

**TOWN OF PROVOST
BYLAW NO 10/2016**

BEING A BYLAW OF THE COUNCIL OF THE TOWN OF PROVOST TO PROVIDE FOR THE LICENSING AND REGULATING OF CERTAIN BUSINESSES, CALLINGS, TRADES AND OCCUPATIONS IN THE TOWN OF PROVOST.

WHEREAS Pursuant to Section 7(e) of the Municipal Government Act, R.S.A., 2000, Chapter M-26, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

AND WHEREAS pursuant to Section 7(i) of the Municipal Government Act, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the Municipal Government Act;

AND WHEREAS Pursuant to Section 8 of the Municipal Government Act, a council may in a bylaw, regulate prohibit, and, provide for a system of licenses, permits or approvals;

AND WHEREAS pursuant to Section 8 of the Municipal Government Act, a council may in a bylaw:

- a. Regulate or prohibit;
- b. Deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- c. Provide for a system of licenses, permits or approvals, including any or all of the matter listed therein;

NOW THEREFORE THE COUNCIL OF THE TOWN OF PROVOST DULY ASSEMBLED ENACTS AS FOLLOWS:

1. SHORT TITLE

- 1.1 This Bylaw may be cited as the "Business Licensing Bylaw".

2. DEFINITIONS

- 2.1 "Agent" means a Person acting or doing Business for or on behalf of another Person, including but not limited to a Hawker or Peddler salesperson or a Person in care and control of a Business Premises.
- 2.2 "Applicant" means a Person who applies for a License or the renewal or reinstatement of a License.

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2.3 "Business" means:

- i. a commercial, merchandising or industrial activity or undertaking;
- ii. a profession, trade, occupation, calling or employment; or
- iii. an activity providing goods and services

however organized or formed, including a cooperative or association of Persons.

2.4 "Business Premises" means the building, building enclosure, yard or other place occupied or used for the carrying on of a Business.

2.5 "Council" means the Council of the Town of Provost as defined under the Municipal Government Act.

2.6 "Fair Trading Act" means the Fair Trading Act, R.S.A. 2000 c. F-2 as amended.

2.7 "Fee" means a fee payable in respect of a License as prescribed in the Rates and Fees Bylaw.

2.8 "Hawker or Peddler" means a Person, whether as Licensee or Agent who:

- i. goes from property to property selling or offering for sale any merchandise to any Person, and who is not a wholesale or retail dealer in such merchandise with a Business Premises in the Town;
- ii. offers or exposes for sale to any Person by means of samples, patterns, cuts or blueprints. Merchandise to be afterwards delivered or shipped into the Town;
- iii. sells merchandise on the streets or roads or elsewhere other than at a Business Premises, but does not include a Person selling:
 - a. meat, fruit or other farm produce that he/she has produced, raised or grown himself/herself in the Province of Alberta; or
 - b. fish of the Person's own catching in the Province of Alberta.

2.9 "Home Occupation" means a home occupation as defined in the Land Use Bylaw.

2.10 "Home Party Business" means a direct sales Business which normally operates in the dwelling of clients or customers.

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- 2.11 "Land Use Bylaw" means the Town of Provost's Land Use Bylaw.
- 2.12 "License" means a license issued by the Town Pursuant to this Bylaw.
- 2.13 "Licensee" means a Person holding a valid and subsisting License.
- 2.14 "License Inspector" means the Town's Chief Administrative Officer or his/her designate.
- 2.15 "Municipal Government Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended.
- 2.16 "Municipal Tag" means a ticket alleging an offence issued pursuant to this Bylaw.
- 2.17 "Non-Resident" means a Person who is not a Resident of the Town of Provost.
- 2.18 "Not For Profit Organization" means a Person, association or society formed for a charitable purpose or not for profit or personal gain, and includes but is not limited to:
- i. a religious society or organization;
 - ii. a service club;
 - iii. a community veterans or youth organization;
 - iv. a social sport or fraternal organization or club;
 - v. an employer or employees organization; and
 - vi. a registered charity.
- 2.19 "Officer" means and individual appointed by the Council of the Town of Provost to enforce this Bylaw including a bylaw enforcement officer, Community PEACE Officer or a member of the RCMP.
- 2.20 "Person" means an individual, or a legal entity or business entity, including a firm, corporation or partnership.
- 2.21 "Principal Licensee" means the Person operating a Business as a lessee at a Business Premises and designated the Principal Lessee by the Registered Owner of that Business Premises.
- 2.22 "Provincial Offences Procedure Act" means the Provincial Offences Procedure Act, R.S.A. 2000, Chapter P-34, as amended.

