



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.



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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