

TOWN OF VULCAN

POLICY MANUAL

<u>TITLE OF POLICY</u>	<u>POLICY NUMBER</u>		
<u>BUSINESS WELCOME POLICY</u>	<u>PL-12</u>		
	SUPERCEDES POLICY NO:		
	Amended	Resolution No.	Date
		12.473	December 10, 2012

1. **STATEMENT:**

All businesses need to feel involved and needed in the community as soon as possible. The Chamber of Commerce and the Town of Vulcan through the Vulcan Development Committee are partnering to welcome businesses to the community. This package should concentrate on the Town but realizing some business owners may reside elsewhere so County information may need to be included.

Process

1. All businesses need a business licence. As soon as the Town is aware of a new business licence being issued the Development Officer will be notified
2. The General Clerk will notify the Development Committee Chairman
3. The Development Committee Chairman will form a welcoming committee consisting of two of the four following people: Town of Vulcan Councillor, Development Committee member, Chamber of Commerce President, and/or the Development Officer.
4. The goal is to meet with the business owner within a week of being issued his business licence. He will be welcomed to Town in person and handed his welcome package.

Welcome Package

The welcome package will contain a USB Flash Drive and a hard copy binder with all of the data included below.

1. Town Services

- a. Development Officer
 - b. Vulcan Business Development Society
 - c. Vulcan Tourism
 - d. Utility information
 - i. Hookups, contacts, cost, etc.
2. Goods and Services Directory
 - a. FCSS, Victim Services, Community Services, Food Bank
 - b. Developmental Disability agencies
 - c. Handicap Services
 - d. Library
3. Vulcan Chamber Of Commerce Listings and Websites
 - a. Include all businesses as well as Chamber of Commerce contact information
4. Non- Chamber Business Listings and Websites
5. Recreational Contact Listings and Opportunities
 - a. List of recreational opportunities including school athletics
 - b. Main Contacts
 - c. Costs
 - d. Season of Play
 - e. Ages involved
6. Service Clubs
 - a. Main Contacts
 - b. Meeting Dates
 - c. Brief Summary of club functions
7. Educational Opportunities

- a. Public Schools
- b. Private Schools
- c. Post-Secondary School Programs
- d. Adult Education
- e. Others
- f. All opportunities above should include contacts, programs offered, website info and any other pertinent info

8. Daycares

- a. Public Daycare
- b. Day Homes
- c. Include hours of operation, costs, and locations.

9. Seniors Living

- a. Seniors Centre contacts, location, programs
- b. Recreational opportunities

10. Transportation Services

- a. School Bussing and policies
- b. Public Transportation
- c. Handicap Services
- d. Delivery Services
- e. Other

11. Medical Services Information, services and Websites

- a. Hospital
- b. Vulcan Clinic
- c. Extendicare
- d. Other

12. Churches

- a. Listings and Contacts
- b. Locations
- c. Day and Time of Services

13. Website Page

- a. All URL's that are relevant to our area should be included
- b. Businesses, schools, town, county, VBIT, VBDS, Recreation Boards, Chamber of Commerce, etc.

14. Maps of the area

- a. Town of Vulcan
- b. Vulcan County Map
- c. Villages
- d. Recreation Area Maps
- e. Vulcan Golf Course
- f. Sightseeing Tour Maps

15. Calendar of events

- a. A yearly calendar of main events should be included
- b. Where to look for Calendar of Events information. This may include numerous areas

16. Realtors and Insurance Companies

- a. Listings, contacts, services, and locations

17. Other opportunities not in above

- a. Business Mall, Hot Shot services
- b. Costs, services, locations,

18. Gift Certificate- optional

- a. A one- time gift certificate for \$25 may be included at a specific local

business.

Costs and Operations

1. Initial set up should be contracted out. Estimated costs \$1500
2. Yearly maintenance costs to be \$100/month for a yearly cost of \$1200.
3. A maximum of 6 packages should be on hand at the start of the year. More can be made up as needed.
4. All information will be kept electronically so updates can be done quickly.
5. A lot of this information is available already but needs to be compiled into one package.
 - a. VBDS, Chamber, Town, County, Recreation Boards etc.
6. Suggested Contracted service to be the Recreation Asst. who is half time currently.
7. Suggestion is to add this information to the website under the Business Welcome Button

~ END OF POLICY ~