

GOV-002-014

Strathcona County  
Municipal Policy Handbook

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## Receipt & Handling of Petitions

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<b>Date of Approval by Council:</b>	01/30/90; 08/22/95 09/21/99	<b>Resolution No.:</b>	45/90; 656/95 633/99
<b>Lead Role:</b>	Chief Commissioner	<b>Replaces:</b>	20-00-047
<b>Last Review Date:</b>	May 18, 2009	<b>Next Review Date:</b>	05/2012
<b>Administrative Responsibility:</b>	Legislative and Legal Services		

### Policy Statement

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All Petitions pertaining to municipal matters which are submitted to Strathcona County shall be handled in accordance with the requirements of the Municipal Government Act and this policy.

### Definitions

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“Petition” is a document filed with Legislative and Legal Services that meets the petitioning requirements of the Municipal Government Act;

“Statement of Position” is a document in letter or Petition format that pertains to matters for which there is no right to petition pursuant to the Municipal Government Act. Statements of Position are most often intended to advise the County of the opinions or desires of a group of municipal residents.

### Guidelines

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All documents purporting to be Petitions or Statements of Position will be filed with Legislative and Legal Services for review.

Legislative and Legal Services will determine whether filed documents meet the petitioning requirements of the Municipal Government Act.

### Procedures

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- 1.0 Legislative and Legal Services will review the requirements of the Municipal Government Act to determine whether a filed document is a valid or invalid Petition, or is a Statement of Position.
- 2.0 Legislative and Legal Services will provide a report to Council on valid and invalid Petitions filed pursuant to the Municipal Government Act.
- 3.0 Statements of Position will be forwarded by Legislative and Legal Services to the appropriate

Department Manager for handling.

- 4.0 The Department Manager will notify the area Councillor that a Statement of Position has been received and, depending on the nature of the request in the Statement of Position, do one or more of the following:
- a) provide a report to Council seeking direction on the matter or as information for Council's deliberations on the matter which has given rise to the Statement of Position;
  - b) consider the Statement of Position in making administrative decisions on any matter which has given rise to the Statement of Position;
  - c) implement the request contained in the Statement of Position; or
  - d) not implement the request contained in the Statement of Position.
- 5.0 Legislative and Legal Services and the Department Manager will, within their respective areas of responsibility, communicate with the representative for those persons submitting the Petition or Statement of Position to advise of Council meeting dates, report recommendations, actions or decisions which are made or taken as a result of Petitions or Statements of Position.