



## Petition Policy

**Policy Number:** G-GEN-017

**Authority:** 242/23

**Date Approved:** Nov. 14, 2023

**Department Responsible:** Council Services

**Revision Dates:** N/A

**Review Date:** Nov. 2026

**Status:** Active

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### 1. Policy Statement

- 1.1. The Town of LaSalle is committed to citizen engagement and supports Petitions as a tool for its citizens to take a particular action or voice an opinion on a particular matter.
- 1.2. This Policy provides a standardized framework for the receipt and recognition of Petitions.

### 2. Scope

- 2.1. This Policy applies to all Petitions submitted to the Town of LaSalle, with the exception of those governed by another Town policy or piece of legislation (i.e. drainage, local improvement).
- 2.2. This Policy shall not apply to the acquisition or disposal of property.

### 3. Definitions

- 3.1. **Clerk** shall mean the Clerk, appointed under s. 228 of the *Municipal Act*, or their designate.
- 3.2. **Council** shall mean the Council of the Corporation of the Town of LaSalle.
- 3.3. **Petition** shall mean a formal written request made to Council for a particular action to be taken, or to voice an opinion on a matter.
- 3.4. **Petitioner** shall mean the person who is the main contact for the Petition.
- 3.5. **Policy** shall mean the Petition Policy.

## 4. Policy

### 4.1. Petition Requirements

#### 4.1.1. The Petition shall:

- a. clearly state the issue or cause that it seeks to address, and shall specify the desired outcome or action, both of which shall be listed on the top of each page of the Petition;
- b. be supported by at least 25 signatures;
- c. be legible, typewritten or printed in ink (no pencil);
- d. be appropriate and respectful in tone and must not contain any improper, obscene, or offensive language or information;
- e. contain the name, address and original signature of each person signing the Petition;
- f. if electronic, contain the name address and valid email address of each person signing the Petition; and,
- g. contain the following statement on the bottom of each page of the Petition:

Personal information is being collected and will be used for the purpose of informing Town of LaSalle Council as to your views on the matter specified in this petition. **This petition is considered a public document and your information may be made public through the public meeting process, including the distribution of the petition as an item on an agenda.**

The personal information collected on this petition 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 the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection, use and disclosure of personal information can be directed to the Clerk, at 519-969-7770.

4.1.2. Each Petition must be accompanied by a Petition Submission Form, which shall include contact information of the Petitioner, along with some additional information about the subject matter of the Petition.

4.1.3. The subject matter of the Petition must be a matter over which Council has the authority to act.

- 4.1.4. The text of the Petition, as outlined in paragraph 4.1.1(a), may not be altered in any manner, including by crossing out, adding, or erasing words, or adding additional commentary.
- 4.1.5. Petitions submitted via an external petition website (e.g., Change.org) will not be accepted.
- 4.1.6. The Petitioner and signatories to the Petition must
  - a. Own or lease property in the Town of LaSalle, or
  - b. Reside in the Town of LaSalle.

#### **4.2. Submission and Processing**

- 4.2.1. Petitions shall be submitted to the Clerk in an electronic or paper-based format and must include the name and contact information of the Petitioner.
- 4.2.2. For multi-page Petitions, the Petitioner shall ensure that each page of the Petition is numbered and a total number of pages indicated.
- 4.2.3. The Clerk shall evaluate all Petitions and ensure that the requirements of the Policy are met. Petitions determined to be non-compliant shall not be accepted.
- 4.2.4. All Petitions that meet the above requirements shall be placed on an agenda of a Regular Meeting of Council, for Council's consideration.
- 4.2.5. The Petitioner will have the opportunity to address Council and speak to the Petition as though they are a registered delegate under the Town's Procedure By-law, in effect at the time.
- 4.2.6. A Petition related to the same subject matter that has already been presented to Council within the previous 12 months will not be accepted.
- 4.2.7. Nothing in this Policy shall supersede or override the provisions of any other Town policy, by-law, or statute. For clarity, where there is another process to govern the request contained within the Petition, the Petitioner will be directed to utilize that process and Council will be made aware of the existence of the Petition and the direction given to the Petitioner (i.e. traffic calming).
- 4.2.8. Following presentation of the Petition, Council may:
  - a. Receive the petition and take no further action; or
  - b. Receive the Petition and request an administrative report.

4.2.9. All decisions of Council are final.

#### **4.3. Retention and Disclosure**

4.3.1. All Petitions, and any corresponding supporting material, presented to Council shall be retained in Council Services in accordance with the records retention bylaw in effect at that time, and will be available for public viewing upon request.

### **5. Roles and Responsibilities**

#### **5.1. The Clerk shall:**

5.1.1. Receive and review all petitions to ensure that the requirements of this Policy are met.

5.1.2. Facilitate and oversee the process of adding the Petition to an upcoming Council meeting agenda and ensure notification to the Petitioner of same.

5.1.3. Oversee and administer this Policy.

### **6. References and Related Documents**

None.

### **7. Attachments**

Sample Petition.

## Petition Form

Petition to: The Council of the Town of LaSalle, 5950 Malden Road, LaSalle, ON N9H 1S4.

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

**(Please Note: The request for action or opinions being conveyed must be within the authority of Council)**

First and Last Name (If signing on behalf of a business indicate your affiliation ie: Owner)	Address (Residential or business address)	Signature (No pencil or digital signature)

Personal information is being collected and will be used for the purpose of informing Town of LaSalle Council as to your views on the matter specified in this petition. **This petition is considered a public document and your information may be made public through the public meeting process, including the distribution of the petition as an item on an agenda.** The personal information collected on this petition 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 the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about the collection, use, and disclosure of personal information can be directed to the Clerk, at 519-969-7770.

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