



## Township of Tiny Petition Policy & Form

### Policy Purpose:

This Policy outlines the Township of Tiny's procedure for receiving paper-based and electronic petitions.

### Policy Procedure:

Petitions containing **original signatures** should be sent by mail or delivered in person to:

The Township of Tiny  
Attention: Clerk's Department  
130 Balm Beach Road West, Tiny, ON L0L 2J0

**Electronic petitions** may be submitted by email to the attention of the Clerk's Department at [clerks@tiny.ca](mailto:clerks@tiny.ca).

Please see **Petitions Relating to an Agenda Item** and **Petitions Introducing New Business** below.

### Petition Requirements:

The Township's Petition Form (attached to this Policy) is available for public use. If the Township form is not used, the Petition requirements outlined below must be followed when developing a Petition.

- The petition must be addressed to the Township of Tiny Council and request a particular action within the authority of Council.
- 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.
- The petition must contain the name, full address and contact information of the petition organizer.
- Each petitioner must print and sign his or her 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, full address and a valid e-mail address in place of an original signature.
- The petition must clearly disclose on each page that it will be considered a public document at the Township of Tiny and that information contained in it may be subject to the scrutiny of the Township and other members of the general public.
- The petition must contain a minimum of 25 signatures

- Each page of the petition must include the petition subject and notice of the collection and use of personal information.
- Petitions submitted via an external petition website (e.g. chance.org) will not be accepted as a formal petition but may be included as correspondence on a Council/Committee of the Whole agenda if the subject matter is related to an upcoming agenda item.
- Petitions related to the same topic as a petition that has already been included on Council/Committee of the Whole over the past 12 months will not be accepted.

The Clerk will evaluation all Petitions to ensure that the requirements of the policy are met. Petitions deemed to be in non-compliance will not be formally accepted by Council. However, they will be may listed under correspondence to be received on the agenda, if applicable.

Petitions meeting the above requirements will appear on the next available Council/Committee of the Whole Agenda for consideration by Council.

Petition subject matters pertaining to current or pending litigation, insurance claims, personnel matters, administrative complaints that have not previously been reported and investigated, or jurisdiction that is beyond the scope of Council will not be received.

Petitions that are contrary to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* or contain defamatory statements, allegations, inferences, impertinent, disrespectful, or improper matters will not be received.

### **Petitions Relating to an Agenda Item**

- Petitions relating to an item on an upcoming Council/Committee of the Whole agenda will be included as part of the agenda package for the meeting where the item is being heard.
- The deadline to submit a petition in relation to an item on the agenda is 12 noon on the Tuesday of the week prior to the meeting.

### **Petitions Introducing New Business**

- Petitions that are introducing new business and are not related to an item on a current or upcoming meeting agenda will be included under Consent Correspondence as appropriate and placed on the next available Council/Committee of the Whole agenda.
- A member of Council may request the petition be extracted from Consent and considered for discussion.

**Approved by Council:    March 13, 2024**

## How to Submit a Petition:

Petitions containing **original signatures** should be sent by mail or delivered in person to:

The Township of Tiny

Attention: Clerk's Department

130 Balm Beach Road West, Tiny, ON L0L 2J0

**Electronic petitions** may be submitted by email to the attention of the Clerk's Department at [clerks@tiny.ca](mailto:clerks@tiny.ca). Petitions submitted via an external petition website (e.g. [change.org](https://www.change.org)) will not be accepted as a formal petition, but may be included as correspondence on a Council/Committee of the Whole agenda if the subject matter is related to an upcoming agenda item.

## Petition Requirements:

This Petition Form is available for public use. If the form is not used, the Petition requirements outlined below must be followed when developing a Petition.

- The petition must be appropriate and respectful in tone and must not contain any improper or offensive language or information.
- The petition must be addressed to the Township of Tiny Council and request a particular action within the authority of Council.
- Petitions must be legible, typewritten or printed in ink (no pencil).
- Each page of the petition must include the petition subject. Pages should be numbered and total number of pages indicated.
- The petition must contain the name, address and contact information of the petition organizer.
- Each petitioner must print and sign his or her 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 in place of an original signature.
- The petition must clearly disclose on each page that it will be considered a public document at the Township of Tiny and that information contained in it may be subject to the scrutiny of the Township and other members of the general public.
- The petition must contain a minimum of 25 signatures

## Please Note:

- The Clerk will evaluate all Petitions to ensure that the requirements of the policy are met. Petitions deemed to be in non-compliance will not be formally accepted by Council. However, they may be listed under correspondence to be received on the agenda, if applicable.
- Petitions meeting the above requirements will appear on the next available Council/Committee of the Whole agenda for consideration by Council.
- Council has the discretion to accept the Petition and Council's decision is final.
- Petition subject matters pertaining to current or pending litigation, insurance claims, personnel matters, administrative complaints that have not previously been reported and investigated, or jurisdiction that is beyond the scope of Council will not be received.
- Petitions related to the same topic as a petition that has already been included on Council/Committee of the Whole agenda over the past 12 months will not be accepted.

# Petition Form

**Date:** \_\_\_\_\_

**Petition Organizer:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Petition Statement:**

**We, the undersigned, petition the Township of Tiny Council as follows:**

(Briefly state the subject matter of your petition and the request for action. The request for action must be within the authority of Council. If your petition is related to an upcoming agenda item, please indicate the meeting date and report title)

**Total Number of Signatures:**

First and Last Name (Please Print)	Township of Tiny Address (complete address, including postal code)	Signature (For electronic petitions, you must provide your email address in place of your original signature)	Comments

By signing this petition, I hereby acknowledge that all information contained in it will be subject to the scrutiny of The Corporation of the Township of Tiny and will be a public document. Information contained in this form, including your full name, will form part of the public record and will be publicly accessible. The use of your personal contact information is subject to applicable requirements under the *Municipal Freedom of Information and Protection of Privacy Act*. The Township collects petition forms submitted by members of the public under the authority of the Council approved Petition Policy and retains and preserves the information as a public record of information considered at meetings of Council, pursuant to the Municipal Act, 2001, sections 253 and 254.

# Petition Form

**Petition Statement:**

**We, the undersigned, petition the Township of Tiny Council as follows:**

(Briefly state the subject matter of your petition and the request for action. The request for action must be within the authority of Council. If your petition is related to an upcoming agenda item, please indicate the meeting date and report title)

<b>First and Last Name</b> (Please Print)	<b>Township of Tiny Address</b> (complete address, including postal code)	<b>Signature</b> (For electronic petitions, you must provide your email address in place of your original signature)	<b>Comments</b>

By signing this petition, I hereby acknowledge that all information contained in it will be subject to the scrutiny of The Corporation of the Township of Tiny and will be a public document. Information contained in this form, including your full name, will form part of the public record and will be publicly accessible. The use of your personal contact information is subject to applicable requirements under the *Municipal Freedom of Information and Protection of Privacy Act*. The Township collects petition forms submitted by members of the public under the authority of the Council approved Petition Policy and retains and preserves the information as a public record of information considered at meetings of Council, pursuant to the Municipal Act, 2001, sections 253 and 254.