

## CLAIMS AGAINST THE TOWN OF OLIVER

Please be advised that all claims made against the Town of Oliver are handled by Rochelle Lougheed, Corporate Officer.

It is your responsibility to take whatever action you deem necessary to preserve and protect your property from further damage or loss and further personal injury.

Should it be necessary for you to make a claim against the Town of Oliver, there is a statutory deadline of two calendar months from the date of the incident or when you first became aware of the incident to submit the Notice of Claim in writing to the Town.

Your written Notice of Claim should contain the following:

- Date written
- Your full name
- Mailing address and/or e-mail address
- Phone number where you can be reached during the day
- Date of the incident
- Approximate time of the incident
- Location of the incident
- Nature of the claim
- Estimated dollar value of the claim
- Reason why you think the Town of Oliver is responsible
- Any additional information to support your claim (photos, drawings)

Address your written notice to:

Town of Oliver  
PO Box 638  
6150 Main Street  
Oliver BC V0H 1T0  
Attention: Rochelle Lougheed, Corporate Officer

Or by e-mail: [rlougheed@oliver.ca](mailto:rlougheed@oliver.ca)

Any questions may be directed to Rochelle Lougheed at 250-485-6207

