



## COUNCIL POLICY C-AD09

## Petitions

Prepared By:	Legislative and Administrative Services	Council Approval Date:	October 14, 2014
Effective Date:	October 14, 2014	Council Resolution No.:	N/A
References:	Municipal Government Act s 219	Previous Revision Date:	December 13, 2011
Function:	Strategic Management	LAS Review Date:	October 14, 2014

**PURPOSE**

The purpose of this policy is to establish consistent practices for processing petitions that are received by Parkland County, particularly non-statutory petitions that may or may not be required by County policy.

**POLICY STATEMENT**

Parkland County values public participation and the opinions of its residents, and will acknowledge and address petitions with respectful consideration.

**DEFINITIONS**

1. "Non-Statutory Petition" means a petition that does not meet the requirements of the Municipal Government Act, and may be referred to as a Petition of Support, or Statement of Support.

**SCOPE**

The practices in this directive apply to all Parkland County employees who receive, acknowledge, validate, and inform Council of, petitions received by Parkland County.

**MANAGEMENT RESPONSIBILITIES**

The Chief Administrative Officer (CAO) or his delegate is responsible for ensuring that all petitions are processed appropriately, and that Council is advised of all such petitions. The Manager of Legislative and Administrative Services is responsible for validating the sufficiency of petitions.

**STANDARDS**

1. Statutory petitions will be submitted to the CAO or his delegate and will be processed in accordance with the Municipal Government Act. The CAO shall declare the sufficiency of a statutory petition by advising Council at a Council meeting.
2. Non-statutory petitions will be submitted to the CAO or his delegate, unless otherwise required by County policy, and must:
  - a. Be printed, typewritten or legibly written,
  - b. Clearly set out the matter or issue and the request made of Council,
  - c. Be temperate and respectful,

- d. Be signed (facsimile signature acceptable),
  - e. Provide the name and mailing address of the writer or spokesperson for the group submitting the petition, and
  - f. Meet the requirements of any other applicable County policy.
3. On receipt of a non-statutory petition that is not otherwise required by County policy or bylaw, the CAO or his delegate shall do the following:
  - a. Refer the petition to administration for action and/or reply, and
  - b. May include it as an item on the agenda (in summary form) of a regular meeting of the Governance and Priorities Committee or Council, with recommendation(s).
4. Administration will acknowledge receipt of a petition by sending a letter to the contact person named on the petition and, in the case of receiving a non-statutory petition, the contact person will be advised that the petition will be presented to Council as information.