

Civic Addressing Reimbursement Policy

1. Preamble

On occasion the Municipality may be required to reassign civic numbers as per the Civic Addressing Bylaw. The Bylaw states that the Municipality shall not be liable for any costs or damages that may be incurred by an owner related to the reassignment of a civic number except as permitted by policy.

2. Purpose

This policy specifies the parameters by which reimbursement of expenses associated with the reassignment of a civic number may be permitted.

3. Definitions

CAO means the Chief Administrative Officer of the Municipality of Colchester

Municipality means the Municipality of Colchester

4. Terms of the Policy

- a) The Municipality may reimburse expenses directly related to a person or business if they are forced to change their address.
- b) Eligible expenses will include change of address packages (if not already supplied by the Municipality at no charge); replacement of pre-existing civic numbers posted on a structure, sign, or monument; or business marketing material required to announce the new address.
- c) Property owners must apply for reimbursement in writing to the CAO's office. Applications must specify eligible expenses incurred and include copies of associated receipts and/or estimates for replacement costs. Proof of pre-existing civic numbers posted on structures, signs, or monuments is required before reimbursement for replacement will be considered.
- d) Any replacement of civic numbers, signs, or monuments must be comparable in kind and quality to those pre-existing the notice of the change to the civic number, and the Municipality will not pay for any betterment.
- e) Applications relating to this Policy are reviewed on a case-by-case basis and reimbursement is granted at the discretion of the CAO or designate.
- f) The amount reimbursed to any applicant is not to exceed \$1000.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): December 12, 2022

Date of Passage of Current Policy: January 26, 2023

I certify that this Policy was adopted by Council as indicated above.

Rob Simonds

Municipal Clerk

February 10, 2023

Dated