


POLICY

	Policy:	Public Petition		
	Department:	Office of the Chief Administrative Officer		
	Division:	Clerk's Division	By-Law No.:	N/A
	Administered By:	Clerk	Approval Date:	DRAFT
	Replaces:	N/A		
	Attachment(s):	<i>Public Petition Templates (Paper and Electronic)</i>		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to the recognition of the fundamental right of citizens to petition their elected representatives. Petitions are one way citizens can bring grievances or concerns to the attention of Council. 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.

2. PURPOSE

- 2.1. This policy provides a framework for citizens to bring grievances or concerns to the attention of Council through a public petition.
- 2.2. This policy defines the requisite elements of a public petition to allow for action to be taken on a matter.
- 2.3. This policy ensures that public petitions are presented with consistent elements to promote transparency, accountability and to allow for greater public discourse.

3. SCOPE

- 3.1. This policy applies to all petitions submitted to the Town of Amherstburg, with the exception of those governed under another Act, such as drainage and local improvement petitions.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the CAO or designate.

4. DEFINITIONS

- 4.1. **Petition** means a formal written request, typically signed or agreed to by people appealing to Council with respect to a particular cause. Instead of each person submitting such a request, a petition is one request, written and signed by many.

Common definitions, acronyms, and terms are available in the Glossary located on the Town's Policies webpage.

5. INTERPRETATIONS

Any reference in this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. GENERAL CONDITIONS

6.1. Petition Requirements

- 6.1.1. A petition must be addressed to the Town of Amherstburg / Amherstburg Town Council and request a particular action within the authority of Council.
- 6.1.2. Petitions must be legible, typewritten or written in ink (no pencil).
- 6.1.3. Any petition must be appropriate and respectful in tone, and must not contain any improper or offensive language or information.
- 6.1.4. The text of any petition must be listed at the top of each page for multiple-page petitions. Pages should be numbered and total number of pages indicated and submitted as one complete petition submission
- 6.1.5. For paper petitions, each petitioner must print and sign his or her own name directly on the petition, and provide his or her full address.
- 6.1.6. For electronic petitions, petitioners must provide name, full address and a valid e-mail address.
- 6.1.7. Any petition must clearly disclose on each page that it will be considered a public document of the Town of Amherstburg and that information contained in it may be subject to the scrutiny of the municipality and other members of the general public.

6.2. Submission of Petitions

- 6.2.1. Petitions sent to the Clerk shall include contact information to communicate with the petition submitter. Personal information provided in this manner will be maintained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
 - 6.2.1.1. Any petition containing original signatures should be sent to the attention of the Clerk by mail or delivered in person to the municipality at:

Clerk, Town of Amherstburg
271 Sandwich Street S.
Amherstburg, ON
N9V 2A5
- 6.2.2. Petitions submitted electronically will be required to provide contact information to communicate with the petition submitter. Personal information will be maintained in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.
 - 6.2.2.1. Electronic Petitions shall be submitted to the attention of the Clerk through the Town website.

- 6.2.3. All petitions filed with Clerk and will be available for public review by request. Petitions that are in keeping with the requirements of this policy may be included on a Council agenda if relative to an existing agenda item.
 - 6.2.3.1. Petitions cannot be received at the Committee level. Petitions so provided will be forwarded to the Clerk for transmittal to Council in accordance with this policy, as appropriate.
- 6.2.4. Petitions deemed to be in non-compliance will not be included on a Council meeting agenda. However, they shall be distributed unofficially to members of Council inclusive of details from the Clerk on how the petition is non-compliant.
 - 6.2.4.1. Council has the discretion to accept the petition and Council's decision is final.

7. RESPONSIBILITIES

- 7.1. **Council** has the authority and responsibility to:
 - 7.1.1. Adopt the Public Petition policy.
 - 7.1.2. Receive public petitions.
- 7.2. The **CAO** has the authority and responsibility to:
 - 7.2.1. Ensure compliance with the Public Petition policy.
- 7.3. The **Clerk** has the authority and responsibility to:
 - 7.3.1. Receive all petitions and submit them to the attention of Council in accordance with the Public Petition policy.
 - 7.3.2. Evaluate all petitions to ensure that the requirements are met.
 - 7.3.3. Make available informational materials to those seeking to create a petition.
- 7.4. **Staff** have the authority and responsibility to:
 - 7.4.1. Adhere to the Public Petition policy.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. *Municipal Act, 2001*



Town of Amherstburg
271 Sandwich St. S
Amherstburg, ON
N9V 2A5

To: The Council of the Town of Amherstburg

[illegible]

I/We the undersigned, petition the Council of the Town of Amherstburg as follows:

[illegible]

PAGE OF

All submitted petitions will be considered a public document of the Town of Amherstburg and information contained within the petition may be subject to the scrutiny of the municipality and other members of the general public.

All information submitted is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA).

