

THE MUNICIPALITY OF CENTRAL MANITOULIN

BY-LAW NUMBER 2025-22

BEING A BY-LAW OF THE MUNICIPALITY OF CENTRAL MANITOULIN TO ESTABLISH A PETITION POLICY.

WHEREAS the Municipal Act, S.O. 2001, c. 25. S. 5 (3) requires a Municipal Council to exercise its powers by by-law, except where otherwise provided;

AND WHEREAS Council of the Municipality of Central Manitoulin deems it expedient to establish a "Petition Policy";

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF CENTRAL MANITOULIN HEREBY ENACTS as follows:

- 1. **THAT** this Council does hereby adopt the "Petition Policy", attached hereto as Schedule 'A'
- 2. **THAT** Schedule 'A' forms part of this by-law.
- 3. **THAT** this by-law shall come into force and take effect upon receiving the final reading thereof.

READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED THIS 23rd DAY OF OCTOBER, 2025.

Richard Stephens, Mayor

Denise Deforge, CAO/Clerk

I, _____, Clerk of the Municipality of Central Manitoulin, do hereby certify that this is a true copy of By-law 2025-22 as passed in open Council the 23rd day October, 2025.

Clerk

Municipality of Central Manitoulin Petition Policy

Schedule 'A' to By-Law No. 2025-22

1. Policy Statement

The Municipality of Central Manitoulin is committed to citizen engagement and supports petitions as a tool for citizens to have input into Council's decision-making process.

2. Purpose

The purpose of this policy is to create processes in the Municipality of Central Manitoulin for formally receiving and/or actioning electronic and paper-based petitions.

3. Scope

This policy applies to all employees of the Municipality of Central Manitoulin, Members of Council, interested stakeholders and citizens.

4. Definitions

- 4.1. Petition** means a formal request made to the Municipality of Central Manitoulin Council for particular action to be taken or to voice an opinion on a matter.
- 4.2. Petition Organizer** means the person who has initiated and is the main contact for the petition.

5. Responsibilities

- 5.1.** It is the responsibility of Petition Organizers, Council and Staff to:
 - Adhere to the guidelines and parameters established by this policy
- 5.2.** It is the responsibility of Municipal Clerk to:
 - Administer this policy and provide for any related procedures as deemed necessary or in accordance with any related by-laws.

6. General Provisions

- 6.1.** Petitions are a way for residents to communicate their opinions to members of Council and bring attention to a matter of public interest or concern that is within the authority of the Council.
- 6.2.** Matters that are administrative or operational in nature should first be raised with Municipal Staff in the relevant department.
- 6.3.** Anyone who is a resident, business owner, or property owner within the Municipality of Central Manitoulin can bring forward and sign petitions.
- 6.4.** All petitions are subject to the specific requirements outlined below, which help ensure their authenticity and validity.
- 6.5.** This policy shall not limit any statutory petition process outlined in relevant legislation.

7. Petition Requirements

- 7.1.** Petitions may be submitted in an electronic or paper-based format.
- 7.2.** For convenience, the Municipality has created a form that the petition organizers can use (see Appendix A).
- 7.3.** Other forms may be accepted, provided the following requirements are met:

Municipality of Central Manitoulin

Petition Policy

- 7.3.1.** Petitions must be addressed to the Council of the Municipality of Central Manitoulin.
- 7.3.2.** Petitions must request a particular action to be taken that is within the authority of Council. The petition request should be stated at the top of each page of the petition.
- 7.3.3.** The petition organizer's name and street address must be provided.
- 7.3.4.** For paper-based petitions, each petitioner must provide their name, street address and original signature. Entries must be legible.
- 7.3.5.** For electronic petitions, each petitioner must provide their name, street address and valid email address in place of the original signature.
- 7.3.6.** The petition must clearly disclose on each page that it will be considered a public document at the Municipality of Central Manitoulin and that information contained in it may be subject to the scrutiny of the Municipality and other members of the general public. Petitions that do not contain such a statement on each page will not be accepted.
- 7.3.7.** Petitions containing defamatory or obscene content will not be accepted.
- 7.3.8.** Petitions submitted via an external petition website (e.g. change.org) may not be accepted, at the discretion of the Mayor and Clerk.
- 7.3.9.** It is the discretion of the Clerk and Mayor as to whether the petition subject is appropriate for a public agenda, in accordance with the Procedure By-law. If the Clerk and Mayor determines that the petition is appropriate for a public agenda, it will be posted under "Correspondence".

7.4. Submission Process

- 7.4.1.** Paper-based petitions containing original signatures and meeting the requirements outlined in Section 7 should be sent via mail to Town Hall at the attention of the CAO/Clerk or delivered in person to the Municipal Office at 6020 Hwy 542, Mindmeoya.
- 7.4.2.** Electronic petitions meeting the requirements outlined in Section 7 should be emailed to CAO/Clerk
- 7.4.3.** The Clerk will confirm receipt of the petition with the identified contact person.

7.5. Petitions Relating to an Agenda Item

- 7.5.1.** Petitions relating to an item on an upcoming Council or Committee agenda will be included as part of the agenda package for the meeting where the item is being heard.
- 7.5.2.** The deadline to submit a petition in relation to an agenda item is 4:00 pm seven (7) days before the meeting. Petitions received by the deadline must adhere to the Petition Policy.
- 7.5.3.** Petitions submitted after the deadline may not be added to the meeting agenda, and may become part of the next meeting agenda, at the discretion of the Clerk.
- 7.5.4.** The Chair may add a petition to an agenda after the deadline has passed, if in his/her opinion the matter is time sensitive.

7.6. Petitions Introducing New Business

- 7.6.1.** Petitions that are introducing new business and are not related to an item on a current or upcoming agenda will be circulated as part correspondence.
- 7.6.2.** Council Members may choose to lift such petitions and place them as an item on the agenda for further consideration and discussion,

Municipality of Central Manitoulin

Petition Policy

in accordance with the Procedural By-law.

- 7.6.3.** Petitions related to the same topic as a petition that have already been included on a Council/Committee agenda over the previous 12 months will not be accepted.

7.7. Monitoring/Contraventions

- 7.7.1.** The Clerk will evaluate all petitions to ensure that the requirements of the policy are met. Petitions deemed to be in non-compliance may be redacted in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Petitions may also be withheld from a public agenda if the content is deemed inappropriate.

7.8. Retention and Disclosure

- 7.8.1.** All petitions submitted to the Municipality will be retained by the Office of the Clerk. Petitions meeting the requirements of this policy will be kept on file in the Office of the Clerk and will be available for public viewing upon request.

**Municipality of Central Manitoulin
Petition Policy**

Appendix A – Petition Form

How to Submit a Petition:

Paper-based petitions containing original signatures should be sent by mail or delivered in person to the following address during business hours:

CAO/Clerk
6020 Hwy 542
Mindemoya ON
P0P1S0

Electronic petitions should be emailed to the CAO/Clerk.

To: Municipality of Central Manitoulin

Council Petition Information: (Brief description of Petition)

Date: (Date of Submission)

Petition Subject Matter: (Briefly state the subject matter of your petition and the request for action within the authority of Council.)

Total Number of Signatures:

Petition Organizer:

First and Last Name:

Mailing Address:

Email Address:

Telephone Number:

Municipality of Central Manitoulin Petition Policy

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