



## Compliance Letter

<b>Procedure No.:</b> PLN - 1	<b>Council Resolution No.:</b> N/A
<b>Department:</b> Planning and Economic Development	<b>Authority:</b> CAO
<b>Effective Date:</b> February 25, 2013	<b>Revision Date:</b> September 8, 2025
<b>Review Date:</b> September 2028	<b>Repealed Date:</b>
<b>Supersedes:</b> N/A	
<b>Related Policy No.:</b> PLN-1	
<b>Related Policy Name:</b> Compliance Letter	

### 1.0 PURPOSE

- 1.1 The purpose of this procedure is to develop operating guidelines for the compliance letter policy.

### 2.0 OPERATING GUIDELINES

- 2.1 A compliance assessment will begin upon receipt of a Real Property Report (original or original digital copy), a request for a compliance letter and payment of any fee that may be established by Council.
- 2.2 Planning staff will determine the land use district of the property is located within, according to the current Land Use Bylaw, as amended, in effect at the time of the compliance assessment.
- 2.3 The building locations on the subject property will be evaluated in relation to the land Use Bylaw and the land use district it is located within.
- 2.4 Planning staff will not normally undertake a site inspection of the property. However, if there is uncertainty in interpreting the information contained in the Real Property Report, or if staff believe a site inspection is necessary to determine the condition of a building or structure on the property, a site inspection may be undertaken at the sole discretion of the staff member.
- 2.5 The applicant will receive a written response in regarding to the property's compliance or non-compliance. This written response is referred to as the compliance letter.
- 2.6 The written response shall normally be based on the comparison of the information contained in the Real Property Report to the current Land Use Bylaw requirements



and any development permit information that pertains to the property and is in the Town's possession.

- 2.7 The land use bylaw used for the assessment shall be the one current at the time of the assessment.
- 2.8 The Town of Taber will issue a written response regarding compliance regardless of the date of the Real Property Report that has been submitted. For Real Property Reports over one year old a Statutory Declaration shall also be submitted for the compliance assessment. However, this written response (compliance letter) shall, in all cases, clearly state the date of the Real Property Report upon which the assessment is based along with the name of the Alberta Land Surveyor or surveying company that has prepared the Real Property Report.
- 2.9 Notwithstanding Clause 6 above, if the staff member is aware of any information about the property that related to either an outstanding Land use Bylaw issue or an Alberta Safety Codes issue, that information may be included in the written response. Examples of this type of information would include, but not limited: an on-going Land Use Bylaw enforcement issue; failure to meet a condition of a development; and outstanding building permit issues.
- 2.10 In the case of non-compliance, administration may include in the compliance letter, the options available to remedy the non-compliance issue and may include:
  - 2.10.1 Any development waivers or permits that must be obtained;
  - 2.10.2 Recommendations on how to bring any deficiencies into compliance;
  - 2.10.3 Instructions on how to apply for an encroachment agreement, if required.
- 2.11 A copy of the Real Property Report shall be filed in the Town of Taber's "Land File" for the subject property.



*Dawn Thelwell*

CHIEF ADMINISTRATIVE OFFICER

August 27, 2025  
DATE



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