



City of Chestermere
PROVINCE OF ALBERTA

Bylaw #027-26

Bylaw #027-26

Business Licence Bylaw

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A BYLAW OF THE CITY OF CHESTERMERE, IN THE PROVINCE OF ALBERTA, TO PROVIDE THE LICENSING, CONTROL, AND REGULATION OF ALL BUSINESSES CONDUCTED WITHIN THE CITY OF CHESTERMERE.

WHEREAS The *Municipal Government Act*, RSA 2000, c M-26 and amendments thereto provide that a Municipal Council may pass a bylaw respecting Businesses, Business activities and people engaged in Business;

AND WHEREAS Council may regulate or prohibit any Business and provide Licences, permits, and approvals; and

AND WHEREAS Council deems it desirable to register Businesses with the City of Chestermere; and

AND WHEREAS Council wishes to ensure safe, orderly and compliant Business activity aligned with land use, safety codes, and community standards; and

NOW THEREFORE Council of the City of Chestermere, Alberta duly assembled, hereby enacts as follows:

PART I – TITLE, PURPOSE AND INTERPRETATION

1. TITLE

1.1 This Bylaw may be cited as the “Business Licence Bylaw”.

2. PURPOSE

2.1 The purpose of this Bylaw is to regulate and licence Businesses operating within the City to promote public safety, consumer protection, compliance with municipal regulations, and community well-being.

3. SCOPE AND APPLICATION

3.1 Every person or Business conducting Business, in whole or in part, within the City of Chestermere shall comply with this Bylaw unless exempt under this Bylaw or by applicable federal or provincial legislation. This includes resident and non-resident Businesses, as well as temporary, mobile, and home-based Businesses.

3.2 The issuance of a Business Licence under this Bylaw does not relieve the licence holder from obtaining any other approvals, permits, or authorizations required by the City or any other authority having jurisdiction.

3.3 Nothing in this Bylaw exempts any person from complying with the requirements of any other applicable federal, provincial, or municipal legislation, regulation, or bylaw.

- 3.4** In the event of a conflict between this Bylaw and another bylaw, the more restrictive provision shall apply unless otherwise provided by legislation.
- 3.5** The City may impose conditions on any Business Licence as deemed necessary to ensure compliance with this Bylaw and to protect public health, safety, and welfare.
- 3.6** The Business Licence classes, conditions, and requirements set out in this Bylaw, shall apply to all Business Licence Applications, approvals, renewals, and ongoing operations within the City unless otherwise specified.
- 3.7** All the Schedules attached to this Bylaw shall form part of this Bylaw.

4. DEFINITIONS

- 4.1** **“Act”** means the *Municipal Government Act*, RSA 2000, c M-26 and amendments thereto, or replaced, from time to time;
- 4.2** **“Adult-Oriented Business”** means a Business where the primary purpose is the provision, offering, facilitation, advertisement, or performance of adult-oriented entertainment, companionship, personal services, or activities for compensation. Adult-Oriented Business include escort service Businesses; escort agencies; companionship service Businesses; body rub establishments; erotic entertainment venues; exotic dance establishments; adult personal service establishments; and any similar Business where adult-oriented services or entertainment are offered for compensation;

Adult-Oriented Business does not include:
 - 4.2.1** a regulated health professional operating under provincial legislation;
 - 4.2.2** a massage therapy clinic operated by a licensed or certified massage therapist;
 - 4.2.3** a personal wellness service establishment providing therapeutic, wellness, relaxation, or rehabilitative services where adult-oriented entertainment or services are not offered;
 - 4.2.4** a theatre, performing arts venue, cinema, or retail Business where adult-oriented services are not the primary purpose of the Business; or
 - 4.2.5** a Business whose primary purpose is the retail sale of lawful goods.
- 4.3** **“Applicant”** means a person applying for a Business Licence, renewal, transfer, or amendment under this Bylaw and includes the owner of the Business or a person authorized to act on behalf of the owner;
- 4.4** **“Application”** means a written Application for a Business Licence, a renewal of a Business Licence, or a transfer of a Business Licence;

- 4.5 "Business"** means any Business as defined in Section 1(1) of the *Municipal Government Act* or successor legislation;
- 4.6 "Business Licence "** means a Licence issued pursuant to this Bylaw;
- 4.7 "Business Premises"** means any land, building, structure, dwelling or other place from which a Business is carried on or conducted;
- 4.8 "Buskers" and/or "Street Performers"** means the act of performing in public places for gratuities;
- 4.9 "Carry on", "Carrying on", and "Carried on"** means to conduct, operate, provide, offer, advertise, promote, sell, deliver, or otherwise engage in a Business, whether as a principal or agent;
- 4.10 "Charitable Organization"** means an organization that is registered as a charity with the Canada Revenue Agency and holds a valid charitable registration number;
- 4.11 "Chief Administrative Officer"** means the person appointed by Council as the Chief Administrative Officer pursuant to the *Municipal Government Act*, or their designate;
- 4.12 "Chestermere Business"** means a Business that is located within the boundaries of the City, or a person conducting Business whose registered Business address is located within the boundaries of the City (this shall include commercial premise and Major/Minor Home Business);
- 4.13 "Chestermere Lake"** has the same meaning as set out in the Western Irrigation District/ Town of Chestermere Use of Works Agreement, as amended or replaced from time to time;
- 4.14 "Child Care Facility"** is as defined in the City of Chestermere Land Use Bylaw and the amendments thereto, or replaced, from time to time;
- 4.15 "City"** means the municipal corporation of the City of Chestermere, in the Province of Alberta, or the area within the City of Chestermere's corporate limits, as the context requires;
- 4.16 "Commence"** means the point in time at which a Business begins selling a service or goods and shall not include preparations leading up to said point in time;
- 4.17 "Council"** means the duly elected Councillors of the City of Chestermere;
- 4.18 "Day"** means any complete Day or portion thereof beginning at 12:00 a.m. and ending at 11:59 p.m.;

- 4.19 “Event”** means an activity occurring in the City which is open to and intended to attract the public, including but not restricted to a festival, public show, exhibition, trade show, or commercial performance;
- 4.20 “Event Organizer”** means a person, corporation, society, or organization responsible for coordinating, managing, or operating an Event within the City;
- 4.21 “Event Vendor”** means a person or Business selling, displaying, promoting, or offering goods or services at a City-approved Event under the authority of an Event Organizer;
- 4.22 “High-Risk Business”** means a Business that, due to the nature of its operations, presents an elevated risk to public safety, consumer protection, vulnerable persons, property security, crime prevention, or regulatory compliance, and may require enhanced review, inspections, conditions, monitoring, or background checks as determined by the Licensing Authority. A High-Risk Business includes, but is not limited to, the regulated Businesses listed in Section 27.1.7 or identified under this Bylaw;
- 4.23 “Licensee”** means the holder of a valid Business Licence issued pursuant to the provisions of this Bylaw;
- 4.24 “Licensing Authority”** means the person or persons appointed by the Chief Administrative Officer and to exercise any powers, duties, and functions assigned under this Bylaw, including the issuance, refusal, suspension, revocation, cancellation, and conditioning of Business Licences;
- 4.25 “Licensing Clerk”** means a municipal employee designated by the Licensing Authority to administer Business Licence Applications, issue Business Licences under delegated authority, maintain records, and carry out administrative functions under this Bylaw;
- 4.26 “Licensing Inspector”** means any person designated or authorized by the Licensing Authority or the City to administer and enforce this Bylaw, and includes any employee, contractor, agent, consultant, Community Peace Officer, Development Compliance Officer, or other person acting under the authority of the City for that purpose;
- 4.27 “Licence Year”** means a calendar year period commencing on January 1st and ending on December 31st of that year;
- 4.28 “Major/Minor Home Business”** is as defined under the City of Chestermere Land Use Bylaw #020-24, as amended and the amendments thereto, or replaced, from time to time;
- 4.29 “Minor”** means an individual who is under eighteen (18) years of age;

