

<b>Section:</b> Clerks	<b>Policy Number:</b>
<b>Sub-section:</b>	<b>Effective Date:</b> November 21, 2016
<b>Subject:</b> Petition Policy	<b>Revision Date:</b>

## Petition Policy

### ***Policy Statement:***

The Township of North Huron 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.

### ***Definitions:***

For the purpose of this policy, a petition is a formal written request made to the Council of the Township of North Huron.

### ***Purpose:***

This policy outlines the Township of North Huron's procedure for receipt and recognition of public petitions.

### ***Scope:***

This policy applies to all petitions submitted to the Township of North Huron, with the exception of those governed by another Act (such as drainage and local improvement petitions).

### ***Policy requirements:***

#### Petition Requirements

- The petition must be addressed to the Council of the Township of North Huron 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 at the Township of North Huron and that information contained in it may be subject to the scrutiny of the Township and other members of the general public.

#### Submission of petitions

- Petitions containing original signatures should be sent to the attention of the Clerk by mail or delivered in person to the Township of North Huron Municipal Office.
- Electronic Petitions may be submitted to the attention of the Clerk at [petitions@northhuron.ca](mailto:petitions@northhuron.ca).
- All petitions that meet the above standards will be included as correspondence on the Council agenda for the 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.

#### ***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, the title or subject of the petition will be listed on the Council agenda under the chart of correspondence available from the Clerks office.

#### ***Retention and disclosure:***

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

#### ***Petition template:***

The required petition template can be found on Page 3 of this policy.



**Township of North Huron**  
274 Josephine Street  
Wingham, Ontario  
N0G 2W0  
[www.northhuron.ca](http://www.northhuron.ca)

**PETITION**

**PAGE \_\_\_\_ of \_\_\_\_**

**To:** The Council of the Township of North Huron

**Whereas:** (provide a brief description of issue/problem/request in question)


**I/We the undersigned, petition the Council of the Township of North Huron as follows:**

Name (print)	Address	Signature

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). Questions about this notice of collection should be directed to the Clerk's Office 519-357-3550, 274 Josephine Street, Wingham, Ontario, N0G 2W0.