

CITY OF NORTH BATTLEFORD  
SASKATCHEWAN

## BYLAW NO. 1100

**A BYLAW OF THE CITY OF NORTH BATTLEFORD IN  
THE PROVINCE OF SASKATCHEWAN TO PROVIDE  
FOR THE LICENSING, CONTROL, REGULATION AND  
GOVERNING OF CERTAIN BUSINESSES AND  
OCCUPATIONS IN THE CITY.**

WHEREAS, it is deemed necessary and expedient that persons engaged in certain businesses and occupations should be licensed by the City of North Battleford and be subject to certain regulations;

NOW THEREFORE, THE COUNCIL OF THE CITY OF NORTH BATTLEFORD IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:

1. In this Bylaw, unless the context otherwise requires, the expressions:
  - (a) "Business", "Boarding House", "Person", "Places of Public Accommodation", "Revised Assessment Roll" and "Transient Trader" shall have the meaning given to them in the City Act.
  - (b) "City" shall mean the City of North Battleford and include the Town of Battleford.
  - (c) "Chief of Police" shall mean the Chief of Police of the City of North Battleford.
  - (d) "Licence Inspector" shall mean the Inspector of Licences for the City of North Battleford and shall include the Assistant Licence Inspector or Inspectors, if any, and anyone acting as such during his absence from duty for any cause.
  - (e) "Regional Health Officer" shall mean the Regional Medical Health Officer.
  - (f) "Resident" shall mean any person who has resided in the City or the Town of Battleford for a period of six consecutive months immediately prior to the date of making application for a licence.

2. Persons required to be licensed under the provisions of this Bylaw are those conducting any of the businesses, industries, callings, or occupations defined in this section:

(1) ADVERTISING CANVASSER

Any person taking orders for advertising matter which is not intended for insertion or use in a local newspaper, local periodical or other local advertising media.

(2) ADVERTISING DISTRIBUTOR

Any person who (not having been entered on the assessment roll for the then current year in respect thereof) carries on or engages in the business of distributing almanacs, blotters, cards, circulars, coupons, calendars, dodgers, fliers, handbills, posters, samples, thermometers of any other like article, product, trade of business.

(3) AMBULANCE SERVICE

Any person who owns or keeps for hire or profit a motor vehicle for the purpose of conveying sick or injured persons, PROVIDED HOWEVER that no application for a licence under this section shall be accepted unless a licence to operate such vehicle is first obtained from the Provincial Motor Licence Branch and is produced to the Licence Inspector.

(4) AUCTIONEER

Any auctioneer or other person putting up for sale goods, wares, merchandise, machinery, effects, automobiles, farm animals or livestock by public auction.

(5) AUCTION ROOMS

Any occupier of auction rooms.

(6) AUTOMATIC DEVICES

Any person who owns or keeps for hire or profit in any store, hotel, restaurant, eating house, lodging house, billiard room, pool room, park or any other place or places where the public is admitted automatic vending machine, automatic piano, automatic phonograph, automatic radio or automatic strength testing, lifting or weighing machine or other machine, instrument or device not otherwise specially classified under this bylaw and every person who operates a community antenna television distribution system for which television programs are distributed to subscribers thereto.

(7) AUTOMOBILE LICENCES

Any person keeping an automobile or autobus for the conveyance of passengers for hire including U-Drive automobiles, PROVIDED HOWEVER that no application for a licence under this section shall be accepted unless a licence to operate such vehicle is first obtained from the Provincial Motor Licence Branch and is produced to the Licence Inspector

- (a) A separate automobile or taxi licence shall be established for taxi cabs headquartered and operating out of the Town of Battleford. For the payment of the licence fee prescribed and fixed by Schedule "A" to this bylaw, taxi cabs headquartered and operating out of the Town of Battleford shall be permitted to carry on the business of a Taxi Cab in the City of North Battleford.

(8) AUTO REPAIR SHOP

Any person carrying on the business of making repairs to vehicles or specified parts of vehicles and not having an established place of business.

(9) AUTOMOBILE WRECKER

Automobile wrecker shall mean any person engaged in the business of buying and/or selling motor vehicles for the purpose of wrecking same and buying and/or selling or otherwise disposing parts; thereof.

(10) BARBER AND/OR HAIR STYLIST

Any person who carries on the barbering or hair styling business for profit or gain.

(11) BEAUTY PARLOR

Any person who carries on the business of a hairdresser or operates a beauty parlor.

(12) BILLIARD TABLE

Any person who for hire or gain, directly or indirectly keeps or has in his possession or in his premises any billiard, pool or other table or game of similar nature or who keeps or has a billiard, pool or similar table or game in a place of public amusement or resort whether the same is used or not.

(13) BILL POSTERS

Any bill poster or other person who affixes or posts up announcements, notices or bills in, on or about any public place excepting persons who do so as incidental to their own business on notice board owned by themselves.

(14) BOARDING HOUSEKEEPER

Every person who keeps or conducts a boarding house not licenced as a public hotel and having from four to twelve beds available for the use of boarders and lodgers.

(15) BOND BROKER

Every person dealing in stocks, bonds and securities.

(16) BOOTBLACK

Any person who carries on the business as a bootblack.

(17) BOOK AGENT

Every book agent except book agents selling to any retail dealer and not having an established place of business in the City of North Battleford.

(18) BOOKKEEPER OR AUDITOR

Any public bookkeeper or accountant not having an established place of business in the City as bookkeeper or accountant.

(19) BOWLING ALLEY

Any person who owns or keeps for profit or hire any bowling alley.

(20) BOXING AND WRESTLING

Every person promoting a match or contest of boxing, sparring, wrestling, fencing, single stick or other similar character in which a professional contestant or contestants take part or on the result of which any cash benefit or stake is to be awarded.

(21) BUILDING MOVERS

Any person carrying on the business of moving buildings within the City, into the City or out of the City.

(22) BUSINESS COLLEGE

Any person or persons operating for gain a business college or other educational facility.

(23) CANTEEN

Any person who operates a canteen in a public place or a mobile canteen going from place to place from which food, drink, confectioneries, cigars, cigarettes or tobacco is sold and for which all food is prepared in other premises and disposable utensils are used, provided that the cooking of hamburgers and wiener sausages in the canteen shall not be a violation of the terms of the licence.

(24) CANVASSERS FOR SUBSCRIPTIONS

Every person canvassing for subscriptions to daily, weekly or monthly papers, magazines or periodicals printed without the City of North Battleford.

