



REMOTE DECLARATION FORM

Administered in Accordance with Ontario Regulation 431/20

TO BE COMPLETED BY DECLARANT	
Full Name (*As shown on Photo ID)	
Date of Declaration	
City/Town Declaration Taken	
Photo ID Provided (check box that applies)	<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____
Declaration (check box to confirm that you acknowledge and understand the declaration you are making)	<p><i>"I solemnly declare that all the statements and information submitted with this application are true and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by the Canada Evidence Act."</i></p> <p>I acknowledge that by signing the Remote Declaration Form that I am making the above declaration before a Commissioner of Oaths with respect to my application submission to the Township of Ramara Committee of Adjustment.</p>
Signature of Declarant:	
TO BE COMPLETED BY COMMISSIONER OF OATHS OR PUBLIC NOTARY	
Full Name of Commissioner of Oaths or Public Notary	
City/Town Declaration Administered	
Date of Declaration	
Administration of Oath The declaration is being administered by an electronic method of communication in which the person administering the declaration and the declarant are able to see, hear and communicate with each other in real time throughout the entire transaction.	The electronic method of communication used to administer the declaration was: <input type="checkbox"/> Microsoft Teams <input type="checkbox"/> Zoom <input type="checkbox"/> Other: _____ The electronic method of communication permitted the declarant and the person administering the oath to be able to see, hear and communicate with each other in real time throughout the entire transaction.
Confirmation of Declarant Identity (check box and indicate type of Photo ID provided by the declarant)	I have confirmed the identity of the declarant as provided using their: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____
Declaration (check box to confirm that you have read declaration to the declarant)	<p><i>"The following declaration is being administered under Ontario Regulation 431/20 which permits the administering of oaths and declarations remotely:</i></p> <p><i>Please confirm that you acknowledge and understand the following declaration: You solemnly declare that all the statements and information submitted with this application are true and that you make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by the Canada Evidence Act."</i></p> <p>I have taken reasonable precautions to ensure that the declarant understands what is being signed.</p>
Signature of Commissioner of Oaths or Notary Public:	
Commissioner of Oaths Stamp/Notary Seal:	

This form may contain personal information as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is collected under the legal authority of the Planning Act. This information will be used by the Township of Ramara and will become a part of the Committee of Adjustment application files, where applicable. Questions regarding this collection may be directed to Office of the Township of Ramara, 2297 Highway 12, PO Box 130, Brechin, ON L0K 1B0 | 705-484-5374



PLANNING APPLICATION REMOTE DECLARATION PROCESS AND INSTRUCTIONS

In accordance with Ontario Regulation 431/20, made under the Commissioners for Taking Affidavits Act, administering an oath or declaration can now be done remotely.

1. Request Your Remote Declaration Appointment

Email planning@ramara.ca to request a remote declaration appointment, and include your completed application and supporting materials. Please allow a **minimum of 3 business days** for Planning Staff to review the application materials ahead of the remote declaration appointment request date, in case application revisions are required.

If revisions are required or if required information is missing from the application, please be advised that **all required revisions and information must be provided prior the remote declaration appointment.**

2. Preparation for Appointment

Declarant **must** have access to both audio and video functions, or remote commission shall not be completed, as per the regulation:

The oath or declaration is being administered by an electronic method of communication in which the person administering the oath or declaration and the deponent or declarant are able to see, hear and communicate with each other in real time throughout the entire transaction.

To confirm identity, the Declarant must provide **Photo ID**. To do so, hold the ID to the camera or taking a picture and sending prior to the meeting.

Declarant must also have access to email in case any documents need to be shared, such as the Docusign website link.

3. Remote Declaration Appointment

The Commissioner administering the oath or declaration will confirm the identity of the deponent or declarant.

Next, the Commissioner will request the following of the Declarant: *"Please confirm that you acknowledge and understand the following declaration: You solemnly declare that all the statements and information submitted with this application are true and that you make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by the Canada Evidence Act."*

Once statement of declaration has been made, the **Declarant must share their screen** so that the Commissioner can witness the signing and complete all required sections of the form. Once the form has been completed and signed, the appointment is considered completed. The Declarant will be provided the sealed declaration form within 2 business days of the remote declaration appointment.