- 4.30 "Mobile Vendor"** is as defined under Bylaw #020-21, being the Mobile Vendor Bylaw, and the amendments thereto, or replaced, from time to time;
- 4.31 "No-Impact Minor Home-Based Business"** means a Minor Home-Based Business that:
- 4.31.1** is conducted entirely within a dwelling unit;
 - 4.31.2** does not involve client or customer visits to the premises;
 - 4.31.3** does not employ any persons other than residents of the dwelling;
 - 4.31.4** does not generate commercial deliveries beyond those normally associated with residential use, traffic, noise, odours, vibration, or visual evidence beyond that typical of a residential use; and
 - 4.31.5** does not involve outdoor storage, signage, or display of goods.
- 4.32 "Non-Chestermere Business"** means a Business or a person conducting Business that has a Business address not located within the City (this shall include but is not limited to a Vehicle-for-Hire, Vehicle company, Vehicle-for-Hire driver operating as a sole proprietorship, mobile food vendor, or contractor having a Business address outside of the City);
- 4.33 "Non-profit Organization"** means a society, association, corporation, or other organization incorporated or established on a non-profit basis under provincial or federal legislation, and which does not distribute profits or assets to its members;
- 4.34 "Open Market"** means two or more vendors that sell their own products directly to the public at a fixed location under a coordinating organization which includes but is not limited to an artisan or farmer's market;
- 4.35 "Pawnbroker"** means a commercial operation that loans money on the security of the pledge or pawn of personal property but does not include banks, trust companies, credit unions or other similar institutions;
- 4.36 "Payday Lender"** means a Business that offers, arranges, brokers, or provides payday loans, cash advances, short-term consumer loans, or similar financial products regulated by the Province of Alberta;
- 4.37 "Peace Officer"** means a member of a Police Service, or a Peace Officer appointed pursuant to the *Peace Officer Act*, RSA 2006, c. P-3.5 and the regulations thereof, as amended or replaced from time to time;
- 4.38 "Personal Wellness Services"** means services offered for relaxation, stress relief, or general well-being, including massage, body treatments, or similar services, that are not regulated health services;

- 4.39 "Provincial Offences Procedure Act"** or "**POPA**" means the *Provincial Offences Procedure Act*, RSA 2000, c. P-34, and the regulations thereof, as amended or replaced from time to time;
- 4.40 "Secondhand Dealer"** means a person who buys, sells, trades, or otherwise deals in used goods;
- 4.41 "Show Home"** is as defined under the City of Chestermere Land Use Bylaw #020-24, as amended and or replaced from time to time;
- 4.42 "Short-Term Rentals"** is as defined under the City of Chestermere Land Use Bylaw #020-24, as amended and or replaced from time to time;
- 4.43 "Vehicle-for-Hire"** means taxi, limousines, and Ride-Share Services which include Private for Hire Vehicles. This does not include vehicles for rent; and
- 4.44 "Youth Entrepreneur Activity"** means the occasional sale of goods or services by a Minor, including but not limited to lemonade stands, bake sales, craft sales, or similar small-scale entrepreneurial activities.

PART II – ADMINISTRATION

5. CHIEF ADMINISTRATIVE OFFICER

- 5.1** The Chief Administrative Officer shall act as the Appellate Authority under this Bylaw and may:
- 5.1.1** hear and decide appeals respecting decisions of the Licensing Authority;
 - 5.1.2** confirm, vary, reverse, or cancel a decision of the Licensing Authority;
 - 5.1.3** impose additional conditions on a Business Licence where deemed appropriate;
 - 5.1.4** extend the time for filing an appeal where warranted by exceptional circumstances;
 - 5.1.5** make procedural rules for the conduct of appeals; and
 - 5.1.6** delegate any of the powers granted under this Section in accordance with applicable legislation.

6. LICENSING AUTHORITY

- 6.1** The Licensing Authority is responsible for the administration of this Bylaw and may:
- 6.1.1** receive, review, and evaluate Business Licence Applications;
 - 6.1.2** approve, approve with conditions, refuse, suspend, revoke, or cancel a Business Licence;
 - 6.1.3** impose, amend, or remove conditions on a Business Licence;
 - 6.1.4** require Applicants or Licensees to provide information, documentation, or evidence necessary to determine compliance with this Bylaw;
 - 6.1.5** determine whether a Business activity requires a Business Licence;
 - 6.1.6** establish administrative forms and procedures for the administration of this Bylaw;
 - 6.1.7** require approval from internal departments or external agencies prior to issuing a Business Licence;
 - 6.1.8** delegate administrative duties and Business Licence issuance authority to a Licensing Clerk;
 - 6.1.9** initiate enforcement action where non-compliance is identified;
 - 6.1.10** maintain records of Business Licences issued, suspended, refused, revoked, or cancelled;
 - 6.1.11** interpret and administer the provisions of this Bylaw; and
 - 6.1.12** delegate any administrative function under this Bylaw in writing.
- 6.2** The Licensing Authority may designate one or more municipal employees, Community Peace Officers, Development Compliance Officers, or other Persons as Licensing Inspectors for the purpose of administering and enforcing this Bylaw.

7. LICENSING CLERK

- 7.1** A Licensing Clerk may, under the direction of the Licensing Authority:
- 7.1.1** receive and process Business Licence Applications;
 - 7.1.2** review Applications for completeness and compliance with administrative requirements;
 - 7.1.3** collect and process Business Licence fees;
 - 7.1.4** issue Business Licences where all requirements of this Bylaw have been satisfied and authority has been delegated by the Licensing Authority;
 - 7.1.5** maintain Business Licence records and databases;
 - 7.1.6** correspond with Applicants, Licensees, internal departments, and external agencies regarding licensing matters;
 - 7.1.7** conduct background research and gather information in support of licensing and enforcement activities;
 - 7.1.8** assist with investigations by compiling records and evidence;
 - 7.1.9** prepare reports and recommendations for consideration by the Licensing Authority; and
 - 7.1.10** perform any other administrative function necessary for the implementation of this Bylaw.

8. LICENSING INSPECTOR

- 8.1** A Licensing Inspector may:
- 8.1.1** investigate complaints and alleged contraventions of this Bylaw;
 - 8.1.2** conduct inspections for the purpose of determining compliance with this Bylaw;
 - 8.1.3** enter onto property where authorized by law for enforcement purposes;
 - 8.1.4** request information, documentation, or records relevant to an investigation;
 - 8.1.5** issue written notices of non-compliance;
 - 8.1.6** issue municipal violation tickets, penalties, or enforcement orders as authorized by this Bylaw and applicable legislation;
 - 8.1.7** recommend to the Licensing Authority that a Business Licence be suspended, revoked, cancelled, or subject to additional conditions;
 - 8.1.8** monitor compliance with Business Licence conditions; and
 - 8.1.9** take any enforcement action authorized by this Bylaw, the *Municipal Government Act*, or any other applicable enactment.

