



Policy No.: Policy #2006-08 – Petitions
Department: Legislative Services
Date Enacted: June 23, 2026
Review Period: January 2028
Approved By: #C-156-26
Amended By: #C-XXX-XX

Subject

The Municipality of Leamington is committed to citizen engagement and supports the use of Petitions as a way for citizens to bring a matter within Council’s authority to the attention of Council.

Purpose

The purpose of this Policy is to provide a standardized framework for the receipt and recognition of Petitions.

Scope

This Policy applies to all Petitions submitted to Council, in paper or electronic format.

This policy does not apply to Petitions that are subject to a petition process regulated by another level of government (e.g. petitions related to drainage and local improvements, traffic and parking modifications).

Definitions

“Council” means the Council of the Municipality.

“Employee” means any employee of the Municipality and includes a “worker” as such is defined within the Occupational Health and Safety Act.

“Municipality” means The Corporation of the Municipality of Leamington.

“Petition” means a formal written request made to Council for a particular action to be taken, or to voice an opinion on a matter.

Policy

Petition Requirements

1. The Petition organizer and signatories to the Petition must:
 - a) own or lease property in Leamington; or
 - b) reside in Leamington.
2. The Petition shall:
 - a) clearly state the issue or cause that it seeks to address, and shall specify the desired outcome or action, both of which shall be listed on the top of each page of the Petition;
 - b) the subject matter of the Petition must be a matter over which Council has authority to act (Petitions that fall outside of the authority of Council, including but not limited to those seeking actions that fall within the jurisdiction of other levels of government, will not be presented to Council);
 - c) be legible, typewritten, or printed in ink (no pencil);
 - d) be supported by at least 25 signatures;
 - e) contain the name, address and original signature of each person signing the Petition;
 - f) if electronic, contain the name, address of, and valid email address of each person signing the Petition and original signature. Where possible, as it may not be possible to access all file formats or links, the Petition should be in PDF format;
 - g) each page of the Petition must include the following statement regarding the collection of personal information:

"Collection of Personal Information"

Personal information is being collected and will be used for the purpose of informing Leamington Council as to your views on a matter of public interest or concern. As specified in this petition. Your information may be made public through the course of a Council meeting and corresponding agenda and minutes.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the

authority of the Municipal Act, 2001 and will be maintained for the purpose of creating a record that is available to the general public in accordance with the provisions of MFIPPA.

If you have questions about the collection, use or disclosure of this personal information, please call 519-326-5761 or email clerks@leamington.ca

- h) the text of the Petition may not be altered in any manner, including by crossing out, adding, or erasing words, or adding additional commentary.
 - i) for multi-page Petitions, the Petition organizer shall ensure that each page of the Petition is numbered with total number of pages indicated; and
 - j) be appropriate and respectful in tone and must not contain any improper, obscene, or offensive language or information.
- 3. Petitions submitted via an external petition website (e.g. Change.org) will not be accepted.
 - 4. Matters that are administrative or operational in nature should first be raised with the relevant department prior to being submitted for Council.

Submission Process

- 5. Each Petition must be accompanied by a Petition submission form, which shall include contact information about the individual organizing the Petition, along with some additional information about the subject matter of the Petition.
- 6. Paper-based Petitions containing original signatures and meeting the above requirements should be sent by mail to Leamington Municipal Office at 111 Erie Street North, Leamington, ON N8H 2Z9 to the attention of the Clerk or delivered in person.
- 7. Electronic Petitions meeting the above requirements should be emailed to clerks@leamington.ca.
- 8. The Clerk will confirm receipt of the Petition with the Petition organizer and describe how the Petition will be dealt with.

Processing

- 9. The Clerk shall evaluate all Petitions and ensure that the requirements of the Policy are met. Petitions determined to be non-compliant shall not be accepted.

Petitions Relating to an Agenda Item

10. Petitions relating to an item on an upcoming Council agenda will be included as part of the agenda package for the Council meeting where that item is being considered.
11. The deadline to submit a Petition in relation to an item on the Council agenda is 12:00 p.m., the day of the Council Meeting.

Petitions Introducing New Business

12. Petitions that are introducing new business and are not related to an item on a current or upcoming Council agenda will be circulated as part of the Council Information Package.
13. A member of Council who wishes to ask a question about or discuss a Petition included in the Information Package shall ask that the item is extracted from the Information Package at the Council meeting. Following the question or discussion of the Petition, Council may:
 - a) receive the Petition and take no further action; or
 - b) receive the Petition and request a report from Administration by a resolution of Council.
14. Those wishing to appear as a delegation shall submit a Delegation Request in accordance with the Procedural By-law at the meeting in which the report by Administration is listed on the Council Agenda.
15. A Petition related to the same subject matter that has already been presented to Council within the previous 12 months will not be accepted or will require a Motion to Reconsider, supported by a majority of Council.

Legislation

16. Nothing in this Policy shall supersede or override the provisions of any other municipal policy, by-law or statute. For clarity, where there is another process to govern the request contained within the Petition, the Petition organizer will be directed to utilize that process, and Council will be made aware of the existence of the Petition and the direction given to the Petition organizer (e.g. traffic calming).

Retention and Disclosure

17. All Petitions, and any correspondence supporting material, presented to Council shall be retained in accordance with the records retention by-law in effect at that time, and will be available for public viewing upon request.

References and Related Policies

- By-law Number 49-23 being a By-law to Establish the Rules of Order and Procedures for Municipal Council and its Committees of the Municipality (Report LS-2026-08)

Petition

Petition Statement:

We, the undersigned, petition Leamington Council as follows:

(Briefly state the subject matter of your petition and the request for action within the authority of Leamington Council).

Last Name	First Name	Address in the Municipality of Leamington	Signature (for electronic petitions, an email address must be provided in place of an original signature)	Email

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