



The Corporation of the Municipality of Arran-Elderslie

Staff Report

Council Meeting Date: October 23, 2023

Subject: SRDPCLK.23.06 Petition Policy

Report from: Julie Hamilton, Deputy Clerk

Appendices: Appendix A - DRAFT Petition Policy

Recommendation

Be It Resolved that Council hereby,

1. Approves Policy CLK01-2023 Petition Policy, as presented; and
2. Directs Staff to draft a by-law to authorize the adoption of the Petition Policy.

Report Summary

The intent of this report is for Council to consider the adoption of a petition policy.

Background

The Clerk's Department receives inquiries related to the circulation of petitions regarding various action items members of the community wish to seek Council's support on. To assist in guiding the process, Staff have drafted a policy that will create consistency and provide clear direction on the submission of petitions.

Analysis

Petitions provide an avenue for community engagement and input into Council's decision-making process. In order to ensure that this process is undertaken in a proper and respectful manner, the policy sets out the following guidelines:

For a petition to be certified, every petition shall:

- contain clear, proper, and respectful requests that Council can choose to act on within its authority;
- not be argumentative or harshly worded;
- not contain libelous or false statements;
- not criticize any one person or group;
- be legible, typewritten, or printed in ink. Petitions completed in pencil will not be considered valid;
- list the text/request of the petition at the top of each page for multiple- page petitions, and the pages must be numbered and the total number of pages indicated to ensure no pages are misplaced;
- identify a primary point of contact/spokesperson for the petition;
- for paper-based petitions: contain the printed names, addresses, and original signatures written directly on the face of the petition and not pasted thereon or otherwise transferred to it; photocopies will not be accepted;
- for electronic petitions: petitioners shall provide name, address, and a valid e-mail address;
- Petitions submitted via an external petition website (e.g., [change.org](https://www.change.org)) will not be accepted as a formal petition.
- Each page of the petition must include a statement regarding the collection of personal information.

Petitions must be submitted to the Clerk's Office for review and certification prior to placement on a council agenda.

The spokesperson identified on the petition must be prepared to present the petition to Council and will be permitted a ten (10) minute delegation to do so.

Council may choose to accept the petition and make direction as deemed appropriate or receive the petition for information purposes only. The decision of Council will be final. In order to avoid repetitive matters, petitions containing subject matter that has been presented to Council within the past twelve (12) months will not be certified.

Any resident, business owner, or property owner within the Municipality of Arran-Elderslie can bring forward and sign petitions. Petitions related to matters involving multiple municipalities, which includes the Municipality of Arran-Elderslie, may be accepted at the discretion of the Clerk's Office. Said petitions must be signed only by residents of those municipalities that are included in the petition scope.

The guidelines set out in the policy are consistent with other municipalities and level of government.

Link to Strategic/Master Plan

6.5 Engaging People and Partnerships

Financial Impacts/Source of Funding/Link to Procurement Policy

There are no financial impacts associated with the Petition Policy.

Approved by: Sylvia Kirkwood, Chief Administrative Officer