



# Corporate Policy

Policy No . 03-03-13  
Effective Date:  
09/24/2001

**SECTION:** CORPORATE ADMINISTRATION  
**DEPARTMENT/DIVISION:** CITY MANAGER'S OFFICE / OFFICE OF THE CITY CLERK  
**SUBJECT:** PETITIONS

## **POLICY STATEMENT:**

It is the policy of the Corporation of the City of Thunder Bay, that all petitions presented to City Council for consideration be received in the approved format.

## **PURPOSE:**

To provide a format for preparing and presenting a petition to City Council.

## **PREPARING YOUR PETITION**

### General Requirements:

- The petition must be handwritten, typed, printed or photocopied on sheets of paper of standard size (8 ½ x 11 or 8 ½ x 14 inches).
- The petition must be respectful and use temperate language.
- No other matter is to be attached or appended to or written on the petition.
- The petition must concern a subject within the authority of the City of Thunder Bay.
- A return address, for the person(s) who initiated the petition must be included for return correspondence.

### Statement:

- The petition must contain a request for the City of Thunder Bay to take some action (or refrain from taking some action) to remedy a grievance. A statement of grievance or a statement of opinion alone cannot be received as a petition. The petition must not, however, demand or insist that the City of Thunder Bay do something.
- The statement should be clear and to the point. Details, which the petitioners think important, may be included in the statement.
- Do not identify any person/business in your petition statement.
- If a petition consists of more than one sheet of signatures, the statement of the petition must appear at the top of every sheet.

### Signatures and Addresses:

- Petitioners must legibly print their name and address and supply a signature.
- Each petitioner must sign his or her own name directly on the petition and must not sign for anyone else.
- The petitioner's address must be written directly on the petition (not pasted or reproduced).
- Signatures cannot be attached to a sheet (taped or pasted on) or photocopied onto it.
- If a petitioner cannot sign because of illness or a disability, this must be noted on the petition and the note signed by a witness.

Forming a Petition:

(Fictitious Sample)

We, the undersigned (*request the implementation of residents only parking on Arthur Street* ).

Name	Address	Signature

Please ensure that the statement, of your petition, is included at the top of each page containing the names, addresses and signatures.

Submitting Your Petition:

A petition must be submitted to the Office of the City Clerk. A letter or acknowledgement will be forwarded to the initiator(s) of the petition and a copy of the petition will be forwarded to the appropriate department for processing and response. A copy of the petition may be included in a Committee of the Whole agenda for action by City Council. Only the first page of the petition will be included in the agenda and the City Clerk will identify the number of signatures for the information of City Council. The Committee of the Whole agenda is a public record that is available to the general public.

**REFERENCE:**

Report No. 2001.256

Approved By: City Council  
 Replacing/Amending:  
 Originating Department: City Manager's Office

Date: 09/24/2001

**Contact:** Assistant City Clerk - Committees and Election  
**Departmental  
Procedures Manual:** N/A  
**Affected Departments:** Office of the City Clerk, City Council

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