



MUNICIPAL PETITION POLICY

1.0 POLICY STATEMENT

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

2.0 PURPOSE

The policy outlines the Municipality's procedure for accepting and considering a petition by Council.

3.0 DEFINITIONS

"Municipality" means the Municipality of Mississippi Mills

"Petition" means a formal written request made to Mississippi Mills Council for a particular action to be taken or to voice an opinion on a matter.

"Petition Spokesperson" means the person who has initiated and is the primary contact for the petition.

"Council" means the Council of the Municipality of Mississippi Mills

"Clerk's Office" means the Clerk's Department within the Municipality of Mississippi Mills.

4.0 OVERVIEW OF PETITIONS

4.1 Petitions are a way for residents to communicate their opinions to members of Council and bring attention to a matter of public interest or concern within the authority Council.

4.2 Matters that are administrative or operational in nature should be first raised with Municipal staff in the relevant department.

4.3 Any resident, business owner, or property owner within the Municipality of Mississippi Mills can bring forward and sign petitions.

4.4 All petitions are subject to specific requirements outlined below, which help to ensure their authenticity and validity.

4.5 This policy shall not limit any statutory petition process outlined in relevant legislation.

5.0 POLICY REQUIREMENTS

5.1 Petitions may be submitted in an electronic or paper-based format.

5.2 For convenience, the Clerk's Office has created a form that petition organizers can use (See Schedule "A")

5.3 For a petition to be certified, every petition shall:

- contain clear, proper, and respectful requests that Council can take action within its authority;
- not be argumentative or harshly worded;
- not contain libelous or false statements;
- not criticize any one person or group;
- be legible, typewritten, or printed in ink (no pencil);
- list the text/request of the petition at the top of each page for multiple-page petitions, and pages must be numbered and the total number of pages indicated (to ensure no pages are misplaced);
- identify a primary point of contact/spokesperson for the petition;
- for paper-based petitions: 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;
- for electronic petitions: petitioners shall provide name, address, and a valid e-mail address;
- Each page of the petition must include the following statement regarding the collection of personal information.

Collection of personal information:

Personal information is being collected and will be used to inform the Municipality of your views on a matter of public interest or concern as specified in this petition. Your information may be made public through a meeting and corresponding agendas and minutes and/or distributed as part of the Information Items.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and will be maintained for the purpose of creating a record that is available to the general public in accordance with the provisions of MFIPPA.

If you have questions about the collection, use, or disclosure of this personal information, please call 613-256-2064 extension 203 or email clerk@mississippimills.ca

- Petitions submitted via an external petition website (e.g., change.org) will not be accepted as a formal petition. Still, they may be included as correspondence on a Council agenda if the subject is related to an upcoming agenda item.

6.0 SUBMISSION PROCESS

6.1 The process to submit a petition is as follows:

- a) Petitions shall be submitted to the Clerk.
- b) Shall be addressed to 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 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.

6.2 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 at most 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.

7.0 RESPONSIBILITIES

7.1 Council has the authority and responsibility to:

- a) Adopt the Petition Policy
- b) Receive Public Petitions

7.2 The Clerk's Office has the authority and responsibility to:

- a) Receive all petitions.
- b) Evaluate all petitions to ensure that the policy requirements are met.
 - a. Petitions deemed non-compliant will not be formally accepted by Council.
- c) Forward all complete and certified petitions to Council for consideration.

7.3 All petitions filed to the Clerk's Office shall be maintained per the records retention schedule.

