



POLICY MANUAL

Title: Petitions to Council	Policy No : 3.13 Supersedes: n/a
Authority: <input checked="" type="checkbox"/> Legislative <input type="checkbox"/> Operational Approval: <input checked="" type="checkbox"/> Council <input type="checkbox"/> CMT <input type="checkbox"/> General Manager	Effective Date: November 26, 2019 Review Date: Nov 2020
Policy Statement: The City of Maple Ridge is committed to engagement and supports petitions as a tool for citizens to have input into Council’s decision-making process.	
Purpose: This policy outlines the process for receipt and forwarding of public petitions to Council, and their placement on the Regular Council agenda. This policy does not apply to petitions relating to Local Service Taxes or petitions regulated by a City bylaw or senior government regulations.	
Definitions: <u>Petition</u> – a formal written or electronic request addressed to Council signed by multiple individuals. A petition is used to draw attention to an issue of public interest or concern, to provide support or opposition to a matter currently under debate by Council, or to ask Council to take some action. In addition to paper format, a petition can also take the following forms: <ul style="list-style-type: none"> • <u>Electronic Petition</u> – a PDF file created by scanning a paper petition, or • <u>Online Petition</u> – a form of petition whereby signatories agree electronically to the petition text, usually by adding their name and email address on a web page or online form. <u>Petitioner</u> – a person preparing and submitting a request described above. This individual is the person leading the petition process. <u>Signatories</u> are individuals who choose to make public their agreement with the text of the petition by signing or electronically agreeing to it and providing personal information for public scrutiny. Petitioners are required to provide the total numbers of: <ul style="list-style-type: none"> • <u>Local Signatories</u> – residents of Maple Ridge who have provided their Maple Ridge address on the petition, and property and/or business owners who have provided their Maple Ridge property and/or business address in addition to their residential address within or outside of Maple Ridge; and • <u>Non-local Signatories</u> – signatories not meeting the definition of local signatories. 	

Requirements:

For the purposes of public transparency, credibility and compliance with information and privacy legislation, petitions must be submitted to the Corporate Officer. Petitioners shall not directly present a petition to any member of Council.

1. All petitions, whether on paper or online format must:
 - 1.1. be addressed to City of Maple Ridge Council, to the attention of the Corporate Officer;
 - 1.2. request a particular action within the authority of Council;
 - 1.3. identify the name, phone number and email address of the primary petitioner
 - 1.4. number each page and indicate the total number of pages on the first page;
 - 1.5. indicate the total number of local signatories and total number of non-local signatories;
 - 1.6. be appropriate and respectful and must not contain improper or offensive language.
2. In addition to items 1.1 through 1.6, Paper Petitions must:
 - 2.1. be submitted by mail or in person to the attention of the Corporate Officer;
 - 2.2. clearly disclose on the top of all pages that it will be considered a public document at the City of Maple Ridge and that information contained in it may be subject to the scrutiny of City Officials and/or staff and members of the general public (see appendices for sample wording);
 - 2.3. be legible, typewritten or printed in ink (no pencil);
 - 2.4. list the request of the petition at the top of each page, for multiple-page petitions; and,
 - 2.5. Include an original signature for each signatory along with their name and full address.
3. In addition to items 1.1 through 1.6, Online Petitions must:
 - 3.1. be submitted to the Corporate Officer by emailing a PDF attachment to clerks@mapleridge.ca or printed and submitted by mail or in person to the attention of the Corporate Officer;
 - 3.2. clearly disclose that the petition will be considered a public document and that information contained in it may be subject to the scrutiny of City Officials, staff and members of the public (see appendices for sample wording);
 - 3.3. include a name, full address and valid email address for each signatory; and
 - 3.4. list the text of the petition at the top of each page, for multiple-page petitions.

It is strongly recommended that petitioners using an online platform check with the City prior to beginning, to ensure the format will meet City requirements.

Appendix A illustrates a template of a petition

Appendix B illustrates a sample petition

Key Areas of Responsibility	
Action to Take	Responsibility
<ul style="list-style-type: none">• Receiving petitions and providing petitioner with confirmation of receipt• Determining whether petitions meet the requirements of this Policy• Advising Council and staff, and placing petitions on Council agendas• Determining whether petitions satisfy the provisions of the <i>Freedom of Information and Protection of Privacy Act</i>, and if not, how this will be resolved (e.g. redaction by City staff; redacted version resubmitted by primary petitioner)• Retaining valid petitions and making them available for public viewing upon request	Corporate Officer
Where Council requires a verification process of petition signatories, a resolution is required along with a funding allocation.	Council

Appendix A

Sample Petition Template

PETITION TITLE

To: Mayor and Council of the City of Maple Ridge via email: clerks@mapleridge.ca
c/o Corporate Officer
11995 Haney Place
Maple Ridge BC V2X 6A9

We the undersigned, petition Mayor and Council of the City of Maple Ridge as follows:

INSERT REQUEST OF PETITION HERE

By signing this petition, I hereby acknowledge that this petition will become a public document at the City of Maple Ridge and that all information contained in it will be made available for public scrutiny and will be retained by the City according to the City's Records Management Program. Questions about the collection and disclosure of personal information contained in this petition should be directed to foi@mapleridge.ca or by phone at 604-467-7482.

Name	Full Residential Address	Signature

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Appendix B

Sample Petition

REQUEST FOR MORE ICE TIME

To: Mayor and Council of the City of Maple Ridge via email: clerks@mapleridge.ca
 c/o Corporate Officer
 11995 Haney Place
 Maple Ridge, BC V2X 6A9

We the undersigned, petition Mayor and Council of the City of Maple Ridge as follows:

AS PARENTS OF YOUNG HOCKEY AND RINGETTE PLAYERS, WE WOULD LIKE MORE PRACTICE TIME ON HOME ICE. WE REQUEST THAT COUNCIL CONSIDERS OUR REQUEST AT THE NEXT AVAILABLE OPPORTUNITY, AND THAT THE PETITIONER IS ADVISED OF WHEN THIS PUBLIC MEETING WILL BE HELD.

By signing this petition, I hereby acknowledge that this petition will become a public document at the City of Maple Ridge and that all information contained in it will be made available for public scrutiny and will be retained by the City according to the City's Records Management Program. Questions about the collection and disclosure of personal information contained in this petition should be directed to foi@mapleridge.ca or by phone at 604-467-7482.

Name	Full Residential Address	Signature	
John Doe	5432 Main Street, Maple Ridge, BC V2X 6A9	<i>JDoe</i>	} Two local
Donald Duck	1234 Central Ave, Maple Ridge, BC V2X 4R3	<i>Don Duck</i>	
Mort Parker	321 First Avenue, Moose Jaw, SK R7V 3N0	<i>M Parker</i>	} One local
- property owned at Abe Lincoln	12898 H Street, Maple Ridge, BC V2X 6A9 113 Main Street, Cold River, AB T2J 7N4	<i>The Lincoln</i>	
			} One non-local
TOTALS:	3 local signatories		
	1 non-local signatory		
	Petitioner John Doe, address above		
	Email: jdoe@gmail.com Phone: 123-456-7890		