

SUMMER VILLAGE OF POPLAR BAY

BYLAW NO. 298

BUSINESS LICENCE BYLAW

WHEREAS, Sections 7 & 8 of the *Municipal Government Act*; Revised Statutes of Alberta, 2000, Chapter M-26 with amendments, provides that Council may regulate all businesses carried on within the municipality including the manner of operation, the nature of operation and location thereof, and may provide for a system of licences, permits or approvals, including establishing fees for licensing.

NOW THEREFORE, Council for the Summer Village of Poplar Bay, duly assembled, hereby enacts as follows:

SECTION 1: NAME OF BYLAW

This bylaw may be cited as the "Business Licence Bylaw."

SECTION 2: DEFINITIONS

In this Bylaw:

"Applicant" means a person who applies for a licence.

"Chief Administrative Officer" (CAO) means the CAO duly appointed by the individual Summer Villages and the *Municipal Government Act*.

"Council" means Council for the Summer Village of Poplar Bay.

"Home Business" means any of the following activities undertaken on a residential property within the Summer Village:

- (a) a commercial, merchandising or industrial activity or undertaking, or
- (b) a professional, trade, occupation, calling or employment, or
- (c) an activity providing goods or services, including the short-term rental of a residential property or a bed and breakfast operation.

"Operator" means one who owns, operates, or engages in a Home Business.

"Short-term Rental" means rental for a period of 28 days or less.

"Summer Village" means the Summer Village of Poplar Bay.

SECTION 3: LICENCE

- 3.1 Every Home Business operating within the Summer Village must be approved by the CAO and shall, as a condition of its operation, obtain and maintain a business licence issued by the Summer Village;
- 3.2 Each business licence shall be valid from the date of issue to the next-occurring 30th day of April unless revoked or surrendered. The renewal date shall be May 1st each year.
- 3.3 The CAO can refuse a business licence for a proposed business or revoke the business licence of an operating business if the CAO deems the business incompatible with the character or aspirations of the Summer Village.

SECTION 4: LICENCE REQUIREMENTS

- 4.1 Every applicant for a licence must provide the following information:
- (a) The address or location for the proposed place of business;
 - (b) The trade name under which the proposed business will operate;
 - (c) Where the applicant is a sole proprietorship or partnership, the full name, mailing address, and telephone number of the applicant(s);
 - (d) Where the applicant is a corporation, the full name, mailing address of the principal managing employee or employees, and the telephone number of the business;
 - (d) For any business requiring liability insurance in connection with carrying on a business, proof of such insurance;
 - (e) Any certificate, authority, licence or other document of qualification under this or any other Bylaw, or under any Statute of Canada or the Province of Alberta that may be required in conjunction with carrying on of a business.
 - (f) Assurance satisfactory to Council that adequate provision has been made on the property for garbage and parking and that the premises and equipment will be maintained in a clean, hygienic, and tidy condition at all times,
- 4.2 Said premises shall be subject to inspection at all reasonable times by any person duly authorized by Council for this purpose.
- 4.3 The applicant shall comply with all Summer Village bylaws and Provincial legislation. The issuance of a business licence under this bylaw does not constitute development approval under the Summer Village's Land Use Bylaw. The holder of an existing business licence or an applicant for a business licence is responsible for obtaining any development approval required by the Land Use Bylaw, including development approval for modifications on the property necessary to operate the Home Business. If any such required approval has not been obtained, the Summer Village shall forthwith cancel any existing licence and/or refuse any application for a new business licence.

SECTION 5: LIABILITY

The applicant indemnifies and saves harmless the Summer Village against any loss, damage, claims, actions, judgments, costs, and/or expenses suffered or sustained by reason of or in connection with the carrying on of the Home Business.

SECTION 6: FEES & FINES

- 6.1 The annual business licence fee and renewal fee are specified in the Summer Village's Fees and Charges Bylaw and subject to revision from time to time by Council.
- 6.2 If a licence is revoked by Council or surrendered by the operator, there will be no refund.
- 6.3 Any Operator who fails to comply with any of the provisions of this Bylaw is liable to an initial fine of up to \$200 and an additional fine of up to \$200 every 30 days for as long as the infraction continues. Continuing failure to comply may result in a stop order being issued against the property.
- 6.4 If a fine has not been paid within 30 days its issuance, the unpaid balance will be added to the tax roll of the property.

