

## POLICY

**POLICY NO.:** GG.3.13  
**SECTION:** GENERAL GOVERNMENT – COUNCIL  
**TITLE/SUBJECT:** PETITIONS  
**ADOPTED DATE:** October 5, 2016 (Resolution #10/05/16-03)  
**REVISION DATE:**

### **Purpose:**

This policy outlines the Municipality of Kincardine's procedure for receiving electronic and paper based petitions.

### **Definitions:**

**Petition:** means a formal written request made to the Municipality of Kincardine Council for a particular action to be taken or to voice an opinion on a matter and contains more than ten (10) signatures

**Petition Organizer:** means the person who has initiated and is the main contact for the petition.

### **Policy:**

The Municipality of Kincardine is committed to citizen engagement and supports petitions as one tool for citizens to have input into Council's decision making process.

A petition can be most effective when the information contained in it is accurate and verifiable, and when the petition is recognized and accepted by decision makers. Petitions that meet the guidelines set out below may be used to request the Municipality to take action on a specific issue.

### **Overview of Petitions**

- 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.
- Matters that are administrative or operational in nature should be first raised with Municipal Staff in the relevant department.
- Anyone who is resident, business owner or property owner within the Municipality of Kincardine can bring forward and sign petitions.
- All petitions are subject to specific requirements outlined below, which help to ensure their authenticity and validity.

- This policy shall not limit any statutory petition process outlined in relevant legislation.

**Petition Requirements:**

- Petitions may be submitted in an electronic or paper-based format.
- Petitions, where possible, should use the provided petition form (see Appendix A)
- Other forms may be accepted, provided that the following requirements have been met:
  - Petitions must be addressed to the Municipality of Kincardine.
  - Petitions must request a particular action to be taken that is within the authority of Council.
  - The petition request should be stated at the top of each page of the petition.
  - The petition organizer's name and contact information must be provided for correspondence purposes.
  - For paper-based petitions, each petitioner must provide their name, full address and original signature. Petitions must be legible, typewritten or printed in ink (no pencil). The petition must contain original signature only, written directly on the petition. Signatures shall not be taped or pasted to the petition.
  - For electronic petitions, each petitioner must provide their name, full address and valid email address in place of the original signature.
  - Each page of the petition must include the following statement regarding the collection of personal information:

**Collection of Personal Information**

Personal information is being collected and will be used for the purpose of informing Municipality of Kincardine Council as to your views on a matter of public interest or concern as specified in this petition. Your information may be made public through the course of a meeting and corresponding agendas and minutes and/or distributed as part of the Information Items.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and will be maintained for the purpose of creating a record that is available to the general public in accordance with the provisions of MFIPPA.

If you have questions about the collection, use or disclosure of this personal information please call 519-396-3468 extension 7111 or email [clerk@kincardine.ca](mailto:clerk@kincardine.ca).

- The petition must be appropriate and respectful in tone, and must not contain any improper or offensive language or information. Petitions containing defamatory or obscene content will not be accepted.

### **Submission of Petitions:**

- Paper based petitions containing original signatures and meeting the above requirements should be sent to the attention of the Municipal Clerk by mail or delivered in person to the Municipal Administration Centre (1475 Concession 5, RR #5, Kincardine, ON N2Z 2X6).
- Electronic petitions meeting above requirements should be emailed to [clerk@kincardine.ca](mailto:clerk@kincardine.ca)

### **Petitions Relating to an Agenda Item**

- Petitions relating to an upcoming Committee of the Whole agenda item and meet the above standards, will be included as part of the agenda package for the meeting where the item is being heard.
- The deadline to submit a petition in relation to an item on an agenda is noon (12:00 p.m.) on the Wednesday before the meeting.
- If the Petition Organizer would like to present the petition to Council, they must submit a Delegation Request form by noon on the Wednesday before the meeting.

### **Petitions Introducing New Business**

- Petitions that are introducing new business and are not related to an item on a current or upcoming Committee of the Whole agenda will be included on the Council agenda as information at its next regular meeting per Section A13 of the Municipality of Kincardine Procedure By-law.
- Petitions related to the same topic as a petition that has already been included on the consent agenda over the previous 12 months will not be accepted.
- Municipal Committee or Boards cannot formally receive petitions. Petitions received at Committee or Board meetings will be forwarded to the Clerk and included on the agenda for the next regular of Council meeting as information per Section A13 of the Municipality of Kincardine Procedure By-law.
- If the Petition Organizer would like to present the petition to Council, they must submit a Delegation Request form by noon on the Wednesday before the meeting.

**Responsibilities:**

The Clerk is responsible for receiving all petitions and submitting them to the attention of Council per the Municipality of Kincardine Procedure By-law.

The Clerk is authorized to make such administrative changes to this policy as appropriate to keep the policy current. Any revision to the intent of this policy shall be presented to Council for approval.

Council has the discretion to accept the petition, and Council's decision is final.

Council members are responsible for forwarding all petitions received by them to the attention of the Clerk.

**Monitoring and Contraventions:**

The Clerk will evaluate all petitions to ensure that the requirements of the policy are met.

Petitions submitted by an external petition website (e.g. [change.org](http://change.org)) and those deemed to be in noncompliance with the requirements of this policy will not be accepted as a formal petition but may be included as correspondence on a Consent agenda if the subject is related to an upcoming agenda item.

**Retention and Disclosure:**

All petitions submitted to the Municipality of Kincardine will be retained by the Clerk's office per the Records Retention By-law. Petitions meeting the requirements of this policy and therefore presented to Council will be kept on file at the Clerk's Office and will be available for public viewing upon request.