recognize the following significant milestones:

- Residents of the Town of Truro celebrating milestone anniversaries of 50 years, and subsequent anniversaries at 5-year intervals thereafter.
- Residents of the Town of Truro celebrating 90th birthdays, and subsequent birthdays at 5-year intervals thereafter.
- Notable community contributions or achievements (at the Town's discretion).

Guidelines:

- A standard certificate with Town of Truro branding and messaging will be issued.
- Personalized messages will not be included on the certificate.

## **5. APPLICATION PROCESS**

Requests for Ceremonial Flag Raisings must be completed 3 months in advance. Any other forms of community recognition must be submitted a minimum of 1 month in advance. All requests must be submitted by email to [inquiries@truro.ca](mailto:inquiries@truro.ca), or delivered in person or by mail to the Town's Executive Assistant, located at Truro Town Hall, 695 Prince Street, Truro, B2N 1G5.

All requests must include the following:

- Applicant/organization name and contact information
- For organizations, a background or description of the organization
- Type of the request (Flag Raising (Ceremonial or Commemorative), Library Lighting, Certificate of Recognition)
- Proposed date(s)
- Significance to the Truro community (how does this request meet the criteria outlined above).

In addition, for the following types of requests, please also include the following information:

Library Lighting Requests: The requested colour(s) for the lighting (Please note these are programmed with RGB codes and specific colours may not be available and/or may not be reflected accurately against the building).

## **6. REVIEW AND APPROVAL**

All requests will be reviewed by Town staff to determine if they meet the criteria set out in this policy. Requests for ceremonial flag raisings may require Council approval. Any incomplete applications may be delayed in processing and affect final approval. All requests are approved on an individual basis. There is no guarantee of ongoing or future request approvals. The Town of Truro reserves the right to decline any requests that do not align with this policy or exceed operational capacity.

## **7. SCHEDULING AND PRIORITIZATION**

Requests are reviewed on a first-come, first-served basis. However, from time to time, when demand exceeds capacity, priority may be given as follows:

1. Town-led or nationally recognized observances
2. Established recurring events
3. New requests

## **8. LIMITATIONS AND RIGHT TO DECLINE**

The Town of Truro reserves the right to:

- Limit the number of recognitions
- Decline requests that do not align with this policy
- Determine the appropriate form of recognition
- Adjust scheduling based on operational capacity

## **9. EXISTING RECOGNITIONS**

A number of established ceremonial flag raisings have been pre-approved to take place annually. These observances have been consistently recognized by the Town for a period of two or more consecutive years and are considered established for the purposes of this policy.

List of Established Ceremonial Flag Raisings:

- African Nova Scotian Heritage Month – February
- Rotary Week – May
- VON Week – May
- Filipino Heritage Month – June
- Pride Month – June
- Disability Pride Month – July
- Emancipation Day – August
- Acadian Heritage Month – August

These observances are recognized as established annual ceremonial flag raisings and will continue to be accommodated, subject to operational capacity.