

The Corporation of the Township of North Huron

By-law No. 53-2025

Being a by-law to adopt a Petition Policy for the Corporation of the Township of North Huron

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Printing Date: August 12, 2025

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The Corporation of the Township of North Huron

By-law No. 53-2025

Being a by-law to adopt a Petition Policy for the Corporation of the Township of North Huron

WHEREAS Section 5(3) of the Municipal Act, S.O. 2001, c.25, as amended, provides that municipal power shall be exercised by by-law;

AND WHEREAS the Council of the Corporation of the Township of North Huron is desirous of adopting Petition Policy;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That the Petition Policy attached hereto as Schedule “A” is hereby adopted and shall form part of this by-law.
2. That this by-law shall come into force and takes effect on the day of the final passing thereof.

Read a first and second time this 11th day of August, 2025.

Read a third time and passed this 11th day of August, 2025.

CORPORATE SEAL

Paul Heffer, Reeve

Carson Lamb, Clerk

Township of North Huron

Petition Policy



1. Policy Statement

- 1.1. The Township of North Huron is committed to citizen engagement and supports Petitions as a tool for citizens to have input into Council decision-making processes. A Petition can be most effective when the information contained in it is accurate and verifiable, and when the Petition is recognized and accepted by decision makers.

2. Purpose

- 2.1. The purpose of this Policy is to outline the necessary steps and proper format for preparing and presenting a Petition to the Township of North Huron.

3. Scope

- 3.1. This Policy applies to all Petitions submitted to the Township of North Huron, except for those governed by another Act (such as drainage and local improvement Petitions).

4. Definitions

- 4.1. "**Clerk**" shall mean the duly appointed Clerk of the Corporation of the Township of North Huron, or their designate.
- 4.2. "**Council**" shall mean the duly elected Council of the Corporation of the Township of North Huron.
- 4.3. "**Obscene**" shall mean language, gestures or images which are, or which are likely to be received as being, degrading or dehumanizing of an individual or group, particularly but not limited to on the basis of grounds protected under the Human Rights Code (Ontario).
- 4.4. "**Petition**" shall mean a formal written document requesting consideration of a matter to which multiple individuals have signed or otherwise agreed with as a Petitioner.
- 4.5. "**Township**" shall mean the Corporation of the Township of North Huron.

5. Responsibilities

5.1. Responsibilities of the Clerk:

- 5.1.1. The Clerk is responsible for receiving all Petitions.
- 5.1.2. The Clerk will evaluate Petitions to ensure that the requirements of this Policy are met.
- 5.1.3. The Clerk will forward Petitions to Council in accordance with Section 6 of this Policy.
- 5.1.4. The Clerk shall maintain a record of all Petitions received and filed in accordance with Section 8 of this Policy.

5.2. Responsibilities of Council:

- 5.2.1. Receive Petitions submitted by residents, through the Clerk's Department.
- 5.2.2. At their discretion, speak to the Petitions during the Petitions stage of the Council meeting.
- 5.2.3. At their discretion, put forward a motion directing receipt of the Petition and any action or direction resulting from or relating to the receipt of the Petition if so desired.
- 5.2.4. Any decision of Council is final.

6. Policy Requirements

6.1. Petitions Relating to a Current Issue (Agenda Item)

- 6.1.1. Petitions relating to an item on an upcoming Council agenda will be included as part of the agenda package for the meeting where the item(s) are being considered.
- 6.1.2. The deadline for submitting a Petition in relation to an item on a Council Agenda is 4:30pm on the Monday of the week prior to the Meeting.

6.2. Petitions Introducing a New Issue (New Business)

- 6.2.1. Petitions that are introducing a new issue or new business and are not related to a current or upcoming Council agenda item will, at the discretion of the Clerk, be circulated the next available Council agenda as "Correspondence Requiring Action or Direction".
- 6.2.2. Petitions introducing a new issue or new business must contain a minimum of twenty-five (25) signatures.
- 6.2.3. Petitions related to the same issue as a Petition that has already been included on a Council agenda in the previous twelve (12) months will not be accepted.

6.3. Petition Requirements:

- 6.3.1. The Petition must be addressed to the Council of the Township of North Huron and request a particular action within the authority of Council.
- 6.3.2. Petitions may be submitted in an electronic or paper-based format.
- 6.3.3. For convenience, the Township has created a form that Petition organizers may use (see Appendix "A" of this Policy).
- 6.3.4. Petitions submitted via an external Petition website (i.e. change.org) will not be accepted as a formal Petition but may be included as "consent agenda correspondence" on a Council agenda if the subject is relating to an upcoming agenda item.
- 6.3.5. Other forms may be accepted, provided that the following requirements have been met:
 - For paper-based formats:
 - The Petition must be addressed to Council.
 - The Petition organizer's name and contact information must be provided.
 - The Petition must include an explanation of the purpose of the Petition so that it is clear to Petitioners what is being requested of Council. In the case of a paper-based Petition, this explanation must be listed at the top of each page for multiple-page Petitions.
 - That pages must be numbered and total number of pages indicated.

- Each Petitioner must print and sign his or her own name. A paper Petition must contain original signatures only, written directly on the Petition.
- Each Petitioner must provide their full address.
- The Petition must clearly disclose on each page that it will be considered a public document at the Township of North Huron and that information contained in it may be subject to the scrutiny of the Township and other members of the general public.
- For electronic Petitions:
 - The Petition must be addressed to Council.
 - The Petition organizer's name and contact information must be provided.
 - The Petition organizer must provide proof that the Petition included an explanation of the purpose of the Petition so that it is clear to Petitioners what is being requested of Council.
 - Each Petitioner must provide their name, address and a valid e-mail address in place of an original signature, where the option for an original signature is not provided.
 - The Petition organizer must provide proof that the Petition included a statement that the Petition, once submitted to the Township, is considered a public document and that information contained in it may be subject to scrutiny of the Township and other members of the general public.

6.3.6 Petitions containing Obscene content, will not be accepted.

6.4. Submission of Petitions

- 6.4.1. Paper-based Petitions containing original signatures should be sent to the attention of the Clerk by mail or delivered in person to the Township of North Huron Municipal Office.
- 6.4.2. Electronic Petitions meeting the above requirements should be submitted to the attention of the Clerk via email at delegations@northuron.ca.

- 6.4.3. The Clerk, or their designate will confirm receipt of the Petition with the Petition organizer and describe how the Petition will be dealt with.
- 6.4.4. All Petitions that meet the above standards will be included as correspondence on the Council agenda for the next regular meeting, or the meeting at which the subject of the Petition is to be discussed.

7. Monitoring and Contraventions

- 7.1. The Clerk will evaluate all Petitions to ensure that the requirements of this Policy are met.

8. Retention and Disclosure

- 8.1. All Petitions submitted to the Township of North Huron will be retained by the Clerk. Petitions meeting the requirements of this Policy, and received by Council, will be kept on file and available for public viewing upon request.

Appendix "A"
Petition Policy
Petition Template

PETITION: _____ **PAGE** ____ **of** ____

To: The Council of the Township of North Huron

Whereas: (provide a brief description of issue/problem/request in question)

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I/We the undersigned, Petition the Council of the Township of North Huron as follows:

| Name (print) | Address | Signature |
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All information submitted is collected in accordance with the Municipal Act, 2001, s.8 and 239(1) and may be used in Council deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk’s Office 519-357-3550, 274 Josephine Street, Wingham, Ontario, N0G 2W0.