



City of Kelowna  
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# Council Policy

## Compensation Policy for Addressing Changes

APPROVED March 9, 2009

RESOLUTION: R375/10/04/26  
REPLACING: R228/09/03/09  
DATE OF LAST REVIEW: April 2010

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.

### **A. 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).

### **B. 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.

### **C. 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