

THE CORPORATION OF THE TOWNSHIP OF EMO

BY-LAW NO. 2020-19

Being a By-law to adopt to establish a petition policy.

NOW THEREFORE Council for the Corporation of the Township of Emo HEREBY ENACTS as follows:

1. That the Mayor and Clerk be and are hereby authorized to execute and affix the Corporate Seal to a policy this 15th day of July, 2020, hereto attached as Schedule "A".
2. That this by-law shall come into full force and take effect on the date that it receives final reading.

Enacted and passed this 15th day of July, 2020 as witnessed by the Seal of the Corporation and the hands of its proper Officers.

THIS BY-LAW DEEMED TO BE READ A FIRST, SECOND AND THIRD TIME IN OPEN COUNCIL AND FINALLY PASSED THIS 15th DAY OF July, 2020.


Shirley McFarlane

Mayor


Bridget Foster

CAO/Clerk-Treasurer



TOWNSHIP OF EMO

Policy Title:	By-law No.	Policy No.
Petitions	2020-19	P-02

Policy Statement

The Township of Emo 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.

Purpose

This policy outlines the Township of Emo’s procedure for the acceptance and consideration of a petition by Council.

Policy Requirements

Anyone who is at least eighteen (18) years old and a resident or property owner of the Township of Emo, including businesses and unincorporated associations where the majority of the membership consists of Township residents, may petition Council. The minimum number of signatories to a petition is two (2).

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

- a) Contain clear, proper and respectful request that Council take a specific action within its authority;
- b) Not be argumentative or harshly worded;
- c) Not contain libelous or false statements;
- d) Not criticize any one person or group;
- e) Be legible, typewritten or printed in ink (no pencil);
- f) Have the request of the petition be 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 page 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 email 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 Township of Emo.
- c) Electronic petitions may be submitted to the attention of the Clerk at township@emo.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 in speaking no more than fifteen (15) minutes.
- 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.

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 be not formally accepted by Council.
- d) The Clerk shall forward all complete and certified petitions to Council for consideration.

Schedule "A"
Township of Emo Petition Template

To: The Council of the Township of Emo
39 Roy Street, P.O. Box 520, Emo, ON, P0W 1E0

WHEREAS

(Briefly state the matter or argument in support of your petition).
This is to be included on each signature page.

I/We the undersigned, petition the Council of the Township of Emo as follows:

(State the specific request for action you wish Council to undertake).
This is to be included on each signature page.

First and Last Name of Petitioner/Spokesperson: _____

Address: _____
(Property address in Emo)

Signature: _____

Phone: _____

Email: _____

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

By signing this petition, I acknowledge that this petition will become a public document at the Township of Emo and that all information contained in it will be subject to the scrutiny of the Township of Emo, and will be publicly available. Questions about the collection and disclosure of personal information contained in this petition should be directed to the Township Clerk, 39 Roy Street, P.O. Box 520, Emo, ON, P0W 1E0.

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Schedule "B"
Township of Emo Petition Template

To: The Council of the Township of Emo
39 Roy Street, P.O. Box 520, Emo, ON, P0W 1E0

WHEREAS

(Briefly state the matter or argument in support of your petition).
This is to be included on each signature page.

I/We the undersigned, petition the Council of the Township of Emo as follows:

(State the specific request for action you wish Council to undertake).
This is to be included on each signature page.

Signatories:

First & Last Name (printed)	Street Address	Signatures

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

By signing this petition, I acknowledge that this petition will become a public document at the Township of Emo and that all information contained in it will be subject to the scrutiny of the Township of Emo, and will be publicly available. Questions about the collection and disclosure of personal information contained in this petition should be directed to the Township Clerk, 39 Roy Street, P.O. Box 520, Emo, ON, P0W 1E0.

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Schedule "C"
Township of Emo Petition Template

To: The Council of the Township of Emo
39 Roy Street, P.O. Box 520, Emo, ON, P0W 1E0

WHEREAS

(Briefly state the matter or argument in support of your petition).
This is to be included on each signature page.

I/We the undersigned, petition the Council of the Township of Emo as follows:

(State the specific request for action you wish Council to undertake).
This is to be included on each signature page.

Signatories:

First & Last Name (printed)	Street Address	Signatures

Notice:

By signing this form of petition, be advised that your name, street address and signature will not be publicly disclosed. Your participation in this petition will be communicated by identifying the total number of petitioners who participated by Schedule "C" form of petition.

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