



# Administrative Policies & Procedures

## Procedure No. GOV9 – Procedures for Petitions

<b>Topic:</b>	Petitions	<b>Affects:</b>	All Staff
<b>Section:</b>	GOV-9	<b>Replaces:</b>	N/A
<b>Original Policy Date:</b>	January 10, 2019	<b>Revision Date:</b>	N/A
<b>Effective Date:</b>	January 10, 2019	<b>Proposed Revision Date:</b>	January 10, 2021
<b>Prepared By:</b>	Corporate Services	<b>Approval Authority:</b>	CAO

### 1.0 Procedure Statement

The Town of Aurora is committed to citizen engagement and supports petitions as a tool for citizens to have input into Council’s decision making process.

### 2.0 Purpose

This procedure outlines the Town of Aurora’s process for receipt and forwarding of public petitions to Council and their placement on the General Committee agenda.

### 3.0 Scope

This procedure applies to all petitions submitted to the Town of Aurora, with the exception of those governed by another Act (such as drainage and local improvement petitions).

### 4.0 Definitions

For the purposes of this procedure, a petition is a formal written request made to Aurora Town Council.

### 5.0 Requirements

#### *Petition Requirements*

- The petition must be addressed to the Town of Aurora/Aurora Town Council

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and request a particular action within the authority of Council.

- The petition must identify a contact person
- Petitions must be legible, typewritten or printed in ink (no pencil)
- 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.
- The petition must be appropriate and respectful in tone, and must not contain any improper or offensive language or information.
- Each petitioner must print and sign his or her own name. A paper petition must contain original signatures only, written directly on the petition.
- Each petitioner must provide his or her full address.
- For electronic petitions, petitioners must provide name, address and a valid e-mail address.
- The petition must clearly disclose on each page that it will be considered a public document at the Town or Aurora and that information contained in it may be subject to the scrutiny of the Town and other members of the general public.

### **6.0 Procedure**

- 6.1 Petitions containing original signatures and in the form described above should be sent to the attention of the Town Clerk by mail or delivered in person to Aurora Town Hall. The Town Clerk may be contacted for an updates regarding the petition.
- 6.2 The Town Clerk is responsible for receiving all petitions and notifying Council. The Town Clerk will confirm receipt of the petition with the identified contact person.
- 6.3 Petitions meeting the requirements noted in the procedure will be placed on an upcoming General Committee meeting agenda. Those not meeting the requirements of this procedure may be redacted to satisfy the provisions of the

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*Municipal Freedom of Information and Protection of Privacy Act, 1990.*

- 6.4 It is the sole discretion of the Town Clerk as to whether the petition subject is appropriate for a public agenda.
- 6.5 Council members are responsible for forwarding all petitions received by their offices to the attention of the Clerk.

### **7.0 Monitoring/Contraventions**

The Town Clerk will evaluate all petitions to ensure that the requirements of the policy are met. Petitions deemed to be in non-compliance may be redacted in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, 1990*. Petitions may also be withheld from a public agenda if the content is deemed inappropriate.

### **8.0 Retention and Disclosure**

All petitions submitted to the Town will be retained by the Town Clerk's office. Petitions meeting the requirements of this policy will be kept on file in the Clerk's Office and will be available for public viewing upon request.

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**Schedule 'A'**  
**Draft Petition Template**

To: Aurora Town Council  
100 John West Way, Box 1000  
Aurora, ON  
L4G 6J1

*Description of the issue*

*Petition Text (to be noted on each page) of what the desired action of Council is*

<b>Name</b>	<b>Address</b>	<b>Signature</b>

*(The following to appear on each page of the petition)*

By signing this petition, I hereby acknowledge that this petition will become a public document at the Town of Aurora and that all information contained in it will be subject to the scrutiny of the Town, and will be publicly available. Questions about the collection and disclosure of personal information contained in this petition should be directed to the Town Clerk, 100 John West Way, Box 1000, Aurora, ON, L4G 6J1