



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Linda Jean, Deputy Clerk

Department: Council Services

Date of Report: October 26, 2023

Report Number: CS-2023-004

Subject: Petition Policy

Recommendation

That the report of the Deputy Clerk dated October 26, 2023 (CS-2023-004) regarding the Petition Policy be received;

And that the Petition Policy be adopted by Council.

Report

The proposed Petition Policy aims to create a transparent and inclusive mechanism to enhance governance, processes and efficiencies while considering citizen participation, customer service and accessibility.

This policy applies to all petitions submitted to the Town of LaSalle, with the exception of those governed by another Town policy or piece of legislation (ie: drainage, local improvement) and shall not apply to the acquisition or disposal of property.

Historically, when a petition was submitted to Administration, individual departments would receive the correspondence, prepare a report, and present the item to Council for consideration. It is the viewpoint of Administration that modernizing this process will streamline the practice of receiving and processing petitions.

Key Elements of the policy include:

- **Submission Guidelines:** Clear instructions and guidelines for submitting a petition including the required format, supporting documentation and the submission process.

- **Review and Validation Process:** A systematic process for reviewing and validating petitions to ensure effective communication between administration, the petitioner and Council.
- **Transparency and Accountability:** Promoting transparency and accountability while facilitating opportunities for petitioners to request a particular action or voice an opinion on a particular matter.
- **Council Consideration:** Outlining the process through which valid petitions will be presented to Council for consideration.

The petition process as outlined in the draft policy involves several steps as follows:

1. Petitions are provided in paper or electronic form to the Clerk and must include the name and contact information of the petitioner.
2. The Clerk shall evaluate all petitions and ensure the requirements of the Policy are met. Petitions determined to be non-compliant shall not be accepted.
3. All petitions that meet the above requirements shall be placed on an agenda of a Regular Meeting of Council, for Council's consideration.
4. The petitioner will have the opportunity to address Council and speak to the petition.
5. Following the presentation of the petition, Council may either receive the information or request an administrative report.
6. If an administrative report is requested, the Clerk shall oversee the process of adding the petition to an upcoming Council agenda and notify the petitioner of the same.

All petitions are required to state the issue or cause of the petition, include a name, address and original signature, be respectful in tone and language, include the privacy statement, etc.

The petitioner and signatories to the petition must reside, own, or lease property in the Town of LaSalle.

New to the process is the added step of completing a petition submission form. This allows for the Clerk to ensure submissions comply with the Petition Policy prior to placing items on a Council agenda. An electronic petition submission form will be placed on the Town's website and paper copies will be available upon request.

Once a determination has been made, a member of the Council Services Team will contact the petitioner to advise of the next steps.

Consultations

Reviewed by the Senior Management Team.

Financial Implications

None.

Prepared By:



Deputy Clerk

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Not Applicable
5. Sustaining strong public services and infrastructure - Not Applicable

Communications

None.

Notifications

None.

Report Approval Details

Document Title:	Petition Policy.docx
Attachments:	- Public Petition Policy - Final.pdf
Final Approval Date:	Oct 31, 2023

This report and all of its attachments were approved and signed as outlined below:



Director, Council Services/Clerk

Jennifer Astrologo



Chief Administrative Officer

Joe Milicia