(25) CAR DEALER

Every person carrying on a business whereby new or used motor vehicles are sold, traded or offered for sale and does not have an established place of business in the City.

(26) CATERER

Any person, club or organization who or which for profit supplies or furnishes group dinners or luncheons, PROVIDED HOWEVER that this shall not apply to dinners, banquets or luncheons served or supplied by:

- (a) Religious organizations, primarily for its own member or adherents.
- (b) Hospitals which receive public aid under the Hospital Act.
- (c) Canadian Legion and Service Clubs and fraternal organizations.
- (d) The expression "Religious Organizations" as used in clause (a) hereof shall include the Young's Men's Christian Association, the Young Women's Christian Association and/or any similar organization.

(27)a) CARNIVALS

Any person or persons who owns, keeps or operates any carnival or a temporary place of amusement with or without mechanical rides, sideshows, games of skill or similar amusements of any exhibition of skill or daring involved in the use of mechanical equipment or without mechanical equipment.

(27)b) DRAY SERVICE

Any person carrying on the business of a dray service and using motor vehicles in the course of such business for hauling furniture, goods, gravel, earth, lumber, wares, merchandise, or any other commodity whatsoever into or within the City, excepting those persons passing through the City without making a delivery or pickup.

(28) CIRCUS

Any proprietor or manager of a travelling circus or other like travelling exhibition provided that:

- (a) There shall be displayed at the entrance of every circus, exhibition, show, palmist booth, merry-go-round, riding device or any like amusement a sign bearing the admission fee charged for same in plain letters or figures at least four inches high in the size and satisfactory in style and position to the Licence Inspector.
- (b) No licence shall be issued under this section unless the Provincial Licence for the exhibition in question is produced to the Licence Inspector.

(29) CHIMNEY SWEEP

Any person who carries on the business or trade of a chimney sweep other than a plumber or tinsmith regularly engaged in the plumbing or tinsmithing business.

(30) CHIROPODIST OR CHIROPRACTOR

Any person who engages in the business as a chiropodist or a chiropractor or a manipulative healer and every person who in any public place who purports to heal the sick in any way.

(31) COLLECTION AGENCY

Every person who collects accounts and charges a commission or fee therefor.

(32) SALES OR COMMISSION AGENTS

Any person who carries on business in the City as agent to buy or sell goods, wares, or merchandise for gain and who does not carry any stock in trade of such goods.

(33) CONTRACTORS

(a) Every contractor as defined in "The Mechanics Lien Act."

(b) Every sub-contractor defined in "The Mechanics Lien Act."

(c) Every mechanic or journeyman of the building industry provided such person is not in the employ of a contractor licensed in this Bylaw.

(34) DANCE ORCHESTRA

Any person carrying on a business of a dance orchestra PROVIDED HOWEVER that an orchestra playing in a licenced theatre or public hall shall not be required under this paragraph to be licenced for performance in such licenced theatre or public hall.

(35) DETECTIVE AGENCY

Any person who keeps or operates a detective agency.

(36) DOG KENNELS

Any person owning or keeping two or more dogs for the purpose of breeding dogs for sale or show or both or for boarding two or more dogs for gain.

(37) DELIVERY VEHICLES

Any person whether as principal, agent or employee or representative of wholesaler or manufacturer not otherwise licensed to conduct such wholesale and manufacturing business who delivers goods, wares or merchandise to retailers within the City.

(37)a) DRAFTING - ENGINEERING

Any person engaged in the profession of Drafting or Engineering not having an established place of business in the City of North Battleford.

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#1221  
26/11/79

(37)b) ELECTROLYSIS

Any person who is engaged in the practice of Electrolysis in the City of North Battleford.

Bylaw  
#1221  
26/11/79

(38) EXCAVATING MACHINES

Every owner of an excavating machine or operator thereof provided such operator is not in the same employ of an owner licensed by this Bylaw.

(39) FISH

Any person who engages in the business of selling fish who is not otherwise licensed as a butcher or grocer and is not exempt under *The Commercial Agents Act*.

Bylaw  
#1134  
01/01/76

(40) FLOOR SANDER

Any person carrying on a business of floor sanding or finishing and not otherwise licensed as a contractor.

(41) FLORIST

Any person carrying on the business of a florist and sells flowers, cut flowers, plants, bulbs and other things of a like nature and does not have an established place of business within the City.

(41)a) FRUIT AND PRODUCE DEALERS

Any person who engages in business of selling fresh fruit and/or farm produce who is not otherwise licensed as a grocer and is not exempt under *The Commercial Agents Act*.

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#1134  
01/01/76

(42) FUMIGATOR

Any person carrying on the business of a fumigator or an insect or rodent exterminator.

(43) FUR DEALER

Any person engaged in the business of a dealer in raw furs, skins or hides.



(44) GARDEN TILLING

Any person operating a motorized cultivating outfit or aerating machine for gain.

(45) GOLD AND/OR SILVER DEALER

Any person buying or selling coins, jewelry or gold or silver not being a licenced jeweler or any person canvassing from door to door for old jewelry, old gold or silver.

(46) GOLF DRIVING RANGE AND MINIATURE GOLF

Every person operating a place where the patrons pay a fee, whether by way of membership or otherwise for the purpose of practicing or exemplifying golf ball driving.

(47) HANDYMAN OR REPAIRMAN

Every individual who repairs individual items or makes general repairs for hire or gain.

(48) HOT DOG STANDS

Every person who operates a stand or stands doing business or offering for sale hamburgers, hot dogs, cold meat sandwiches, fresh fruit, tea, milk, cocoa or soft drinks and having no seating accommodations.

(49) HYPNOTIST

Any hypnotist, phrenologist, astrologist or other person of similar calling.

(50) ICE CREAM AND/OR SOFT DRINK PARLOURS OR BOOTHS

Any person who owns or operates any place for the serving or sale of ice cream and soft drinks provided that a restaurant or lunch counter which is subject to a business tax shall not be required to be licenced under this paragraph.

(51) IMPLEMENT DEALER

Any person carrying on the business of the sale or trading of farm implements or of industrial equipment and does not have an established place of business.

(52) JANITORIAL SERVICES

Any person or persons supplying janitorial services which includes window cleaning to two or more buildings.

(53) JOB PRINTERS

Every person carrying on the business of a job printer within the City of North Battleford.

(54) JUNK DEALER

Junk dealer shall mean any person carrying on the business of buying, selling or exchanging in junk, old metal, rags, bottles or other articles.

