



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

Delegation Request Form

Please submit the completed Delegation Request Form to the Municipal Clerk in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2, by e-mail to clerk@cobourg.ca, or by fax to (905) 372-7558.

1. GENERAL INFORMATION
Name of Delegate(s): Eugene Blank
Group/Organization/Business Delegation Represents (if applicable): Alonim Apartments Inc.
2. MEETING SELECTION
I wish to appear before: <input checked="" type="checkbox"/> Committee of the Whole <input type="checkbox"/> Regular Council <input type="checkbox"/> Advisory Committee or Local Board
If appearing before an Advisory Committee or Local Board please specify: Press to Select a Committee of Board
Meeting Date Requested: December 6, 2021
3. DELEGATION REQUEST
General Nature/Purpose of the Delegation: (Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)
We would like to object to the Cobourg Heritage Advisory Committee Meeting recommendation to Council regarding our application for a Heritage Permit for 18 King Street East. The meeting took place on Nov 24, 2021 04:00 PM.
Planning staff has recommended our application but the committee is recommending to Council that the windows be replaced with wood windows, recreating the existing window styles as much as possible. We object to the committee's recommendation and request the Council to approve our application with the suggested new vinyl windows. Please see summary of reasoning in the "Recommendation to Council" section of this form.

Recommendation to Council/Committee/Board:

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

We respectfully request the Council to approve our proposal for 18 King St East and allow us to install new vinyl framed windows as part of the design. Our reasoning is as follows:

1. We are trying to provide two new rental apartments downtown, as well as upgrade the exterior of the building. Our proposal achieves this while keeping costs and maintenance manageable, and is not unique to the downtown area.
2. The existing windows appear to have been scavenged from different locations. They are not consistent in terms of style or size. They are also not consistent with any other windows on King Street. Reproducing two different window styles would be detrimental to the design.
3. The existing windows are severely damaged and deteriorated. Restoring would be expensive, and maybe impossible.
4. We are trying to increase the energy efficiency of the windows while keeping costs manageable – double or triple-glazed, vinyl frames.
5. We are attempting to improve the exterior look of the building. Standardizing the window sizes and alignments achieves this, and is incrementally better than the existing condition.
6. There are precedents for using vinyl casement windows - 9 King Street East, multiple locations on Division Street, etc.
7. If there was a place we could compromise, it would be to perhaps provide a more traditional style (double-hung windows with muntins/divided lites, for example) but still in vinyl, and not a direct reproduction of the existing inconsistent window styles.

Have you appeared before the Town of Cobourg’s Council or its Committees or Boards in the past to discuss this issue?

Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

If selecting yes, please indicate the type of equipment needed for your presentation:

Please Select the Type of Equipment

Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

Please note that information on the first two (2) pages of this form will be printed on a public Agenda.

5. CONTACT INFORMATION	
Address (Street, Town/City and Postal Code): [REDACTED]	
Phone: [REDACTED]	E-Mail: [REDACTED]

6. ACCESSIBILITY ACCOMODATION
Do you require any accessibility accommodation? <input type="checkbox"/> Yes <input checked="" 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.

Eugene Blank	2021/12/02	
Print Full Name	Signature	Date (YYYY/MM/DD)
		
Municipal Clerk or Designate		

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.

DELEGATION RULES AND GUIDELINES THE CORPORATION OF THE TOWN OF COBOURG

A delegation is an opportunity to appear before Council or a Committee to present information. The purpose of the delegation process is to allow residents to make their views known to Council. In addition to the Town of Cobourg Procedural By-law No. 009-2019, the following delegation rules and guidelines are observed:

- Any person wishing to appear before Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town of Cobourg, may notify the Municipal Clerk by submitting the prescribed 'Delegation Request Form' no later than 1:00 p.m. on the Friday preceding the meeting. Once the request is received by the Municipal Clerk, you will be contacted to confirm your placement on the appropriate Agenda.
- Material relating to your delegation, including any correspondence, documentation or presentation, must be submitted electronically or otherwise to the Legislative Services Department no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting in order to have the information included in the Agenda package that is distributed in advance of the meeting.
- 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.
- Municipal Council or Committee, as the case may be, may in their discretion, refuse to hear any delegation.
- 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.
- If a delegation consist of more than five (5) persons, the delegation shall be limited to two (2) speakers, limited to speaking not more than fifteen (15) minutes in total when addressing Council.
- 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 Regular Council or Committee of the Whole meeting without prior permission of the Mayor.
- 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 time allotment and to the provisions of By-law 009-2019.
- 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 agree 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 delegation request.