SECTION 7: SEVERABILITY

Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

SECTION 8: REPEAL OF PREVIOUS BYLAW

As of the effective date of this Bylaw, Bylaw 196 is hereby repealed.

SECTION 9: EFFECTIVE DATE

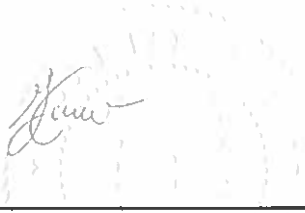
This bylaw shall come into effect upon the date of third reading.

Read a first time on this 19th day of March 2026

Read a second time on this 19th day of March 2026

Given unanimous consent to proceed to third reading this 19th day of March 2026

Read a third time and passed on this 19th day of March 2026



Gary Carew, Mayor
Summer Village of Poplar Bay



Sylvia Roy, Chief Administrative Officer
Summer Village of Poplar Bay

Summer Village of Poplar Bay

Application for a Business Licence

(not for Short-term Rental of a Residential Property)

Applicant (Property Owner) _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Email Address _____

Cell Phone _____ Home Phone _____

Home Business Location: # _____, _____ Summer Village of Poplar Bay

Business Name (if applicable) _____

Product or Service provided: _____

My initials affirm that the property is compliant with each of the following: Initials

Any required liability insurance _____

Any required certificate, authority, licence, or other document _____

Adequate trash bins to accommodate the business activity _____

Adequate parking to accommodate the business activity _____

Premises and equipment will be maintained in a clean, hygienic, and tidy condition at all times. _____

Any signage complies with the requirements stated in the Land Use Bylaw. _____

I hereby represent and warrant that all of the above information is true and correct.

Signature of Applicant

Date

Section below to be completed by Summer Village Personnel after approval by Summer Village Council.

Approved by: _____
Summer Village Representative

Date: _____

Expires: April 30, _____

Summer Village of Poplar Bay

Application for a Business Licence for Short-term Rental of a Residential Property

Applicant (Property Owner) _____

Mailing Address _____

City _____ Province _____ Postal Code _____

Email Address _____

Cell Phone _____ Home Phone _____

Rental Property Address: # _____, Summer Village of Poplar Bay

In renting the property identified above, I agree to:

- Ensure that agreements with renters comply with the occupancy limits and parking limits established for the property,
- Inform the Summer Village of any structural changes on the property affecting occupancy or parking limits and obtain any appropriate Development Permit(s),
- Provide renters with a solid-waste pickup schedule and a copy of the information sheet provided by the Summer Village summarizing relevant local bylaws and policies,

I acknowledge that I can be held responsible for bylaw violations by renters of my property and that repeated violations may result in revocation of my business licence.

Section below to be completed by the applicant:

Maximum-occupancy Rating (1-10) based on the parking availability and the sleeping accommodations in the property:

(Single bed = 1, Double, queen, or king bed = 2, Couch = 1, Sofa bed = 2)

Parking Rating (1-4) based on the number of off-street parking spots available on the property:

My initials affirm that the property is compliant with each of the following requirements:

Initials

Functioning wastewater system

Insurance policy covering use as a rental property

Adequate sleeping arrangements to accommodate designated occupancy limit

Adequate trash bins to accommodate the represented occupancy limit

Adequate parking to accommodate the represented occupancy limit

Presence of a functional fire extinguisher on the premises

Solid Waste pickup schedule to be posted on the property

Bylaws and Policies document (provided by the Village) to be posted on the property

Only one building with cooking facilities on the lot

I hereby represent and warrant that all of the above information is true and correct.

Signature of Applicant

Date

Section below to be completed by Summer Village Personnel after approval by Summer Village Council.

Approved by _____
Summer Village Representative

Date

Expires April 30, _____