



Policy No.: A-30	Section: Administration	Page #1 of 4
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Title:	Business Recognition.
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Legislation Reference:	Municipal Government Act.
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Purpose: To set guidelines and standards for presenting gifts of recognition on behalf of the Town of Smoky Lake to local business owners who are celebrating milestones or special occasions such as new business grand-openings, milestone anniversaries for years of service, retirement for business owners who have dedicated many years of service to our community, as well as other special occasions as they arise.

Statement

The Town of Smoky Lake will recognize locally owned and operated businesses who are celebrating milestone achievements and special occasions by presenting the business with a gift or special acknowledgement upon approval by a member of Council or the Chief Administrative Officer (CAO). Written requests for gifts of recognition may be submitted by members of the public, Council, or the CAO.

Scope

This Policy applies to all elected officials and administration responsible for coordinating the gift giving.

Standards

1.0 New Business

Upon written request, a New Business recognition gift may be presented to:

- New locally owned and operating businesses opening for the very first time in the Town of Smoky Lake, and
- New owners of a locally owned and operating business already established in the Town of Smoky Lake for a minimum of 5 years prior.

*New businesses do not require a Town of Smoky Lake business license to submit a request for a new business gift of recognition.

New business recognition gifts include plaques, framed scrolls/certificates, and town promotional items, purchased at a reasonable price and at the discretion of administration staff.

2.0 Business Milestone Anniversaries

Upon written request, a Business Milestone Anniversary gift may be presented to:

- 25th Anniversary businesses which are currently open and operating in the Town of Smoky Lake.

A Business Anniversary gift may be presented for other anniversaries longer than 25 years, in five-year increments; thereafter, they will receive a congratulatory note from the mayor, meaning, only one business anniversary gift will be presented to the same recipients.

*Businesses do not require a business license to submit a request for a business milestone anniversary gift of recognition.

Business Milestone Anniversary gifts include plaques, flower arrangements, and gift baskets, purchased at a reasonable price at the discretion of administration staff.

3.0 Business Retirement

Upon written request, a Business Retirement gift may be presented to:

- A locally owned and operated business in the Town of Smoky Lake in which the original owners are retiring after a minimum of 15 years of service in the community, and
- A locally owned and operated business in the Town of Smoky Lake in which the owners are not original, but the following owners are retiring after a minimum of 10 years of service in the community after change of ownership.

*Retiring Businesses do not require a business license to submit a request for a Business Retirement gift of recognition.

Business Retirement gifts include plaques, flower arrangements, gift baskets, or town promotional items, purchased at a reasonable price at the discretion of administration staff.

4.0 Special Occasions

Special Occasions include Significant Milestones for Service Organizations, Community Organizations, Clubs, Religious Organizations, and their affiliates (i.e, Parish Halls or Societies), and School Reunion Events, and may be presented to special guests or ratepayers for the said special occasion, to include but are not limited to grand-openings, years of service in operation, and closures after numerous years of community service.

Upon written request, gifts for Special Occasions include framed scrolls/certificates and town promotional items, purchased at a reasonable price at the discretion of administration staff.

	DATE	RESOLUTION NUMBER
Approved	March 1, 2022	168-2022
Amended		
Amended		

Original Signed

Amy Cherniwchan
Mayor

Original Signed

Adam Kozakiewicz
Chief Administrative Officer



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Request for Business Recognition

Please fill out this form under the guidelines of this Policy and submit to the Town Office at least four (4) weeks in advance of the special occasion.

Person Making Application:
Name: _____
Address: _____
Phone Number: _____ Cell Phone: _____
Type of Occasion:
<input type="checkbox"/> New Local Business <input type="checkbox"/> New Business Owner of a Pre-Established Local Business <input type="checkbox"/> Local Business Anniversary <input type="checkbox"/> Business Retirement <input type="checkbox"/> Special Occasion (please specify): _____
Recipient Information:
Name of Recipient(s): _____
Business Name: _____
Phone Number: _____
Address: _____
Date of Occasion: _____
Preferred Method of Delivery:
<input type="checkbox"/> Picked up from Town Office: Date: _____ Name: _____
<input type="checkbox"/> Request Mayor & Council to present on behalf of the Town of Smoky Lake: Date: _____ Location: _____
<input type="checkbox"/> Mailed: Address: _____
<div style="display: flex; justify-content: space-between;"> _____ Date: _____ </div> <p style="text-align: center;">(Applicant Signature)</p>

OFFICE USE ONLY:

Date Received: _____ Date Mailed (if applicable): _____
 Received By: _____ Elected Official to Present: _____