(55) LANDSCAPING

Any person providing landscaping services, selling nursery stock or operating any mechanical cultivating outfit for gain.

(56) LEASED VEHICLE

Any person operating trucks on a lease or rental basis to a licenced contractor.

(57) LUMBER DEALER

Any person not having an established place of business and carrying on a business as a lumber dealer.

(58) MANUFACTURING AGENT

Every person who carries on business in the City as agent for any manufacturer manufacturing outside the City for the purpose of selling or offering for sale the goods, wares, or merchandise of such manufacturer without carrying any stock in trade thereof.

(59) MERRY-GO-ROUND

Every person who owns, keeps or operates any merry-go-round or other like temporary place of amusement for gain.

(60) MOTOR VEHICLE

Motor vehicle means a vehicle that is drawn, propelled or driven by any means other than by muscular power.

(61) NEWSPAPER AGENT (WHOLESALE)

Any person conducting business as a vendor of newspapers, magazines or other publications to the retail trade directly or by means of salesmen and who does not print or publish the publication to be sold.

(62) PAWN BROKER

Pawn broker means any person who carries on the business of receiving or taking by way of pawn or pledge any personal property to be held as security by the repayment of money loaned thereon.

(63) PEANUT AND POPCORN VENDORS

Any person who carries on the business of a vendor of peanuts and popcorn only on streets or in places other than buildings.

(64) OTHER VENDORS

Every person occupying premises or a street stand in which is carried on any business, profession or calling and who does not pay a business tax.

(65) PHOTOGRAPHERS

Any person who carries on the business of photographer and does not have an established place of business in the City.

(66) PIANO TUNER

Any person carrying on the business or occupation of tuner, repairer or cleaner of organs or pianos.

(67) PROPERTY MANAGEMENT

Any person or persons carrying on the business of managing property or collecting rents for others, for commissions or for gain, and not having an established place of business.

(68) POSTER PANEL OPERATOR

Any person or persons carrying on the business of selling advertising spaces on a Poster Panel.

(69) REAL ESTATE AGENT AND INSURANCE SALES

Any person carrying on the business of real estate agent or insurance sales and not having an established place of business.

(70) REDI-MIX CONCRETE

Any person or persons carrying on the business of supplying redi-mix concrete and not having an established redi-mix plant within the City.

(70)a) REFLEXOLOGY

Any person who is engaged in the practice of Reflexology in the City of North Battleford.

(71) RODEO, ETC.

Any person who owns or keeps for hire or profit or who has charge of or derives any profit from any exhibition of:

- (a) Rodeo, menagerie, circus, or of any riding, roping, walking, dancing, tumbling or other acrobatic or gymnastic performances.
- (b) Wild animals or hippodrome.
- (c) Sleight of hand, legerdemain, juggling or other like tricks.
- (d) Picture, paintings, statuary, works of art, natural or artificial curiosities, tableau, wonderful animal or freak of nature.
- (e) Any exhibition of skill or daring whether involving the use of animals or vehicles or not.

(71)a) ROLLER SKATING RINK

Any person who owns or keeps for profit or hire any facility designed for Roller Skating

(72) SECOND HAND DEALER

Second hand dealer means a person who carries on the business of purchasing, selling or exchanging second hand goods.

(73) SECOND HAND GOODS

Second hand goods shall include personal property of every description; the same having been previously owned and used by some person.

(74) SIGN ERECTORS

Any person engaged in the business of sign erection, repair or painting.

(75) SHOOTING GALLERY

Every person who owns or keeps for hire or profit any rifle or shooting gallery or any like contrivance or place of amusement.

(75)(a) SPECIAL SALES

Any person conducting a sales event that is temporary in nature and involves the sale of merchandise such as vehicles, agricultural equipment, recreational vehicles and equipment, boats and other watercraft, etc.

(76) TOMBSTONE AND MONUMENT SALES

Every person carrying on the business of tombstone or monument sales within the City.

(77) TRANSIENT TRADERS

Any transient trader or other person who is not resident in the City including wholesalers who may offer for sale livestock, goods, wares or merchandise of any description either by private sales or by auction or other manner and whether such sales be conducted by himself personally or by a licenced auctioneer or otherwise or from out of a railway car or cars or while in railway cars or otherwise, and the shipment into the City of one carload or one truckload of any livestock, goods, wares or merchandise shall be deemed to constitute the owner, vendor or shipper or consignee thereof as a transient trader within the meaning of this section.

(78) TROUPE IN TENTS, PUBLIC HALLS OR AUDITORIUMS

Every troupe or a company of actors, musicians or other dramatic or musical performance not being resident of the City of North Battleford, and exhibiting in a tent, public hall, auditorium or any other place of entertainment.

(79) THEATRES

Any person who owns or operates any building, hall or any premises, room or place to which the public is admitted and which is used for the giving of vaudeville, dramatic or operatic performances or for the exhibition of moving pictures.

(80) TRANSIENT DRY CLEANERS

Every person or persons or agents thereof not resident of the City, who picks up clothing or other articles for dry cleaning outside the City limits whether the clothing or articles are privately owned or on a lease basis.

(81) TRUCKING FIRMS

Any person or persons engaged in moving, hauling, cartage or other business that does not have an established place of business.

(82) USED CAR DEALERS

Every person carrying on the business whereby used motor vehicles are sold, traded or offered for sale and does not pay any fee or tax in respect to the business of a new car dealer.

(83) U-DRIVE DEALERS

Every person carrying on the business of letting out for hire, profit or gain motor vehicles to be driven or operated by the person hiring same or by someone on his or her behalf.

(84) WATCH REPAIR

Every person carrying on the business of repairing watches, clocks, etc. not conducted in a jewelry store.

(85) WELDER

Any person carrying on the business of an electric welder or oxyacetylene welder or cold welder not having a regular place of business in the City.

(86) WHOLESALE FROM UNLICENCED PREMISES

Any person who offers goods for sale as a wholesaler from any railway car or cars, motor vehicles or other unlicensed premises or place.

(87) NOT CLASSIFIED

Every person carrying on any trade or business for gain if in regard to licensing of same not specified provision is anywhere made in this bylaw and who is not assessed for the purpose of business tax in respect of the said business.

- (88) Any person or persons who carry on any trade, profession, occupation, employment or calling or providing of goods or services from an established place of business within the city and who is not otherwise specified in this bylaw for the purpose of licence requirement.

