



## **Regional District Petitions Guide**

In order for the qathet Regional District (qRD) to consider a request for service, we require a formal petition that meets the requirements of the *Local Government Act* and *Community Charter (Section 337, Local Government Act and Section 212, Community Charter)*. The legislation specifies that the owners of parcels in an electoral area may petition the regional district for a service and/or loan (s. 337 of LGA & s.408 of LGA).

If your petition is in relation to neighbourhood zoning requests within the existing Regional Planning Service, the petition must follow the above criteria to ensure that a majority of the effected residents desire the increased regulatory provisions.

Each property owner affected by the service and will be subject to the costs of the proposed service must be petitioned and those in favour must sign the petition.

You must ensure that the registered owners on title for the properties in the proposed service area boundary are petitioned and the majority of registered owners have signed. Section 212(6) of the *Community Charter* specifies that if there are multiple owners they must be considered as one owner only and a majority must agree and sign the petition in order for it to be considered a valid petition in favour.

All properties within the proposed service area need to be petitioned. The type of service, associated cost recovery, and proposed service area boundaries will need to be defined on each page of your petition and in addition to signatures, you must include the full names of property owners as well as full addresses.

The same petition needs to be given to all properties within the proposed service area in order for the petition to remain valid.

### **Each page of the petition must:**

- Describe the service in general terms;
- Define the boundaries of the local service area;
- Provide an estimate of the costs of the service;
- Indicate the proposed methods of cost recovery for the service;
- Indicate what portion of the costs will be recovered by a general municipal property tax, if applicable; and
- Include any other information that council requires.

For questions and clarification regarding the petition process, please contact the regional district office at 604-485-2260 or email [administration@qathet.ca](mailto:administration@qathet.ca). For additional information, please visit the [Province of British Columbia](#).

- [Community Charter, section 212 - Petition for local area service](#)
- [Petitions for electoral area services – Local Government Act](#)

## PETITION CHECKLIST

Please answer the questions below. Once all items have been completed correctly, please submit the petition, any supporting documentation and this cover form to the Manager of Administrative Services (Corporate Officer).

<b>1. Have you contacted the Regional District Corporate Officer regarding the Petition process?</b>		
<input type="radio"/> Yes	<input type="radio"/> No (If no, contact Corporate Officer)	<input type="radio"/> Other (please comment below)
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<b>2. Does your petition form meet the legislative requirements?</b> <a href="#">Check the Community Charter, Section 212 for Petition Requirements</a>		
Land boundary area of proposed service, proposed service and how this will be paid for noted at the top of each page? Addresses and names of owners listed?		
<input type="radio"/> Yes	<input type="radio"/> No (If no, contact Corporate Officer)	<input type="radio"/> Other (please comment below)
<hr/> <hr/>		

<b>3. Have all property owners in the proposed service area been contacted?</b>		
Even if some refuse to sign, they must be contacted and informed of the petition.		
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Other (please comment below)
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<b>4. Have all property owners in favour, signed next to their name and address?</b>		
<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Other (please comment below)
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**5. Have owners of commercial property verified their signing authority?**

If a representative of a corporation or society within the proposed service area boundary would like to sign, they must provide proof of signing authority. (Minutes of incorporation, business registration)

- |                           |                          |  |
|---------------------------|--------------------------|--|
| <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> Other (please comment below) |
|---------------------------|--------------------------|--|

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**6. If a property has multiple owners on title, have you ensured you have received signatures from the majority of owners?**

- |                           |                          |  |
|---------------------------|--------------------------|--|
| <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> Other (please comment below) |
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