PART III – LICENSING REQUIREMENTS

9. GENERAL LICENSING PROVISIONS

- 9.1** No Business or person shall conduct Business within or partly within the City without a valid Business Licence issued pursuant to the provisions of this Bylaw unless specifically exempt under the provisions of Section 10 of this Bylaw or can provide written proof that they are exempt under provincial or federal legislation.
- 9.2** Any advertising shall be deemed to be *prima-facie* proof of the fact that a Business or person is carrying on or operating any such Business, trade or occupation.
- 9.3** A Business Licence shall not be issued until all required approvals under the Land Use Bylaw, applicable *Safety Codes Act*, RSA 2000, c S-1, and any other applicable legislation have been obtained.
- 9.4** Any Business or person conducting Business at multiple permanent locations within the corporate limits of the City requires a Business Licence for each location.
- 9.5** All contractors and subcontractors conducting Business within the City require a Business Licence.
- 9.6** No person shall contravene any condition of a Business Licence issued under this Bylaw and shall comply with all applicable enactments. A Licensing Inspector may, at any reasonable time, enter and inspect any Business premises or activity to ensure compliance with this Bylaw, and the Licensee shall not obstruct or hinder such inspection.

- 9.7** Where 2 or more separate and distinct Business entities operate from the same premises, each such Business entity shall obtain and maintain a separate valid Business Licence, regardless of common ownership, shared space, or related operations.
- 9.8** A person may not alter, reproduce, or deface a Business Licence.
- 9.9** Every Licensee must present a valid Business Licence certificate should a Licensing Inspector, or any person with whom Business is being conducted request to see it. The Business Licence certificate shall be posted in a prominent place on the Business premises of the Licensee, so that it is clearly visible to the public.
- 9.10** The issuance of a Business Licence does not constitute approval of a development permit, land use, building permit or any other approval required by the City.

10. BUSINESS LICENCE EXEMPTIONS

- 10.1** The following will be exempt from obtaining a Business Licence:
- 10.1.1** a Business operating as an Event Vendor at a City-approved Event where the Event Organizer has received all required municipal approvals and maintains a valid Event Licence, permit, or authorization issued by the City;
 - 10.1.2** a Business carried on behalf of the City of Chestermere, the Government of the Province of Alberta, or the Government of Canada;
 - 10.1.3** a person or Business that is exempt by any statute of the Province of Alberta or Canada from the requirements of municipal licensing;
 - 10.1.4** the Business is exempted through or by order of Council;
 - 10.1.5** the Business is a non-resident Business whose only Business activity is the supply or delivery of goods to a resident Business;
 - 10.1.6** a Minor provides residential services, including newspaper delivery, babysitting, lawn maintenance, snow removal, or similar services, where no employees are engaged by the Minor, or engaging in a Youth Entrepreneurial Activity;
 - 10.1.7** a person carrying on Business for a duration of no more than 7 consecutive days in the City that is donating all the profit to a charitable or non-profit organization and has a letter from the charity or non-profit organization to support this claim;
 - 10.1.8** Businesses operating within an Open Market or City-approved Event where the organizer has obtained all required municipal approvals and maintains responsibility for participating as vendors;
 - 10.1.9** drivers of Vehicle-for-Hire conduct Business as defined in Section 4.1.43;
 - 10.1.10** the sale of agricultural or value-added agricultural products grown or produced in Alberta may be exempt at the discretion of the Licensing Authority.
- 10.2** An organization that is exempt from the requirement to obtain a Business Licence under this Section shall comply with all other applicable provisions of this Bylaw, unless the exemption expressly states otherwise.

PART IV – LICENCE APPLICATIONS, ISSUANCE AND REFERRALS

11. LICENCE APPLICATIONS AND ISSUANCE

- 11.1** A person applying for a Business Licence or the renewal of a Business Licence must submit a completed Application in the form prescribed by the City and provide any information or documents required by the City, including but not limited to:
- 11.1.1** any federal, provincial, or municipal licence, permit, certificate, registration, approval, or authorization required to operate the Business, including but not limited to an *Alberta Motor Vehicle Industry Council* (AMVIC) licence, Alberta Health Services approval, security services licence, trade certificate, or professional regulatory licence;
 - 11.1.2** any permit, certificate, approval, or authorization required under this Bylaw; and
 - 11.1.3** an Occupancy Certificate issued by the Development Authority or Building Safety Codes Authority, where applicable.
- 11.2** The Applicant is responsible for obtaining and maintaining all licences, permits, approvals, and authorizations required by any federal, provincial, or municipal legislation. A Business Licence shall not be issued or renewed unless the Applicant is in compliance with this Bylaw and all applicable legislation.
- 11.3** A Business that changes ownership, form of Business, or the name of the Business must submit a new Application or a transfer with the appropriate fee as outlined in the City of Chestermere Fee Schedule Bylaw.
- 11.4** No Business activity shall be conducted on Chestermere Lake unless it is in alignment with the Use of Works Agreement between the City of Chestermere and Western Irrigation District and/or expressly authorized by the Western Irrigation District and all required approvals have been obtained.
- 11.5** Applications for Mobile Vendors shall comply with the Mobile Vendor Bylaw #020-21.
- 11.6** The City shall process Applications within 30 Business days from the time the Application is deemed complete. Where additional information is required, the Application shall be deemed incomplete.

12. REFERRALS AND AGENCY REVIEW

- 12.1** The Licensing Authority may circulate a Business Licence Application to any internal department or external agency for review and comment where deemed necessary.
- 12.2** Without limiting Section 12.1, referrals may be made to:
- 12.2.1** Development Services;
 - 12.2.2** Planning;
 - 12.2.3** Fire Services;
 - 12.2.4** Municipal Enforcement or Peace Officers;
 - 12.2.5** the Royal Canadian Mounted Police (RCMP);
 - 12.2.6** Alberta Health Services; and
 - 12.2.7** any other agency or authority having jurisdiction or deemed suitable by the Licensing Authority.
- 12.3** The Licensing Authority may consider any comments or recommendations received from a referral in determining whether to:
- 12.3.1** issue a Business Licence;
 - 12.3.2** impose conditions on a Business Licence; or
 - 12.3.3** refuse a Business Licence.
- 12.4** No Business Licence shall be issued where the Licensing Authority determines that comments received identify significant non-compliance or public safety risk.
- 12.5** The Applicant shall, upon the request of the Licensing Authority, provide any documentation deemed necessary by the Licensing Authority, to process the Business Licence. This documentation may include but is not limited to criminal records checks or background checks by the police service of the City and documentation identified through the referral process.
- 12.6** Police information checks shall be required for Businesses classified as Regulated Businesses under this Bylaw, and any other Business where the Licensing Authority determines such a check is reasonably necessary to protect public safety or consumer interests.

PART V – BUSINESS LICENCE ADMINISTRATION

13. TERM OF LICENCE

13.1 The term of a Business Licence shall be determined by the Licensing Authority in accordance with this Bylaw. Unless otherwise specified, a Business Licence shall expire on December 31 of the licence year in which it is issued or on the date of expiry of any associated development permit, whichever occurs first. No Business Licence shall remain valid where the associated development permit has expired.

13.2 Exceptions to Section 13.1:

13.2.1 the Business Licence provides otherwise (i.e. a term or seasonal Business Licence);

13.2.2 the Business Licence has been cancelled, ceased, or forfeited in writing;

13.2.3 unless it is a temporary Business Licence, in which case it shall be valid for the dates shown on the Business Licence; or

13.2.4 the Licensing Authority grants a term of 2 years pursuant to Section 13.3.

