



The Corporation of The Town of Cobourg
Special Council Meeting
Agenda

Monday, August 25, 2025
Council Chambers, Victoria Hall, Cobourg

Please be advised that pursuant to section 5.6 b) of the Town of Cobourg Procedural By-law a Special Meeting has been called of Cobourg Municipal Council scheduled to begin at 6:00 p.m. This Special Council Meeting will be held using a hybrid meeting model. Members of Council and Municipal Staff will have the choice to participate in-person in Council Chambers or to participate via Electronic Participation. If you have any questions or would like to provide feedback, please email clerk@cobourg.ca.

Pages

1. Call to Order

2. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. Introduction of Addendum Items

4. Confirmation of Agenda

4.1 Confirmation of the August 25, 2025 Special Council Agenda

Action Recommended

That Council confirm that agenda, as circulated.

5. Disclosure of Pecuniary (Financial) Interest

6. Consideration of Items

6.1 Discussion by Council regarding Mayoral Decision MDEC-2025-008 -
Being a Mayoral Decision to amend the Organizational Structure to
create a Development Division, hire a Director of Development, create a
Deputy Director Position

John Mascarin, Town Solicitor, Arid and Berlis to be in attendance virtually to provide advice and answer questions as needed.

Action Recommended

THAT Council provide direction or action as needed/required.

7. Consideration of Items

Action Recommended

THAT Council meet in Closed Session in accordance with section 239 of the Municipal Act S.O. 2001 regarding:

- personal matters about an identifiable individual, including municipal or local board employees (s. 239 (2) (b));
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (s. 239 (2) (f));

8. Items Arising from Closed Session

9. Confirmatory By-law

- 9.1 By-law 041-2024, being a By-law to confirm the proceedings of the Special Council Meeting of August 25, 2025

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Action Recommended

THAT leave be granted to introduce By-law 041-2025 and to dispense with the reading of the By-law by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Special Council Meeting held on August 25, 2025 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

10. Adjournment



The Corporation of the Town of Cobourg

Mayoral Decision

Decision Number: MDEC-2025-008

Date: August 14, 2025

Subject: **Being a Mayoral Decision to amend the Organizational Structure to create a Development Division, hire a Director of Development, and reorganize the Planning and Development Division**

Under the Authority: Part VI.I (Special Powers and Duties of Head of Council) of the Municipal Act, 2001, Section 284.6 (Powers re organizational structure):

I, Mayor Lucas Cleveland, have decided as follows:

1. The Town's organization structure is amended by:
 - (a) renaming the Planning and Development Division as the "Development Division" which will be headed by a newly-created position of **Director of Development**, and
 - (b) removing the Planning and Development Division from the Town's organizational structure.
2. The newly formed Development Division will consist of the following departments:
 - (a) Planning Department,
 - (b) Development Engineering Services Department,
 - (c) Building Department;
 - (d) Economic Development Department
3. Chris Challenger is hired as the Director of Development effective August 15, 2025 with an extended probation period of six (6) months to one (1) year.
4. The position of Director of Development will be placed in Grade 12 and Step 1 of the non-union pay-grid with the other directors within the Town.



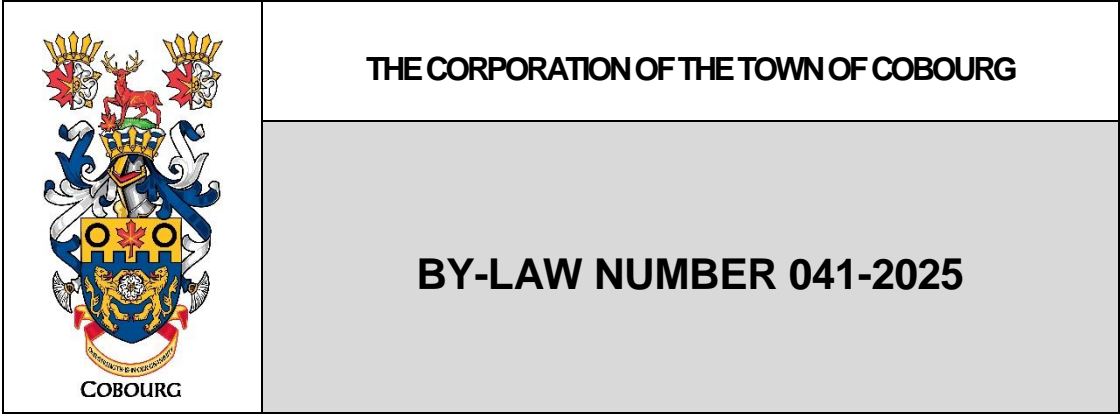
The Corporation of the Town of Cobourg

5. A Deputy Director of Development position will be created to report to the Director of Development and this position will be placed in Grade 11 of the non-union grid and placement on the grid for the new position will be based on experience and qualifications and the cost of the new position to be covered under the Staff contingency reserve account.
6. The Deputy Director posting and recruitment shall commence within one (1) week of this Mayoral Decision.
7. Human Resources shall complete the required information to implement the decision and prepare all final documents, job descriptions as necessary for the two (2) new positions and reorganization being established, to be reviewed within three (3) months and presented to the Mayor, in consultation with the Manager of Human Resources and the Chief Administrative Officer, for final approval.
8. The implementation of this Mayoral shall comply with all applicable provincial and federal employment and workplace statutes, standards and laws.

Sincerely,

Original Signed by Mayor Lucas Cleveland

Mayor Lucas Cleveland



BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG AT ITS SPECIAL COUNCIL MEETING HELD ON AUGUST 25th, 2025.

WHEREAS section 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a Municipality shall be exercised by its Council; and

WHEREAS section 5(3) of the *Municipal Act, 2001*, as amended, provides Municipal power, including the Municipality’s capacity, rights, powers and privileges under Section 8, shall be exercised by by-law, unless the Municipality is specifically authorized to do otherwise; and

WHEREAS the Council of the Corporation of the Town of Cobourg adopted By-law No. 050-2024, establishing the rules of order and procedure, which provided for the enactment of a Confirmatory By-law at the end of each Special Council Meeting to confirm the recommendations and actions approved at that meeting; and

WHEREAS in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual By-law; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobourg at this meeting be confirmed and adopted by By-law.

NOW THEREFORE BE IT RESOLVED THAT THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG ENACTS AS FOLLOWS:

1. That the actions of the Council of the Town of Cobourg at its Special meeting held on August 25th, 2025, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law; and
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Special meeting on August 25th, 2025; and
3. That this by-law, to the extent to which it provides authority for or constitutes the exercise of power for an undertaking, work, project, scheme, act, matter or thing which requires additional approval to that of Council, shall not take effect until the additional approval has been obtained; and

4. That any member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this by-law as it applies to such action or proceeding; and
5. That the Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its August 25th, 2025, Special Council proceedings.
6. That the Mayor and Municipal Clerk, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents; and
7. That this by-law shall come into full force on the day it is passed.

READ and finally passed in Open Council this 25th day of August, 2025.

Lucas Cleveland, Mayor

Brent Larmer, Clerk