

The Corporation of the City of Kawartha Lakes

By-Law 2020-XXX

A By-law to Amend By-law 2020-001, being the Procedural By-law of the City of Kawartha Lakes

Recitals

1. Council adopted Resolution CR2020-376 on November 17, 2020 directing that Staff prepare an amendment to By-law 2020-001, being the Procedural By-law for the City of Kawartha Lakes, to provide for the submission of electronic petitions using the City's public engagement website.
2. An amendment is required to implement the recognition of petitions electronically submitted to Council
3. These changes require an amendment to the original by-law.

Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2020-XXX.

Section 1.00: Definitions and Interpretation

1.01 Definitions:

All defined terms in this amending By-law take their meaning from By-law 2020-001 of the City of Kawartha Lakes, and acknowledge the newly amended definition in Section 2.01 of this amending by-law.

1.02 Interpretation Rules:

- (a) The words "include" and "including" are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

Section 2.00: Amendment Details

- 2.01 **Amendment:** The definition for "Petition" in Section 1.01 of By-law 2020-001 is deleted in its entirety and replaced with the following:

"Petition" means a paper-based document requesting Council's consideration of a matter that contains twenty (20) or more original signatures; or means an electronic record requesting Council's consideration of a matter that contains more than twenty (20) or more unique names with contact information

- 2.02 **Amendment:** Section 10.11 of By-law 2020-001 is deleted in its entirety and replaced with the following:

Petitions, Communications or Correspondence:

Every petition, communication or correspondence to be placed on an Agenda of a Regular Council Meeting, Committee of the Whole or Planning Advisory Committee Meeting shall be submitted to the City Clerk by 12:00 p.m. noon on the second day preceding the day upon which the Agenda for that Meeting is issued (i.e. 12:00 p.m. noon Monday for Wednesday Agenda distribution). All communications or petitions received after the above delivery date and not pertaining to the matters listed on the Agenda for the Meeting shall be held over for consideration at the next Regular Meeting of Council, Committee of the Whole or Planning Advisory Committee unless otherwise approved by the Head of Council and Chief Administrative Officer.

The City Clerk shall refuse to place Petitions, Communications, or Correspondence on the agenda where:

- i. The subject matter involves current or pending litigation;
- ii. The subject matter involves insurance claims;
- iii. The subject matter involves administrative complaints that have not been reported and investigated through the administrative process;
- iv. The subject matter is beyond the jurisdiction of Council;
- v. The subject matter is contrary to the provisions of the Municipal Freedom of Information and Protection of Privacy Act; or
- vi. The document appears to be signed and/or submitted in a fraudulent manner as determined by the Head of Council, CAO, and City Clerk.
- vii. The Petition does not have the name or contact information of the Petition organizer(s).

The following Motions regarding Petitions are proper during this part of the agenda:

- Motions to receive a Petition;
- Motions to refer the matter to City staff or a Committee of Council for consideration; or
- Motions to direct City Staff to report back to Council,

Any other motion related to a Petition shall not be in order.

Signatories to any Petitions are deemed to have waived any expectation of privacy as a result of the record being created for the consideration of Council and the general public.

Paper Petitions shall contain the printed name, original signature, and some contact information (either mailing address, phone number, or valid email address) of the individuals signing it. Signatures without contact information shall be redacted by the Petition organizer or it will not be accepted by the City Clerk nor presented to Council. The petition request shall be listed at the top of each page for multi-page petitions. Petition organizers are recommended to use a Petition template made available by the City Clerk.

Electronic Petitions shall contain the name, address and valid email address for each person deemed to have 'signed' the Petition. Electronic Petitions shall be submitted through a designated City of Kawartha Lakes public engagement website, and not through a third-party website. The City Clerk may prepare standard operating procedures for staff to regulate the processing and receipt of electronically prepared Petitions, and make them available on the City's website.

Section 3.00: Administration and Effective Date

- 3.01 **Administration of the By-law:** The City Clerk is responsible for the administration of this by-law.
- 3.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 15th day of December, 2020.

Andy Letham, Mayor

Cathie Ritchie, City Clerk