

COUNCIL POLICY



Business Recognition

Policy #: A-30-2024

Section: Administration

Rescind Policy #: A-30

Legislative Reference: Municipal Government Act

1. PURPOSE

1.1 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 including but not limited to New Business openings, years of service milestones, retirement of dedicated businesses in our community, and/or any other special occasions and/or organizations as they may arise.

2. DEFINITIONS

2.1 "CAO" shall mean the Chief Administrative Officer of the Town of Smoky Lake

2.2 "Town" shall mean the Municipal Corporation of the Town of Smoky Lake

2.3 "New Businesses" shall mean a locally owned business(es) operating for the very first time within the Town of Smoky Lake.

2.4 "Business" shall mean a locally owned business(es) within the Town of Smoky Lake.

2.5 "Organizations" shall mean not for profit service Organizations such as: community Organizations, clubs, school reunion events, religious Organizations, and their affiliates (i.e., Parish halls, or societies).

3. POLICY STATEMENT

3.1 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 CAO. Formal written requests for gifts of recognition may be submitted by members of public, Council, or the CAO.

3.2 This policy applies to all elected officials and administration responsible for coordinating the allocation of the recognition gift.

4. STANDARDS

4.1 Criteria for Business Recognition

- a) Businesses must be based within the Town of Smoky Lake and in good standing;
- b) Businesses do not require a Town of Smoky Lake business license for a gift of recognition.

4.2 Organizations may include but are not limited to, not-for-profit service Organizations such as, community Organizations, clubs, religious Organizations, and their affiliates (i.e., Parish halls, or societies), and school reunion events.

4.3 Business Recognition

a) Recognition gifts may include plaques, framed scrolls/certificates, and/or town promotional items, purchased at reasonable price at the discretion of the administration staff.

- A welcome card will be presented by the Mayor or a representative of Council at the grand opening of a business;
- A plaque will be presented after a business has been open for six months.

b) Upon formal written request utilizing the Business Recognition form, Businesses may be recognized for their years of service within the community as it pertains to the following:

- New ownership of a locally owned and operating Business established within the Town of Smoky Lake for a minimum of 5 years prior.
- New Businesses that are being established for the first time within the Town of Smoky Lake.
- Businesses who are currently operating and have been in operation within the Town of Smoky Lake for a minimum of 5 years, and each 5-year increment following (i.e. 10, 15, 20, 25 years).
- Special occasions that may receive recognition include but are not limited to:
 - Grand Openings
 - Years of service in operation
 - Closure after years of service within the community
- Only at the discretion of Council, Organizations may be eligible to receive recognition.

	DATE	RESOLUTION NUMBER
Approved	March 1, 2022	168-2022
Amended	October 21, 2024	593-2024

Original Signed

Amy Cherniwchan
 Mayor

Original Signed

Dawn Phillips
 Chief Administrative Officer



PO Box 460, 56 Wheatland Ave, Smoky Lake, AB T0A 3C0
Phone: 780-656-3674 Fax: 780-656-3675
Email: town@smokylake.ca Website: www.smokylake.ca

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: _____ _____ (Applicant Signature) Date: _____

OFFICE USE ONLY:

Date Received: _____

Date Mailed (if applicable): _____

Received by: _____

Elected Official to Present: _____



TOWN OF SMOKY LAKE

Est. 1923

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Email: town@smokylake.ca Website: www.smokylake.ca

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: _____	
_____	Date: _____
(Applicant Signature)	

OFFICE USE ONLY:

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