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01/01/97

**3. LICENSES REQUIRED**

No person shall carry on any of the several trades, occupations, callings or businesses herein after specified in the City of North Battleford until he procures a licence pursuant to this Bylaw and every person so licensed shall be subject to the provisions of the Bylaw, provided that no licence shall be demanded or required from any person exercising any occupation, business or calling within the limits of the North Battleford Agricultural grounds during the period of the annual exhibition.

4. Any person seeking a licence hereunder shall make application therefore to the Licence Inspector of the City.
5. Each application for a licence under this Bylaw shall include the following information -
- (a) The name and address of the applicant.
  - (b) The nature of the business for which licence is required.
  - (c) The place where the business in respect of which the licence is required is to be exercised or carried on.
  - (d) The period for which the licence is required.
- \*6. (a) The application shall be in the form as shown on Exhibit "A" attached to this bylaw for all businesses excepting businesses carried on from an established place of business (Section 2, (88)).
- (b) The application for businesses carried on from an established place of business shall be in the form as shown on Exhibit "A-1" attached to this bylaw.
7. (a) The fee for licences shall be those prescribed and fixed by Schedule "A" to this Bylaw and such schedule and such licence fee are hereby incorporated into and made part of this Bylaw.

\*Bylaw  
#1599  
01/01/97

- (b) There shall be tendered with each application for a licence, hereunder, the licence fee as prescribed in Schedule "A" hereto, for such business or purpose.
- 8.
- (a) All renewal licence fees shall be paid on or before 31 January, in each and every year, provided that any applicant for a renewal licence who is not in a position to pay full licence fee, on or before the date herein stated, may apply to the Council for the privilege of paying the licence fee in installments in advance, in which case the application for renewal shall be on a form to be supplied by the Licence Inspector and as shown in Exhibit "B" attached. The Council may by resolution accept or reject any such application.
  - (b) In case of new applications for licence the prescribed licence fee shall be paid in full at the time of filing of the application.

## 9. GRANTING OF LICENCE

- a) All licences required under the provisions of this Bylaw shall be issued by the Licence Inspector.
- b) Where the Licence Inspector refuses to issue a licence, he shall forthwith submit the licence application, together with a report, to Council and advise the applicant of the date on which Council will consider the application. Council, in its absolute discretion, may deny the application but must provide a reason(s) for doing so.
- c) Every licence issued under this Bylaw shall be made out in duplicate and one copy shall be delivered to the person licenced who shall readily produce the same whenever it may be requested by the Licence Inspector or any other person duly authorized to request its production.

## 10. DURATION OF LICENCE

- (a) Every licence granted under the provisions hereof, unless specifically mentioned to be for a shorter period and unless it shall sooner become forfeited, shall be the current year at the time of the issue thereof, and shall expire on the 31st day of December next succeeding the date of issue.
- (b) When a person is licensed hereunder and has not the required resident qualifications but later qualified insofar as residence is concerned he shall not be entitled to any rebate of the licence fee so paid regardless of whether he is paying business tax or otherwise.
- (c) No rebate shall be allowed or granted to any Licensee or his Assignee, in respect of forfeiture of a licence or on account of the non-use of the rights and privileges thereby granted, or for any other cause, unless the consent of the Council of the City of North Battleford is granted by resolution.



**11. TRANSFER OF LICENCES**

- (1) Subject to the provisions of this Bylaw and with the approval of the Council, a licence granted pursuant to the provisions of this Bylaw may be transferred from one person to another or from one premises to another premises, on the payment of a transfer fee of \$10.00 to be paid at the time of the application. PROVIDED that the provisions of this section shall not apply to licences issued under the provisions of this Bylaw to commercial travellers, transient traders, book agents, canvassers for subscriptions, newspapers, magazines or periodicals, hypnotists, junk dealers.
- (2) No licence may be transferred unless application is in writing in the form attached herewith and marked Exhibit "C".
- (3) No licence may be transferred from one person to another unless the application is approved by the Council and where approval is not granted the fee paid by the applicant shall forthwith be refunded.
- (4) No licence shall be transferred from one person to another unless the transferee continues the licenced business in the same premises.
- (5) Every person who shall purchase the interest of a person licensed in any business calling, article, or thing in respect of which a licence has been issued under the provisions of this Bylaw and shall carry on or continue said business or calling or keep or use such article or thing without having first procured a licence so to do or a transfer of the original licence shall be deemed guilty of an infraction of this Bylaw and shall be subject to the penalties herein.

**12. DISPLAY OF LICENCES**

- (1) Every licensee granted a licence to carry on a business who occupies premises in connection therewith shall keep the licence posted in a conspicuous place on the Licenced Premises.
- (2) All persons licensed under the provisions of the Bylaw where there are no licenced premises shall on demand of the Licence Inspector or other person duly authorized in that behalf produce the licence to such officials.
- (3) The Licence Inspector, members of the North Battleford City Police, the Regional Medical Health Officer, the Building Inspector, the City Fire Chief and or the duly authorized assistants and inspectors shall have free access to all buildings or locations in or on where any business licensed under this Bylaw is carried on. Any person hindering, preventing or refusing such free access after any such person has demanded admission and displayed his badge of office or other authorization shall be guilty of a violation of this Bylaw.

**13. REVOCATION OF LICENCE**

- (1) The Council may by resolution suspend or revoke any licence granted under the provisions of this Bylaw.
- (2) Where a licence is revoked the licensee shall be entitled to a refund of a part of the licence fee proportionate to the unexpired part of the term for which it was granted.
- (3) The granting or refusal of granting of the licence to any person to carry on a business or occupation or the revoking of a licence under any of the powers conferred upon the Council of the City of North Battleford by this Bylaw shall be in its discretion and it shall not be bound to give any reason for such refusal or revocation and its action shall not be open to petition or review by any court.
- (4) The Council of the City of North Battleford may delegate to the Medical Health Officer the power to revoke the licence, if any person who sells food or drink for human consumption in the City of North Battleford but who neglects or refuses to comply with the rules, orders or regulations of the Minister of Public Health or with the Bylaws of the City of North Battleford relevant to such business.

**14. SPECIAL PROVISIONS**

The following are regulations which must be complied with in connection with certain licences.

