



THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

Subject: GG.3.13 Petitions Policy Update

Director: Corporate Services

Manager: Legislative Services

Report Number: Legislative Services-2022-19

Meeting Date: Monday, July 4, 2022

Recommendation: THAT Committee of the Whole recommend that Council at the July 11, 2022 meeting approve the amendments to GG.3.13 Petitions Policy per Report Legislative Services 2022 – 19.

Date to be considered by Council: Monday, July 11, 2022

Report Summary:

Petitions are a way for residents to communicate their opinions to members of Council and bring attention to a matter of public interest or concern that is within the authority of Council. Council passed the existing GG.3.13 Petitions Policy on October 5, 2016 to outline the specific requirements to help ensure their authenticity and validity. Since that time there have been many advances in technology including digital signatures and the development of online tools such as change.org. There has also been an increase in demand for digital processes since the start of the COVID-19 Pandemic. Staff are recommending that GG.3.13 Petitions Policy be updated to include a process for submitting petitions in an electronic format.

Origin: Staff

Existing Policy: GG.3.13 Petitions Policy

Background/Analysis: GG.3.13 Petitions Policy was first passed in 2016 and since that time there has been advances in technology including digital signatures and the development of online petition tools such as change.org. In addition the existing strictly paper-based format was restricting for those wishing to solicit signatures during the COVID-19 Pandemic.

The proposed update to GG.3.13 Petitions Policy allows for petitions to be submitted in either electronic or paper-based format but continues to uphold the requirements needed to ensure authenticity and validity.

The template for the Petition remains the same with the required information including that:

- it must be addressed to the Municipality of Kincardine;
- the petition request should be stated at the top of each page of the petition; and
- it must include a Collection of Personal Information per the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

For paper-based petitions each petitioner must provide their name, full address and original signature written directly on the petition.

For electronic petitions, each petitioner must provide their name, full address and valid email address in the place of the original signature.

The policy also outlines the process for how petitions will be presented when they are relating to an agenda item and alternately when they are introducing new business. It also outlines the process for when a Petition Organizer would like to present the petition to Council.

Per the policy petitions submitted by an external petition website (e.g. charge.org) and those deemed to be in noncompliance with the policy will not be accepted as a formal petition but may be included as correspondence on a Consent agenda.

External petition websites don't necessarily provide the required information about petitioners such as their full physical address to determine where the "signatures" are coming from and may not include the MFIPPA requirements. This can be an issue when it comes to authenticity and validity.

For ease of use a pdf fillable petition form has been created as Appendix A.

Integrated Strategy 2020 – 2025 – Goal Reg 2: The Municipality effectively communicates internally and externally so that staff and residents are aware of organizational and community needs

Financial Implications: There are no financial implications

Attachments: GG.3.13 Petitions Policy

Prepared by: Jennifer Lawrie, Manager of Legislative Services

Submitted by: Jennifer Lawrie, Manager of Legislative Services

