

To: Pat Merkl
Cc: Council
From: Matthew Goudy, CAO
Date: September 26th, 2019

Reference: 11/154/2019-221

RE: Pop Up Stores

Thank you for inquiring about the processes regarding pop-up stores in the City of Lacombe.

In order to operate a pop-up store for the sale of handbags and wallets, you will require a valid Business License. Yearly or daily Business Licenses are available. For more information regarding Business Licenses and their fees, please contact the City by phoning 403-782-6666 or by emailing businesslicense@lacombe.ca. Information can also be obtained from our website by following this link: <http://lacombe.ca/doing-business/community-economic-development/business-license>.

Furthermore, if the desired location of the pop-up store is located on City property, you will require written permission from myself, Chief Administrative Officer Matthew Goudy. If the desired location of the pop-up store is located on privately owned land, you will require written permission from the property owner. The permission must state which dates and times the approval has been granted for.

If you have any further questions or concerns, please don't hesitate to contact the City.

We trust this letter satisfies your concerns at this time.

Sincerely,



Matthew Goudy, P.Eng
Chief Administrative Officer