



The Corporation of the Town of Cobourg
Legislative Services Department
55 King Street West
Cobourg, ON K9A 2M2

Delegation Request Form

Submit the completed Delegation Request Form to the Municipal Clerk by e-mail to clerk@cobourg.ca or in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2.

Contact Information

Name of Delegate(s):

Group/Organization/Business Delegation Represents (if applicable):

Meeting Selection

I wish to appear before:

- ☐ Strategic Priorities and Policy Standing Committee
- ☐ Corporate, Finance and Legislative Standing Committee
- ☐ Public Works Planning and Development Standing Committee
- ☐ Community Services, Protection, and Economic Development Standing Committee
- ☐ Regular Council
- ☐ Accessibility Advisory Committee
- ☐ Cobourg Public Library Board
- ☐ Cobourg Heritage Advisory Committee
- ☐ Cobourg Police Services Board

Meeting Date

I wish to appear at the _____ meeting date.

Delegation Request

General Nature / Purpose of the Delegation:

(Clearly state the nature of the business to be discussed and provide a general summary of the information to be presented)

Recommendation to Council / Committee / Board

(Indicate the action you would like the Town to take with respect to the above-noted subject matter)

Have you appeared before the Council / Committee / Board in the past to discuss this issue?

☐ Yes ☐ No

Presentation Material

Will you have an oral or written presentation?

☐ Oral

☐ Written

Will you have a visual presentation?
(ie. PPT, pictures, etc.)

☐ Yes

☐ No

Delegates are required to provide any supporting materials for a Council Meeting to the Clerk by noon on Monday nine (9) days prior to the meeting to be included on the Meeting Agenda for circulation. Supporting materials for an Advisory Committee or Board are required to be submitted by noon five (5) days prior to the meeting to be included on the Meeting Agenda.

Contact Information
Address (Street, Town / City and Postal Code):
Phone:
Email:

Accessibility Accommodation		
Do you require any accessibility accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what accommodation(s) do you require?		

I have read and understood the Delegation Rules and Guidelines attached to this Form and acknowledge that information contained on this Form, including any attachments, will become public documents and listed on the Town of Cobourg Meeting Agenda.		
Print Full Name	Signature	Date (yyyy/mm/dd)

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. All meetings are open to the public except where permitted to be closed to the public under legislative authority. Questions regarding the collection, use and disclosure of personal information contained in this Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at blarmer@cobourg.ca.

TOWN OF COBOURG | VICTORIA HALL, 55 KING STREET WEST, COBOURG, ON K9A 2M2
T.905.372.4301 | F.905.584.4325 | www.cobourg.ca

Delegation Rules and Guidelines

The Corporation of the Town Of Cobourg

A delegation is an opportunity to appear at a meeting to present information. The purpose of the delegation process is to allow residents to make their views known to Council. In addition to Procedural By-law 085-2023, the following delegation rules and guidelines are observed:

- Any individual may request to make a delegation before Council to address any matter relating to community interest or Town business that is NOT on the Agenda and has not been considered within six (6) months prior to the requested date of the Delegation.
- The completed Delegation Request Form and any supporting material must be provided to the Clerk by noon on Monday, nine (9) days prior to the Meeting, to be included in the Meeting Agenda for circulation. Once the request is received by the Municipal Clerk, you will be contacted to confirm your placement on the appropriate Agenda.
- The 'Delegation Request Form' and any other correspondence that is to be presented to Council, shall be legibly written, typed or printed, and shall not contain any obscene or defamatory language.
- Delegates attending a Council or Committee meeting, shall address the Chair from the lectern in the public gallery in the Council Chambers or from the presenter's table in the Committee Room, as the case may be and shall state their name or if they are an agent, the name and address of the client they represent.
- Delegates appearing before Council are permitted ten (10) minutes for their presentation, not inclusive of questions asked by Council. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate. After the completion of questions, the delegate(s) will be asked to return to their seat in the public gallery.
- Discussion on topics other than the subject matter of the delegation request will not be permitted.
- No person, except Members of Council and appointed officials of the Town of Cobourg shall be permitted to come within or behind the bar during a meeting without prior permission of the Chair.
- A delegate who is unable to attend a Council Meeting but who has registered their delegation with the Municipal Clerk, may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the provisions of the Procedural By-law.
- A person addressing Council or a Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member. The Chair reserves the right to immediately end the delegation if the remarks are considered severe.
- In response to and following a delegation, Council may resolve to either receive the delegation for information or refer the matter to staff and request that a report be brought forward to a future meeting. on a specific action through a resolution, such as referring the delegation to staff for a future report, to receive the delegation for information purposes or to have staff respond directly to the delegation. Alternatively, Council may decide to refer the matter to an Advisory Committee or Local Board for further action to be taken. Wherever possible, Council will assign a deadline with the action to ensure a timely response to the request.