




## Briefing Note

<b>Title</b>	<b>Compliance Certificate Policy</b>
<b>Issue</b>	To inform Council on the proposed new Compliance Certificate Policy.
<b>Previous Council Direction</b>	Policy DEV-COM-1 was approved by Council on October 28, 1999.
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"><li>• A Compliance Certificate is a letter accompanied by a stamped Real Property Report and signed by a Development Officer confirming compliance of improvements on a subject parcel with the current Land Use Bylaw and the Alberta Building Code. These certificates are normally asked for by legal firms when a property changes ownership.</li><li>• Issuance of compliance certificates is not a requirement under the <i>Municipal Government Act</i>. Ultimately, it is a non-statutory service available for fee, initiated through request by a resident (or legal representative) to evaluate the current status of compliance for any given property. Given the non-essential element of this service, the process to obtain and administer Compliance Certificates is not addressed in the Land Use Bylaw 1385/17, but rather by means of a policy and procedure.</li><li>• On average, the Current Planning and Development department accepts 160 requests for compliance certificates per year. An application fee of \$180 applies to cover the time spent by staff to review the relevant property file, and provide response.</li><li>• The existing policy dates back to 1999 and needs to be updated and expanded upon. It also refers to “planning documents” that are vague. It should, in fact, refer to the current Land Use Bylaw and the Alberta Building Code specifically.</li><li>• The proposed policy specifically addresses the Land Use Bylaw and the Alberta Building Code and also provides for a Statement of Non-Compliance and a Statement of Non-Conformance. Having definitions added to the policy also provides for greater clarity than the previous policy did.</li></ul> <p><u>External Communication</u></p> <ul style="list-style-type: none"><li>• None</li></ul>

	<u>Relevant Policy/Legislation/Practices:</u>  None.
<b>Implication</b>	<u>Strategic Alignment:</u>  Sturgeon County Strategic Plan 2012 -2021 <b>Focus Area: Strong Local Governance and Regional Leadership</b> <b>Goal 1.1.1</b> Policies and directives are in place to review Council and Administration processes.  <b>Focus Area: Operational Excellence</b> <b>Goal 6.1.2</b> Sturgeon County has streamlined operational processes, through standardization and continuous improvement.  <b>Goal 6.1.3</b> Sturgeon County has policies, operating systems and practices that support effective engagement and professional interaction with stakeholders.  <u>Organizational:</u>  The new policy will provide more transparency and guidance to the public as well as Administration in administering applications for compliance certificates.  <u>Financial:</u>  Application fees for compliance certificates reflect the effort in processing the application.
<b>Follow Up Action</b>	1. Policy ply_SER_DEV_Compliance_Certificate_2018 will be refined as required and presented to Council for approval.
<b>Attachment (s)</b>	1. Policy DEV-COM-1 2. Compliance Certificate Policy (ply_SER_DEV_Compliance_Certificate_2018)
<b>Report Reviewed by:</b>	  Clayton Kittlitz, Manager, Current Planning and Development    Collin Steffes, Acting General Manager Integrated Growth    Rick Wojtkiw, Acting County Commissioner-CAO