

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:

Definitions:

Petition: means a written request that contains more than ten (10) signatures and is submitted for Council's consideration and does not include an electronic web-based document.

Purpose:

The purpose of this policy is to outline the Municipality of Kincardine's procedure for receipt and recognition of public petitions.

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.

Petition Requirements:

- The petition must be addressed to the Municipality of Kincardine and request a particular action within the authority of Council.
- Petitions must be legible, typewritten or printed in ink (no pencil).
- The text of the petition must be listed at the top of each page for multiple-page petitions. Pages should be numbered and total number of pages indicated.
- The petition must be appropriate and respectful in tone, and must not contain any improper or offensive language or information.
- Each petitioner must print and sign his or her own name. The petition must contain original signature only, written directly on the petition. Signatures shall not be taped or pasted to the petition.

- Each petitioner must provide his or her full address.
- The petition must clearly disclose on each page that it will be considered a public document at the Municipality of Kincardine and that information contained in it may be subject to the scrutiny of the Municipality and other members of the general public.

Submission of Petitions:

- Petitions 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).
- Petitions shall include a contact name, address and phone number for the person who submitted the petition for correspondence purposes.
- All petitions that meet the above standards will be presented to Council at its next regular meeting, or the meeting at which the subject of the petition is to be discussed.
- Municipal Committee or Boards cannot formally accept petitions. Petitions received at Committee or Board meetings will be forwarded to the Clerk and presented to Council at its next regular meeting, or the meeting at which the subject of the petition is to be discussed.
- Council has the discretion to accept the petition, and Council's decision is final.

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.

Monitoring and Contraventions:

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

Petitions deemed to be in non-compliance will not be formally accepted by Council. However, they may be listed as "correspondence" on a Council agenda, if applicable.

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 and accepted by Council will be kept on file at the Clerk's Office and will be available for public viewing upon request.

Appendix A
Petition

Person Submitting the Petition

Name:	
Address:	
Phone:	

To: Council of The Corporation of the Municipality of Kincardine
1475 Concession 5, RR #5, Kincardine ON N2Z 2X6

I/We the undersigned, petition the Council of the Municipality of Kincardine as follows:

#	Name	Address	Signature

By signing the petition, I hereby acknowledge that this petition will become a public document at the Municipality of Kincardine and that all information contained in it will be subject to the scrutiny of the Municipality and will be publicly available. Questions about the collection of personal information contained in this petition should be directed to the Clerk, Municipality of Kincardine, 1475 Concession 5, RR #5, Kincardine, Ontario N2Z 2X6 Phone 519-396-3468 ext. 7112.