



Town of Rimbey Policy Manual

Title: Compliance Certificate Policy

Policy No: 6001

Date Approved: August 28, 2023

Resolution No: 028/17

Date Effective: August 28, 2023

Purpose:

Provide a consistent policy whereby requests for Compliance Certificates are received and processed.

Policy Statement:

GUIDELINES:

1. Compliance Certificates issued by the Town of Rimbey only relate to the placement of the buildings and structures on a site relative to the Land Use Bylaw requirements.
2. All requests for a Certificate of Compliance submitted to the Town must be accompanied by:
 - a. A minimum of two hard copies of the valid Real Property Report (RPR) for the property, with at least one being an original bearing an original signature and permit stamp.
 - b. A copy of the certificate of title and applicable caveats no older than ninety (90) days.
 - c. The RPR must be no older than seven (7) years.
 - d. Where the date of the RPR is greater than ninety (90) days prior to the date of applying for a Compliance Certificate, it must be accompanied by a Statutory Declaration indicating that no changes, alterations, or additions to the property have been made since the RPR was prepared. The Statutory Declaration must be dated within ninety (90) days of the date of submission.
 - e. Application fee as set out by Town Bylaw.
 - f. A completed application/request form or a letter requesting a Certificate of Compliance, signed by the Applicant, (Landowner authorization, if applicant is not the registered owner).
 - g. Additional information as required by the Development Officer.

3. When issuing a Compliance Certificate, the Development Authority shall:
 - a. Provide a letter of compliance.
 - b. Retain one copy of the letter and RPR for Town records.
4. Certificates of Compliance issued by the Town of Rimbey only relate to the placement of the principal building, accessory buildings, and fences on a lot relative to the Land Use Bylaw requirements for minimum yards and setbacks. The Development Officer may, if deemed necessary, provide a note on the Certificate of Compliance indicating any encroachments, lack of development and/or building permits, and other violations of the Land Use Bylaw.
5. Where a Certificate of Compliance is issued indicating a non-conforming / non-compliance or breach situation, the Applicant may submit a Development Permit Application or encroachment agreement request, to remedy the situation in accordance with the Land Use Bylaw.
6. When a Development Permit application granting a variance from the Land Use Bylaw regulations is approved, and if after twenty-one (21) days no appeal has been initiated, the Development Officer will issue a Certificate of Compliance quoting the Development Permit number.
7. When developments encroaching on Town properties are identified, the applicant must obtain an encroachment agreement prior to obtaining a certificate of compliance.
8. When a Development Permit approval is granted to remedy a non-conforming /noncompliance or breach situation, there will be no charge for the issuance of a new Certificate of Compliance if the Development Permit approval or encroachment agreement is granted within one (1) year from the date the original Certificate of Compliance was issued.
9. Compliance Certificate will not be issued for individual Condominium units.
10. The Town of Rimbey endeavors to process requests for Compliance Certificates as quickly as possible (within 10 business days). If, however, there is a non-compliance or encroachment situation requiring a secondary process, such as a Development Permit Application or an Encroachment Agreement etc., this will lengthen the process.
11. Rush order requests of two (2) working days may be requested for an additional fee. Rush order requests cannot be guaranteed.

Initial Policy Date:	April 11, 2012	Resolution No:	67/12
Revision Date:	November 23, 2015	Resolution No.	390/15
Revision Date:	January 23, 2017	Resolution No.	028/17
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