

TOWN OF TROCHU – POLICY

POLICY No. – 2026-01-12-01

POLICY NAME: Recognition Policy

Date of Council Approval: January 12th, 2026

I. HISTORY:

- 1) This policy rescinds Policy #2011-01-24-01 and modernizes the Town of Trochu's approach to community recognition.

II. PURPOSE:

The purpose of this policy is to provide a flexible and modern framework for recognizing individuals, teams, groups, and organizations whose achievements, milestones, or contributions enhance community life or bring positive recognition to the Town of Trochu.

III. TERM of this POLICY:

This policy shall remain in effect until amended or rescinded by Council.

IV. POLICY GUIDELINES:

1. Recognition by the Town of Trochu is discretionary and not automatic.
2. Recognition shall be fiscally responsible and subject to Council-approved budgets.
3. Recognition may include letters, certificates, public acknowledgement, commemorative displays, or other forms deemed appropriate by Council.
4. Physical gifts or annual appreciation events are not standard practice.
5. Recognition does not confer financial assistance, sponsorship, or entitlement.

Types of Recognition

At Council's discretion and subject to budget:

- Letter or certificate of recognition.
- Public acknowledgement.
- Modest financial contribution toward competition costs.
- Recognition for provincial, national, or international level achievement.

Sports, Cultural, Scholastic, and Provincial Achievements

The Town of Trochu recognizes the achievements of youth and teams whose participation at provincial, national, or international levels brings positive recognition to the community.

Eligibility

Recognition under this section applies to:

- Teams or individuals who attend school in Trochu, reside in Trochu, or represent Trochu-based organizations.

Forms of Recognition

Subject to Council approval and budget availability, recognition may include financial support as follows:

a) Individual – Provincial Level

A grant of \$50.00 may be provided to an individual youth who has qualified to compete at a provincial level, either athletically or scholastically.

b) Team – Provincial Level

A grant of \$50.00 per team member, to a maximum of \$500.00 per team, may be provided to a team that has qualified to compete at a provincial level.

c) Individual – National or International Level

A grant of \$100.00 may be provided to an individual youth who has qualified to compete at a national or international level, either athletically or scholastically.

d) Team – National or International Level

A grant of \$100.00 per team member, to a maximum of \$1,000.00 per team, may be provided to a team that has qualified to compete at a national or international level.

Trochu Resident Bonus

In recognition of local residency, an additional \$25.00 bonus may be provided to Trochu resident youth receiving recognition under this section, whether as individuals or team members.

Conditions

- All applications must be submitted in writing prior to the event, unless otherwise approved by Council.
- Administration may approve applications with a total value of less than \$500 per request, within the approved operating budget. All other requests require Council approval.
- Applications may be submitted by a parent, coach, or team representative.
- Funding is provided either on a team basis or an individual basis, not both.
- Recognition under this section is discretionary and not guaranteed.

Birthdays and Anniversaries

The Town of Trochu may recognize significant birthdays and wedding anniversaries of community members upon nomination.

Eligible Milestones (Guideline Only)

Milestones that may be considered for recognition include, but are not limited to:

- **Birthdays:** 90th, 95th, and 100th birthdays.
- **Wedding Anniversaries:** 50th, 60th, and 75th wedding anniversaries.

Form of Recognition

Recognition may include one or more of the following, at Council's discretion:

- A letter or certificate of recognition from Council.
- Public acknowledgement at a Council meeting or through Town communication channels.
- Inclusion on a Community Hall recognition plaque, where applicable.

Nomination Process

Nominations may be submitted by family members, friends, or community members and must be provided in writing to the Town Office.

Youth Citizenship & Volunteerism (Council Discretion)

The Town recognizes the importance of youth citizenship and volunteerism in building a strong community.

While the Town does not currently administer a formal annual youth citizenship or volunteer award program, Council may, at its discretion:

- Recognize individual youth contributions.
- Acknowledge exceptional volunteer service.
- Establish special or one-time recognitions as circumstances warrant.

Volunteer & Community Contribution Recognition

The Town acknowledges the vital role of volunteers, groups, and organizations.

Recognition may include:

- Letters or certificates of appreciation.
- Public acknowledgement.

- Inclusion on Community Hall recognition plaques.
- Other appropriate forms of recognition approved by Council.

Recognition is ongoing and not tied to an annual appreciation event.

Nomination & Approval Process

- Nominations may be submitted by community members, organizations, Council, or Administration.
- Nominations must be in writing and include relevant details.
- Administration will review nominations and bring forward recommendations where appropriate.
- Final approval rests with Council.

Community Hall Recognition Plaques

The Town maintains recognition plaques displayed in the Trochu and District Community Centre to provide long-term acknowledgement of significant community milestones.

- Plaques recognize centenarians and long-term wedding anniversaries.
- Plaque updates shall be managed by Administration as nominations are approved.
- Community Hall plaques serve as the primary long-term recognition method for birthdays and anniversary milestones.

V. DEFINITIONS:

- Trochu Resident: An individual whose primary residence is within the municipal boundaries of the Town of Trochu.
- Trochu-Based Team: A team that is organized within the Town of Trochu and whose majority membership consists of Trochu residents or students attending school in Trochu.
- Non-Resident: An individual or team member who does not reside within the municipal boundaries of the Town of Trochu.
- Recognition: A non-monetary or modest monetary acknowledgement approved by Council to honour achievements, milestones, or community contributions.
- Community Milestone: Significant life events such as major birthdays or wedding anniversaries, as identified by Council.

Date of Review: January 12 2026

Mayor: 

CAO: 