

The Corporation of The Town of Cobourg

Public Works, Planning, and Development Standing Committee



Minutes

Wednesday, October 8, 2025

1:00 p.m.

Council Chambers, Victoria Hall, Cobourg

Members Present: Councillor Brian Darling, Chair
Councillor Miriam Mutton
Mayor Lucas Cleveland

Staff Present: Chris Challenger, Director of Development
Victoria Heffernan, Manager, Development Review
Terry Hoekstra, Deputy Director, Engineering
Emma Hughes, Planner, Heritage and Development
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Laryssa McGlashon, Council and Committee Coordinator
Tracey Vaughan, Chief Administrative Officer

1. Call to Order

Chair, Councillor Darling called the Meeting to Order at 1:03 p.m.

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

None

4. Confirmation of Agenda

4.1 Confirmation of the October 8, 2025 Public Works, Planning, and Development Standing Committee Agenda

Moved By Mayor Lucas Cleveland

Seconded By Councillor Brian Darling

THAT the Committee confirm the agenda, as circulated.

Carried

5. Disclosure of Pecuniary (Financial) Interest

There were no Declarations of Pecuniary Interest from Members of the Committee.

6. Community Announcements

Members of the Public Works, Planning, and Development Standing Committee presented verbal reports on matters within their respective areas of responsibility.

Councillor Miriam Mutton joined the meeting at 1:06 p.m.

7. Delegations

7.1 Delegation from Graham Winney regarding Snow Removal

Moved By Mayor Lucas Cleveland

Seconded By Councillor Brian Darling

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council receive the delegation from Graham Winney regarding the removal of snow in Downtown Cobourg for information purposes.

Carried

8. Outside Presentation / Information from Advisory Committees or Task Forces

None.

9. Consent Agenda

Moved By Mayor Lucas Cleveland

Seconded By Councillor Miriam Mutton

THAT the Committee adopt the following recommendations contained within the staff reports on the consent agenda as a single motion.

9.1 Report No. DS-2025-019 from the Manager, Development Engineering Services regarding the Assumption of Services at Clyde Street

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Municipal Clerk to prepare a By-law to assume Municipal services and Infrastructure at 312 Clyde Street, Cobourg, which are all part of Registered Plan 39R-14421 and with the limits as indicated on attached Appendix A and described in the Subdivision Agreement (ND 235596) between the Corporation of the Town of Cobourg and Todd Smith, Deanna Mcleod, 3 Fivesix Corp. dated April 22, 2022, namely the streets known as:

- Eastern limit of 318 Clyde Street (Lot 19) to the western limit of Clyde Street hammerhead (77 meters).

9.2 Report No. DS-2025-020 from the Manager, Development Engineering Services regarding the Assumption Recommendation at 425 King E, Cobourg - Mason Homes

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Municipal Clerk to prepare a By-law to assume Municipal services and Infrastructure at 425 King Street East (Kingswood Towns), which are all part of Registered Plan 39M-947 and with the limits as indicated on attached Appendix A and described in the Subdivision Agreement (ND 218829) between the Corporation of the Town of Cobourg and Mason Homes Cobourg LTD. dated May 10, 2021, namely the streets known as:

- The Northern limit of Orchard Avenue (King Street East Centerline) to the eastern limit of Block 3 (438E Orchard Avenue)

9.3 Report No. DS-2025-021 from the Manager of Planning, Development Review regarding the Zoning By-law Amendment, ZBA-2023-003 867, 869 and 879 William Street

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council approve Zoning By-law Amendment application, ZBA-2023-003 for 867, 869 and 879 William Street; and

FURTHER THAT Council enact the Zoning by-law Amendment included as Attachment 2 of this report.

9.4 Report No. DS-2025-023 from Manager of Planning, Development Review and SGL Consultants regarding Draft Plan Approval – SUB-2024-001 – Cobourg Trails Phase 4A (Tribute)

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Staff to prepare a By-law approving the Draft Plan of Subdivision and Draft Plan Conditions included in the By-law for the Cobourg Trails (Tribute) Phase 4A Lands; and

FURTHER THAT Council approve the addition of the following names to the Town's list of approved street names:

- Solace Road

FURTHER THAT Council approve the use of the following names for streets in the Tribute Phase 4A subdivision as follows:

- Maple Glen Crescent (already approved as part of Phase 3)
- Fradd Street
- Harvey Staples Street
- Dobeney Street
- Solace Road
- Trailsview Avenue

Carried

10. Items Extracted from Consent Agenda

10.1 Report No. DS-2025-018 from the Director, Development and Manager of Planning – Development Review regarding Response to Mayoral Directive (DIR-2025-001) Options and Recommendations for Building more Homes in Cobourg

Moved By Councillor Miriam Mutton

Seconded By Councillor Brian Darling

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council identify four (4) to six (6) items from the staff report for further consideration; and

FURTHER THAT Council direct staff to prepare and present subsequent reports on each of the selected items for further consideration, outlining the steps, required resources, timelines, and other key considerations necessary to operationalize and implement each item.

Amended

Moved By Councillor Miriam Mutton

Seconded By Councillor Brian Darling

MOTION TO AMEND

That Council add the following wording to the third paragraph of the motion:

and that Council direct staff to include any relevant Town documents.

Carried

Moved By Councillor Miriam Mutton
Seconded By Councillor Brian Darling

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council identify four (4) to six (6) items from the staff report for further consideration; and

FURTHER THAT Council direct staff to prepare and present subsequent reports on each of the selected items for further consideration, outlining the steps, required resources, timelines, and other key considerations necessary to operationalize and implement each item and that Council direct staff to include any relevant Town documents.

Amended

Moved By Mayor Lucas Cleveland
Seconded By Councillor Brian Darling

MOTION TO AMEND

That Council replace the wording in the second paragraph of the motion with the following:

NOW THEREFORE BE IT RESOLVED THAT Council identify the following items for further consideration:

1. Expand Pre-Zoned Intensification Areas
2. Streamline and Digitize Planning/Development Approvals
3. Apply for Provincial and Federal Funding and Investment Programs
4. Consolidate Public Consultation for Minor Applications
5. Create Standardized Development Agreements

Carried

Moved By Councillor Miriam Mutton
Seconded By Councillor Brian Darling

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval in the Items Extracted from Consent Agenda.

NOW THEREFORE BE IT RESOLVED THAT Council identify the following items for further consideration:

1. Expand Pre-Zoned Intensification Areas
2. Streamline and Digitize Planning/Development Approvals
3. Apply for Provincial and Federal Funding and Investment Programs
4. Consolidate Public Consultation for Minor Applications
5. Create Standardized Development Agreements; and

FURTHER THAT Council direct staff to prepare and present subsequent reports on each of the selected items for further consideration, outlining the steps, required resources, timelines, and other key considerations necessary to operationalize and implement each item and that Council direct staff to include any relevant Town documents.

Carried

10.2 Report No. DS-2025-022 from Planner I regarding Replacement of 3rd Storey Windows at 2 King St. W/239 Division Street

Moved By Mayor Lucas Cleveland
Seconded By Councillor Brian Darling

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council approve HP-2025-028 for the replacement of twelve (12) third-storey windows to match the remainder of the windows at 2 King St. /239 Division St.

Carried

11. Notice of Motion

None.

12. Departmental Updates/Discussion

Directors provided information and updates to the Committee and the public on Divisional areas.

13. Adjournment

Chair, Councillor Darling called for adjournment at the completion of all items on the Agenda at 2:40 p.m.

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