



# Petition Form

## How to Submit a Petition:

Petitions containing **original signatures** should be sent by **mail** to:

Ottawa City Hall  
Attention: City Clerk  
110 Laurier Avenue West, Ottawa, ON, K1P 1J1

Or **delivered in person** to: Ottawa City Hall or a City of Ottawa [Client Service Centre](#)

**Electronic Petitions** may be submitted by **email** to the attention of the **City Clerk** at [petitions@ottawa.ca](mailto:petitions@ottawa.ca).

Petitions may also be submitted by copy to the Mayor or any member of City Council.

## Petition Requirements:

This Petition Form is available for public use. If the form is not used, the Petition requirements outlined below must be followed when developing a Petition.

- The Petition must be appropriate and respectful in tone and must not contain any improper or offensive language or information.
- The Petition must be addressed to the City of Ottawa/Ottawa City Council, or the Transit Commission, and request a particular action within the authority of Council.
- Petitions must be legible, typewritten or printed in ink (no pencil).
- The text of the petition must be listed at the top of each page for multiple-page Petitions.
- All pages must be numbered, and total number of pages indicated.
- Each petitioner must print and sign his or her own name. A paper Petition must contain original signatures only, written directly on the Petition.
- Each petitioner must provide his or her full address.
- For electronic Petitions, petitioners must provide name, address and a valid email address.
- The Petition must clearly disclose on each page that it will be considered a public document at the City of Ottawa and that information contained in it may be subject to the scrutiny of the City and other members of the general public.

## Please Note:

- The City Clerk will evaluate all Petitions to ensure that the requirements of the policy are met. Petitions deemed to be in non-compliance will not be formally accepted by Council or the Transit Commission. However, they will be listed as "other correspondence received" on the appropriate Standing Committee or Council agenda, if applicable.
- All Petitions that meet the above standards will be presented to Council (or the Transit Commission) at its next regular meeting, or the meeting at which the subject of the Petition is to be discussed.
- Standing Committees cannot formally accept Petitions. Petitions received at Standing Committees will be forwarded to the Clerk and presented to full Council at its next regular meeting, or the meeting at which the subject of the Petition is to be discussed.
- Council has the discretion to accept the Petition, and Council's decision is final.

Note: The [Petition Policy](#) and form are available on line. For more information or inquiries, please contact Council and Committee Services at [petitions@ottawa.ca](mailto:petitions@ottawa.ca).

Date (DD/MM/YYYY):

To: Ottawa City Council

Ottawa Transit Commission

Copy to:

Member name:

City of Ottawa, 110 Laurier Avenue West Ottawa, ON K1P 1J1

**Total Number of Pages:**

**Petition Spokesperson or Principal Petitioner:**

First and Last Name:

Mailing Address:

Phone Number:

Email:

**Petition Statement:**

**Whereas** (Insert brief description of issue/problem/grievance in question. Reference Council or Commission Agenda Item and subject, if applicable)

Information contained in this form, including your full name, will form part of the public record and will be publicly accessible. Correspondence, including personal and contact information, will be distributed to the offices of Members of Council and relevant City officials and staff. The use of your personal contact information is subject to applicable requirements under the *Municipal Freedom of Information and Protection of Privacy Act* and City policies including the [Election-Related Resources Policy](#). The City collects petition forms submitted by members of the public under the authority of the City Council approved Petition Policy and retains and preserves the information as a public record of information considered at meetings of Council and its committees, pursuant to the *Municipal Act*, 2001, sections 253 and 254.

**I/We the undersigned, petition the** **of the City of Ottawa as follows:**  
(Insert petition text. The request for an action must be within the authority of Council)

<b>First and Last Name</b> (Please print. If signing on behalf of a business or organization, you should indicate your affiliation - owner, president, etc.)	<b>Address</b> (Residential or business address)	<b>Signature</b> (For electronic petitions, you must provide your email address in place of your original signature)

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