

**Section 1: Appellant Information - this will be provided to the opposing parties to facilitate the exchange of information**

|                   |                   |                            |          |
|-------------------|-------------------|----------------------------|----------|
| Name of Appellant |                   | Agent Name (if applicable) |          |
| Mailing Address   |                   | City/Town/Village          | Province |
| Daytime Phone #   | Alternate Phone # | Email Address              |          |
|                   |                   | Postal Code                |          |

**Section 2: Appeal**

 The applicable filing fee must accompany each Notice to Appeal. Limit one appeal per Notice of Appeal Form.

**Part A: Check one box only and attach a copy of the Decision, Notice, Order or Licence that is the subject of the appeal.**

- I/We received a Notice under the *Agricultural Pests Act*.
- I/We received a Notice under the *Weed Control Act*.
- I/We received a Decision, Notice, Order, or Refusal under a City of Red Deer Bylaw.
- I/We received an Order to Remedy under section 547 of the *Municipal Government Act*.

**Part B: Check the Bylaw that applies to this appeal.**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Alarm Bylaw            | <input type="checkbox"/> Community Standards Bylaw | <input type="checkbox"/> Firearms Bylaw | <input type="checkbox"/> Vehicle for Hire Bylaw    |
| <input type="checkbox"/> Business License Bylaw | <input type="checkbox"/> Dog Bylaw                 | <input type="checkbox"/> Land Use Bylaw | <input type="checkbox"/> Agricultural Pests Act    |
| <input type="checkbox"/> Chicken Bylaw          | <input type="checkbox"/> Escort Services Bylaw     | <input type="checkbox"/> Utility Bylaw  | <input type="checkbox"/> Weed Control Act or Bylaw |

Municipal Address of Site (if applicable): \_\_\_\_\_

**Section 3: Reasons for Appeal**

 You must include reason(s) you are opposed to the Decision, Notice, Order, or Refusal that is the subject of the Appeal.

(attach a separate page if required)

Personal information that is collected on this form will be used in processing your appeal and contacting you. Appeals are open to the public. This information is collected under the authority of the *Municipal Government Act* and is protected under the provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use and protection of this information, please contact the Tribunals Clerk, Legal & Legislative Services, The City of Red Deer, Box 5008, Red Deer, AB T4N 3T4 by email [appeals@reddeer.ca](mailto:appeals@reddeer.ca) or phone 403-342-8132.

Signature of Appellant/Agent \_\_\_\_\_

Date \_\_\_\_\_

**- OFFICE USE ONLY -**

|                                      |                              |  |                     |
|--------------------------------------|------------------------------|--|---------------------|
| <b>Appeal Fee</b>                    | <b>Fee Paid</b>              | <b>Appeal Information</b>              | DATE RECEIVED STAMP |
| <input type="checkbox"/> \$75.00     | <input type="checkbox"/> Yes | Appeal File #: _____                   |                     |
| <input type="checkbox"/> \$100.00    | <input type="checkbox"/> No  | Appeal Deadline: <u>MM   DD   YYYY</u> |                     |
| <input type="checkbox"/> \$500.00    |                              | Hearing Date: <u>MM   DD   YYYY</u>    |                     |
| Fee Processed: <u>MM   DD   YYYY</u> |                              |  |                     |

**What can I appeal?**

- A Notice under the *Agricultural Pests Act*;
- An Inspector's Notice, local authority's Notice, and dept recovery Notices under the *Weed Control Act*;
- A decision from the City of Red Deer where the enactment or bylaw allows for a right of appeal;
- A written Order to Remedy under section 547 of the *Municipal Government Act*.

**What should the Notice to Appeal Form include?**

- If available, attach a copy of the Decision, Notice, Order or Refusal that is the subject of the appeal or note the date the Decision, Notice, Order or Refusal was issued;
- Include information or the Board to fully understand why you are appealing;
- Provide a list of specific reasons why you feel your appeal should be heard; and
- You will have an opportunity to provide additional documents prior to the hearing.

**When is the filing deadline?**

The filing deadline is noted on the Decision, Notice, Order or Refusal that you received. Please note that the applicable filing fee must be paid, and the Notice of Appeal must be received within the specified timeframe as indicated on the Decision, Notice, Order or Refusal.

**How can I file a Notice to Appeal?**

You can file a Notice to Appeal by submitting the completed Notice to Appeal Form and any additional information if available, in one of the following methods:

**Email:** [appeals@reddeer.ca](mailto:appeals@reddeer.ca)

**Mail:** Clerk of Tribunals c/o Legal & Legislative Services  
Box 5008, Red Deer, AB T4N 3T4

**In-Person:** Clerk of Tribunals c/o Legal & Legislative Services  
City Hall, 4914 – 48 Avenue, Red Deer, AB T4N 3T3

**What is the filing fee?**

The filing fee varies depending on the type of Board that will hear your appeal. The appeal fees are as follows:

**Administrative Penalties Board**

- \$100.00 for *Agricultural Pests Act* appeals
- \$500.00 for *Weed Control Act* appeals

**Licensing and Community Standards Board**

- \$75.00 for bylaw related appeals (alarm, business license, chicken, community standards, dog, escort, firearms, home occupations, utility, vehicle for hire)

**Review Board**

- No fee for Order to Remedy under section 547 of the *Municipal Government Act*

**How can I pay the filing fee?**

You can pay the filing fee over the phone, by mail or in-person.

**Over the Phone:** By credit card with a Customer Service Representative from Payments at City of Red Deer.

**Mail:** Mail a cheque or money order (payable to the City of Red Deer) to:  
Clerk of Appeal Boards c/o Legal & Legislative Services  
Box 5008  
Red Deer, AB T4N 3T4

**In-Person:** Pay in-person at City Hall (4914 – 48 Avenue, Red Deer) by cash, cheque (payable to the City of Red Deer), debit or credit card.

**When will my appeal be heard by the Board?**

Upon receipt of the Notice to Appeal, the Clerk of the Board will contact you to schedule a hearing date. Once a hearing date is confirmed, a Notice of Hearing will be issued to all parties. The Notice of Hearing will outline the date, time and location of the hearing and will also include instructions for submitting evidence. For more information regarding hearing process, visit [www.reddeer.ca/tribunals](http://www.reddeer.ca/tribunals). If you require further information regarding filing deadlines and/or board procedures, please contact the Board Clerk at [appeals@reddeer.ca](mailto:appeals@reddeer.ca) or by phone at 403-342-8132.