13.3 At the request of the Applicant, the Licensing Authority may issue a Business Licence with a term of up to 2 years where the Business:

13.3.1 is a No-Impact Home-Based Business; or

13.3.2 is a Business that:

13.3.2.1 operates primarily as an office, professional service, administrative service, consulting service, or online Business;

13.3.2.2 does not require routine inspections by the City or another authority having jurisdiction;

13.3.2.3 does not require provincial licensing or regulatory approvals beyond standard Business registration requirements;

13.3.2.4 does not generate commercial deliveries beyond those normally associated with residential use, traffic, noise, odours, vibration, or visual evidence beyond that typical of a residential use;

13.3.2.5 has remained in compliance with this Bylaw and all applicable enactments.

13.3.2.6 has not been subject to a Business Licence suspension, revocation, enforcement order, stop order, or prosecution under a municipal, provincial, or federal enactment within the preceding 2 years;

13.3.2.7 has no outstanding enforcement matters, bylaw contraventions, orders, penalties, or municipal fines; and

13.3.2.8 has not been the subject of substantiated complaints respecting the operation of the Business within the preceding licence term.

13.4 Where the Licensing Authority issues a Business Licence with a term of 2 years, the applicable licence fee shall be the equivalent of 2 annual licence fees as prescribed in the City of Chestermere Fee Schedule Bylaw, unless provided for in the Fee Schedule Bylaw.

13.5 Despite Section 13.4, the Licensing Authority may require an annual renewal where:

13.5.1 complaints have been received respecting the operation of the Business;

13.5.1 compliance concerns have been identified;

13.5.2 the nature or operation of the Business has changed; or

13.5.3 the Licensing Authority determines that additional review is necessary to ensure compliance with this Bylaw.

14. TRANSFER OF LICENCE

14.1 Business Licence issued under this Bylaw shall not be transferred to another person, Business, or location unless:

14.1.1 an Application for transfer is submitted to the City;

14.1.2 the Applicant provides satisfactory evidence of the transfer or assignment of the Business or Business location;

14.1.3 the Applicant complies with the requirements of this Bylaw; and

14.1.4 the transfer is approved by the City and the applicable transfer fee, as set out in the Fee Schedule Bylaw (as amended or replaced from time to time) has been paid.

15. BUSINESS LICENCE FEES

15.1 All fees payable under this Bylaw shall be as set out in the City of Chestermere Fee Schedule Bylaw, as amended or replaced from time to time.

15.2 The fees established under Section 15.1 take effect on the same date this Bylaw comes into force.

15.3 In the event of any discrepancy between this Bylaw and the Fee Schedule Bylaw (as amended or replaced from time to time), the provisions of the Fee Schedule Bylaw shall prevail with respect to fees.

15.4 Payment of Business Licence fees is not permission to operate the Business within the City of Chestermere. The Business Licence is not deemed issued or approved until the Licensing Authority signs or approves the Business Licence Application.

15.5 Full payment of the appropriate fee shall accompany each Application for a Business Licence.

- 15.6** Subject to this Bylaw, no refund shall be issued after a Business Licence has been granted, except where the Licensing Authority determines that all or a portion of the fee paid has not been exhausted for the licensing year.
- 15.7** When a Business closes, moves, or ceases its operations at any time through the calendar year all paid Business Licence fees are not refundable.
- 15.8** Where a non-Chestermere Business is licensed in another municipality within the Province of Alberta and can demonstrate such licensing to the satisfaction of the City, the City may recognize that Business Licence and issue a non-resident Business Licence at a reduced fee as established in the Fee Schedule Bylaw.
- 15.9** Until December 31, 2026, all Business Licence fees shall continue to be charged and collected in accordance with Bylaw #027-16.

16. FEE EXEMPTIONS AND INCENTIVES

- 16.1** The Licensing Authority may approve a waiver, reduction, or discount of a Business Licence fee in accordance with this Section.
- 16.2** Where a fee waiver, reduction, discount, or exemption is granted under this Section, the Applicant shall comply with all other applicable provisions of this Bylaw.
- 16.3** Notwithstanding Licensing Fees under the Fee Schedule Bylaw, as amended or replaced from time to time, the fee for a Business Licence for a No-Impact Home Business is waived, provided it meets the definition of a No-Impact Home Business for the purpose of encouraging entrepreneurship and economic development.
- 16.3.1** Where a Business no longer falls under the definition of No-Impact Home Business as defined on Section 4.1.31, the applicable licence fee set out in the City of Chestermere Fee Schedule Bylaw shall apply.
- 16.4** The City may establish specific incentive programs or categories eligible for reduced or waived fees, as approved by Council resolution or set out in policy.
- 16.5** Where an exemption, reduction, or waiver is refused under this Section, the Applicant may appeal the decision to the Appellate Authority in accordance with the appeal provisions of this Bylaw.
- 16.6** A Non-profit or Charitable Organization is exempt from the payment of Business Licence fees under this Bylaw, provided the organization submits satisfactory evidence of its non-profit or charitable status to the Licensing Authority.

PART VI – COMPLIANCE AND INSPECTIONS

17. INSPECTIONS

- 17.1** All Businesses that are licensed or are required to be licensed may have the Business premises and surrounding lot inspected by the Licensing Inspector.
- 17.2** Pursuant to the *Municipal Government Act*, a Licensing Inspector may, at any reasonable time and in accordance with applicable legislation, enter on and inspect any land, buildings, structure, Business premises, or place where a Business is conducted, other than a dwelling house unless otherwise authorized by law, for the purpose of:
- 17.2.1** determining compliance with this Bylaw;
 - 17.2.2** determining compliance with the conditions of a Business Licence;
 - 17.2.3** investigating whether a Business is operating without a required Business Licence; or
 - 17.2.4** carrying out any power, duty, or function under this Bylaw.
- 17.3** A Licensing Inspector exercising powers under this Section shall:
- 17.3.1** produce identification upon request;
 - 17.3.2** conduct inspections in a reasonable manner and in accordance with applicable legislation; and
 - 17.3.3** not enter a dwelling house without the consent of the occupant or other authority provided by law.
- 17.4** If a Licensing Inspector reasonably believes a person or Applicant is carrying on a Business that requires a Business Licence, that person or Applicant shall:
- 17.4.1** permit and assist with any inspection requested by the Licensing Inspector;
 - 17.4.2** provide any identification, information, or documentation related to the inspection;
 - 17.4.3** provide information that is true and not misleading; and
 - 17.4.4** take all necessary steps to achieve compliance with this Bylaw.
- 17.5** No person shall obstruct, hinder, or interfere with a Licensing Inspector in the exercise of their powers under this Bylaw. Any person who refuses entry or otherwise impedes an authorized inspection commits an offence under this Bylaw.
- 17.6** During an inspection authorized under this Section, a Licensing Inspector may examine any record or document relevant to the administration or enforcement of this Bylaw and may temporarily remove the record or document for the purpose of making copies or reproductions, provided that the record or document is returned to the owner within a reasonable time.

