

This pamphlet has been prepared to assist citizens of Lethbridge who wish to present an informal petition to City Council at a Regular Meeting or a Public Hearing.

PETITIONS

A petition is a written request signed by citizens and presented to City Council. There are two types of petitions that may be presented to City Council:

- Legally binding petitions
- Informal petitions

Legally Binding Petitions

Legally binding petitions require City Council to take action either by a vote of City voters or by doing what has been petitioned.

There are strict legal requirements for such a petition under the *Municipal Government Act*. These requirements are available through Alberta Municipal Affairs:

www.municipalaffairs.alberta.ca/am_petition_information_for_electors.cfm



Informal Petitions

Informal petitions are used to express public opinion to City Council. If you want to present a public concern to City Council an informal petition will accomplish this goal. However, a petition is not necessary to present a public concern to City Council. Any citizen can write a letter and make a presentation to City Council on an issue of public concern.

Should you decide to do an informal petition, City Council is not required to make a decision or do anything on the issue when they receive the informal petition.

Guidelines For Informal Petitions

The following guidelines, while not required, are helpful in making sure that your petition is easily understood by City Council and City Administration:

- Should be legible and coherent
- Wording of the petition should be brief and to the point
- Include the entire wording of the petition at the top of each page so it is clear that each person is agreeing to the same thing
- Use ruled paper with the same number of signatures per page
- Signature, address, printed name, and date for each petitioner is required

Designate a Representative

Please designate one person as a representative who may be contacted by the City Clerk's Office. Include the contact person's name, address, telephone number, email address, and facsimile number.

All Petitions Are Public

Information contained in an informal petition may be available to the public.

Petitions Can Not Be Libelous

Petitions can not be libelous, impertinent, or improper. If it is any of these, the City Clerk must summarize the petition and withhold the original from City Council.

Once Petition Is Completed

Informal petitions, along with a covering letter listing the contact information, should be mailed or delivered to the following address:

City of Lethbridge
Office of the City Clerk
2nd Floor, City Hall
910 – 4 Avenue South
Lethbridge, AB T1J 0P6

What Happens Next?

If the petition relates to a matter already on the agenda for a meeting of City Council or a Public Hearing, the City Clerk will circulate a copy of the petition to the City Council along with the agenda.

If it is a new issue, the City Clerk will circulate a copy as part of the agenda for the next City Council Meeting.

What Is The Deadline For City Council Submissions?

The deadline is 10:00 a.m. on the Monday prior to the City Council meeting you wish to attend.

For information about making a presentation, consult the pamphlet, *"Presentations to City Council"*, available on the City's website.

LOCATION

Regular City Council Meetings and Public Hearings are held in

City Council Chambers
1st Floor, City Hall
910 - 4 Avenue South
Lethbridge, Alberta

How Will I Know The Decision On The Item?

Once a final decision has been reached on the item, you will be advised by letter by the City Clerk's Office or by an advertisement in the Lethbridge Herald.

For More Information

Please contact the Office of the City Clerk if you have questions about the information provided in this brochure. The Office can be contacted in the following ways:

Mail: Office of the City Clerk
2nd Floor, City Hall
910 – 4 Avenue South
Lethbridge, AB T1J 0P6

Telephone: (403)-320-3822

Facsimile: (403)-320-7575

E-mail: council@lethbridge.ca

Legal Advice

This document is for general information only and is not a replacement for consulting legislation or obtaining legal advice. Neither the Office of the City Clerk nor the City Solicitor is able to provide legal advice to those persons interested in a legally binding petition. You should consult a lawyer if you are planning a petition to help ensure that your petition complies with all the necessary requirements. Information produced by Alberta Municipal Affairs on legally binding petitions is available at:
www.municipalaffairs.alberta.ca/am_petition_information_for_electors.cfm

Petitions to City Council



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Email: council@lethbridge.ca