

INCIDENT INFORMATION (continued)

Description of Incident (Attach photographs and any other supporting information of the Incident):

Were there any witnesses? If yes, provide witness contact information: Yes No

Is the claimant under 19 years of age? Yes No

Was there construction work or building work at the Incident location? Yes No
If yes, provide name of contractor or building name:

Did any emergency personnel attend (e.g. paramedics, police, or fire)? Yes No
If available, please provide name(s), contact information, and/or file number(s):

OTHER INFORMATION

Have you previously informed Metro Vancouver of this Incident?

Yes No

If yes, provide the name of the Metro Vancouver staff you spoke with:

Explain why you feel Metro Vancouver is liable for your injury or damage:

As a result of the Incident, what injuries or damages have you suffered? (Include pictures of the damage)

Amount of Claim (Attach supporting documentation): \$

Have you claimed or will you be claiming any compensation from an insurance provider?

Yes No

If yes, provide contact information of your insurance provider and File No.:

Would you like to provide additional information?

IMPORTANT

I confirm that I am over 19 years of age and am the owner of the property or vehicle damaged. I understand that:

1. The *Local Government Act*, section 736(1), states that 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 two (2) months from the date on which the damage was sustained / discovered**;
2. There may be other limitation periods that apply to the claim;
3. The written notice must set out the time, place, and manner the damage was sustained;
4. The information provided on this form, and any further correspondence with Metro Vancouver about this claim, is for the purpose of managing claims against Metro Vancouver. Personal information is collected, used, disclosed, and retained by Metro Vancouver under the authority of the *Freedom of Information and Protection of Privacy Act*, RSBC, 1996, c. 165 (“the Act”). I understand that by signing this form, I am consenting to Metro Vancouver disclosing my personal information (contact information and copy of claim form and supporting documents), in accordance with Section 33 and 33.1 of the Act, to a Metro Vancouver service provider or other relevant organization in cases where Metro Vancouver determines a service provider’s or organization’s activities may have resulted in or contributed to your claim or for purposes related to legal proceedings. I understand that my personal information may be disclosed inside or outside of Canada, within two years from the incident date, and that the disclosure is for the purpose of following up with my claim. Questions about the collection, use, disclosure, or retention of the information provided may be made to the Metro Vancouver Risk Management Officer at RiskManagement@metrovancover.org.
5. Metro Vancouver’s receipt of a Notice of Claim does not mean that Metro Vancouver accepts liability for any damage or loss incurred by the claimant;
6. I acknowledge that Metro Vancouver is not prevented by receipt of this notice from arguing the notice’s inadequacy; and
7. The information contained herein does not take the place of legal advice.

Sign, date, and print the completed Notice of Claim Form and supporting documentation. Email it to the attention of the Corporate Officer at BIS-Secretariat@metrovancover.org.

Name	Claimant Signature	Date (MMM/DD/YYYY)
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