- (1) Where the licence fee is based upon the number of vehicles, tables or seats used in connection with the licenced business or premises or the area of such business or the number of people capable of being accommodated therein, the licensee shall not effect an increase without first paying the additional licence fee required.
- (2) Every person applying for a licence to carry on the business or calling of a detective agent shall before the issue of any such licence furnish a bond of a guarantee company of \$500.00, conditioned for the due observance of all Bylaws of the City of North Battleford.
- (3) No licence in respect of any billiard, pool or bagatelle rooms shall be granted except in respect to premises which have been examined by the Inspector of Licences or the Medical Health Officer and approved as suitable for the purpose.

- (4) No business other than billiard, pool, bagatelle or like games shall be conducted on such premises without first having taken out a licence therefore. As a provision of the granting of a licence by the City all general contractors of the building trade must agree to post a notice at every construction site showing the name of the general contractor and of all sub-contractors which may perform work on that site.
- (5) No performance or exhibition of any circus menagerie, hippodrome or other like traveling exhibition or side show connected therewith shall be given during the holding of the North Battleford agriculture or industrial exhibition or during the period twenty-one days prior thereto, unless prior authorization is obtained from the City of North Battleford.
- (6) The act of the wife, husband, servant, clerk or employee of any person licensed to carry on business under this Bylaw shall be deemed and be taken to be the Act of the Licencee as though he had done the act himself.
- (7) No person to whom a licence is granted under this Bylaw shall conduct a business so licensed on any street, lane or any public place unless the licence permits him to do so.
- (8) No person licensed under this Bylaw to keep a victualling house, dance hall, bowling alley, billiards, pool or bagatelle table, a roller skating rink or cigar, cigarette or tobacco store or shop shall permit any disorderly person or habitual drunkard or anyone who keeps or resides in any house of ill fame or any prostitute or woman of ill fame, or any dissolute person to resort or frequent his or her house or premises and no person so licensed shall keep or suffer or permit to be kept in his house or premises any faro bank, roulette table or any device for gambling or gaming or suffer or permit any tipping or gambling of any kind to be carried on therein or there upon.
- (9) In all cases where the legislature of the Province of Saskatchewan has required any person to obtain a Provincial Licence in respect to any business, no licence shall be granted under the provisions of this Bylaw unless or until the applicant shall have first obtained and produced a Provincial licence and every application for licence under this Bylaw shall in such a case state that such Provincial licence has first been obtained.
- (10) The Licence Inspector or his assistants and every officer and constable of the police of the City of North Battleford, the Medical Health Officer of the City of North Battleford, the Building Inspector and the Fire Chief shall have free access to all buildings in which any business licenced under the provisions of this Bylaw is carried on and the Licence Inspector and every officer and

constable of police shall have free access to all shows, circuses, exhibitions and places of amusement or entertainment licenced under the provisions of this Bylaw. Any person hindering, preventing or refusing such free access after any such Officer has demanded admission and displayed his badge or credentials of office shall be liable to prosecution for breech of this Bylaw.

- (11) No licence shall be granted to any person under the provision of this Bylaw which involves the occupation of buildings or premises for the purpose of carrying on the business to be licensed until the Council is satisfied that the premises comply with the various bylaws of the City of North Battleford, Provincial Statutes or regulations passed thereunder and it shall be the duty of the Licence Inspector to obtain the necessary reports for the guidance of the City Council and it shall be the duty of the Building Inspector, Fire Chief, Medical Health Officer of any other Office upon the request of the Licence Inspector to inspect the buildings in which the proposed Licensed Business is to be carried on and to give to the Licence Inspector a report in writing as to whether or not the same are suitable for the carrying on of the proposed business.
  - (12) No licence to carry on any of the following businesses or to keep any billiard, pool or bagatelle table, a bowling alley, a pawn brokers shop, a second hand shop, a ride collection shop, a dance hall or a cabaret, a restaurant, a hotel, a boarding house or rooming house, taxi cab or omnibus shall be issued or transferred to any person until he shall have obtained from the Chief of Police a certificate that the applicant or transferee is of a good character. PROVIDED HOWEVER, that an applicant who is refused such certificate shall have the right to apply to the Council of the City of North Battleford which shall direct the issue of or refusal of the licence or transfer thereof as requested by the applicant as it is deemed most in the interest of the City of North Battleford.
  - (13) Every General Contractor shall erect or cause to be erected on every construction site, a notice board showing the name of General Contractor and the name or names of all sub-contractors working or who will be working on the site. Size of such boards shall be at the discretion of the Building Inspector, PROVIDED HOWEVER, that such boards be of letters not less than 2" high.
- 15.** A contractor who does not occupy business premises or carry on a business from a principle dwelling house or residence may:
- (a) On application, apply for a Special Contractors Licence if the work or services performed are not otherwise available within the City.

- (b) Apply for a special three (3) month Contractors Licence for each three months of the following year or part thereof, in which they are engaged on the same job providing that they are licenced for the current year.
- (c) Apply for a licence on or after November 1 in any year to commence a contract which will be completed in a subsequent year, may by submitting payment of the full licence fee for the subsequent year, obtain a current licence from November 1.

## **16. DUTIES OF THE LICENCE INSPECTOR**

The Licence Inspector shall perform the following duties (in addition to any specified as may be set forth herein or as he may be directed from time to time by resolution of the Council).

- (a) To attend the meeting of Council or any Committee meeting thereof whenever notified to do so or when he may find it necessary in connection with the duties of his office.
- (b) To receive and keep the register of all applications of licences and transfers to be issued under this Bylaw.
- (c) To ascertain that such applications for licences are true in all particulars and that sureties tendered are solvent and responsible parties.
- (d) To inspect all premises in respect of which a licence or licences are sought and to make every inquiry relating to matters connected with the granting of licences requisite to secure a due observance of the law.
- (e) To keep full particulars and duplicate copies of all licences issued and to file same.
- (f) To make out all bonds, licences and copies of same and to sign all licences and transfers as directed by the Council.
- (g) To report monthly to the Council the following:
  - 1) The number of licences granted since his last report.
  - 2) The number of licences transferred.
  - 3) The amount of monies received from all sources since his last report.
  - 4) The total receipts from all sources during the year to the date of his report.