PART VII – LICENSING DECISIONS

18. REFUSAL, SUSPENSION AND REVOCATION OF LICENCES

- 18.1** A Business Licence is automatically revoked if any certification, approval, authority, licence, permit, or other qualification required for the Business is suspended, cancelled, terminated, surrendered, or expires.
- 18.2** Where an Application for a Business Licence is refused, the Applicant shall be advised of the reason(s) for the refusal in writing by the Licensing Authority.
- 18.3** A Business Licence is automatically revoked if payment of fees is made by cheque or other instrument which is not accepted by the financial institution on which it was issued.
- 18.4** A Business which is operating in a form not in accordance with its Business Licence and Conditions shall be subject to the suspension or revocation of its Business Licence.
- 18.5** A Business which is in contravention of this or any other bylaw of the City, or legislation or regulation of the Government of the Province of Alberta or the Government of Canada may have its Business Licence refused, suspended or revoked regardless of whether they have or are being prosecuted for that contravention.
- 18.6** A Business that has its Business Licence suspended or revoked shall not be entitled to a refund of licensing fees paid and must submit a new Application and all corresponding fees before that Business may resume.
- 18.7** Where a Business Licence is revoked or suspended the Business shall immediately cease operating and shall not commence operating until a Business Licence is approved and issued by the City.
- 18.8** Notification of any suspension or revocation of a Business Licence shall be made in writing by the Licensing Authority.
- 18.9** Prior to suspension or revocation, the City shall provide written notice and an opportunity for the Licensee to respond, unless immediate action is required for public safety.
- 18.10** Notice of revocation of the Business Licence and the recommended enforcement procedure shall be given to the Licensee by means of personal service or by ordinary mail at the address shown on the Application for Business Licence.

- 18.11** The Licensing Authority may refuse to issue a Business Licence where concerns identified through the referral process indicate a risk to public safety or non-compliance with the *Safety Codes Act*, RSA 2000, c S-1, as amended or replaced from time to time, or any applicable legislation.

PART VIII – APPEALS

19. APPEALS

- 19.1** All appeals must:
- 19.1.1** be submitted in writing to the Appellate Authority;
 - 19.1.2** state the reasons for the appeal; and
 - 19.1.3** include the appeal fee set out in the City of Chestermere Fee Schedule Bylaw.
- 19.2** An Applicant may appeal the classification of a Business or the applicable fee to the Appellate Authority or its designate.
- 19.3** Where an Application is refused, or a Business Licence is suspended or revoked, the Applicant or Licensee may appeal the decision within 10 Business days of receiving notice.
- 19.4** The Appellate Authority or its designate shall issue a written decision within 20 Business days of receiving:
- 19.4.1** the appeal in its complete form; and
 - 19.4.2** any additional information requested by the City.
- 19.5** The decision of the Appellate Authority is final.
- 19.6** Where an appeal is unsuccessful and a Business Licence is not granted, the Applicant may not reapply until the next licence year.
- 19.7** 50% of the appeal fee shall be refunded to the appellant should the appeal be successful.

PART IX – ENFORCEMENTS

20. ENFORCEMENT AUTHORITY

- 20.1** A Licensing Inspector or Peace Officer may enforce this Bylaw.
- 20.2** A Licensing Inspector may exercise any authority granted under Section 8 of this Bylaw.

21. COMPLIANCE ORDERS

- 21.1** A Licensing Inspector may issue a written enforcement order in accordance with Section 545 of the *Municipal Government Act* requiring a person to:
- 21.1.1** cease operating a Business in contravention of this Bylaw;
 - 21.1.2** remedy a contravention of this Bylaw; or
 - 21.1.3** take any action necessary to achieve compliance with this Bylaw.
- 21.2** Failure to comply with an enforcement order issued under this Section constitutes an offence.
- 21.3** Where an enforcement matter may result in the refusal, suspension, revocation, cancellation, or amendment of a Business Licence, the matter shall be referred to the Licensing Authority for a decision.

22. ENFORCEMENT PROCEEDINGS

- 22.1** Where a Business has been licenced pursuant to this Bylaw and the requirements of this Bylaw have not been complied with, the Licensing Authority may suspend, revoke, cancel, or impose additional conditions on the Business Licence where reasonably necessary to achieve compliance or protect public safety.
- 22.2** Nothing in this Bylaw restricts the City from pursuing any other remedy or enforcement action authorized by law.

PART X – OFFENCES AND PENALTIES

23. OFFENCE

23.1 Any person who contravenes this Bylaw is guilty of an offence and is liable to the penalties prescribed in this Bylaw.

24. PENALTIES

24.1 Any person who is convicted of an offence pursuant to this Bylaw is liable on summary conviction to a fine not exceeding \$10,000 and in default of payment of any fine imposed, to imprisonment for not more than 1 year.

24.2 Where a Licensing Inspector believes that a person has contravened any provision of this Bylaw, they may commence proceedings by issuing a violation ticket in accordance with the provisions of the *Provincial Offences Procedure Act*, RSA 2000, c P-34.

24.3 A Licensing Inspector may issue, by personal service or regular mail, a bylaw ticket, on a form as approved by the City, to any person alleged to have contravened any provision of this Bylaw.

24.4 The penalty for a contravention of this Bylaw is as set out in Schedule A – Fines and Penalties of this Bylaw.

24.5 A person who pays the penalty indicated on a bylaw ticket within the time specified is not liable to prosecution for that contravention.

24.6 Where a person commits the same offence more than once within a 12-month period:

24.6.1 the penalty for a second offence is double the penalty amount set out in Schedule A – Fines and Penalties; and

24.6.2 the penalty for a third offence is triple the penalty amount set out in Schedule A – Fines and Penalties.

24.7 Where a person is convicted of operating a Business without a valid Business Licence, the court may, in addition to any fine imposed, order the person to pay the applicable licence fee.

25. CONTINUING OFFENCES

25.1 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 the offence continues.

26. VIOLATION TICKETS AND COURT PROCEEDINGS

- 26.1** Nothing in this Bylaw prevents a Licensing Inspector from issuing a violation ticket requiring a court appearance pursuant to the *Provincial Offences Procedure Act*, RSA 2000, c. P-34.

PART XI – BUSINESS SPECIFIC REGULATIONS

The regulations contained in this Part are supplementary to the general regulations contained in Parts I to X of this Bylaw and apply according to the applicable Business Licence Class.

27. BUSINESS LICENCE CLASSES

- 27.1** The City hereby establishes the following Business Licence Classes:

27.1.1 Fixed-Location Businesses means a Business operating from a permanent premise located within a commercial, industrial, or institutional district, and which is not intended to be moved or relocated in the ordinary course of Business.

27.1.2 Home-Based Businesses means a Business carried on within a dwelling unit or its accessory building by the resident of that dwelling, and which complies with the applicable provisions of the Land Use Bylaw.

27.1.3 Mobile and Modern Business Services means a Business that does not operate from a fixed premise and instead provides goods or services from a vehicle, temporary location, or at a customer's location, and includes, but is not limited to mobile food vendors and food trucks, mobile personal or professional services, including pet grooming, personal care, repair, or maintenance services; and contractors or tradespersons operating without a permanent commercial premise open to the public.

27.1.4 Transient and Temporary Businesses means a Business that operates on a short-term, intermittent, or seasonal basis at a location within the City, and includes, but is not limited to pop-up retail operations; seasonal markets or booths; and temporary commercial events or sales. A Business Licence issued under this class shall be valid only for the period specified and may be subject to conditions imposed by the Licensing Authority.

27.1.5 Short-Term Rental (STR) Businesses means a Business as defined under Section 4.1.40.

27.1.6 Shared Mobility and Micromobility Business means a Business that provides shared-use transportation devices for short-term rental or public use, including electric scooters, electric bicycles, pedal bicycles, or similar mobility devices, whether docked, station-based, or free-floating, and includes Businesses operating through a digital platform or Application.

