



SCHEDULE C

Procedure Bylaw 2026-032 of the Municipality of Hastings Highlands Instructions for a Petition to Council

A petition is a formal written request made to Council or Committee which requests a particular action within the authority of Council. It is required by the Clerk's Department that petitions be completed on the Municipality's Petition Template (Schedule C) to ensure that the petition contains the information required.

Petition Procedure

Petitions are to be delivered to the Clerk's Office clerk@hastingshighlands.ca or delivered in person to the Municipal Office. Petitions are to be received in accordance with the submission deadlines defined below. Late petitions will be placed on the next Regular or Committee Meeting of Council.

Petition Requirements

Petitions must contain:

- at least 25 original signatures
- the 'petition request' at the top of each page of signatures
- no electronic web-based documents
- contact information for each signer
- contact information for the organizer of the petition

The Clerk will refuse to put a petition on the agenda where the petition request:

- involves current or pending litigation;
- involves insurance claims;
- involves administrative complaints that have not been reported and investigated through the administrative process;
- is beyond the jurisdiction of Council; or
- is contrary to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*;
- is requesting financial support and has missed the applicable funding request deadline;
- contains defamatory statements, allegations, inferences, impertinent, disrespectful or improper matters

Meeting Type	Petition Submission Deadline
Regular Meeting of Council	Monday - Nine (9) days prior to the Meeting Date by Four o'clock (4:00 p.m.) *
Committee Meeting of Council	Nine (9) days prior to the Meeting Date by Four o'clock (4:00 p.m.) *
*Statutory Holiday – If the Monday is a statutory holiday, then the deadline will be the previous Friday. If that Friday is also a statutory holiday, as is the case with <i>Good Friday</i> , then the deadline is the Thursday before <i>Good Friday</i> .	



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Procedure Bylaw 2026-032 of the
Municipality of Hastings Highlands
Petition Request Form

**Municipality of
Hastings Highlands**
33011 HWY 62N
Maynooth, Ontario
K0L 2S0
www.hastingshighlands.ca

Name/Address for Organizer of **Petition**

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To: The Council of the Municipality of Hastings Highlands or The _____ Committee

Whereas: (provide a brief description of issue/problem and **the request of Council**)

We the undersigned petition the Council of the Municipality of Hastings Highlands (as described above):

Name (print)	Address	Signature

All information submitted is collected in accordance with the *Municipal Act, 2001*, s.8 and 239(1) and may be used in Council and/or Committee 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 613-338-2811 ext. 277, 33011 Hwy 62N, Maynooth, Ontario, K0L 2S0. clerk@hastingshighlands.ca