**17. AUCTIONEERS**

- (a) Every auctioneer shall keep proper books of account of which shall be entered the names and addresses of all persons who leave goods with him for sale or for whom he has sold goods and also in all cases when the purchase price has or ought to have been received by him or his servant or agent. The names and addresses of all persons to whom such goods have been sold, the description of the goods sold and the price obtained for each and every article.
- (b) Whenever an auctioneer receives goods from any person for sale anywhere he shall give that person a receipt and keep a true copy thereof, showing the date of receipt and the name and description of each article.
- (c) All books kept by an auctioneer pursuant to sub-section (b) shall be open at all times during business hours to the inspection of the Licence Inspector or any member of the City Police.
- (d) No auctioneer shall conduct a mock auction on his premises or elsewhere in the city or permit anyone to conduct a mock auction on his premises.
- (e) No auctioneer shall knowingly or willfully permit to be made any misrepresentation as to quality or the value of the goods he offers for sale.
- (f) Every auctioneer, shall within a reasonable time after the sale of any goods, prepare and render to the person for whom he sold the goods, a full true and particular account of this sale and shall forthwith upon the rendering of such account, pay to the person entitled thereto the price received, deducting his reasonable commission on the sale and any disbursements actually made by him and especially authorized by the person whose goods have been sold.
- (g) No auctioneer shall sell or offer for sale within the City, any bed mattress, bolster or pillow which has been soiled or damaged without the prior approval of the Regional Medical Health Officer.

**18. POOLROOMS AND BOWLING ALLEYS**

- (a) No proprietor or operator of a billiard, pool or bagatelle room shall allow any person under sixteen years of age to frequent or be present in the said billiard, pool or bagatelle room.
- (b) No game shall be played for money or anything of value in any room or premises to which this section applies, provided that nothing in this sub-section shall prohibit the holding of tournaments under the rules of any local, Provincial, Dominion or like organization and the award of trophies or prizes of such tournaments, nor shall anything herein preclude a charge being made for the privilege of playing such a game.

**19. BUILDING MOVERS**

- (a) No persons shall move a building anywhere in the City without first procuring a permit for that purpose from the City's Building Inspector.
- (b) No such permit shall be issued unless the applicant therefore produces a licence as required by this Bylaw for the then current year.
- (c) Every person moving a building within the City shall comply with any instructions which may be issued by the Chief of Police as to the time of moving, route, equipment utilized, precautions to be taken to avoid property damage or traffic hazards, or otherwise pertaining thereto.
- (d) Every applicant for a licence to carry on the business of moving buildings or structures shall before the licence therefore is granted, deliver to the City a bond in the sum of \$5,000.00 in terms, form, and by a company satisfactory to the City Solicitors, whereby the City shall be indemnified and saved harmless in connection with any claim, losses, action or damage it may sustain directly or indirectly resulting from the granting of the licence or the carrying on of the said business of the building mover.

**19.1 CIRCUS MENAGERIES AND TRAVELING EXHIBITIONS**

- (a) No circus menagerie, hippodrome or other like traveling exhibitions, sideshows or other entertainment connected therewith shall be exhibited in the City of North Battleford for a period longer than one (1) day without permission of the City Council and unless a separate licence is taken out for each day.
- (b) The owner or manager of the circus, menagerie, hippodrome or other like traveling exhibitions or sideshows shall before a licence may be granted, pay to the City Treasurer the sum of \$200.00 to cover the use of water and the cost of cleaning up the grounds after the said circus, menagerie, hippodrome or like exhibitions.
- (c) All admission charges to the main grounds, sideshows and other attractions shall be made on a flat rate basis inclusive of City Amusement taxes, as well as all other taxes or charges.
- (d) The owner or manager of every show licenced under the provisions of this Bylaw shall exhibit at the entrance to said show a placard having printed thereon a tariff of admission fees to be charged to such show. The placard and figures thereon shall be of such size as meets the approval of the Licence Inspector.

- (e) The Licence Inspector and members of the Police Force shall be given every facility in the checking of admissions, ticket sales, receipts and of the general observance of conditions herein outlined.
- (f) The licensee shall make payment in full of the City's Amusement Tax to the Licence Inspector or his representative before the exhibition closes.
- (g) Where refreshments are sold in connection with any show the tariff proposed to be charged for such refreshments shall be exhibited in a conspicuous place or places in the said show to the satisfaction of the Licence Inspector.
- (h) No gambling devices for money prizes shall be operated in connection with such exhibition.
- (i) The Licensee shall close forthwith and keep closed throughout the remainder of the exhibition, any sideshow, side exhibition, booth, or display where requested so to do either by the Licence Inspector, the Chief Constable or the latter's deputy.
- (j) Any complimentary tickets issued, shall show clearly on their face the privileges extended to the holder. No tickets so marked shall be sold but may be given away free at the discretion of management.
- (k) Any posters or other advertising matter put up around the City in connection with such exhibitions shall be removed within twenty-four (24) hours following the close thereof.
- (l) Children in arms of the age of two years or under shall be admitted free.
- (m) Every stall, booth, stand or wagon where any type of refreshment or food is being offered for sale or is being handled in preparation of being offered for sale, shall at all times be subject to inspection by the Medical Health Officer of the City or his representatives for the purpose of ascertaining that the said stand, wagon and contents thereof are kept and handled in a clean and sanitary condition.

## **20. DANCE HALLS**

Every dance hall shall be closed from the hour of 12 o'clock midnight on every Saturday, until the hour of 8 o'clock in the forenoon of the Monday next following and shall be closed and remain closed daily on Tuesday to Saturday inclusive in every week from the hour of 2:30 o'clock a.m. to the hour of 8 o'clock a.m.



**21. FRUIT STALL, POPCORN OR PEANUT STAND**

- (1) No licensee of a fruit stall, popcorn, peanut, ice-cream or similar stand or wagon shall allow the same to remain standing upon any street of the City for any longer time than is necessary to serve a customer. Nor shall any such wagon in any way cause an obstruction to traffic.
- (2) Every such wagon or stand shall at all times, be subject to inspection by the Licence Inspector or by any Health Officers for the purpose of ascertaining if the said wagon or stand and contents thereof are kept in a clean and sanitary condition.

**22. AUTOMOBILE WRECKERS, JUNK DEALERS, PAWN BROKERS, SECOND HAND DEALERS**

These businesses shall be governed by the provisions of Bylaw No. 1203 of the City of North Battleford.

