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CITY OF KELOWNA

MEMORANDUM

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**Date:** February 25, 2009  
**File No.:** 5450-00  
**To:** City Manager  
**From:** Subdivision Approvals Branch  
**Subject:** Compensation Policy for Addressing Changes

Report Prepared by: Ryan Smith

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**RECOMMENDATION:**

That Council Policy No.346 - Compensation Policy for Addressing Changes, as attached to the report by the Subdivision Approvals Branch dated February 24, 2009 as Schedule "A" be endorsed by Council;

**BACKGROUND:**

City staff representing a variety of departments has been participating in an internal review of addressing and road naming policy and procedure. The end result of the review will be a comprehensive update to Bylaw No.7071 – *A Bylaw to assign numbers to buildings and structures with the City of Kelowna*. In the interim, a Council policy is required to provide staff with greater direction when dealing with addressing changes.

Both road name and building numbering changes are sometimes required in the City of Kelowna. Such changes may result from requests by residents, emergency services, government or development. When a road name or numbering change occurs, property owners and businesses are subject to costs for mail forwarding, stationary updates, and new numbers. This policy is intended to address the various circumstances leading to property address changes and the compensation that may be due to those that are impacted.

A process is in place to circulate proposed addressing changes to related agencies including Canada Post, Emergency Services, GIS Tech, and neighboring municipalities.

**INTERNAL CIRCULATION TO:**

Addressing Committee, GIS Technician, Addressing Clerk, Fire Department, Infrastructure Planning, Infrastructure Services



**LEGAL/STATUTORY AUTHORITY:**

Bylaw No.7071 - A bylaw to assign numbers to buildings and structures within the City of Kelowna  
Local Government Act, Section 728.1 – House Numbering

**FINANCIAL/BUDGETARY CONSIDERATIONS:**

Financial impacts of address changes will be accounted for in the capital construction budgets for roadways projects that trigger addressing changes.

**EXTERNAL AGENCY/PUBLIC COMMENTS:**

No concerns expressed.

Considerations that were not applicable to this report:

**ALTERNATE RECOMMENDATION: N/A**

**COMMUNICATIONS CONSIDERATIONS: N/A**

**PERSONNEL IMPLICATIONS: N/A**

**TECHNICAL REQUIREMENTS: N/A**

**EXISTING POLICY: N/A**

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS:**

Submitted by:



R.Smith – Subdivision Approving Officer

Approved for Inclusion:



Cc: Addressing Committee  
Canada Post  
Infrastructure Planning and Asset Management  
Development Engineering Manager  
Director of Land Use Management  
Design and Construction Services  
Kelowna Fire Department



# CITY OF KELOWNA

POLICY: 346  
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## COUNCIL POLICY MANUAL

APPROVAL DATE:  
RESOLUTION #:  
REPLACING #: N/A  
DATE OF LAST REVIEW: N/A

SUBJECT: Compensation Policy for Addressing Changes

Both road name and building numbering changes are sometimes required in the City of Kelowna. Such changes may result from requests by residents, emergency services, government or development. When a road name or numbering change occurs, property owners and businesses are subject to costs for mail forwarding, stationary updates, and new numbers. This policy is intended to address the various circumstances leading to property address changes and the compensation that is due to those that are impacted.

### Addressing Changes initiated by the City of Kelowna

The City of Kelowna will compensate affected property owners and business owners impacted by City initiated addressing changes based on the following policy:

#### 1. Affected Residential Property Owners

- a) Property owner whose address will change as a result of a City of Kelowna initiated road name or numbering change will be granted one free six month Change of Address with Canada Post.
- b) Property owners will also be compensated for replacement house numbers at a maximum cost of \$15.00 per number (to a maximum of 4 numbers).

#### 2. Affected Business Owners

- a) Affected business owners are those businesses who have an active business license on the date that the initial written notification is sent out, advising of a pending change, and whose address will change as a result of a City of Kelowna initiated change.
- b) Compensation will be one free six month Change of Address with Canada Post.
- c) Business owners may also be compensated for the initial printing costs of letterhead and envelopes (to a maximum amount of \$250.00).
- d) Business owners may also be compensated for replacement numbers at a maximum cost of \$15.00 per number (to a maximum of 4 numbers).



# CITY OF KELOWNA

POLICY: 346  
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## COUNCIL POLICY MANUAL

APPROVAL DATE:  
RESOLUTION #:  
REPLACING #: N/A  
DATE OF LAST REVIEW: N/A

SUBJECT: Compensation Policy for Road Name Changes

### Road Name/Addressing changes triggered by development

Property Owners/Business Owners with addressing changes triggered by development shall be compensated by the developer at the rates listed above. In addition, the developer will be required to pay Canada Post for 6 months of mail forwarding for each impacted property owner.

### Road Name/Addressing changes – Neighbourhood/Resident

Property owners/business owners initiating addressing changes will not be compensated for any costs related to the change.

REASON FOR POLICY: Clarify responsibilities related to Addressing Changes and Compensation

LEGISLATIVE AUTHORITY: Local Government Act, Section 728.1 and Bylaw No.7071 - A bylaw to assign numbers to buildings and structures within the City of Kelowna

PROCEDURE FOR IMPLEMENTATION: Implemented through the Subdivision Approving Officer