



Planning and Development Services

Planning and Building Division

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January 1, 2026

FEE INCREASE FOR 2026

To Whom It May Concern:

RE: LETTERS OF COMPLIANCE

In order for your request to be processed as expeditiously as possible, please ensure that the "ENVELOPE" is addressed to "PLANNING AND DEVELOPMENT SERVICES".

If a request for a Tax or Water Certificate is enclosed Planning Division Staff will direct those requests to the appropriate Department. **(For your information we do not offer an expedited service at this time. Fees have increased to: Certificate of Compliance - \$393.00, Tax Certificate - \$64.00 and Water Certificate - \$64.00).**

The City has recently amended its Property Standards By-law. *As a consequence, any files opened by the City on a property prior to December 31, 1990 are being abandoned.* Files opened after that date are being reviewed.

If your clients are purchasing or re-financing older homes, we will attempt to re-inspect those premises where an existing file exists. However, in order to do so prior to a closing at least two (2) weeks notice will be required and assistance in obtaining access to the premises will also be required. Please raise this matter with your clients at an early date.

*** Also, please ensure that the following information is provided to avoid the return of your request for lack of information:**

- 1. * LEGAL DESCRIPTION AND MUNICIPAL ADDRESS.**
- 2. THE REQUIRED FEE OF \$385.00 MUST ACCOMPANY THE REQUEST.**
- 3. ORAL RESPONSES FOR ZONING ONLY WILL BE GIVEN.**

FINALLY, A LEAD TIME OF APPROXIMATELY TWO (2) WEEKS IS REQUIRED TO RESPOND TO YOUR INQUIRY.

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