**23. PHOTOGRAPHERS**

- (1) No person shall engage in, or carry on the business of taking photographs or snapshots of persons on the streets of the City, without first procuring a licence for that purpose under this Bylaw.
- (2) No person shall engage in or carry on the business of going from house to house taking photographs, without first procuring a licence therefore under this Bylaw.
- (3) The Licence Inspector may require any person applying for a licence under Sub Section 2 hereof, to post a cash bond or certified cheque drawn upon a local Chartered Bank in the sum of \$300.00 as a guarantee that the applicant will fulfill any contract he may enter into with any local citizen for finishing and delivery of photographs ordered. Such bond if required shall be held by the City for a period of three months beyond the expiry date of any licence issued. If there are complaints from citizens within that time, that the Licensee has not satisfactorily fulfilled any such contract, City Council may in its discretion draw upon such bond to the extent necessary to effect refunds to, or adjustments with complaints. In the event the Licence Inspector requires such bond, the Licensee shall sign an undertaking in a form prepared by the City Solicitor, agreeing to the conditions as herein before outlined and that no action will lie in any court for recovery of any amount that is withheld from the bond for the purpose aforesaid by the Council.

### **23.1 SPECIAL SALES**

Special sales events may be permitted in any Zoning District except Residential Zoning Districts, as described in Zoning Bylaw No. 1971, at the discretion of Administration and subject to the following criteria:

- (a) Sales events will be limited to a maximum of 35 days per event:
- (b) A business license must be obtained along with payment of required business license fees to be paid pursuant to Schedule "A" of this Bylaw.

### **24. AUTOMATIC DEVICES AND VENDING MACHINES**

- (1) Any person who is the owner operator of a vending machine or automatic device and who is the licenced operator of the premises in which the machine is located, shall not be subject to any of the fees set out in the schedule attached to this Bylaw, either for himself or for the machine or machines owned by the said operator.
- (2) No licence shall be required for a machine vending non-alcoholic beverages that are dispensed in any air-tight container, if the machine is owned by the Licencee on the premises where the machine is located or if the machine is for the sole use of the employees of the premises, provided that the machine is kept within the building premises of the Licencee.
- (3) No person shall operate in the City a slot machine rendering music in such manner as to cause a nuisance or annoyance to persons resident in the vicinity of the room, place, or premises where such slot machine rendering music is located.
- (4) In the case of conviction of an offence against the provisions of the next preceding sub-section the licence issued in respect of the slot machine rendering music so concerned shall ipso facto be cancelled.
- (5) No cigarette vending machine shall be located in the City except on premises where it may be supervised by the proprietor of the premises on which it is located or by some competent and responsible person in his employ.
- (6) The Licence Inspector is empowered to issue an adhesive paper licence for each vending machine, licenced under this section, which the Licencee shall attach to the interior of the machine in such a position as to be readily seen.
- (7) The Licence Inspector or any person authorized by the Licence Inspector or any member of the City Police may seize and impound any vending machine not licenced or operated in violation of the provisions of this section and the vending machine or machines so seized or impounded may be released to the owner thereof:

- 
- (a) When seized or impounded for not being licensed upon satisfactory proof of ownership being furnished to the Licence Inspector and payment of the required Licence Fee.

- (b) When seized or impounded for having been operated in violation of the provisions of this section upon an undertaking in writing being furnished to the Licence Inspector, by the owner or Licencee of the vending machine or machines so seized, or impounded to comply with the provisions of this section as to the operation of the vending machine or machines.

**\*24A.** (1) A person who carries on the business of renting or making available premises or facilities to charitable organizations for the purpose of holding bingo games shall not rent or make available or allow premises or facilities to be used for such purpose on a Sunday.

- (a) Any person who contravenes Section 24A of this Bylaw shall be guilty of an offence and shall be liable upon summary conviction to a penalty of not more than:

- (i) Two Thousand Dollars (\$2,000.00) in the case of an individual;
- (ii) Five Thousand Dollars (\$5,000.00) in the case of a corporation.

**25.** Any person who carries on a business, industry or calling which is required to be licensed under this or any other Bylaw without having first obtained a licence to do so, or having applied for a licence which application has been refused, carries on such business, industry or calling, shall be guilty of an infraction of this Bylaw.

**26.** Any person who in carrying out any of the activities mentioned in Section 2 of this Bylaw fails, neglects or refuses to comply with any of the provisions in this Bylaw relative thereto, shall be guilty of an infraction of this Bylaw.

**27.** Any person guilty of an infraction of any of the provisions of this Bylaw shall upon summary conviction be liable to a fine not exceeding Five Hundred Dollars and costs and in default of any payment of such fine and costs, the offender may be imprisoned for a term not exceeding thirty days.

**28.** Where in any case a person is convicted for the non-payment of a licence fee payable to the City of North Battleford under the provisions of this Bylaw, the summary conviction court may order payment forthwith by the accused of the said licence fee.

**29.** The following Bylaws are hereby repealed: No's 898, 914, 927, 972, 1010, 1054.

**30.** This Bylaw shall come into force and take effect on the 1st day of January, 1975.

INTRODUCED AND READ A FIRST TIME THIS 18TH DAY OF NOVEMBER, A.D. 1974.

READ A SECOND TIME THIS 18TH DAY OF NOVEMBER, A.D. 1974.

READ A THIRD TIME BY UNANIMOUS VOTE OF ALL MEMBERS OF COUNCIL  
PRESENT AND FINALLY PASSED THIS 16TH DAY OF DECEMBER, A.D. 1974.

"J. CLEMENTS  
MAYOR

"C. Friesen"  
CITY CLERK

SCHEDULE "A" TO BYLAW NO. 1100  
Bylaw No. 1955  
Effective April 22, 2013

**BUSINESS LICENCE FEES**

<u>Category 1</u>	APPROVED HOMES (Day Care, Special Care, etc.)	
	Day Care/ Nursery School	\$ 130.00
	Personal Care	\$ 265.00
<u>Category 2</u>	ARTS AND CRAFTS	
	Resident	\$ 70.00
	Non-Resident	\$ 265.00
<u>Category 3</u>	AUTOMATIC VENDING MACHINES (Coin Operated)	
	\$.01 to \$.25 machines	\$ 15.00
	\$.26 to \$1.00 machines	\$ 35.00
	Machines over \$1.00	\$ 70.00
<u>Category 4</u>	BASIC BUSINESS LICENCE (Unless otherwise noted)	
	Resident - Home Based	\$ 265.00
	Resident - Commercial Premises	\$ 130.00
	Non-Resident	\$ 400.00
	Non-Resident (Special Fee)	\$ 205.00
<u>Category 5</u>	*CARNIVAL/CIRCUS	
	Carnival -- per ride or concession	\$ 70.00
	Circus	\$1,100.00
<u>Category 6</u>	*CHRISTMAS TREE SALES	
	Resident	\$ 70.00
	Non-Resident	\$ 130.00
<u>Category 7</u>	COMMERCIAL BUSINESS VEHICLE	
	Dray Service - Resident	\$ 265.00
	Dray Service - Non-Resident	\$ 400.00
	Tow Truck	\$ 265.00
	Ice Cream Truck	\$ 265.00

