

Making a Claim Against Local Government

Please Read Carefully and Keep This Page for Your Information

Attached is a form that you may use to report your claim.

Any comments or actions by the local government in response to your complaint are strictly without prejudice. In other words, comments made to you by staff or representatives of the local government are not to be taken as an admission of liability or as confirmation of any cause of action you might have. Similarly, by submitting this form, you are not waiving any of your rights.

Below is an excerpt from the *Local Government Act* explaining why you must provide written notice of your claim within two months of suffering the loss. Your phone call or visit to City Hall does not constitute notice under the Act unless notice of your intention to claim is also provided in writing.

Immunity unless notice given to municipality after damage

736 (1) A municipality or regional district is in no case liable for damages unless notice in writing, setting out the time, place and manner in which the damage has been sustained, is delivered to the municipality or regional district, as applicable, within 2 months from the date on which the damage was sustained.

(2) In case of the death of a person injured, the failure to give notice required by this section is not a bar to the maintenance of the action.

(3) Failure to give the notice or its insufficiency is not a bar to the maintenance of an action if the court before whom it is tried, or, in case of appeal, the Court of Appeal, believes

(a) there was reasonable excuse, and

(b) the defendant has not been prejudiced in its defence by the failure or insufficiency.

There are other limitation periods that apply to your claim and you might wish to consult with legal counsel. The information contained herein does not take the place of legal advice.

NOTICE OF CLAIM FORM

to be submitted to:

Corporate Officer, City of Pitt Meadows
12007 Harris Road, Pitt Meadows, BC V3Y 2B5
info@pittmeadows.ca | 604.465.5454



For completion by a party claiming the City is responsible for damages to their property.

Your personal information is collected under the authority of sections 26(c) of the Freedom of Information and Protection of Privacy Act. This information will be used to process your claim and will not be disclosed to the public except as required by law. This information will be shared with our insurer(s). Questions about the collection of this information may be directed to the Corporate Officer as above.

CONTACT INFORMATION

Today's Date: _____ Claimant's Name: _____

Street Address: _____

City, Postal Code: _____

Phone Number: _____ Email: _____

Yes, I would like correspondence sent via email

INCIDENT DETAILS

Type of Claim: Property Damage Bodily Injury Other

Date of Incident: _____ Time of Incident: _____

Value of Claim (if known; attach receipts if applicable): _____

Nature of damage or injury *(describe damage/injury in detail; photos, drawings, receipts, or other evidence can be submitted with this form):*

Cause of damage/injury and exact location *(describe the hazard or event; include exact address, cross-streets, direction you were travelling (north/south/east/west) and, if applicable, whether you were travelling on the inner or outer lane):*

Reason why you feel the City is at fault:

If you are submitting this form more than two months from the date of loss, please explain the reason for the delay:

I understand that:

- As per section 736 of the Local Government Act, notice must be delivered to the City in writing within two (2) months from the date on which the damage was sustained;
- There may be other limitation periods that apply to the claim;
- The written notice must set out the time, place and manner the damage was sustained;
- This statement is for information purposes only and its receipt in no way infers acceptance of any responsibility for the stated damages by the City of Pitt Meadows;
- The information contained herein does not take the place of legal advice.

Name

Signature

Date