

# Corporate Policy and Procedure

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Policy	<b>Public Petitions Policy</b>
Category	Corporate
Authority	City Clerk's Office
Related Policies	None
Approved By	City Council
Effective Date	October 25, 2021
Revision Date	

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## Purpose

This policy outlines the City of Guelph's procedure for receiving electronic and paper-based petitions.

## Definitions

**Petition** means a formal written request made to Guelph City Council for a particular action to be taken or to voice an opinion on a matter.

**Petition Organizer** means the person who has initiated and is the main contact for the petition.

## Overview of Petitions

- Petitions are a way for residents to communicate their opinions to members of City Council and bring attention to a matter of public interest or concern that is within the authority of City Council.
- Matters that are administrative or operational in nature should be first raised with City staff in the relevant department.
- Anyone who is a resident, business owner or property owner within the City of Guelph can bring forward and sign petitions.
- All petitions are subject to specific requirements outlined below, which help to ensure their authenticity and validity.
- This policy shall not limit any statutory petition process outlined in relevant legislation.

## Petition Requirements

- Petitions may be submitted in an electronic or paper-based format.

- For convenience, the City Clerk's Office 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 City Council.
  - b. Petitions must request a particular action to be taken that is within the authority of City Council. The petition request should be stated at the top of each page of the petition.
  - 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 and original signature.
  - e. For electronic petitions, each petitioner must provide their name, full address and 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 City 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 Information Items.

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 519-822-1260 extension 2349 or email [privacy@guelph.ca](mailto:privacy@guelph.ca).

- Petitions containing defamatory or obscene content, as defined in the City's [Procedural By-law](#), will not be accepted.
- Petitions submitted via an external petition website (e.g. change.org) will not be accepted as a formal petition but may be included as correspondence on a Council agenda if the subject is related to an upcoming agenda item.

## **Submission Process**

- Paper-based petitions containing original signatures and meeting the above requirements should be sent by mail to Guelph City Hall to the attention of the City Clerk's Office or delivered in person to [ServiceGuelph](#).
- Electronic petitions meeting the above requirements should be emailed to [clerks@guelph.ca](mailto:clerks@guelph.ca).

- The City Clerk's Office will confirm receipt with the petition organizer and describe how the petition will be dealt with.

### **Petitions Relating to an Agenda Item**

- Petitions relating to an item on an upcoming City Council agenda will be included as part of the agenda package for the meeting where the item is being heard.
- The deadline to submit a petition in relation to an item on an agenda is 10:00 a.m. on the Friday before the meeting.

### **Petitions Introducing New Business**

- Petitions that are introducing new business and are not related to an item on a current or upcoming City Council agenda will be circulated as part of the Information Items.
- Petitions to be circulated as part of the Information Items must contain a minimum of 25 signatures.
- A member of City Council may request the petition to be extracted and placed on the appropriate City Council or Committee of the Whole agenda for discussion, in accordance with Section 13.2 (c) of the City's [Procedural By-law](#).
- Petitions related to the same topic as a petition that has already been included on the Information Items over the previous 12 months will not be accepted.

## Appendix A – Petition Form



### How to submit a petition:

Paper-based petitions containing original signatures should be sent by mail to:

Guelph City Hall  
Attention: City Clerk's Office  
1 Carden Street  
Guelph, ON N1H 3A1

Or delivered in person to [ServiceGuelph](http://ServiceGuelph.ca).

Electronic petitions should be emailed to [clerks@guelph.ca](mailto:clerks@guelph.ca).

### Petition information:

#### Date:

#### Petition subject matter:

(Briefly state the subject matter of your petition and the request for action within the authority of City Council. If your petition is related to an upcoming agenda item, please indicate meeting date and report title.)

#### Total number of signatures:

#### Petition organizer:

First and last name:

Mailing address:

Email:

Telephone number:

**Petition Statement:****We, the undersigned, petition Guelph City Council as follows:**

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

First and Last Name	Address in the City of Guelph	Signature  (For electronic petitions, an email address must be provided in place of an original signature.)

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