Petitions

Policies and Procedures

Category:	Legal Services
Department:	Clerk Services
Approved By:	City Council
Effective Date:	August 11, 2025

1. Policy Statement

The city's values are accessibility, bilingualism, collaboration, inclusiveness, innovation, integrity, leadership, transparency and respect. Inherent in these values is a commitment to citizen engagement and personal privacy.

Petitions are a way for residents to communicate their opinions to Council, bring attention to matters of public interest that fall within Council's authority and have input into Council's decision-making process.

Any resident, business owner or property owner in the City of Cornwall can bring forward and sign petitions.

The information contained in petitions must be accurate and verifiable. The appended template will make it easier for citizens to meet these requirements.

2. Purpose

This policy outlines the City of Cornwall's procedures for receiving and processing electronic and paper-based petitions and for handling personal information. It also provides an appended petition template for the convenience

of principal petitioners. Other templates will be accepted if they meet the same requirements.

3. Definitions

Petition: A formal written request to Cornwall City Council to take a specific action or to voice an opinion on a matter within Council's authority.

Petition form: The written submission that includes the following information:

a) Purpose of the petition and the requested action or opinion
b) Names, addresses and signatures of petitioners (or names, addresses and email addresses for electronic petitions)
c) Formal statement recognizing that the information is public

Principal petitioner: The person who has initiated the petition and will act as the city's main contact.

4. Policy

a) Petitions must contain a statement of purpose at the top of each page.
b) Pages must be numbered, and the total number of pages indicated, e.g. (1 of 3).
c) Petitions must include the name, street address and phone number of the principal petitioner.
d) For paper-based petitions, all participants must provide their name, street address and signature.
e) For electronic petitions, petitioners must provide their name, street address and valid e-mail in lieu of their signature.
f) Petitions started through petition platforms, e.g., change.org, will not be accepted for Council's consideration.
g) For matters under the authority of the Council of the City of Cornwall, participants must currently reside in the City of Cornwall.
h) If a matter concerns a shared service, participants must currently reside in the City of Cornwall or the United Counties of Stormont, Dundas and Glengarry.
i) Petitions must be legible and typewritten or printed in ink.
j) Text in a petition must not be altered by erasing words, crossing out words, or adding words or commentary.

k) Petitions will **not** be accepted if materials such as maps, pictures, news articles, explanatory or supporting statements are attached or appended.
l) Petitions must be appropriate and respectful in tone and must not contain improper, defamatory or offensive language or information.
m) Petitions must clearly disclose, on each page, that they will be considered a public document and that information contained in them may be subject to the scrutiny of city administration and members of the public. This language is provided in the template.

5. Submission of Petitions

a) Paper-based petitions may be remitted to the city clerk at the address provided on the last page of this policy.
b) Electronic petitions containing verifiable information may be submitted electronically to the attention of the city clerk at clerk@cornwall.ca.
c) Standing committees cannot formally accept petitions. Committees will forward any they receive to the Office of the City Clerk.
d) Council members will also forward petitions sent to them to the clerk's office.

6. Responsibilities

A. City Clerk:

a) Receives petitions
b) Evaluates petitions to ensure that they meet the requirements of this policy
c) Adds **compliant** petitions to a public agenda that is presented to Council for consideration at a regular Council meeting
d) Otherwise, advises the petitioner that the submitted petition is non-compliant and copies Members of Council for their information

7. Personal Information

a) Personal information is collected under the authority of Section 28(2) of Municipal Freedom of Information and Protection of Privacy Act for the purpose of informing City Council of the views of signatories to the petition.

b) Personal information will not be used for any purpose other than to ensure that it meets Council's requirements for a valid petition and to ensure contact with the principal petitioner.
c) Original petitions will be presented at a regular meeting of Council.
d) Signatures and personal information, other than that of the principal petitioner, will be redacted when a petition goes to Council.
e) Petitions are available at City Hall (360 Pitt Street) for public viewing.

8. Contact Information

City Clerk
City Hall
360 Pitt Street Cornwall, ON K6J 3P9
613-932-6252
clerk@cornwall.ca

X Tim Mills

Tim Mills
Chief Administrative Officer

X

Digitally signed by Justin Towndale
DN: cn=Justin Towndale, o=City of Cornwall, ou=Mayor, email=jtowndale@cornwall.ca, c=CA
Date: 2025.08.27 09:47:45 -04'00'

Justin Towndale
Mayor

Petition Form

Petition Information

Date:

Subject matter:

Briefly state what the petition is about and the request for action within Council's authority. If additional space is needed, add an explanatory note to this petition.

Number of signatures:

Principal petitioner:

Name (first, last)	Street Address	Phone	Email Address

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. Please direct questions about the collection and disclosure of personal information contained in this petition to the City Clerk, 360 Pitt Street, Cornwall, Ontario, K6J 3P9, 613-932-6252, clerk@cornwall.ca.

We, the undersigned, petition the Council of the City of Cornwall as follows: (insert petition text)

Name (first, last)	Street Address	Signature*

**For electronic petitions, provide an email address in place of an original 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. Please direct questions about the collection and disclosure of personal information contained in this petition to the City Clerk, 360 Pitt Street, Cornwall, Ontario, K6J 3P9, 613-932-6252, clerk@cornwall.ca.

We, the undersigned, petition the Council of the City of Cornwall as follows: (insert petition text)

Name (first, last)	Street Address	Signature*

**For electronic petitions, provide an email address in place of an original signature.*

Send paper-based petitions with original signatures by mail, or deliver in person:
City of Cornwall | Office of the City Clerk | 360 Pitt Street, Cornwall, ON K6J 3P9

Send electronic petitions by email to clerk@cornwall.ca.

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. Please direct questions about the collection and disclosure of personal information contained in this petition to the City Clerk, 360 Pitt Street, Cornwall, Ontario, K6J 3P9, 613-932-6252, clerk@cornwall.ca.