



# The Corporation of the City of Cornwall Petitions Policy

---

Department: Corporate Services – Clerk’s Division  
Effective Date: November 23, 2020  
Council Approval: November 23, 2020

## 1. Policy Statement

The City of Cornwall is committed to citizen engagement and supports Petitions as one tool for citizens to have input into Council’s decision-making process.

A Petition can be most effective when the information contained in it is accurate and verifiable.

## 2. Purpose

This policy outlines the City of Cornwall’s procedure for receipt and recognition of public Petitions.

## 3. Requirements

- Petitions must contain a statement of purpose that is repeated at the top of each page.
- Pages of Petitions should be numbered, and the total number of pages indicated.
- Petitions must include the name of the Principal Petitioner, their address and telephone number (email address is optional).
- Petitions must include signatures of affected citizens who currently reside in the City of Cornwall and who are at least 14 years of age.

- If the subject matter refers to a Shared Service, Petitions must include signatures of affected citizens who currently reside in the City of Cornwall and the United Counties of Stormont, Dundas and Glengarry.
- Petitions must include the address of each citizen signing.
- Petitions must be legible, typewritten or printed in ink (no pencil).
- For electronic petitions, petitioners must provide name, address and valid e-mail address.
- Petitions must be free of erasures or interlineations in its text; that is, the text of a petition may not be altered by erasing words, crossing out words, or adding words or commentary.
- Material such as maps, pictures, news articles, explanatory or supporting statements attached or appended to Petitions will render them unacceptable.
- Petitions must be appropriate and respectful in tone and must not contain any improper or offensive language or information.
- Petitions must clearly disclose, on each page, that it will be considered a public document and that information contained in it may be subject to the scrutiny of the City and other members of the general public.

#### 4. Submission of Petitions

- Petitions are to be remitted to the City Clerk at City Hall at the address provided on the last page of this Policy.
- Electronic Petitions containing verifiable information may be submitted electronically to the attention of the City Clerk at [clerk@cornwall.ca](mailto:clerk@cornwall.ca).
- Standing Committees cannot formally accept Petitions. Petitions received at Standing Committees are to be forwarded to the City Clerk.
- Council Members are responsible for forwarding all Petitions received by them to the City Clerk.

## 5. Responsibilities

- The City Clerk is responsible for receiving all Petitions.
- The City Clerk will evaluate all Petitions to ensure that the requirements of the Policy are met.
- Petitions deemed to comply with the requirements will be presented to Council on a Public Agenda for consideration.
- Petitions deemed to be in non-compliance will not be formally presented to Council for action but will be forwarded to Council Member for information purposes.

## 7. Personal Information

- Personal information on a Petition will be collected under the authority of Section 28(2) of the Municipal Freedom of Information and Protection of Privacy Act for the purpose of informing City Council of the views of the Petitioner.
- Personal information will not be used by the City for any purpose other than to ensure it meets Council's requirements for a valid Petition and to ensure contact with the Principal Petitioner.
- Original Petitions will be presented to Council at a Regular Meeting of Council.
- Signatures and personal information, other than that of the Principle Petitioner, will be redacted when the Petition is included on a Council Agenda.
- Petitions, in their entirety, will be available at City Hall (360 Pitt Street) in the Clerk's Division for public viewing.

## 8. Contact Information

Corporate Services, Clerk's Division  
360 Pitt Street  
Cornwall, Ontario  
K6J 3P9

(8:30 a.m. to 4:30 p.m., Monday to Friday)

Telephone: 613-932-6252

Fax: 613-933-1860

[clerk@cornwall.ca](mailto:clerk@cornwall.ca)

X



---

Bernadette Clement  
Mayor

X



---

Maureen Adams  
Chief Administrative Officer



# Petition Form

---

To: The Council of the City of Cornwall  
360 Pitt Street  
Cornwall, Ontario  
K6J 3P9

From: Name of Principle Petitioner  
Street Address  
Telephone Number  
Email address (optional)

Date:

Whereas:

(insert brief description of issue in question)

I/We the undersigned, Petition the Council of the City of Cornwall as follows:

(insert Petition text)

Name	Address	Signature

By signing this Petition, I hereby acknowledge that this Petition will become a public document at City Hall and that all information contained in it will be subject to the scrutiny of the City and will be publicly available. Questions about the collection and disclosure of personal information contained in this Petition should be directed to the City Clerk, 360 Pitt Street, Cornwall, Ontario, K6J 3P9, 613-932-6252, [clerk@cornwall.ca](mailto:clerk@cornwall.ca).

