

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #L-012

**Business Recognition of the Month
Policy**

**Effective Date:
March 14, 2025**

Revision Date:

Purpose

- To recognize local Business, Tradespersons and Service Providers contributions that take place in the Town of Lockeport and/or Municipality of Shelburne Districts 6 & 7.
- There will be Two (2) Business, Tradespersons or Service Providers identified for each month.

Objective

- To establish a formalized nomination and selection process when identifying a Business, Tradesperson or Service Provider for Business of the Month that is both fair and consistent.
- To identify a criterion upon which Business, Tradespeople and Service Providers are nominated.

Criteria

Business, Tradespersons and Service Providers nominated for recognition must meet one or more of the following requirements to be eligible for participation

- Nominees must be residents and/or conduct business or provide service regularly to the Town of Lockeport or the Municipality of Shelburne Districts 6 & 7.
- Any Business, Tradesperson or Service Provider may not be considered eligible for Business of the Month Recognition if they have received the award within the last three (3) years.

Selection

- A call for nominations will be posted through the Town of Lockeport website and social media including the Town of Lockeport Heritage & Tourism Committee Facebook page.
- Completed Business of the Month Nomination Forms can be submitted to the Lockeport Town Office or to the Secretary of The Town of Lockeport Heritage & Tourism Committee.
- All nominations will be reviewed by the Town of Lockeport Heritage & Tourism Committee and approved through vote by Committee members.

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Recognition

- There will be Two (2) Business, Tradesperson or Service Providers identified each Month.
- Each month, the Two (2) Business, Tradespersons or Service Providers will be recognized for the Business Recognition of the Month on the Community Digital Sign. In addition, they will be identified in the Town of Lockeport's Regular Council minutes and presented with a Lockeport Certificate of Recognition at the end of the year.

Town Clerk/Treasurer's Annotation for Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): March 7, 2025

Date of Passage of Current Policy: March 14, 2025

I certify that this Policy was adopted by Council as indicated above.



Town Clerk/Treasurer

March 14, 2025

Date

Business Recognition of the Month Nomination Form

Town of Lockeport

- Business, Tradesperson, Service Providers name _____
- Do you have the Business, Tradesperson or Service Providers permission to forward their name? Yes _____ No _____
- Nominated by (Individual or Organization): _____
- Person completing Form _____
- Nominator Phone number _____
- Nominator Email _____
- Nominee Phone number _____
- Nominee email _____
- Nominee Mailing Address _____
- Do we have permission to publish Nominees' name and company? _____

When nominating a Business, Tradesperson or Service Provider please provide a short description of why you feel this person or business should be considered for recognition. When providing this description please keep in mind the influence that they have on the community, including their contributions while creating a positive reputation and a business role model while building good relationships with the residents of the Town of Lockeport and area.