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2.23 "Registered Owner" means the Person in whose name the certificate of title to a parcel of land is granted pursuant to the Land Titles Act R.S.A. 2000, c. L-4. Or amendments thereto.

2.24 "Resident" means a Person who:

- i. Is located or resides within the Town for a period of not less than six (6) months;
- ii. Carries on Business from a location within the Town;
- iii. Has a development permit issued to him/her under the Land Use Bylaw for the use of a Business Premises; or
- iv. Satisfies the License Inspector that he/she intends to carry on Business within the Town for a period of not less than six (6) months by written contract.

2.25 "Subsequent Offence" means any offence under this Bylaw committed by a Person after that Person has already been convicted of and offence under this Bylaw or has voluntarily paid a fine for such offence, within the same calendar year.

2.26 "Town" means the Town of Provost and the area within its boundaries, as the context requires.

2.27 "Town Administrator" means the Chief Administrative Officer for the Town as appointed by Council.

2.28 "Violation Ticket" means a violation ticket issued under Part II of the Provincial Offences Procedure Act.

3. APPOINTMENT, AUTHORITY AND DUTIES OF LICENSE INSPECTOR

3.1 The Town Administrator is designated as the License Inspector to carry out the provisions of this Bylaw.

3.2 The License Inspector shall:

- i. receive and deal with all applications for the issuance or renewal of Licenses and any requests for the cancellation, transfer or reinstatement thereof;
- ii. maintain a record of all Licenses issued and the particulars thereof and all applications and requests to renew, cancel, transfer or reinstate Licenses;

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- iii. review information and supporting documentation submitted by an Applicant or Licensee in connection with an application for the issuance, renewal, cancellation, reinstatement or transfer of a License;
- iv. prepare and issue Licenses with or without conditions, refusals, suspensions, revocations, cancellations, reinstatements and transfers of Licenses pursuant to the terms of this Bylaw;
- v. establish forms for the purposes of this Bylaw;
- vi. enforce this Bylaw; and
- vii. administer this Bylaw.

4. LICENSE REQUIREMENT

- 4.1 No person shall carry on, or be engaged in any Business in the Town unless the Person holds a valid and subsisting License authorizing the Person to carry on or engage in that Business pursuant to this Bylaw.
- 4.2 Despite Section 4.1, no Licence shall be required for a Business that:
- i. Is operated at a Business Premises by either:
 - a. the Registered Owner of that Business Premises; or
 - b. the Principal Lessee at that Business Premises;
 - ii. Is operated by the Town; or
 - iii. Conducts a sale transaction that takes place outside of the Town and for which the goods or merchandise are to be afterwards delivered in or shipped into the Town; or
 - iv. Is a wholly-owned subsidiary of a Licensee.
- 4.3 Despite Section 4.1, no Licence shall be required for a Business operated by a Not For Profit Organization provided that the Not For Profit Organization has submitted to the License Inspector the form attached at Schedule "A" to this Bylaw including all particulars, as if it is an Applicant under this Bylaw.
- 4.4 A Home Party Business License may be issued to a Licensee and up to five (5) Agents, provided that each Agent is engaged in the sale of the same product or product line as the Licensee.
- 4.5 Each Hawker or Peddler Agent salesperson must hold a valid and subsisting License issued pursuant to this Bylaw.

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5. LICENCE APPLICATION AND CONDITIONS

5.1 An Applicant for the issue, renewal or reinstatement of a License must submit to the License Inspector at the Town Office:

- i. An application in the form attached at Schedule "A" to this Bylaw including all particulars;
- ii. Payment of the applicable Fees as listed in the Fees & Rates Bylaw; and
- iii. Any additional information as required under this Bylaw or as may be reasonably required by the License Inspector.

5.2 No Person shall give false, incomplete or misleading information to the License Inspector or to an Officer:

- i. In making an application or any other submission under this Bylaw; or
- ii. In an inspection undertaken under this Bylaw.