27.1.7 Regulated Businesses means a Business that, due to its nature, requires enhanced regulatory oversight and approvals, and includes, but is not limited:

27.1.7.1 cannabis retail sales;

27.1.7.2 liquor stores;

27.1.7.3 Payday Lenders;

27.1.7.4 Pawnbroker;

27.1.7.5 Secondhand dealers;

27.1.7.6 Adult Oriented Business; and

27.1.7.7 any other Business that the Licensing Authority determines presents an elevated risk to public safety, consumer protection, vulnerable compliance, heaving regard to:

27.1.7.7.1 the nature of Business activity;

27.1.7.7.2 the handling of cash, valuable-controlled products, or regulated goods;

27.1.7.7.3 previous complaints and enforcement history;

27.1.7.7.4 criminal activity risks associated with the Business type;

27.1.7.7.5 impacts on surrounding properties or neighborhoods; and/or

27.1.7.7.6 recommendations from a regulatory agency, police service, or other authorities having jurisdiction.

27.2 The Licensing Authority may classify a Business not clearly falling within the above definitions as the most appropriate Business Licence Class and may impose conditions as necessary.

27.3 The Licensing Authority may establish administrative classifications for the purpose of administering licence categories.

28. FIXED-LOCATION BUSINESSES

28.1 General Regulations for Fixed Location Businesses:

- 28.1.1** Business activity shall occur wholly within approved premises unless otherwise authorized;
- 28.1.2** exterior storage, noise, odour, and lighting shall comply with applicable municipal bylaws;
- 28.1.3** premises shall be maintained in a safe and sanitary condition;
- 28.1.4** a valid Development Permit shall be obtained, where required under the Land Use Bylaw, prior to the commencement of any Business operations;
- 28.1.5** the premises shall comply with all applicable *Safety Codes Act* and Regulations, and where required, a valid Occupancy Permit or equivalent authorization shall be obtained prior to the issuance of a Business Licence and commencement of operations.

29. HOME-BASED BUSINESS

29.1 Every Home-Based Business shall:

- 29.1.1** comply with the regulations respecting Home Businesses as set out in the City of Chestermere Land Use Bylaw;
- 29.1.2** remain subordinate, secondary, and incidental to the principal residential use of the dwelling unit;
- 29.1.3** be operated by a resident lawfully residing within the dwelling unit from which the Home-Based Business is conducted;
- 29.1.4** comply with all applicable provisions of the City's Land Use Bylaw, this Bylaw, and any other applicable federal, provincial, or municipal enactment, regulation, or statute; and
- 29.1.5** comply with any conditions imposed by the Licensing Authority to ensure compatibility with surrounding residential uses and to prevent nuisance impacts.

29.2 No-Impact Home Based Businesses shall:

- 29.2.1** be conducted entirely within a dwelling unit;
- 29.2.2** not involve client, customer, or public attendance at the premises;
- 29.2.3** not employ or engage any person on-site other than residents of the dwelling unit;
- 29.2.4** not generate traffic, parking demand, deliveries, noise, odours, vibration, or other impacts beyond what is typical of a residential use;
- 29.2.5** not involve outdoor storage, display of goods, or Business-related materials or equipment; and
- 29.2.6** not include signage or any exterior indication of the Business.

29.3 Where a Home-Based Business no longer complies with Section 29.2, it shall be subject to all applicable requirements of this Bylaw, including applicable fees and conditions.

30. MOBILE AND MODERN BUSINESS SERVICES

- 30.1** Every Mobile or Modern Business Service shall comply with the City of Chestermere Mobile Vendor Bylaw, Land Use Bylaw, Traffic Control Bylaw, Community Standards Bylaw and all other applicable federal, provincial, and municipal enactments;
- 30.2** The Applicant shall provide proof of all required approvals under applicable municipal bylaws as part of the Business Licence Application.
- 30.3** For Businesses that are not carried out at a fixed location, the Business Licence certificate must be:
- 30.3.1** carried on the person of the Licensee; or
 - 30.3.2** carried in or on the vehicle or apparatus from which the Business is conducted; and
 - 30.3.3** be shown to the Licensing Authority or members of the public upon request.

31. TRANSIENT AND TEMPORARY BUSINESSES

- 31.1** Every Transient or Temporary Business shall:
- 31.1.1** operate only at locations approved by the City and for the time authorized under the Business Licence, permit, or approval;
 - 31.1.2** comply with all applicable federal and provincial legislation, and all applicable City permits, approvals, policies, and bylaws, including the City's Mobile Vendor Bylaw where applicable;
 - 31.1.3** where the Business operates as a mobile vendor, food truck, mobile retail Business, or other mobile operation, the Business shall comply with all requirements of the City's Mobile Vendor Bylaw, as amended or replaced from time to time;
 - 31.1.4** every Business Licence issued for a Transient or Temporary Business shall specify:
 - 31.1.4.1** the approved start and end dates of operation;
 - 31.1.4.2** the approved operating location; and
 - 31.1.4.3** the approved Business activities authorized under the licence;
 - 31.1.5** maintain the Business site, structures, tents, kiosks, displays, vehicles, and surrounding area in a clean, orderly, and safe condition;
 - 31.1.6** not obstruct sidewalks, fire routes, emergency access routes, accessible parking areas, or vehicular or pedestrian traffic;
 - 31.1.7** dispose of all garbage, wastewater, grease, and other waste materials in accordance with applicable environmental and public health legislation;
 - 31.1.8** remove all temporary structures, inventory, signage, refuse, and equipment immediately upon the expiry of the approved operating period;
 - 31.1.9** the Licensee shall not operate outside the approved dates, location, or authorized activities specified on the licence unless otherwise approved by the City; and

31.1.10 as part of the Business Licence Application, the City may require the Applicant to provide:

31.1.10.1 proof of event authorization or event approval;

31.1.10.2 written consent from the property owner where the Business will operate; and

31.1.10.3 a site plan identifying the location of structures, parking, access, and operational areas; and iv. fire safety approvals or inspections, where applicable.

31.2 The City may refuse, suspend, or revoke a Business Licence where the operation creates safety concerns, nuisance conditions, or fails to comply with the requirements of this Bylaw or any other applicable enactment.

32. EVENT VENDORS

32.1 Where an Event includes multiple vendors, exhibitors, or temporary Businesses, the City may require an Event Organizer to obtain a single Event Licence on behalf of participating Event Vendors.

32.2 Event Vendors operating under an approved Event Licence shall not be required to obtain a separate Business Licence unless otherwise required by the Licensing Authority.

32.3 The Event Organizer shall:

32.3.1 maintain a list of participating vendors;

32.3.2 provide the vendor list upon request by the City;

32.3.3 ensure vendors comply with applicable municipal bylaws and regulations; and

32.3.4 be responsible for obtaining any required event approvals.

33. BUSKERS (STREET PERFORMERS)

33.1 A Street Performer shall comply with all applicable provisions of the Community Standards Bylaw, including regulations respecting noise, nuisance, and obstruction.

34. SHORT-TERM RENTAL(S) (STR) BUSINESS

- 34.1** No person shall operate a Short-Term Rental without a valid Business Licence issued by the City.
- 34.2** A Business Licence shall only be issued where:
- 34.2.1** the Short-Term Rental complies with the Land Use Bylaw;
 - 34.2.2** all required municipal approvals and permits have been obtained, including any required Development Permit; and
 - 34.2.3** occupancy has been granted and the property complies with the *Safety Codes Act, RSA 2000, c S-1*, as amended or replaced from time to time and all applicable municipal bylaws.
- 34.3** Where a Short-Term Rental operates within a secondary suite, the suite must be approved by the Development Authority and Safety Codes.
- 34.4** No Short-Term Rental shall be used for activities creating nuisance or exceeding approved occupancy.
- 34.5** The operator shall ensure compliance with:
- 34.5.1** parking regulations;
 - 34.5.2** waste collection requirements; and
 - 34.5.3** nuisance provisions under municipal bylaws.
- 34.6** Required parking stalls shall be maintained on-site and available for guest use at all times.
- 34.7** The Business Licence number shall be displayed in all advertisements and online listings.
- 34.8** The operator shall maintain records sufficient to demonstrate compliance with this Bylaw.
- 34.9** The operator shall maintain liability insurance for the Short-Term Rental operation. proof of insurance shall be provided upon Application and renewal of the Business Licence.
- 34.10** The City may refuse renewal of a Business Licence where the operator has outstanding bylaw fines or enforcement matters.

