

## **Procedural By-law No. 2016-047, as amended**

### **SCHEDULE 'D'**

**A Petition** is considered a public document and the information contained in it will be subject to the scrutiny of Council and the general public. Your petition must include a disclosure statement on each page of the petition so that those who sign the document agree to, and are aware of, its public availability. Recognizing that petitions play an integral role in the communication between residents and elected officials, Council is establishing procedures for the submission and recognition of public petitions. All petitions that meet the standards set out in this by-law will be presented to Council and listed as Correspondence on a Council agenda.

#### **Petition Requirements**

- The petition must be addressed to the Clerk or Council 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. A paper petition must contain original signatures only, written directly on the petition.
- Each petitioner must provide his or her full address.
- For electronic petitions, petitioners must provide name, address and a valid e-mail address.
- The petition must clearly disclose on each page that it will be considered a public document and that information contained in it may be subject to the scrutiny of the Town and other members of the general public.

#### **Submission of Petitions**

- Petitions containing original signatures should be sent to the attention of the Town Clerk by mail or delivered in person to Town Hall.
- Petitions may also be submitted to the Mayor or any member of Council.
- Electronic Petitions may be submitted to the attention of the Clerk at [clerk@gananoque.ca](mailto:clerk@gananoque.ca).
- 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.
- Once received by the Clerk/Recording Secretary, no member may remove his/her name from a petition filed under this section.
- Committees of Council and Advisory Panels cannot formally accept petitions. Petitions received at Committees of Council and Advisory Panels will be forwarded to the Clerk and presented to full 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. Council members are responsible for forwarding all petitions received by them to the attention of the Clerk.

#### **Monitoring/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 will be listed as "other correspondence received" on the appropriate Advisory Panel or Council agenda, if applicable.

#### **Retention and Disclosure**

All petitions submitted will be retained by the Clerk's office. Petitions meeting the requirements of this policy and therefore presented to and received by Council will be kept on file with the Clerk and will be available for public viewing upon request.