5.3 Each Applicant and Licensee is responsible to ensure that all Federal, Provincial and Town licenses, approvals and permits required for carrying on the Business are validly issued and in good standing at the time of the application and at all times as a Licensee, and shall provide with their application for the issuance, reinstatement or renewal of a License, copies of all such licenses, permits and approvals, including, but not limited to, under the Land Use Bylaw and the *Fair Trading Act*,

5.4 When the information provided to the License Inspector becomes inaccurate, updated and accurate information must be provided forthwith by the Licensee to the License Inspector.

5.5 A Licensee shall:

- i. Post the License in a conspicuous place on the Business Premises, or
- ii. If it is not practical to post the License on the Business Premises, produce the License forthwith upon demand by an Officer or the License Inspector.

5.6 No Person shall reproduce, alter or deface a License.

5.7 No Person shall contravene a condition of a License or a provision of this Bylaw.

5.8 Any Person shall:

- i. Permit an Officer to enter onto any lands and into any buildings or structures or Business Premises at any reasonable time; and

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- ii. Provide to an Officer or to the License Inspector all identification, information and documentation as reasonably required by the Officer or the License Inspector,

for the purpose of determining compliance with this Bylaw and with any License.
- 5.9 A License does not confer any property right and no Licensee may sell, transfer, assign, lease or otherwise dispose of or deal with a License.
- 5.10 Despite Section 5.9, the License Inspector may, upon payment of the Transfer Fee set out in the Rates & Fees Bylaw hereto, approve the transfer of a License to a Person who purchases the Business in respect of which the License was issued.
- 5.11 A License issued pursuant to this Bylaw is valid from the date issued as stated thereon and shall expire at twelve o'clock midnight on December 31st in the year of issuance, unless:
- i. The License Inspector has, in his/her discretion, issued the License for a limited term; or
 - ii. The License has sooner been cancelled or revoked.
- 5.12 Despite Section 5.11, a License issued by the Town dated after December 1st of the year may be issued with an expiry date of December 31st of the year immediately following.
- 5.13 Despite any other provision of this Bylaw, the License of an Agent is cancelled immediately upon his/her ceasing to be an Agent of the Person for which the primary License was issued.
- 6. FEES**
- 6.1 Unless otherwise provided in this Bylaw, License Fees are non-refundable.
- 6.2 The License Inspector may refund a License Fee if the License is not issued or renewed for the year the License Fee was paid.
- 6.3 Upon the cancellation of a License at the request of the Licensee, which License was issued for at least a one-year term, the Licensee is entitled a refund of the portion of the License Fee applicable to the remainder of the term calculated pro-rata, subject to the cancellation Fee set out in Rates & Fees Bylaw.
- 6.4 A Licensee who changes the address of the Business Premises, the name of the Licensee, or makes any other change requiring the issuance of a replacement License shall pay to the Town the replacement Fee set out in the Rates & Fees Bylaw.

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- 6.5 A Licensee may obtain a replacement License for a License that has been lost or destroyed by paying to the Town the replacement Fee set out in the Rates & Fees Bylaw.

7. LICENCE REFUSAL, CONDITIONS, REVOCATION AND SUSPENSION

- 7.1 Where a License has been issued or renewed in error, without all of the necessary information, approvals, or on the provision of false or misleading information in the application for issuance or renewal, the License Inspector may revoke the License effective immediately and return the License Fee paid.

- 7.2 Where any authority, license, permit, or approval required for carrying on the Business under this Bylaw or any Federal, Provincial or Town law is suspended, revoked or cancelled, any License issued in whole or in part on such authority, license, permit, or approval may be suspended or revoked by the License Inspector.

- 7.3 The License Inspector may impose specific conditions on the issuance of a License where in the reasonable opinion of the License Inspector, the health, safety, wellbeing or property of the public may be at risk without such conditions, including conditions respecting the following matters:

- i. the number and qualifications of security personnel;
- ii. the procedures to address emergency and security concerns;
- iii. the procedures to address public complaints respecting the Business operations;
- iv. protocols respecting the character and conduct of employees, contractors and Agents;
- v. an affidavit or declaration of any or all of the Licensee, employees, contractors or Agents, each stating what criminal offense convictions or criminal offense charges and outstanding judgments are against him;
- vi. noise abatement measures; and
- vii. such additional conditions as may be in the public interest.

