



TOWN POLICY

POLICY NUMBER: 6201

REFERENCE:
Council 327.11.14

ADOPTED BY:
Town Council
5 November 2014

PREPARED BY: Administration

DATE: November 5, 2014

TITLE: New Business Welcoming Policy

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POLICY STATEMENT:

THE PURPOSE OF THIS POLICY IS TO:

- (a) Create a program to welcome new businesses to the Town of Strathmore in order to provide information and incentives to new businesses therefore making Strathmore a desirable community to do business in.
- (b) Establish a program that will aid in the Economic Development of the Town of Strathmore.

1.0 DEFINITIONS:

- 1.1 **“Chief Administrative Officer”** means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as his designate.
- 1.2 **“Council”** means the Council of the Town of Strathmore.
- 1.3 **“New Business”** means the establishment of a new or existing company within the Town of Strathmore to carry on business.

- 1.4 **“Home Based Business”** means a business whose primary office is in the owner’s home.
- 1.4 **“New Business Welcome to Town Program”** means the program established under this policy to welcome new businesses to the Town of Strathmore.
- 1.5 **“Town”** means the Town of Strathmore as incorporated under the *Municipal Government Act* R.S.A. 2000, C. M-26 as amended.

2.0 RESPONSIBILITIES

- 2.1 Town of Strathmore Council is responsible to:
 - (a) Approve by resolution this policy and any amendments.
 - (b) Approve resources in the annual budget process for successful implementation of this policy.
 - (c) Take on an active role in the New Business Welcoming Procedure.
- 2.2 The Chief Administrative Officer is responsible to:
 - (a) Approve procedure
 - (b) Administer the policy and procedures; and
 - (c) Advise on the correct application of the policy and procedure.

3.0 PROCEDURES

- 3.1 The Town of Strathmore hereby establishes a New Business Welcome to Town Program.
- 3.2 All new businesses locating within the Town of Strathmore shall have access to the New Business Welcome to Town Program.
- 3.3 All Home Based Businesses locating within the Town of Strathmore shall have access to the New Business Profile Page on the Town of Strathmore Website.
- 3.3 Applications to take part in the program will be provided when a business applies for a Town of Strathmore Business License.
- 3.4 All activities associated with the program must be completed within 3 months after the application has been approved.
- 3.5 Activities and incentives associated with the Program are defined in the New Business Welcome to Town Procedure 6201-01.
- 3.6 Wherever possible, the Town of Strathmore will encourage the Strathmore & District Chamber of Commerce to participate in the New Business Welcome to Town Program.

4.0 END OF POLICY