



CONTACT RESIDENT INSTRUCTION SHEET

Thank you for agreeing to be the 'Contact Resident' for the speed control petition on your streets. Provided below are instructions regarding how the petition should be conducted. Please do not hesitate to contact the City with any questions or concerns (contact information at the bottom of this page). Listed below are the steps involved in conducting and submitting your petition:

Step 1: Contact Residents

The 'Contact Resident' is to contact each of the affected residents listed or highlighted in the 'Study Area', as defined by the City and attached. The 'Contact Resident' may arrange for others to help with the collection signatures on the petition, however the 'Contact Resident' is responsible for coordinating and submitting all petition material.

Step 2: Provide Information to Affected Residents

Each resident to be contacted must be given a copy of the Speed Control Information Sheet (provided by the City). Each resident must also be offered the opportunity to read this Instruction Sheet to ensure that each resident has access to all available information and is making informed decision.

Step 3: Fill Petition Form

Copies of blank petition forms will be supplied by the City to the 'Contact Resident'. The 'Contact Resident' has one (1) month to conduct and submit the petition to the City after receiving this Instruction Sheet. The 'Contact Resident' shall contact every resident (if rental unit-each primary tenant may sign) and property owner of the abutting properties (1 signature per household) as shown on the attached Study Area. If a resident is against the speed control measure (some or all measure), the word "OPPOSED" is to be noted in the petition signature space. If the 'Contact Resident' is unable to contact a resident, "NO CONTACT" will be noted on the petition signature space with the days and times that contact was attempted. The 'Contact Resident' must make at least two (2) attempts on separate days to contact a resident. The City may randomly verify the authenticity of signatures on the petition. NOTE: Please add an asterisk (*) following the printed name if the person is an apartment manager or an officer (give title) of a condominium association (signing on behalf of their association).

Step 4: Submit Petition to the City

Please submit petition pages as a complete package: please do not submit on a page-by-page basis. Please deliver original, completed petitions (no photocopies or faxed copies accepted) to the City in person or by mail to:

City of Thorold
Public Works and Community Services
3540 Schmon Parkway
PO Box 1044 Thorold, ON L2V 4A7
Phone: (905) 227-3535