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- 7.4 The License Inspector may refuse to issue or to renew a License, or may suspend or revoke a License for any one or more of the following reasons:
- i. the Applicant or Licensee does not or no longer meets the requirements of this Bylaw with respect to the License applied for or held;
 - ii. the Licensee has breached a condition of the License;
 - iii. the Applicant or Licensee or any of its officers, employees, contractors or Agents:
 - a. provided false information or misrepresented any fact or circumstance to an Officer or the License Inspector;
 - b. has contravened this Bylaw;
 - c. has contravened any other applicable bylaw;
 - d. fails to pay a fine imposed by a court for a contravention of this Bylaw;
 - e. fails to pay any fee or fine imposed or required by this Bylaw or any other applicable bylaw; or
 - iv. in the opinion of the License Inspector there are just and reasonable grounds to do so.

- 7.5 Without limiting the generality of Section 7.4, the License Inspector may:
- i. Suspend the License of a Licensee charged with a criminal offense, pending the outcome of any criminal proceedings, effective immediately, if in the reasonable opinion of the License Inspector, the safety, health and welfare of the public may be at risk if the License is not suspended; and
 - ii. Revoke the License of a Licensee convicted of a criminal offense, effective immediately, if in the reasonable opinion of the License Inspector, the safety, health and welfare of the public may be at risk if the License is not revoked.
 - iii. Refuse, revoke or suspend the License of an Agent where the License of the primary Licensee which the Agent represents has been refused, revoked or suspended, as the case may be.

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- 7.6 Before refusing to issue or renew a License or before a License is suspended or revoked or conditions are imposed, the Applicant or Licensee must be served with:
- i. Notice of the proposed refusal, suspension, revocation or the proposed conditions with reasons; and
 - ii. An opportunity to make written representations to the License Inspector in accordance with Section 7.7.
- 7.7 A Person in receipt of a notice under subsection 7.6(1) may deliver at the Town Office written representations to the License Inspector within seven (7) days' of receipt of such notice.
- 7.8 The License Inspector shall consider any written representations made pursuant to Section 7.7 and shall make a decision within seven (7) days' of receipt of such representations.
- 7.9 If a decision is made to refuse, revoke or suspend a License or to issue a License subject to conditions, the License Inspector shall provide written notice to the Applicant or Licensee within seven (7) days of the decision with reasons.

8. Appeal

8.1 A Person:

- i. Who has been refused the issue or renewal of a License;
- ii. Whose License has been suspended or revoked; or
- iii. Whose License is made subject to conditions by the License Inspector,

may appeal the decision by delivering a written notice of appeal stating the reasons for appeal in the form attached as Schedule "B" to this Bylaw and payment to the Town of the appeal Fee as set out in the Rates & Fees Bylaw at the Town Office within ten (10) days of the receipt of the notice of decision under Section 7.9.

8.2 Despite Section 8.1, a Person may not appeal:

- i. a refusal to issue or to renew a License if the reasons for the decision include the failure to pay any fee or to provide any information required under this Bylaw; or
- ii. a decision to refuse, revoke or suspend a License or to issue a License subject to conditions if the Person did not provide written representations in accordance with Section 7.7 and the decision of the License Inspector pursuant to Section 7.9 is consistent with the notice of the proposed refusal, suspension, revocation or the proposed conditions pursuant to Section 7.60.

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- 8.3 Where a Person has delivered a notice of appeal and payment of the appeal Fee pursuant to Section 8.1, the License Inspector may, in his/her discretion, stay the decision pending the outcome of the appeal if a stay would not pose a direct threat or risk to the safety or wellbeing of the general public.
- 84 Within thirty (30) days of receipt of the notice of appeal and payment of the appeal Fee pursuant to Section 8.1, an appeal under this Section 8 shall be heard by Council by way of a hearing to determine whether the License should be issued, issued with conditions, renewed, suspended or revoked and may, after the hearing, confirm, vary or alter the decision of the License Inspector or direct the License Inspector to do any act he/she is authorized to do under this Bylaw and Council considers proper and, for such purpose, Council may substitute its opinion for that of the License Inspector.
- 8.5 The decision of Council on the appeal shall be provided in writing to the Person within ten (10) days of the close of the hearing with reasons and shall be final and of immediate effect.
- 86 Where the License Inspector has suspended or revoked a License, then, unless such suspension or revocation is overturned in whole by Council on an appeal, the Licensee shall pay a reinstatement Fee as set out in the Rates & Fees Bylaw as a condition of reinstatement or renewal of the License, including if the Licensee applies for a new License.
- 8.7 Where a License is suspended, revoked or cancelled pursuant to this Bylaw the Licensee shall surrender the License to the License Inspector immediately.
- 8.8 A written notice under Sections 7.6, 7.9 or this Section 8 shall be deemed to be sufficiently served:
- i. The day it is served personally on the Licensee or Applicant; or
 - ii. In seven (7) days of mailing by regular mail to the address in the application.

