


POLICY

	Policy:	Petition Policy		
	Department:	Administration		
	Division:	Clerk's Office	By-Law No.:	N/A
	Administered By:	Clerk	Approval Date:	DRAFT
	Replaces:	N/A		
	Attachment(s):	N/A		

1. POLICY STATEMENT

The Town of Carleton Place is committed to citizen engagement and supports petitions as 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.

2. SCOPE

- 2.1. This policy applies to all petitions submitted to the Town of Carleton Place, with the exception of those governed by another Act (i.e. local improvement petitions) or matters that are not within the Town's spheres of jurisdiction.

3. DEFINITIONS

- 3.1. "Clerk" means the Town Clerk of the Town of Carleton Place, or their designate.
- 3.2. "Petition" means a formal written request, typically signed by a number of people, appealing to Council with respect to a particular cause.
- 3.3. "Petition Organizer" means the individual who initiates the petition.

4. PETITION REQUIREMENTS

- 4.1. The petition must be addressed to the Town of Carleton Place /Carleton Place Town Council and request a particular action within the authority of Council.
- 4.2. Petitions must be legible, typewritten or printed in ink (no pencil).
- 4.3. 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.
- 4.4. The petition must be appropriate and respectful in tone and must not contain any improper or offensive language or information.
- 4.5. Each petitioner must print and sign their own name. A paper petition must contain original signatures only, written directly on the petition.
- 4.6. Each petitioner must provide their full address.
- 4.7. Petitioners must be current residents of the Town of Carleton Place.
- 4.8. For electronic petitions, petitioners must provide name, address and a valid e-mail address.

- 4.9. The petition must clearly disclose on each page that it will be considered a public document by the Town of Carleton Place and that information contained in it may be subject to the scrutiny of the Town and other members of the general public.

5. SUBMISSION OF PETITIONS

- 5.1. Petitions containing original signatures should be sent to the attention of the Clerk by mail or delivered in person to the Carleton Place Town Hall
- 5.2. Electronic Petitions may be submitted to the attention of the Clerk at info@carletonplace.ca
- 5.3. All petitions that meet the above standards will be presented to Council at the next Committee of the Whole meeting that meets the notice provisions of the Town's Procedural By-law.
- 5.4. Advisory Committees cannot formally accept petitions. Petitions received at Advisory Committees will be forwarded to the Clerk and will be included on the next available Committee of the Whole Agenda as an Information Item. or the meeting at which the subject of the petition is to be discussed.
- 5.5. Petitions created using online platforms (e.g. Change.org) shall not be accepted, as they do not provide signatory's addresses and may therefore be signed by non-residents.
- 5.6. Incomplete forms will not be accepted and will be returned to the Petition Organizer. The form may be resubmitted once all of the required information is provided.
- 5.7. Council will have three options with which to dispense with the petition:
 - 5.7.1. Petition can be received as information;
 - 5.7.2. Petition can be dismissed; or
 - 5.7.3. Petition can be referred to staff for further action

6. RESPONSIBILITIES

- 6.1. Petitions shall be submitted to the Clerk who shall evaluate petitions to ensure that the requirements of this policy are met.
- 6.2. Petitions deemed to be non-compliant shall not be received.
- 6.3. All petitions deemed to be compliant with this policy shall be brought to the attention of Council by being placed on the next Committee of the Whole agenda.
- 6.4. Council members are responsible for forwarding any petitions received by them to the attention of the Clerk.

7. RETENTION AND DISCLOSURE

- 7.1. All petitions submitted to the Town will be retained by the Clerk's office in accordance with the Town's Record Retention Policy. Petitions meeting the requirements of this policy and therefore presented to and received by Council will be kept on file at the Office of the Town Clerk and will be available for public viewing upon request.

8. ENQUIRIES

Town Clerk
175 Bridge Street,
Carleton Place, ON K7C 2V8
info@carletonplace.ca