

THE CORPORATION OF THE CITY OF WINDSOR POLICY

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Department:	Council Services	Approval Date:	November 28, 2022
Division:		Approved By:	CR 481/2022
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Subject:	Petition Policy	Procedure Ref.:	
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1. POLICY

1.1. The Petition Policy establishes the manner in which a written request regarding a particular issue is signed by residents and presented to City Council for consideration.

2. PURPOSE

2.1. The Petition Policy outlines the necessary steps and provides a format for preparing and presenting a petition to City Council.

3. SCOPE

3.1. The Petition Policy will apply to all petitions from residents requesting City Council to consider the introduction, expansion, enhancement, restoration, reduction, alteration or cessation of a service or program of the City of Windsor.

3.2. The Petition Policy will not apply to any petitions or requests for the following:

- 1) Any work to be carried out as a local improvement under O.Reg. 586/06: Local Improvement Charges-Priority Lien Status under the *Municipal Act, 2001* or any future superseding acts or regulations.
- 2) Applications to close streets, alleys and walkways.
- 3) Amendments to Parking By-law 9023.

4. DEFINITIONS:

4.1. Petition: A written request by residents containing two or more signatures concerning a particular issue to be considered by City Council.

4.2. Petition Template: An on-line or hard-copy petition document made available to residents on the City of Windsor website.

4.3. Electronic Petition: A petition that is distributed, signed and submitted using an online process or platform.

4.4. Petition Organizer: The person who has initiated or organized the petition on behalf of the residents, businesses or organizations. This person is the main contact for the petition and confirms all information is included within the petition prior to submitting to the City Clerk or City Council.

5. RESPONSIBILITY

5.1. Petition Organizers must ensure that the petition:

- 5.1.1. Includes a clear statement addressed to Council communicating its purpose, which shall be within the jurisdiction of the Municipality.
- 5.1.2. Be signed by two or more residents who share the concern.
- 5.1.3. Be in legible handwriting in ink (no pencil) or in printed form or printable form.
- 5.1.4. Petition topic must be included on each page for multiple page petitions along with the page number and the total number of pages.
- 5.1.5. Each page of the petition must clearly disclose that the petition is considered a public document and the personal information of signatories may be made available to the public.
- 5.1.6. Be appropriate and does not contain any improper or offensive language or information.
- 5.1.7. Includes name, address, phone number or email address and signature of each petitioner.
- 5.1.8. For petitions circulated digitally by the organizer, each signatory must provide his or her name, address and valid email address.
- 5.1.9. Indicates the name of one contact person and contact information for staff follow-up if necessary.
- 5.1.10. Is submitted to the attention of the City Clerk by mail or delivered in person to Windsor City Hall if it contains original signatures. Petitions circulated digitally could be sent by email to clerks@citywindsor.ca. Petitions could also be submitted to the Mayor or any member of City Council by email.

5.2. The City Clerk:

- 5.2.1. Will receive petitions and submit them to the direct attention of City Council.
- 5.2.2. Will evaluate petitions to ensure that the requirements of the policy are met.

5.3. City Council:

- 5.3.1. Will receive petitions submitted by residents.
- 5.3.2. Will, at their discretion, present the petition during the Petitions stage of the Council meeting.
- 5.3.3. Will put forward a motion directing receipt of the petition and any further direction resulting from/relating to the receipt of the petition if so desired. A simple majority vote of Council is required for such a motion to be adopted.

6. GOVERNING RULES AND REGULATIONS

- 6.1. All petitions submitted to City Council will be retained by the Clerk's office per the Records Retention By-law 21-2013. Petitions meeting the requirements of this policy that are presented to and accepted by Council will be kept on file at the Clerk's Office and will be made available for public viewing upon request by appointment.
- 6.2. Petitions not using the approved template will be accepted at the discretion of City Council.
- 6.3. Petitions must be free of erasures or interlineations in its text; that is, the text of a petition may not be altered by erasing words, crossing out words, or adding words or commentary.
- 6.4. Personal information collected will not be used by the City for any purpose other than to ensure the petition requirements are met.

7. RECORDS, FORMS AND ATTACHMENTS

- 7.1. Records for this policy shall be prepared and retained in accordance with the Records Retention By-Law 21-2013, as amended.
- 7.2. Attachment 1: Petition template