35. SHARED MOBILITY BUSINESS (E-SCOOTERS)

- 35.1** In this Bylaw, e-scooters have the same definition as in the current Traffic Control Bylaw, as amended or replaced from time to time.
- 35.2** No person shall operate, provide, or offer for use any shared mobility device, including but not limited to electric scooters or similar devices, for compensation or public use within the City unless:
- 35.2.1** the operation of such devices is permitted under applicable Provincial legislation;
 - 35.2.2** the operator has obtained all required approvals, permits, and a valid Business Licence issued by the City; and
 - 35.2.3** the operation complies with the City of Chestermere Traffic Control Bylaw, as amended or replaced from time to time.
- 35.3** Where the operation of shared mobility devices is not authorized under Provincial legislation, such use is prohibited within the City.

36. REGULATED BUSINESSES

36.1 ADULT-ORIENTED BUSINESS

- 36.1.1** no person shall commence, Carry on, advertise, operate, maintain, permit, or offer an Adult-Oriented Business within the City;
- 36.1.2** no Business Licence shall be issued for an Adult-Oriented Business; and
- 36.1.3** a person who contravenes this Section commits an offence and is subject to enforcement action under this Bylaw.

36.2 CANNABIS

- 36.2.1** a person shall not operate a cannabis-related Business without a valid Business Licence issued under this Bylaw;
- 36.2.2** this Section does not apply to the production or distribution of cannabis licenced by federal or provincial authorities;
- 36.2.3** a cannabis-related Business shall not be developed or operated without a valid Development Permit issued in accordance with the Land Use Bylaw;
- 36.2.4** an Applicant for a cannabis-related Business Licence must provide proof of a valid licence issued by the *Alberta Gaming, Liquor and Cannabis Commission* (AGLC) prior to the issuance of a Business Licence; and
- 36.2.5** the City will not accept or process a Business Licence Application unless:
 - 36.2.5.1** a valid Development Permit has been issued; and
 - 36.2.5.2** the premises has passed all required inspections and received occupancy approval.
- 36.2.6** a cannabis retail store shall:
 - 36.2.6.1** operate in accordance with all applicable federal and provincial legislation and the terms and conditions of any licence issued by the *Alberta Gaming, Liquor and Cannabis Commission* (AGLC).

36.2.7 the Licensee shall, within 30 days:

36.2.7.1 notify the City of any change in ownership, management, or control;

36.2.7.2 notify the City of any criminal charges against the Licensee or key personnel; and

36.2.7.3 provide a current police information check for new owners, officers, directors, or managers.

36.3 LIQUOR STORE

36.3.1 no person shall operate a Liquor Store without a valid Business Licence issued by the City;

36.3.2 an Applicant must provide proof of a valid licence issued by the *Alberta Gaming, Liquor and Cannabis Commission* (AGLC) prior to the issuance or renewal of a Business Licence;

36.3.3 a Liquor Store shall comply with all applicable federal and provincial legislation, regulations, and AGLC requirements; and

36.3.4 the City may refuse, suspend, or revoke a Business Licence where the Licensee fails to maintain any licence or approval required by the *Alberta Gaming, Liquor and Cannabis Commission* (AGLC).

36.4 PAYDAY LENDER

36.4.1 a person shall not operate a Payday Lender Business without:

36.4.1.1 a valid City of Chestermere Business Licence; and

36.4.1.2 a valid Alberta payday loan Business Licence.

36.4.2 the Licensee shall prominently display:

36.4.2.1 the municipal Business Licence;

36.4.2.2 the provincial licence; and

36.4.2.3 information respecting debt counselling and financial assistance services.

36.4.3 the Licensee shall comply with the *Consumer Protection Act, Payday Loans Regulation*, and all applicable provincial legislation;

36.4.4 the Licensee shall immediately notify the City if its provincial licence is suspended, revoked, cancelled, or expires; and

36.4.5 a municipal Business Licence may be suspended or cancelled where:

36.4.5.1 the provincial licence ceases to be valid;

36.4.5.2 the Licensee contravenes the Business Licence Bylaw; or

36.4.5.3 the Licensee is convicted of an offence related to the operation of the Payday Lender Business.

36.5 SECONDHAND DEALER/PAWNBROKER

- 36.5.1** in addition to standard requirements, an Applicant must provide:
- 36.5.1.1** government-issued identification;
 - 36.5.1.2** a police information check acceptable to the City; and
 - 36.5.1.3** any additional information required by the Licensing Authority.
- 36.5.2** a Licensee shall maintain a record of all goods purchased, sold, traded, or pawned, including:
- 36.5.2.1** a description of the goods;
 - 36.5.2.2** the date and time of the transaction;
 - 36.5.2.3** the purchase amount or loan value; and
 - 36.5.2.4** the name and identification of the person providing the goods.
- 36.5.3** a Licensee shall maintain records for a minimum of 12 months. Records shall be maintained in an electronic format accessible to the City or police upon request;
- 36.5.4** a Licensee shall not sell, alter, or dispose of any second-hand goods for a minimum of 15 days after acquisition, unless otherwise authorized by the City or a Peace Officer;
- 36.5.5** a Licensee shall verify and record valid government-issued identification from any person selling or pawning goods;
- 36.5.6** a Licensee shall not accept goods from a person who fails to provide valid identification; and
- 36.5.7** a Licensee shall not:
- 36.5.7.1** knowingly acquire goods obtained through unlawful means;
 - 36.5.7.2** fail to maintain or produce required records; or
 - 36.5.7.3** provide false or misleading information.
- 36.5.8** the Licensing Authority may impose conditions on a Business Licence, including:
- 36.5.8.1** requirements for electronic record-keeping or reporting;
 - 36.5.8.2** security measures; and
 - 36.5.8.3** any condition necessary to support public safety and enforcement.

36.6 TATTOO

- 36.6.1** no person shall tattoo any person under the age of 18 unless and until a parent or guardian the person to be tattooed consents in writing to such person being tattooed.

36.7 USED CAR DEALER

36.7.1 no person shall commence, carry on, or engage in the Business of a Used Car Dealer without first obtaining a valid Business Licence pursuant to this Bylaw.

