



MUNICIPAL PETITION POLICY

1. POLICY STATEMENT

The Municipality of Mississippi Mills is committed to community engagement and the use of petitions allows for residents to have input into Council's decision making process as well as bring forward information for Council's consideration.

2. PURPOSE

The policy outlines the Municipality's procedure for the acceptance and consideration of a petition by Council.

3. POLICY REQUIREMENTS

In order for a petition to be certified, every petition shall:

- a) contain clear, proper and respectful request that Council take action within its authority;
- b) not be argumentative or harshly worded;
- c) not contain libelous or false statements;
- d) not criticize any one person or group;
- e) be legible, typewritten or printed in ink (no pencil);
- f) have the text/request of the petition must be listed at the top of each page for multiple-page petitions and pages should be numbered and total number of pages indicated (to ensure no pages are misplaced);
- g) identify a main point of contact/spokesperson for the petition;
- h) contain the printed names, addresses and original signatures written directly on the face of the petition and not pasted thereon or otherwise transferred to it; photocopies will not be accepted;
- i) for electronic petitions: petitioners shall provide name, address and a valid e-mail address;
- j) contain a notice on each page that the petition will be considered a public document and that information contained within may be made available to the public.

The process to submit a petition is as follows:

- a) Petitions shall be submitted to the Clerk.
- b) Shall be addressed the Council of the Municipality of Mississippi Mills.

- c) Electronic petitions may be submitted to the attention of the Clerk at clerk@mississippimills.ca
- d) Petitions, where possible, should use the provided petition template/form.
- e) Council has the discretion to accept the petition; any decision made by Council is final and not appealable.

In order to present a petition the following must be adhered to:

- a) Indicate upon submission of the petition the desire to verbally present the petition to Council.
- b) The identified petition spokesperson shall be the individual who will make the presentation.
- c) The spokesperson shall be limited in speaking no more than ten (10) minutes.
- d) No additional materials will be permitted to be displayed, presented or distributed to Council other than the petition itself or background information directly related to the petition.

4. RESPONSIBILITIES

- a) The Clerk is responsible for receiving all petitions.
- b) The Clerk will evaluate all petitions to ensure that the requirements of the policy are met.
- c) Petitions deemed to be in non-compliance will not be formally accepted by Council.
- d) The Clerk shall forward all complete and certified petitions to Council for consideration.
- e) All petitions filed to the Clerk shall be maintained as per the records retention schedule.

**SCHEDULE "A"
MISSISSIPPI MILLS PETITION FORM**

To: The Council of the Municipality of Mississippi Mills
3131 Old Perth Rd., Almonte, ON, K0A 1A0

We the

(Please identify the petitioners in general terms. For example, residents of Ward, residents of Street Name, residents of the Municipality of Mississippi Mills)

Briefly state the matter or item in support of your petition. (This statement must appear at the top of each page on which you collect signatures.)

State the Specific request or action you wish Council to consider.

Petition Contact/Spokesperson

Name: _____ Address: _____

Phone: _____ E-mail: _____

*Privacy Statement:
By signing this petition, I hereby acknowledge that this petition will become a public document at the Municipality of Mississippi Mills and that all information contained in it will be subject to the scrutiny of the Municipality, and will be publicly available.*

**SCHEDULE "B"
MISSISSIPPI MILLS ELECTRONIC PETITION FORM**

To: The Council of the Municipality of Mississippi Mills
3131 Old Perth Rd., Almonte, ON, K0A 1A0
clerk@mississippimills.ca

We the

(Please identify the petitioners in general terms. For example, residents of Ward, residents of Street Name, residents of the Municipality of Mississippi Mills)

Briefly state the matter or item in support of your petition. (This statement must appear at the top of each page on which you collect signatures.)

State the Specific request or action you wish Council to consider.

Petition Contact/Spokesperson

Name: _____ Address: _____

Phone: _____ E-mail: _____

*Privacy Statement:
By signing this petition, I hereby acknowledge that this petition will become a public document at the Municipality of Mississippi Mills and that all information contained in it will be subject to the scrutiny of the Municipality, and will be publicly available.*

