

## COMPLETING THE PETITION FORM

1. Use the petition form that was mailed to you or print a copy provided on [edmonton.ca/LocalImprovement](http://edmonton.ca/LocalImprovement).
2. Ensure you have a witness present.
  - Note: Property owners can act as witnesses for one another. I.e. if two people own a home and are both on the title, Homeowner A can witness Homeowner B's signatures and vice versa.
3. Write in all the titled property owners' names, the owner's home addresses (this may be the same as the property being petitioned against or different if the property owner resides elsewhere), the address of the property that the petition applies to and sign and date.

## COMPLETING THE "AFFIDAVIT OF EXECUTION OF WITNESS" FORM

### Using the City of Edmonton Virtual Commissioner of Oaths Service

1. Email [LocalImprovement@Edmonton.ca](mailto:LocalImprovement@Edmonton.ca) to request an appointment time.
  - Note: We will respond to requests for appointment within 24 hours. All appointments will be between the hours of 9 a.m. - 5:00 p.m. Monday to Friday. Please identify any times that will not work. Flexibility is appreciated as we accommodate everyone.
2. Once you have set an appointment time a Local Improvement representative will email you a link to a video meeting. You will not need to download any software but you will require a working web camera and microphone.
3. Please join the virtual appointment 10 minutes before the scheduled start time to ensure your technology is working.
4. When the Local Improvement representative joins they will ask to see photo identification of all present (property owners and witnesses) and then ask the witness to swear they were personally present to see the property owner sign the Petition Form.
  - Note: if property owners are acting as witness for one another, you will need to have each witness complete an affidavit I.e. if two people own a home, Homeowner A will complete an affidavit swearing that they were present when Homeowner B signed their petition form and vice versa.
5. Given the virtual component, the Commission for Oaths from the City of Edmonton will not sign off on the petition at this time but will do so when they receive the completed petition form and affidavit.

### Using an external Commissioner for Oaths

1. If you would prefer to use an external Commissioner for Oaths, you are welcome to do so.
2. Commission for Oaths include but are not limited to lawyers, City Councilors, Ministers, RCMP, Registries or MLA.
  - Note: these individuals may charge a fee for their services. Additionally, given the COVID-19 pandemic they may require virtual appointments and/or have rules around the number of individuals present. Please ensure you review their guidelines prior to your appointment.

## SUBMITTING YOUR PETITION

1. Once you have completed your petition form and had a Commissioner for Oaths witness the “Affidavit of Execution of Witness” form, please mail all completed forms to:  
Building Great Neighbourhoods  
Attention: LI Chief Administrative Officer  
14th Floor, Edmonton Tower,  
10111 - 104 Ave, Edmonton, AB, T5J 0J4

## NEXT STEPS

The City of Edmonton will review all petition forms received and will post the results of the petition process in each neighbourhood on Edmonton.ca.

For further information, please contact:

**Local Improvement**

**Building Great Neighbourhoods**

**Phone: 780-944-7663**

**Email: [localimprovement@edmonton.ca](mailto:localimprovement@edmonton.ca)**