


<b>Procedure Title:</b> Petition Procedure			<b>Procedure Number</b> ADM 110-005	
<b>Reference</b>	<b>Date Originated (m/d/y)</b> September 2012	<b>Date Revised (m/d/y)</b> January 2018	<b>Pages</b> 4	
<b>Approval:</b> Chief Administrative Officer 		<b>Point of Contact:</b> City Clerk		

**Procedure Objective**

The Corporation of the City of Pickering is committed to citizen engagement and supports petitions as one tool for citizens to have input into Council's decision-making process. A petition is most effective when the information contained in it is accurate and verifiable, and when the petition is recognized and accepted by decision makers. This procedure outlines the City of Pickering's procedures for receiving and recognizing public petitions.

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- 01 Responsibilities**
  - 01.01 The City Clerk is responsible for receiving all petitions and will determine whether the documents filed meet the petitioning requirements.
  - 01.02 The City Clerk will circulate petitions to the attention of the Mayor and Members of Council, the Chief Administrative Officer and relevant staff. The Clerk will advise the petition contact person which department will be responsible for review and follow up regarding the petition.
  - 01.03 The department that "actions" the petition is responsible for following up with the petition contact person noted on the petition, the Mayor and Members of Council, the CAO and City Clerk to advise what action, if any, has been taken.
  - 01.04 The original petition submission is kept by the department involved in the follow up.

- 01.05 Council members and staff are responsible for forwarding all original petitions received by their offices to the attention of the City Clerk for review and distribution accordingly.

## **02 Petition Requirements**

- 02.01 To be received by The Corporation of the City of Pickering (the "City"), the petition must be addressed to the City and request a particular action. Petitions consisting solely of statements of opinion or statements of grievance will not be accepted as a petition.
- 02.02 Petition requests must fall within Council's jurisdiction and cannot pertain to the jurisdiction of the Upper Tier Council or the provincial or federal government.
- 02.03 Petitions must be concise, clearly worded, legible, typewritten or printed in ink (no pencil).
- 02.04 The subject of the petition must be listed at the top of each page for multiple-page petitions to ensure that signatories are fully aware of the nature of the petition. Pages should be numbered and total number of pages indicated.
- 02.05 The petition must be appropriate and respectful in tone, and must not contain any improper or offensive language or information.
- 02.06 Each petitioner must print and sign his or her own name. A paper petition must contain original signatures only, written directly on the petition.
- 02.07 Each petitioner must provide his or her full address.
- 02.08 For electronic petitions, petitioners must provide name, address and a valid e-mail address.
- 02.09 The petition must clearly disclose on each page that it will be considered a public document and that the information contained in it may be subject to the scrutiny of the City and members of the general public.
- 02.10 All petitions must include a contact person.

## **03 Submission of Petitions**

- 03.01 Petitions containing original signatures should be sent to the attention of the City Clerk by mail or delivered in person to the Civic Complex.
- 03.02 If a petition relates to a matter on the agenda of a meeting of Council, the petition is given to the City Clerk at the meeting.
- 03.03 The City Clerk will review all petitions received to ensure the requirements of this Procedure are met. Petitions deemed to not be in compliance will be returned to the person who submitted the petition.

- 03.04 Petitions received by the City Clerk will be forwarded to the appropriate City Department responsible for the subject matter.
- 03.05 The City Clerk will confirm receipt of the petition by letter to the petition contact person and notify them of the City Department responsible for the subject matter. The letter and petition will also be copied to the Mayor and Members of Council, the CAO and the department responsible for the subject matter for information.
- 03.06 The City Department will review the petition and do one or more of the following:
- a) review the petition and reply to the petition contact person, the Mayor and Members of Council, the CAO and City Clerk with information or recommendations;
  - b) consider the petition in making administrative decisions;
  - c) implement the request contained in the petition; or
  - d) provide a report to Council seeking direction if required.
- 03.07 City Departments responsible for the subject matter will communicate with the petition contact person in writing to advise of actions or decisions which are made or taken as a result of the petition, and if applicable, to advise of report recommendations and the meeting dates for reports to Council.
- 03.08 When circulating information regarding the petition received, please be reminded that the petition has personal information within it and should not be attached to any report, memo or letter if not necessary. When describing the petition in a report or correspondence it can be noted what the petition is regarding and the number of people who signed the petition, the actual petition should not be attached or circulated.

## Appendices

Appendix 1 Petition Template (Sample)

**Petition Template (Sample)**

To: The Council of the Corporation of the City of Pickering  
 One The Esplanade  
 Pickering, ON L1V 6K7

Whereas:

(brief description of issue/problem/grievance in question)

I/We the undersigned, petition the City of Pickering as follows:

Petition Text:

Name	Address	Email or Phone Number	Signature

By signing this petition, I hereby acknowledge that this petition will become a public document at the City of Pickering and that all information contained in it will be subject to the scrutiny of the City, and will be publicly available. Questions about the collection and disclosure of personal information contained in this petition should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7.

Person Submitting the Petition:

Name:

Email/Phone:

Address: