



Report to Council

Report Number: REP-AD-03-2025

Subject: Petition Submission Standards Policy #POL-CL-03-2025

Date of the meeting: March 24, 2025

Prepared by: Pierre Leroux, CAO

Circulated to and/or collaborated with: Aimée Roy, Clerk

Approval: N/A

In agreement with the recommendation based on the contents of this report.

Recommendation

That Council adopts the **Petition Submission Standards Policy #POL-CL-03-2025**, as outlined in this report, to ensure petitions submitted to The Nation Municipality are complete, verifiable, and represent the views of eligible residents.

Financial Considerations

Financial implications have been verified with annual budget and / or approved applicable policy or by-law: [NOT APPLICABLE]

Context

Petitions serve as an important tool for residents to formally bring issues to the attention of Council. However, without a clear and standardized policy, inconsistencies in petition submissions may arise, leading to inefficiencies in verification and Council consideration. The proposed Petition Submission Standards Policy aims to establish clear guidelines to ensure transparency, accuracy, and accountability in the petition process.

Report

Recently, a petition was submitted to The Nation Municipality that revealed several inconsistencies in the process. During the presentation to Council, numerous suggestions and details were introduced that were never part of the original petition, whether in paper or online format. This raised concerns that residents who signed the petition may not have been aware of these additional elements at the time of signing, meaning they might have chosen not to support it had they been fully informed. This incident underscores the need for a clear and standardized policy to ensure transparency and accountability in the petition process.

The Petition Submission Standards Policy establishes minimum requirements for both paper and online petitions submitted for Council consideration. Key components include:

1. General Requirements:

- Petitions must clearly state their purpose and the specific action being requested.
- A header must identify the document as a petition to The Nation Municipality's Council.
- Signatories must provide their **full name, residential address, and signature** (for paper petitions); email addresses are optional but encouraged for online petitions.

2. **Submission Process:**

- Paper petitions require handwritten signatures and must be submitted in their original format (photocopies or scans are not accepted).
- Online petitions must be hosted on platforms that collect full names and addresses. Verification is required if using platforms like **Change.org**.
- Petitions must be submitted to the **Clerk's Office** at least **two weeks before** the Council meeting where they are to be presented.

3. **Residency Verification:**

- The municipality reserves the right to verify signatories through municipal records (e.g., voter registration, tax rolls).
- Incomplete or unverifiable entries will be removed from the total count.

4. **Council Consideration & Limitations:**

- Only petitions that meet the established standards will be forwarded for Council review.
- Petitions containing offensive, defamatory, or discriminatory language, or those outside the scope of municipal jurisdiction, may be declined.

5. **Policy Review & Amendments:**

- The policy will be reviewed every three years or as needed to ensure continued relevance and alignment with municipal practices.

Relevance to priorities

The Petition Submission Standards Policy aligns with The Nation Municipality's commitment to transparent and accountable governance by ensuring public engagement processes are clear, efficient, and verifiable.

Communication Plan

The Petition Submission Standards Policy will be communicated through:

- The Nation Municipality's official website, where the full policy and submission guidelines will be available for public reference.
- Direct responses to residents and organizations who request information about petition requirements.

Other Option/Options to the Recommendation

Council Does Not Proceed with an Official Policy

Attachments

Draft Policy