



Guidelines for Submitting Petitions to Ajax Council

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

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If you are interested in submitting a petition to Ajax Council, following the guidelines below will assist Council in better understanding your request and making a decision in a timely manner.

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.

Guidelines for Submitting Petitions

1. Petitions submitted to Council must contain a concise, clearly worded and respectful request that Council take, or refrain from taking, a specific action in response to an alleged grievance, issue, or matter.
2. The action sought must fall within Council's jurisdiction. If the matter pertains to the actions or services of the Region of Durham or the provincial or federal government, Council may be an advocate on the matter but may not be able to take direct action.
3. All petitions shall include at minimum the following information for people who sign the petition:
 - Given name and Surname
 - Municipal Address
 - Signature
4. Participants must be made fully aware of the request that they are making to Council before signing the petition. If a petition contains more than one page of signatures, each page must indicate the full petition statement.
5. Petitions may be submitted to the Mayor's Office or to the Legislative Services Department, both of which are located at 65 Harwood Avenue South, Ajax, L1S 2H9. Please include contact information for the organizer and/or submitter of the petition.

What happens after I submit a petition?

Your submitted petition will be reviewed by Legislative Services staff to ensure the above guidelines have been followed. You may be contacted to clarify any details of the petition or to advise if there are deficiencies that must be addressed.

If the petition substantially meets the guidelines laid out above, the petition will be included on the agenda of the next appropriate meeting of Council as an item of correspondence. 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.

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.
- 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 by written correspondence. If there are any further reports to Council on the subject, you will be advised when they are to be considered by Council. If you wish to make a delegation to Council at the time that the petition is considered, please notify Legislative 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](#).

Legislative Services Contact Information

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