

Procedural By-law 014-22

Petition means a document requesting Council's consideration of a matter.

42. Petitions

- 42.1 Each presentation of a Petition may be provided up to ten (10) minutes speaking time, however, the requested time does not guarantee actual speaking time. Placement on an agenda and permitted speaking time shall be determined by the Clerk, subject to the volume of material on a given Regular Agenda. Clerks Services shall confirm the allotted speaking time to the Presenter(s) of a Petition in advance of the meeting. The Mayor or Chairperson has discretion to provide latitude under this section. The subject matter of a Petition need not relate to a matter on the Agenda.
- 42.2 Presenters of Petitions shall apply on the form prescribed by the Clerk no later than 12:00 p.m. (noon) on the Friday prior to a Regular Meeting. A request does not guarantee placement on an agenda.
- 42.3 Timing for submission of a Petition to a Committee, shall be at the discretion of the Chair of the respective Committee.
- 42.4 Any material(s) that the Petitioner wishes to use or have distributed to Council during their Delegation at Regular Council Meeting or Advisory or Ad Hoc Committee Meeting must be provided to Clerk Services 48 hours in advance of the Meeting, including any power point or other type of presentation.
- 42.5 Presenters of a Petition may be made by electronic participation. In the event of any type of connection/service disruption, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes of a connection/service disruption, the meeting shall resume, and no more efforts shall be taken to reconnect. The meeting minutes will reflect by notation that due to technical difficulties the presentation of the Petition was interrupted. The Presentation of the Petition may be rescheduled to the next available Council meeting or Council may receive the information as presented or refer the information to Staff.
- 42.6 Motions to receive a Petition, refer the matter to Town Staff for consideration, or direct Town Staff to report back to Council, are proper during this part of the Agenda without prior notice. Any other motion related to a Petition shall be moved during the Notice of Motion part of the Agenda.
- 42.7 The Clerk may refuse to schedule a Petition presentation and not place a Petition on the Council Agenda where the subject matter:
- a) involves current or pending litigation
 - b) Involves insurance claims;
 - c) Involves administrative complaints that have not been reported and investigated through the Customer Service process;

- d) Is beyond the jurisdiction of Council; or
- e) Is contrary to *MFIPPA*.

- 42.8 Petitions must include at least ten (10) signatures. Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public.
- 42.9 Petitions shall contain the printed name, signature, address and phone number of the individuals signing it. Signatures without contact information shall be redacted by the individual or group submitting the Petition.
- 42.10 Petitions containing only original signatures will be accepted and may be submitted electronically.
- 42.11 After a petition has been presented to Council, all follow-up by Town Staff will be provided to the person who made the initial submission, and it is the responsibility of that person to contact or update any of the persons who signed the initial petition.