
THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

Policies and Procedures No. AD-02-2004	Effective Date: March 2004
Title: Receipt of a Petition	Department: All Township Departments

Scope:

This policy applies to all petitions received by the Township of South Stormont, regardless of subject.

Purpose:

It is the purpose of this policy to outline the Township of South Stormont's procedure with regards to the receipt of petitions.

Policy:

Petitions received by the Township of South Stormont must adhere to the following:

- 1) A petition must be addressed to the Township of South Stormont Council. The petition must clearly request Council's action and the action requested should be within Council's authority.
- 2) Petitions must be legible and written, typewritten or printed in ink, and it is recommended that the paper be standard letter or legal size.
- 3) If a petition consists of more than one sheet of signatures, the text of the petition must appear at the top of every sheet. Each person petitioning the Township of South Stormont must print his or her name and address and sign his or her name under the text of the petition, identified as such, at the top of the columns on each page. Additionally, the page numbers must be clearly identified (e.g. page ____ of ____). A sample of a standard petition is attached.
- 4) A petition must contain original signatures only, written directly on the face of the petition and not pasted or transferred to it. Petitioners must be residents or property owners of the Township of South Stormont.
- 5) A petition may be presented to Council at a regular meeting; previous arrangements must be made through the Clerk's office pursuant to Council's procedural by-law.
- 6) It shall be Council's discretion as to acceptance or non-acceptance of the petition; the decision of Council shall be final.

For further information, contact:

Township of South Stormont
Clerk's Department
2 Mille Roches Rd., P.O. Box 84
Long Sault, ON K0C 1P0
(613) 534-8889