Ice Cream Bicycle (Resident)	\$ 35.00
Ice Cream Bicycle (Non-Resident)	\$ 70.00

Category 8                    CONTRACTORS

Handyman/Repairman	\$ 205.00
Sub-Contractor - Resident	\$ 265.00
Sub-Contractor - Non-Resident	\$ 525.00
General Contractor - Resident	\$ 400.00
General Contractor - Non-Resident	\$ 770.00

Category 9                    \*DIRECT SELLERS (Per Salesperson)

Resident – With Required Provincial Direct Sellers Licence	\$ 35.00
Resident – Not Requiring Provincial Direct Sellers Licence	\$ 25.00
Non-Resident – With Required Provincial Direct Sellers Licence	\$ 275.00
Non-Resident – Not Requiring Provincial Direct Sellers Licence	\$ 65.00

Category 10                  FARMERS MARKET

Per Year	\$ 130.00
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Category 11                  FLEA MARKET

Per Event	\$ 70.00
Per Year	\$ 265.00

Category 12                  PAWN BROKER/SECOND HAND DEALER

Per Location	\$ 660.00
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Category 13                  POSTER PANELS

Per Panel	\$ 55.00
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Category 14                  PUBLIC HALLS

Public Halls: \$.10 /sq.ft of floor space to a maximum of	\$ 395.00
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Category 15                  \*SEASONAL TRADES

Chimney Sweep	\$ 130.00
Garden Tilling/Lawn Care	\$ 130.00
Snow Removal	\$ 130.00
Non-Resident	\$ 265.00

Category 16            \*SPECIAL EVENTS (Boxing, Wrestling, Musical, Special Sales, etc.)

Resident - Per Event	\$ 345.00
Non-Resident – Per Day	\$ 330.00
Non-Resident – Per Week	\$1,300.00

Category 17            SPECIALIZED TRANSPORTATION

Taxi-Cab per car	\$ 130.00
Taxi-Cab per van	\$ 205.00
Limousine Service	\$ 265.00
Driver Training Instructor	\$ 130.00

Category 18            \*TRANSIENT TRADERS

General Merchandise - per day	\$ 330.00
General Merchandise - per year	\$1,155.00
Fish, Fruit, Produce - per day	\$ 130.00
Fish, Fruit, Produce - per year	\$ 800.00

NOTE: All Fees set out above are annual fees and except for those marked with an asterisk (\*) where licenses are issued on or after October 1 in any year shall be subject to a license fee equal to 50 per cent of the annual fee. Those licence fees in Categories identified with an asterisk (\*) shall not be reduced regardless of the date of purchase.



Bylaw No. 1599  
CITY OF NORTH BATTLEFORD

**APPLICATION FOR BUSINESS LICENCE**

"For businesses carried on from an established place of business"

**Assessment Grid No.:** \_\_\_\_\_

**Legal Description:** Plan \_\_\_\_\_

Block \_\_\_\_\_

Lot \_\_\_\_\_

**Civic Address:** \_\_\_\_\_

**Zone:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**New Business** \_\_\_\_\_ **Moved From:** \_\_\_\_\_

**Business Area (Sq.Ft.):** \_\_\_\_\_

**Possession Date:** \_\_\_\_\_

**Amount of Fee: \$** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Code:** \_\_\_\_\_

CITY OF NORTH BATTLEFORD  
APPLICATION FOR LICENCE  
PAYABLE IN INSTALMENTS

Name (in full) or applicant \_\_\_\_\_

Address \_\_\_\_\_

Licence applied for \_\_\_\_\_

Place where business is to be carried on \_\_\_\_\_

I/We hereby make application for licence as above in accordance with the Licencing Bylaw and amendments thereto and I/We agree and I/We am/are and have been liable to pay a licence to the City of North Battleford as from the First day of January A.D. 19\_\_\_\_; that I/We have not heretofore been and am/are not at present able to pay the whole amount and that I/We am/are willing and able and request the privilege to pay the licence fee in instalments in advance; that the total licence fee payable hereunder is the sum of \$ \_\_\_\_\_ and that the instalments payable hereunder shall be due and payable as follows:

January 1st, 19 ____	\$ _____
April 1st, 19 ____	\$ _____
July 1st, 19 ____	\$ _____
October 1st, 19 ____	\$ _____

It is understood and agreed that the City of North Battleford may retain the whole or such part as the said City may determine of the licence fee or instalments paid on this application in the event of the application for licence being ultimately refused.

DATED AT NORTH BATTLEFORD, SASKATCHEWAN, this day of A.D. 19 .

TO: The City of North Battleford  
North Battleford, Saskatchewan

\_\_\_\_\_  
Applicant

TO: North Battleford Detachment  
 Royal Canadian Mounted Police  
 1992 100th Street  
 North Battleford, Sk. S9A 2X7

Time: \_\_\_\_\_ Date: \_\_\_\_\_, 19 \_\_\_\_

I hereby certify that the following is a true and correct listing of all personal property purchased, exchanged, pawned, redeemed, or left for sale on consignment by, with or from any business within the previous 24 hours.

Business: \_\_\_\_\_ Signature: \_\_\_\_\_

DESCRIPTION OF PROPERTY		PERSON TAKING OR LEAVING PROPERTY	
Date:	Type of property	Age: _____	Full Name (Print Clearly)
Time	_____		_____
	Make & model	Height: _____	Signature
\$ _____	_____	Weight: _____	_____
Amount Paid	Serial Number	Driver's Licence	_____
	_____	_____	Address
Property Exchanged:	Colour or other information _____	Social Security	_____
_____	_____	_____	Telephone Number
_____	_____	_____	_____

DESCRIPTION OF PROPERTY		PERSON TAKING OR LEAVING PROPERTY	
Date:	Type of property	Age: _____	Full Name (Print Clearly)
Time	_____		_____
	Make & model	Height: _____	Signature
\$ _____	_____	Weight: _____	_____
Amount Paid	Serial Number	Driver's Licence	_____
	_____	_____	Address
Property Exchanged:	Colour or other information _____	Social Security	_____
_____	_____	_____	Telephone Number
_____	_____	_____	_____