

**COMMUNICATION 132134**

Received from: Stacey Blair, Clerk  
Addressed to: Committee of the Whole  
Date: October 26, 2021  
Topic: Petition Policy

**SUMMARY**

To date, the Town of Carleton Place has had no formal process for residents to submit petitions to Council. Recognizing that petitions play an integral role in the communication between residents and elected officials, staff is recommending the adoption of a Petition Policy to establish formal procedures for the submission and recognition of public petitions.

**COMMENT**

All petitions that meet the standards set out in the Petition Policy will be presented to Council by being listed as a Communication on a Committee of the Whole agenda. Advisory Committees cannot formally accept petitions; therefore, petitions received at Advisory Committees will be forwarded to the Clerk and presented to Council. Petitions containing original signatures should be sent to the attention of the Town Clerk by mail or delivered in person to Carleton Place Town Hall. Petitions may also be submitted to the Mayor, or any member of Town Council.

Petitions are considered to be public documents. As the information contained in a petition could become subject to the scrutiny of Council and the general public, all petitions will be required to include a disclosure statement on each page of the petition so that those who sign the document will know that they are agreeing to, and will be aware of, the public availability of the document.

**STAFF RECOMMENDATION**

THAT Council approves the Town of Carleton Place Petition Policy as outlined in the Clerk's report dated October 26, 2021.