



Compliance Certificate

Policy No.: PLN - 1	Council Resolution No.: 68/13
Department: Planning and Economic Development	Authority: Council
Effective Date: February 25, 2013	Revision Date:
Review Date: February 2016	Repealed Date:
Supersedes: None	
Related Procedure No.: PLN - 1	
Related Procedure Name: Compliance Certificate	

Purpose

A certificate of compliance is verification from the Town of Taber that location of a building(s) on a property conforms to the requirements of the Land Use Bylaw. A certificate of compliance is not a legislative requirement; rather it is a service provided upon request to property owners, lawyers, realtors and lending agencies by the Town. A request for compliance usually occurs when ownership of a property is being transferred.

The intent of this policy is to institute an approach to issuing compliance certificates that meets the needs of the property owner, while minimizing the responsibility of the Town of Taber in dealing with these unlegislated matters.

Policy Statement

- 1) Requests for compliance certification of properties shall be dealt with by the Town's Planning and Development Department staff and signed by a Development Officer.
- 2) The response to a request for a compliance assessment shall be in written form. A compliance 'stamp' shall not be used.
- 3) Requests can be in written or verbal form but in all cases a Real Property Report prepared by an Alberta Registered Surveyor must be submitted. The Real Property Report does not have to be current but the date of the Report shall be indicated in the letter containing the compliance assessment.

- 4) Council may establish a fee for compliance assessments, and said fee shall be paid to the Town of Taber prior to the compliance assessment being provided to the person requesting it.
- 5) In undertaking the property compliance assessment, staff shall normally consider only the information available to them from the Real Property Report, and that information shall be assessed on the basis of a comparison to the requirements of the Town of Taber's current Land Use Bylaw at the time of the assessment. This important limitation shall be clearly stated in the letter prepared as the result of the compliance assessment.
- 6) Staff shall not normally undertake an inspection of a property as part of the compliance assessment process.
- 7) Where Town staff are aware of problems with a particular property not apparent from the Real Property Report (for example, where there is a concern about an illegal suite or where building permit requirements are outstanding), staff may note those concerns in a compliance assessment. However, staff shall not be required to devote a great deal of time to researching these other concerns, nor shall the failure of staff to note them be deemed to imply that those other concerns do not exist.
- 8) Where the assessment of a Real Property Report reveals a non-compliance issue it shall be indicated in the assessment letter, but the resolution of such non-compliance will normally involve separate discussions and, as necessary, enforcement with the property's land owner.
- 9) A copy of the Real Property Report and the assessment letter shall be filed in the Town of Taber's 'land file' for the subject property.
- 10) Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to in the procedure.

R. Bryant
MAYOR

MARCH 2 / 2013
DATE

[Signature]
CHIEF ADMINISTRATIVE OFFICER

MARCH 5 / 2013
DATE

