



**Town Council of the Town of Fogo Island
Policies and Procedures**

Policy Topic: Business Closure Form		
Policy No:	Motion of Council: 2023-215	Effective Date: Nov. 2nd, 2023
Section: Finance & Admin	Amendment Motion:	Amendment Date:

Purpose

To outline the use of the Business Closure Form.

Policy

The Business Closure Form is to be used by any business owner who is closing their business permanently.

The Town will not pro-rate any taxes for the year of the closure without this form completed and signed.

2023-215

Roebbotham/Young

Resolved that Council adopt the Business Closure Form as presented and further resolved that effective November 2nd 2023 any businesses that close on Fogo Island must submit this form before any business taxes are adjusted or discontinued.

Resolution Carried. In favour – 4. Deputy Mayor Crawford, Councilor Budden, Councilor Roebbotham and Councilor Young. Against - 0.

Business Closure Form

Business Name: _____

Business Address: _____

Date of Closure: _____

Statement

I, _____, affirm that the above referenced business no longer operates in the Town of Fogo Island. Furthermore, I affirm that the business will not resume business activity without further approval from the Town of Fogo Island.

Signature

Printed Name

Phone Number

Date