



Region of Waterloo

Petition Form

In order to have a petition presented to Regional Council, this form must be completed in its entirety and must be submitted to the Office of the Regional Clerk. Petitions created using online platforms such as Change.org will not be accepted.

As per the Region of Waterloo's Procedural Bylaw (22-051):

- (24.1) Every communication, including a petition designed to be presented to the Council, will be legibly written or printed, or submitted electronically, and will be signed by at least one person and filed with the Clerk.
- (24.2) The Clerk shall list in the Agenda only those communications and petitions which relate to matters contained in the reports and other communications listed in the Agenda. An information package will be prepared for all other correspondence.
- (24.3) Every communication or petition which does not pertain to matters in the Agenda shall be directed by the Clerk to the appropriate Committee.
- (24.4) A petition must contain the following:
 - (24.4.1) the date of when the petition commenced;
 - (24.4.2) the name and civic address, telephone number or email address of the organizer who started the petition for contact purposes;
 - (24.4.3) the name and postal code of each person who signed or electronically submitted their name to the petition, if possible, the civic address of all participants; and
 - (24.4.4) a clear statement which communicates the purpose of the petition.

The Regional Clerk shall not accept any form of submission that contains any obscene or improper language or content, as determined by the Regional Clerk, in consultation with the Regional Chair.

Petitions must be submitted no later than 24 hours before a meeting, and should be submitted by email to regionalclerk@regionofwaterloo.ca or in person or by mail to:

Office of the Regional Clerk
Regional Municipality of Waterloo
2nd Floor, 150 Frederick Street
Kitchener, ON N2G 4J3

Contact regionalclerk@regionofwaterloo.ca or call 519-575-4400 with any questions.



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Please complete the table below and submit to the Regional Clerk's Office alongside your petition.

Petition Organizer Contact Information	
Name	
Address	
Phone Number and/or Email Address	
Signature	
Please briefly describe the purpose of this petition:	
What action are you requesting from Council with this petition?	

*please attach a separate word document if you require additional space



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Notice with Respect to the Collection of Personal Information

Personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c. 25 for the purpose of communicating with delegations. Under the Municipal Act, personal information such as name, address, telephone number, and property location that may be included in a submission becomes part of the public record, may be viewed by the general public. Questions regarding the collection of this information should be referred to the Regional Clerk's office at regionalclerk@regionofwaterloo.ca or 519-575-4400.



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Petition Information

- Each petitioner must print and sign their own name
- Each petitioner must provide their postal code
- Petitioners who submit their names electronically may either submit an electronic signature or the petition organizer may indicate in the signature column that the supporter submitted their name electronically
- **PLEASE NOTE:** This petition may become public as part of Council or Committee agenda.

Submission Date:	
Petition Commence Date:	

Supporter Name	Postal Code	Signature
PLEASE NOTE: This petition may become public as part of Council or Committee agenda.		

**see Notice with Respect to the Collection of Personal Information*



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Supporter Name	Postal Code	Signature
PLEASE NOTE: This petition may become public as part of Council or Committee agenda.		

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