9. **ENFORCEMENT**

- 9.1 Any Person who contravenes any provision of this Bylaw or a condition of a License is guilty of an offence.
- 9.2 Any offence pursuant to this Bylaw shall be considered a strict liability offence.
- 9.3 An Officer is hereby authorized to enter onto any lands and into any buildings or structures or Business Premises and to request that any information or documentation be produced for the purpose of determining compliance with this Bylaw and any License.

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- 9.4 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a Person guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day. Provided that no more than one Violation Ticket shall be issued for each day that the contravention continues.
- 9.5 For the purposes of this Bylaw, an act or omission by an employee or Agent of a Person is deemed also to be an act or omission of the Person if the act or omission occurred in the course of the employee's employment with the Person, or in the course of the Agent's exercising the powers or performing the duties on behalf of the Person under their agency relationship.

10. FINES AND PENALTIES

- 10.1 A Person who is guilty of an offence is liable to a fine in an amount not less than that established in this Section, and not exceeding \$10,000.00.
- 10.2 Without restricting the generality of Section 10.1 the following fine amounts are established for use on a Municipal Tag or Violation Ticket if a voluntary payment option is offered:
- | | |
|---|-------------------------------|
| First Offence | \$250.00 plus the License Fee |
| 2 nd and each Subsequent Offence | \$500.00 plus the License Fee |
- 10.3 An Officer is hereby authorized and empowered to issue a Municipal Tag to any Person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 10.4 A Municipal Tag may be issued to such Person and service shall be deemed sufficient:
- i The day it is served personally; or
 - ii In seven (7) days of mailing a copy to such Person at the address on his application or his last known postal address.
- 10.5 The Municipal Tag shall be in a form approved by the License Inspector and shall state:
- i the name of the Person;
 - ii the offence;
 - iii the specified penalty established by this Bylaw for the offence;
 - iv that the penalty shall be paid within 30 days of the issuance of the Municipal Tag; and

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- v. any other information as may be required by the License Inspector.
- 10.6 Where a Municipal Tag is issued pursuant to this Bylaw, the Person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the specified penalty within the time period indicated on the Municipal Tag.
- 10.7 If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then an Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act* to any Person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 10.8 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- i. specify the voluntary fine established by this Bylaw for the offence; or
 - ii. require a Person to appear in court without the alternative of making a voluntary payment in the amount of the specified penalty.
- 10.9 A Person who commits an offence may:
- i. if a Violation Ticket is issued in respect of the offence; and
 - ii. if the Violation Ticket specifies the amount of the specified penalty established by this Bylaw for the offence;
- make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, payment of the specified penalty set out on the Violation Ticket .
- 10.10 No provision in this Section 10 shall prevent an Officer from issuing a Violation Ticket pursuant to *Provincial Offences Procedures Act* without first issuing a Municipal Tag.

11. General

- 11.1 A Person shall not obstruct or hinder the License Inspector, an Officer, or their delegates, in the exercise or performance of their powers pursuant to this Bylaw.
- 11.2 The onus of proving that a Person has a valid and subsisting License for a Business is on the Person alleging the License on a balance of probabilities.
- 11.3 The onus of proving that a Person is exempt from the provisions of this Bylaw requiring a License is on the Person alleging the exemption on a balance of probabilities.

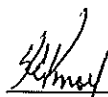
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- 11.4 In a prosecution for a contravention of this Bylaw against carrying on a Business without a License, proof of one transaction in the Business or that the Business had been advertised is sufficient to establish that a Person is carrying on the Business.
- 11.5 When not inconsistent with the context, words used in the present tense shall include the future, words in the plural shall include the singular and vice versa and all words and terms are considered to be gender neutral and the male and/or female gender shall be used as the situation requires.
- 11.6 Any headings or subheadings in this Bylaw are included for convenience purposes only.
- 11.7 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 11.8 All schedules attached to this Bylaw shall form part of this Bylaw.
- 11.9 Nothing in this Bylaw relieves a Person from complying with any Federal, Provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.

