



CORPORATION OF THE NATION MUNICIPALITY

POLICY

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Policy Title: Petition Submission Standards

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Initiating Department: Administration

Abstract: This policy ensures that petitions submitted to The Nation Municipality's Council meet the necessary standards for consideration, including clarity, completeness, and verification.

Revision History:

Date (YYYY-MM-DD)	Nature of Change	Approved by	Comments
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1. Policy Statement

- a) This policy ensures that petitions submitted to The Nation Municipality's Council meet the necessary standards for consideration, including clarity, completeness, and verification.

2. Purpose

- a) The purpose of this policy is to define the requirements for submitting petitions, ensuring that they are complete, verifiable, and representative of eligible residents of The Nation Municipality.

3. Scope

- a) This policy applies to all petitions, whether submitted in paper or online format, intended for consideration by The Nation Municipality's Council.
- b) This policy does not apply to petitions that are subject to a petition process regulated by another level of government (for example, petitions related to drainage and local improvements).

4. Legislative Authority

- a) N/A

5. Definitions

- a) **Petition:** A formal request, either written or submitted electronically, signed by residents to bring an issue to the attention of Council.
- b) **Signatory:** An individual who signs a petition and confirms their eligibility as a resident of The Nation Municipality.
- c) **Eligible Resident:** A person who resides or owns property within the boundaries of The Nation Municipality as demonstrated by the address provided.

6. Policy

1. General Requirements

All petitions must:

- a) Clearly state the purpose of the petition and the specific action being requested.
- b) Include a header identifying it as a petition to The Nation Municipality's Council.
- c) Each petition must include a statement informing petitioners that it will form part of the public record, and that information contained in it may be subject to the scrutiny of the Municipality and general public. This statement must be visible to

all petitioners and should be included on each page of the petition, where possible.

- d) Provide space for each signatory to include:
 - i. Full Name (printed clearly)
 - ii. Residential Address (including street name, city/town, and postal code)
 - iii. Signature (for paper petitions)
 - iv. Email Address (optional but encouraged for online petitions)

2. Paper Petitions

- a) Each Signatory must print and sign their own name.
- b) The petition must be legible and free from offensive language.
- c) Submit the original document to the municipal office. Photocopies or scanned versions will not be accepted.
- d) The text of the petition, being the petitioners' cause or position, must be included on the petition. The text should be included on each page of the petition, where possible.

3. Online Petitions

- a) Online petitions must:
 - i. Be hosted on a platform that allows collection of full names and residential addresses.
 - ii. Provide a clear declaration confirming the signatory is a resident of The Nation Municipality.
 - iii. Ensure each signature is unique and verifiable.
 - iv. Should be submitted in PDF format where possible, as staff may not be able to access all file formats or links.

7. Responsibilities

- a) The Clerk's Office is responsible for receiving, verifying, and processing petitions.
- b) Petition organizers must ensure their submissions meet all outlined standards before submission.

8. Residency Verification

- a) For all petitions, the municipality reserves the right to verify signatories' residency by cross-referencing municipal records (e.g., voter registration or tax rolls). Incomplete or unverifiable entries will be removed from the total count.

9. Retention and Disclosure

- a) All petitions submitted to the Municipality will be retained by the Clerk's Office. Petitions meeting the requirements of this policy and therefore presented to and received by Council will be kept on file at the Clerk's Office and will be available for public viewing upon request.

10. Submission Process

- a) Petitions must be submitted to the Clerk's Office, either in person, by mail, or via email for online petitions.
- b) Include the contact information of the petition organizer (name, phone number, and email address).
- c) Petitions must be submitted at least two weeks before the Council meeting where they are to be presented.

11. Council Consideration

- a) Petitions meeting the standards outlined in this policy will be presented at a Council meeting for consideration.
- b) Petitions that do not meet these standards will be returned to the organizer with an explanation of deficiencies.

12. Exemptions

- a) Petitions will not be accepted if they contain offensive, defamatory, or discriminatory language.
- b) Council may decline to consider petitions deemed outside the scope of municipal jurisdiction.

13. Housekeeping Amendments

- a) Minor, non-substantive changes such as correcting typos or formatting errors may be made by the Clerk's Office without Council approval.

14. Errors or Omissions

- a) If errors or omissions are identified in this policy, they should be reported to the Clerk's Office, which is responsible for reviewing and making necessary corrections. If the errors or omissions are of significance, they will be brought to the attention of Council with a suggestion for change.

15. Policy Review

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

16. Effective Date

- a) March 25,2025

DRAFT