

Corporate Policy & Procedure



Policy Title: Petitions to Council

Policy Number: 02-01-05

Section: Municipal Government

Effective Date: May 12, 2021

Approved by:

Council

Subsection: Council and Committees

Last Review Date: March, 2022

Owner Division/Contact:

Legislative Services, Office of the City Clerk, Corporate Services Department

Policy Statement

The Office of the City Clerk is responsible for processing all petitions received by the City of Mississauga.

Definitions

For the purposes of this policy:

“City Clerk” means the City Clerk, Legislative Services and Office of the City Clerk, Corporate Services Department, or their designate.

“Petition” means a formal written request, typically signed by a number of people, appealing to City Council with respect to a particular cause.

“Petition Organizer” means the individual who initiates the petition.

Submission Process

Petition Organizers should complete the applicable City of Mississauga online form, including a clear statement of purpose:

- Petition Information – general petitions, or
- Local Improvement Petition to Council – improvements to local neighbourhood (e.g. Noise Wall)

Other Petition forms may be accepted; however, the Petition must include:

- A statement of purpose
- A collection of personal information statement, and
- Note that the petition is a public document

Petitions created using online platforms (e.g. Change.org) will not be accepted, as they do not provide signatory’s addresses and may therefore be signed by non-residents of Mississauga.

Policy Number: 02-01-05	Effective Date: May 12, 2021	
Policy Title: Petitions to Council	Last Review Date: March, 2022	2 of 3

Note: During the COVID-19 pandemic, the Office of the City Clerk will accept the City of Mississauga's online form, or similar Petition form, with typewritten or electronic signatures.

Once complete, the form must be sent to the Office of the City Clerk, either by scanning and emailing or by regular mail.

Incomplete forms will not be accepted and will be returned to the Petition Organizer. The form must be resubmitted once all of the required information is provided.

Receipt of Petition

Petitions received by staff or members of Council must be forwarded immediately to the Office of the City Clerk. The Office of the City Clerk will contact the Petition Organizer for completion of the appropriate form, if required.

When a Petition relates to a Noise Wall under the Local Improvement Regulation of The *Municipal Act, 2001* the Deputy Clerk reviews the Petition to ensure the sufficient number of signatures appears, as required under the regulation, prior to placing the Petition on the agenda.

The City Clerk ensures that all completed Petitions are included on the next available Council agenda.

Council will do one of the following:

- Receive the Petition for information
- Refer it to the appropriate department for a report, or
- Implement the petitioners' request

The Petition Organizer may make a deputation to Council on the same day that the Petition appears on the Council agenda by using the online form. The Petition Organizer will be advised of Council's action at the conclusion of the deputation and discussion of the matter.

If a deputation is not made, the City Clerk notifies the designated Petition Organizer of Council's action following the Council meeting. The notification is given in writing or by email, and advises that Council has decided to take immediate action or that a staff member of the Office of the City Clerk will provide further notice of the date the matter will be considered by a standing committee of Council.

Consideration of Petition

The standing committee considers the staff report and makes its recommendation to Council. At this point the Petition Organizer is notified by the Office of the City Clerk that a further opportunity exists to discuss the matter at a standing committee of Council.

The standing committee's recommendation is forwarded to Council for a final decision.

Policy Number: 02-01-05

Effective Date: May 12, 2021

Policy Title: Petitions to Council

Last Review Date: March, 2022

3 of 3

Follow-Up

Following the Council meeting, the City Clerk provides written notification of Council's decision to the Petition Organizer.

The Office of the City Clerk maintains communications between the Petition Organizer and the City with respect to the correct procedures for dealing with the Petition.

When a Petition deals with a matter specific to a particular ward, the ward councillor may decide to correspond with the Petition Organizer and/or the president of the local ratepayer's association.

Revision History

Reference	Description
AF 44 82 1982 10 12	
May 9, 2008	Housekeeping amendment - added information re: a Noise Wall petition
November 22, 2016	Scheduled review. Revised to reflect current practices.
July 23, 2019	Scheduled review. Minor admin edits for clarity.
May 12, 2021	Revised to clarify which online forms for a Petition to Council will be accepted.
March 17, 2022	Scheduled review. No changes required