12. Other

- 12.1 An existing License under Bylaw 11/2014 shall remain valid and subsisting pursuant to that Bylaw until that License expires or is revoked pursuant to its conditions.
- 12.2 Bylaw 11/2014 is hereby repealed.
- 12.3 This Bylaw shall be effective upon 3rd reading and signing.

READ A FIRST TIME this 20th day of December, 2016.
READ A SECOND TIME this 20th day of December, 2016.
READ A THIRD TIME this 20th day of December, 2016.



Mayor (Ken Knox)



CAO (David Connauton)

**SCHEDULE "A"
APPLICATION FOR BUSINESS LICENSE**

DATE _____

FILE NO. _____

I, _____ apply for a Business License, to operate
(Print name of individual or legal of corporate Applicant)

(Type of Business)

As a Resident, located in the Town of Provost at _____

(Street and Mailing Address of Business Premises)

I am the: Registered Owner, Principal Lessee, or other lessee, at this Business Premises. (circle one)

Or As a Non-Resident, at the mailing address of _____

I certify that the attached copies of the permits, licenses and other documents are:
(1) all of the authorizations required to carry on this Business; and
(2) all validly issued and subsisting and are all in good standing.

(Legal name of Business)

(Telephone Number)

(Contact Person)

(Contact daytime telephone number)

(Email Address – Optional)

(Fax Number)

(Website Address – Optional)

I certify that the information given on this form is correct and complete.

(Signature of Applicant/Authorized Representative)

(Print Name)

Note: this form must be complete and copies of all authorizations must be attached and payment of the Fees in full must be received in order for the Town to process this license application. The License Inspector may request additional documentation as required.

Any personal information collected on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act RSA 2000, c. F-25 and is necessary and will be used solely for the purposes of the administration, operation and enforcement of the Town of Provost Business Licensing Bylaw No. 11/2014. Questions about the collection of this information can be directed to the Town Administrator at 4904 — 51 Ave, Provost, AB T0B 3S0 (780) 753-2261.

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**SCHEDULE "B"
NOTICE OF DECISION**

**SUSPENSION OR REVOCATION OF BUSINESS LICENCE
REFUSAL OF BUSINESS LICENSE APPLICATION
OR ISSUANCE OF A BUSINESS LICENCE WITH CONDITIONS**

Date: _____

Address: _____

Name: _____

You are hereby notified that your Application for a License has been:

- a) Refused
- OR
- b) Issued with Conditions

OR, you are hereby notified that your License Number _____ has been:

- a) Suspended
- OR
- b) Revoked

Pursuant to the Town of Provost Business Licensing Bylaw No. 10/2016, Section _____

Reasons: _____

Appeal: You may be eligible to appeal this decision pursuant to section 8.1 and 8.2 of the Business Licensing Bylaw.

If you are eligible and wish to appeal, you must complete the attached Appeal notice and deliver it, with payment of the appeal fee of \$200.00 to the Town Office **within 10 days of your receipt of this notice**. If you do not meet this deadline you lose your right to appeal this decision.

Signed: _____
Position: _____

Date: _____

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**SCHEDULE "C"
NOTICE OF APPEAL**

(If you are eligible and wish to appeal, you must deliver this Appeal Notice and payment of the appeal Fee (\$200.00) to the Town Office within 10 days of the Notice of Decision being served on you or you will lose your right to appeal)

DATE: _____

TO: Town of Provost
Box 449, 4904 – 51 Ave
Provost, AB T0B 3S0
(780) 753 -2261

I, _____ (name of Licensee/Applicant) appeal the Notice of Decision Dated, _____, respecting the decision to

(Refuse application/issue with conditions; suspend/revoke License number)

For the following reasons:

(Use a separate sheet if necessary)

Signature

Name of Applicant/Licensee

Name of contact person

Street Address

Contact Daytime Phone Number

Home: _____

Work: _____

Mailing Address

Any personal information collected on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act RSA 2000, e, F-25 and is necessary and will be used solely for the purposes of the administration, operation and enforcement of the Town of Provost Business Licensing Bylaw No. 11/2014. Questions about the collection of this information can be directed to the Town Administrator at 4904 — 51 Ave, Provost, AB T0B 3S0 Tel: (780) 753-2261.

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