36.7.2 Every Used Car Dealer shall:

- 36.7.2.1** comply with all applicable federal, provincial, and municipal legislation, including but not limited to *the Consumer Protection Act* and regulations administered by the *Alberta Motor Vehicle Industry Council* (AMVIC);
- 36.7.2.2** operate only from a location approved under the Land Use Bylaw and for which all required development permits and occupancy approvals have been obtained;
- 36.7.2.3** maintain the Business premises, including all outdoor display and storage areas, in a clean, orderly, and safe condition;
- 36.7.2.4** ensure that all vehicles offered for sale are displayed only within areas approved by the City and do not obstruct parking areas, sidewalks, or access routes;
- 36.7.2.5** ensure that no vehicle is stored, parked, or displayed on a public roadway, boulevard, or other City-owned property unless expressly authorized;
- 36.7.2.6** maintain a record of all vehicles purchased, consigned, or offered for sale, including:
 - 36.7.2.6.1** vehicle identification number (VIN);
 - 36.7.2.6.2** make, model, and year;
 - 36.7.2.6.3** date of acquisition; and
 - 36.7.2.6.4** name and contact information of the seller or consignor;
- 36.7.2.7** retain all records for a minimum period of 2 years and provide such records upon request by a Licensing Inspector or Peace Officer;
- 36.7.2.8** ensure that all employees or representatives involved in the sale of vehicles are properly licenced or registered where required by provincial legislation;
- 36.7.2.9** ensure that all signage complies with the Land Use Bylaw and any applicable signage regulations; and
- 36.7.2.10** comply with any conditions imposed on the Business Licence by the Licensing Authority.

36.7.3 a Used Car Dealer shall not:

- 36.7.3.1** sell, offer for sale, or display any vehicle that is not owned by the Business or held under a valid consignment agreement;
- 36.7.3.2** display or store vehicles in a manner that creates a nuisance, safety hazard, or visual obstruction to neighboring properties or public spaces;
- 36.7.3.3** conduct repairs, dismantling, or salvage operations on-site unless the premises is approved for such activities under the Land Use Bylaw;
- 36.7.3.4** operate in conjunction with or as an auto wrecker, salvage yard, or recycling operation unless separately approved and licenced;

- 36.7.3.5** use temporary structures, tents, or off-site locations for vehicle sales without prior written approval from the City;
- 36.7.3.6** provide false, misleading, or incomplete information to the City in respect of licensing or operations; and
- 36.7.3.7** fail to comply with any order, condition, or direction issued by the Licensing Authority under this Bylaw.
- 36.7.4** the Licensing Authority may impose additional conditions on a Used Car Dealer Business Licence, including but not limited to:
 - 36.7.4.1** limits on the number of vehicles displayed on-site;
 - 36.7.4.2** requirements for site layout, fencing, or screening;
 - 36.7.4.3** restrictions on hours of operation; and
 - 36.7.4.4** requirements for traffic management or parking.
- 36.7.5** where a Used Car Dealer fails to comply with this Section, the Licensing Authority may suspend or revoke the Business Licence in accordance with this Bylaw.

PART XII – GENERAL

37. REPEAL AND TRANSITION

- 37.1** Bylaw #027-16 and any amendments thereto are hereby repealed effective January 1, 2027.
- 37.2** Bylaw #027-26 is enacted in substitution thereof and shall come into force in accordance with Section 38.2.
- 37.3** Notwithstanding the repeal of Bylaw #027-16:
 - 37.3.1** any valid Business Licence issued under Bylaw #027-16 shall remain in force until its expiry, unless sooner suspended or revoked under this Bylaw;
 - 37.3.2** any Application, investigation, enforcement action, or proceeding commenced under Bylaw #027-16 may be continued and completed under the provisions of this Bylaw; and
 - 37.3.3** any rights, obligations, or liabilities accrued under Bylaw #027-16 are not affected by its repeal.

38. SEVERABILITY AND EFFECTIVE DATE

- 38.1** If any part of this Bylaw is found in any court of law to be illegal or beyond the power of Council to enact, such parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall be deemed separate and independent there from and to be enacted as such.
- 38.2** This Bylaw, including Schedule B – Business Licence Fees shall come into force and effect on January 1, 2027.

READ A FIRST TIME: September 15, 2026
READ A SECOND TIME: September 15, 2026
READ A THIRD TIME: September 15, 2026

RESOLUTION NUMBERS:

260915-24
260915-26
260915-28

A handwritten signature in blue ink, appearing to be 'SD' with a long horizontal stroke extending to the right.

Mayor, Shannon Dean

A handwritten signature in blue ink, appearing to be 'K' with a long horizontal stroke extending to the right.

Chief Administrative Officer, Kent Edney

SCHEDULE A – FINES AND PENALTIES

A. Administrative / Minor Offences	
Offence	Fee
Failure to display licence	\$250.00
Failure to produce licence	\$250.00
Altering or defacing licence	\$300.00
Late renewal (after grace period)	\$100.00
B. Compliance & Process Violations	
Offence	Fee
Providing false info on Application	\$500.00
Failure to provide records/info	\$500.00
Misleading inspector / officer	\$750.00
C. Inspection & Obstruction Offences	
Offence	Fee
Failure to permit inspection	\$ 800.00
Obstructing a Licence Inspector	\$1,000.00
Providing false info during inspection	\$1,000.00
D. Core Licensing Violations + Escalations	
Operating Without a Licence	
Scenario	Fee
First offence	\$ 500.00
Repeat offence (per day)	\$1,000.00
Operating While Suspended or Revoked	
Scenario	Fee
First offence	\$2,500.00
Repeat offence (per day)	\$5,000.00
E. Condition-Based Violations	
Offence	Fee
Breach of licence condition	\$500.00
Repeated breach (per day)	\$1,000.00
F. High-Risk / Regulated Business Violations	
For cannabis, STRs, pawnshops, etc.:	
Offence	Fee
Operating outside approved conditions	\$1,000.00
Failure to meet security requirements	\$1,000.00
Failure to maintain required records	\$1,000.00
Escalation Model	
Repeat Offences:	
2nd offence = 2× base penalty	
3rd offence = 3× base penalty	

Continuing Offences:	
Continued breach (each day = separate offence)	3x base penalty
Daily penalty applied until compliance	
Re-Inspection Fee	
Situation	Fee
Re-inspection after failure	\$150/ occurrence

SCHEDULE B – BUSINESS LICENCE FEES

As per City of Chestermere Fee Schedule Bylaw #019-26, as amended or replaced from time to time

Fee Categories	Annual Fee
Part I – Home-Based Businesses	
No Impact Minor Home Business	Exempt
Minor Home Business	\$75.00
Major Home Business	\$150.00
Short Term Rental	\$150.00
Part II – Mobile & Non-Resident Businesses	
Chestermere-Based	
Mobile Contractor / Mobile Service Provider	\$150.00
Mobile Vendor / Food Vendor	\$200.00
Based Outside Chestermere	
Non-Resident Business	\$200.00
Mobile Vendor / Food Vendor	\$250.00
Part III – Fixed Location Businesses	
Standard Commercial Business	\$250.00
High-Impact Commercial Business	\$350.00
Part IV – Regulated Businesses	
Cannabis Retail	\$600.00
Liquor Store	\$400.00
Pawn Broker / Second-hand Dealer	\$500.00
Used Vehicle Dealer	\$500.00
Personal Wellness Services	\$300.00
Shared Mobility Operators	\$500.00
Payday Lender	\$500.00
Other Regulated Business	\$300.00
Part V – Temporary Businesses	
1 Day Licence	\$50.00
3 Day Licence	\$75.00
7 Day Licence	\$100.00
30 Day Licence	\$150.00
Seasonal Licence	\$200.00
Event Organizer Licence	\$150.00
Part VI – Administrative Fees	
Change of Business Name	\$25.00
Change of Ownership	\$50.00
Transfer Application	\$50.00
Replacement Licence	\$25.00

Appeal Fee (50% refundable if successful)	\$100.00
Re-Inspection Fee	\$150.00
NSF Fee	\$50.00
Part IV - Incentives	
Not for Profit/Charities	Exempt
Youth Entrepreneurs	Exempt
Applications after July 1	50% off
Two Year Licence Option	Annual fee × 2 less 10% incentive.