



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

## Request to Speak Form

**If you wish to speak to a Staff Report listed on the Consent Agenda, please submit a completed “Request to Speak Form”, together with any speaking notes and/or handouts, to the Clerk prior to the commencement of the scheduled Meeting.**

**Report No(s):** \_\_\_\_\_

**Council Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name of Organization or Person(s)  
being represented (if applicable):** \_\_\_\_\_

**Do you require any accessibility accommodation?**     **Yes**     **No**

**If yes, please describe:** \_\_\_\_\_

### **Note to all Speakers**

#### **1. Council Livestream**

- All Standing Committee, Regular, and Special Meetings of Council are livestreamed and recorded, except for the closed meeting portions held under section 239 of the *Municipal Act, 2001*.
- The livestream may be accessed through the Town’s website at <https://www.cobourg.ca/en/council-meetings.aspx> as the Meeting commences.
- Meeting recordings will also be made available to the public online after each Meeting.

#### **2. General Procedures for Speakers**

- Time limit for each Speaker is ten (10) minutes.
- Speakers can only speak to Items Extracted from the Consent Agenda.
- The Chair will call upon your name at the time the Report is considered by Council. Please come up to the Speaker Table or Lectern to address Council.
- A group of Speakers taking the same position on a report are encouraged to select a spokesperson to express their views.
- Speakers may utilize a slide-show or multi-media presentation as a portion of their address to Council and are encouraged to submit any supporting material to the Clerk prior to the Meeting.

### 3. Meeting Etiquette

In accordance with section 4.9 of the Procedural By-law when addressing Council, the Speaker shall:

- Be respectful of any person;
- Only speak on the subject for which they received approval to address Council;
- Obey the Chair's decision and ruling;
- Refrain from entering into cross debate with other delegates or presenters, Town staff, Members or the Chair.

### 4. How to Address Council?

When addressing Council or answering a question, regardless of where the question came from, the Speaker should always address your comments to the Mayor to maintain decorum.

The Mayor can be addressed as 'Mayor Cleveland', 'Mr. Mayor', 'Your Honour' or Deputy Mayor, if Deputy Mayor is presiding.

### 5. Speak Into the Microphone

- When addressing Council or answering a question, always use the microphone at the lectern.
- If you move back to a seat in the audience and you are asked another question, please return to the microphone to respond.
- Do not try to address Council from your seat in the audience, as people both in the Council Chambers and the live streaming audience cannot hear you.



### 6. Request Assistance

For assistance or advice regarding the Request to Speak Form or any Council procedures, contact Clerk's Department at (905) 372-4301 extension 4402 or [clerk@cobourg.ca](mailto:clerk@cobourg.ca).

### 7. Notice of Collection

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/Director of Legislative Services at (905) 372-4301 extension 4401, or at [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca).