



Administration Policy No. 32 of 2025 – Municipal Petition

Area: Administration

Effective Date: March 17, 2025

Subject: Municipal Petition

Revision Date:

1. Policy Statement

The Town of Goderich 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 purpose of this policy is to outline the procedures for acceptance and consideration of a petition by Council.

3. Policy Requirements

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

- a) Contain a clear, and respectful request that is within Council's authority to take action on;
- b) Not be frivolous or vexatious in nature;
- c) Not discriminate against any individual or group based on grounds protected by the Ontario Human Rights Code;
- 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 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 to the Council of the Town of Goderich.
- c) Electronic petitions may be submitted to the attention of the Clerk at afisher@goderich.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 to speaking no more than ten (10) minutes. The allotted presentation/delegation time does not include answering questions from Council.
- 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.
- d) All petitions filed to the Clerk shall be maintained as per the Town's Records Retention schedule.