

# Memorandum

---

Date: April 14, 2023

Submitted by: Community Development Department – Building, Bylaw, and Licensing Division

Subject: Address Change Fee Waiver Request

---

The City has received a request to waive the fee associated with changing the civic address of the property located at 38 Hawthorn Drive (**Attachment 1**). The fee for an address change is \$625.

The City does not receive many address change requests and are not aware of any fee waiver requests in the past five years. Generally, the City discourages address changes, but there are unique circumstances when an address change is considered. After a quick internet search, staff noted the address of 38 Hawthorn Drive is mentioned on multiple social media and websites attaching a negative connotation to this address. Information posted on social media sites and websites are a permanent record therefore the negative information posted will persist.

The address of 40 Hawthorn Drive is available and can be assigned to this property. Staff have no objections to the requested address change. As the process of changing an address requires minimal staff time, staff do not object to the fee waiver request.

Recommended Resolution:

**THAT the change of address fee of \$625 be waived for the property located at 38 Hawthorn Drive as recommended in the memo dated April 14, 2023, from the Community Development Department – Building, Bylaw, and Licensing Division regarding Address Change Fee Waiver Request.**

Attachment(s)

1. Fee Waiver Request.

## Report Approval Details

Document Title:	Fee Waiver for Address Change.docx
Attachments:	- Attachment 1 - Fee Waiver Request.pdf
Final Approval Date:	Apr 17, 2023

This report and all of its attachments were approved and signed as outlined below:

Kate Zanon, General Manager of Community Development - Apr 14, 2023 - 12:15 PM

Tracey Takahashi, Deputy Corporate Officer, for Stephanie Lam, City Clerk and Manager of Legislative Services - Apr 14, 2023 - 1:49 PM

Lindsay Todd, Manager of Communications and Engagement - Apr 14, 2023 - 1:53 PM

Paul Rockwood, General Manager of Finance and Technology - Apr 14, 2023 - 4:42 PM

Tim Savoie, City Manager - Apr 17, 2023 - 5:56 AM