



Submitting Petitions to Ajax Council

This document is available in alternative formats by contacting 905-683-4550 or by e-mailing contactus@ajax.ca.

Prior to submitting a petition, members of the public are encouraged to contact the Town of Ajax to determine whether their concerns can be resolved by Town staff.

Petition Requirements

- Petitions may be submitted in an electronic or paper-based format.
- For convenience, the Clerk's Department has created a form that petition organizers can use (see Appendix A).

Other forms may be accepted, provided that the following requirements have been met:

- a. Petitions must be addressed to Town of Ajax/Ajax Council.
 - Petitions must be legible, typewritten or printed in ink (no pencil).
 - The Petition must be appropriate and respectful in tone and must not contain any improper or offensive language or information.
- b. Petitions must request a particular action to be taken that is within the authority of Council. The petition request should be stated at the top of each page of the petition. Pages should be numbered, and total number of pages indicated.
- c. The petition organizer's name and contact information must be provided.
- d. For paper-based petitions, each petitioner must provide their name, full address, original signature and the date on which the petitioner signed the petition.
- e. For electronic petitions, each petitioner must provide their name, full address, the date on which they signed the petition and a valid email address in place of an original signature.
- f. 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 Town 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 meeting and corresponding agendas and minutes and/or distributed as part of the Correspondence Items, including as part of the Town's electronic records available and distributed using the internet.

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 905-683-4550 or email clerks@ajax.ca.

- Petitions submitted via an external petition website (e.g. www.change.org) will not be accepted as a formal petition.

Submission Process

- Paper-based petitions containing **original signatures** and meeting the above requirements must be delivered in person or be sent by mail to:

Town of Ajax, Town Hall
Attention: Municipal Clerk
65 Harwood Avenue South, Ajax ON L1S 2H9

- Electronic petitions meeting the above requirements must be emailed to the attention of the Municipal Clerk at clerks@ajax.ca
- The deadline to submit a petition is no later than noon (12:00 p.m.) ten days prior to the meeting.

Procedure

- The Municipal Clerk or their designate will receive and evaluate all Petitions to ensure that the requirements are met.
 - Petitions deemed non-compliant will not be formally accepted by Council. You may be contacted to clarify any details of the Petition or to advise if there are any deficiencies that must be addressed.
 - Petitions deemed non-compliant by the Municipal Clerk may be referred back to the submitter with an explanation as to why the Petition is not valid. Petitioners may re-submit Petitions in a valid form if they so choose.
- The Municipal Clerk or their designate will confirm receipt of the Petition with the identified contact person.
- Where the Petition complies with the requirements laid out above, it will be included on the Council Agenda as an Item of Correspondence at their next regular meeting, or the meeting at which the subject of the Petition is to be discussed. Corporate Services shall redact municipal addresses and personal contact information from the Petition included on the Council Agenda. You will be notified when the Petition is scheduled to be received by Council, and you may attend the meeting, but are not required to do so.

- It is the sole discretion of the Municipal Clerk or their designate as to whether the Petition subject is appropriate for a public agenda.

When considering a Petition, Council may do any of the following:

- Receive the Petition for information (no further action will be taken).
- Refer the Petition to staff for a report and recommendations; staff will then report back at a later time with information and recommendations to Council or Committee.
- Make a decision on the matter, or direct staff to take certain actions in response to the Petition.

After the meeting, you will be notified of Council's decision in writing. Submitting a petition does not entitle you to speak to the petition. If you wish to make a delegation to Council at the time that the Petition is considered, please notify Corporate Services by submitting a [Request to Address Council form](#) through the Town's website. For more information, refer to our webpage on [How to Address Council or Committee](#).

Corporate Services Contact Information

If you have any questions, inquiries or concerns related to submitting a Petition to Ajax Council, please contact Corporate Services by e-mail at clerks@ajax.ca or by phone at 905-683-4550.



Submitting Petitions

All petitions, whether completed on paper or electronically, must be submitted to the attention of the Municipal Clerk.

Paper-based petitions containing original signatures must be submitted in-person or by mail to:

Town of Ajax
Attention: Municipal Clerk
65 Harwood Ave. S., Ajax ON L1S 2H9

Electronic petitions, including scanned copies of a paper-based petition, must be emailed to clerks@ajax.ca

Organizer’s Information

Full Name:

Telephone:

Mailing
Address:

Email
Address:

Petition Information

Date of Petition Click or tap to enter a date.

Description of the Issue:

(Please include a brief description of the issue, problem or grievance in question. If your petition is related to an upcoming agenda item, please identify the meeting date and report title.)

Total Number of
Signatures:

Total Number of
Pages:

