



Town of Mayerthorpe

Policy Manual
Section:VIII-007.01
Procedure:

PROCEDURE: **Business Recognition Program Procedure**
PROCEDURE NO.: **VIII-007.01**
APPROVAL:
EFFECTIVE DATE: **December 13, 2021**

PROCEDURE:

1. Forms shall be completed with all applicable information.
2. Businesses shall have all outstanding property taxes, accounts receivable, and business licenses are paid in full to qualify for recognition.
3. Prepare appropriate recognition certificate.
4. Make arrangement with Mayor or designate to make presentation.
5. Photographs to be taken and utilized as part of social media posts.

End of Procedure.



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BUSINESS RECOGNITION FORM

Business Name:

Business Address:

Telephone Number:

Business Owner Name:

Business Contact Name and Number:

How long has the business operated in Mayerthorpe? _____

What is the nature of the business? _____

Is this recognition specific to an initiative? Yes _____ No _____

If so, please provide details:

Is this recognition specific to an achievement? Yes _____ No _____

If so, please provide details:

Is this recognition specific to an anniversary/milestone? Yes _____ No _____



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If so, please provide details:

Has the business/industry been featured/recognized recently in the media?

Yes ___ No ___

If so, please provide details:

IF ADDITIONAL SPACE IS REQUIRED, please use back of form.
PLEASE ATTACH any materials supporting this nomination.

The personal information on this form is being collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy Act. For further information please contact the FOIPP Coordinator, Town of Mayerthorpe, 780-786-2416