

	TOWNSHIP OF SOUTH STORMONT
	Title: Public Petitions Policy (Schedule A to By-law No. 2021-087)
	Policy Category: Corporate
	Effective Date: November 10, 2021
	Revision Date:

Policy Statement

The Public Petitions Policy provides consistent requirements for both paper-based and electronic petitions. The policy provides an overview of petitions, specific petition requirements and outlines the submission process for petitions.

Purpose

This policy outlines the Township of South Stormont procedure for receiving electronic and paper-based petitions.

Scope

This policy applies to petitions submitted to the Township of South Stormont.

Objectives

The Public Petitions Policy contains consistent requirements for both paper-based and electronic petitions and aims to make the process for submitting petitions less cumbersome and more transparent for members of the public.

Policy

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 Township staff in the relevant department.
- Anyone who is a resident, business owner or property owner within the Township of South Stormont 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.
- For convenience, the Corporate Services has created a form that petition organizers can use (see Appendix A).
- Other forms may be accepted, provided that the following requirements have been met:

- a. Petitions must be addressed to Council.
- b. 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.
- c. The petition organizer's name and contact information must be provided.
- d. For paper-based petitions, each petitioner must provide their name, full address and original signature.
- e. For electronic petitions, each petitioner must provide their name, full address and valid email address in place of an original signature.
- f. 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 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 613-534-8889, email info@southstormont.ca.

- Petitions containing defamatory or obscene content, as defined in the Township's Procedural By-law, will not be accepted.
- Petitions submitted via an external petition website (e.g. change.org) will not be accepted as a formal petition but may be included as correspondence on a Council agenda if the subject is related to an upcoming agenda item.

Submission Process

- Paper-based petitions containing original signatures and meeting the above requirements should be sent by mail to the Township office to the attention of the Clerk's Office or delivered in person.
- Electronic petitions meeting the above requirements should be emailed to info@southstormont.ca
- The Clerk's Office will confirm receipt with the petition organizer and describe how the petition will be dealt with.

Petitions Relating to an Agenda Item

- Petitions relating to an item on an upcoming regular meeting agenda 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 10:00 a.m. on the Friday 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 agenda will be circulated as part of the Information Items.
- Petitions to be circulated as part of the Information Items must contain a minimum of 5 signatures.
- Petitions related to the same topic as a petition that has already been included on the Information Items over the previous 12 months will not be accepted, unless a material change of circumstance has occurred.

Monitoring and Compliance

The Public Petitions Policy will be reviewed in conjunction with the 2022-2025 governance review.

The Director of Corporate Services/Clerk will be responsible for the Public Petitions Policy.

Authority and Related Polices

Legislated Requirements:
• Municipal Freedom of Information and Protection of Privacy Act
Related Policies/By-laws:
• By-law No. 2021-069, Procedural By-law

Definitions

Petition means a formal written request made to Council for a particular action to be taken or to voice an opinion on a matter.

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

Contact

For more information on this policy, contact:
Corporate Services Department
Township of South Stormont
P.O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
613-534-8889

TOWNSHIP OF SOUTH STORMONT

Appendix A – Petition Form

HOW TO SUBMIT A PETITION

Paper-based petitions containing original signatures should be hand delivered or sent by mail to:

Township of South Stormont
Attention: Corporate Services
PO Box 84,
2 Mille Roches Road
Long Sault, Ontario
K0C 1P0

Electronic petitions should be emailed to info@southstormont.ca.

PETITION INFORMATION

Date: _____

Petition subject matter:

(Briefly state the subject matter of your petition and the request for action within the authority of the Township of South Stormont)

Total number of signatures: _____

Petition organizer:

First and last name: _____

Mailing address: _____

Email: _____

Telephone number: _____

Petition Statement:

We, the undersigned, petition the Township of South Stormont Council as follows:

(Briefly state the subject matter of your petition and the request for action within the authority of Council.)

First and Last Name	Address in the Township of South Stormont	Signature (for electronic petitions, an email address must be provided in place of an original signature)

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