

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
<b>Submitted by:</b>	Brent Larmer, Municipal Clerk/ Director, Legislative Services Legislative Services Division <a href="mailto:blarmer@cobourg.ca">blarmer@cobourg.ca</a>	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	January 30, 2023		
<b>Report No.:</b>	Legislative Services-089-23		
<a href="#">Submit comments to Council</a>			

**Subject/Title:      Sleeping Cabins – Use of Municipal Land and Licensing Agreement Interim Report.**

## RECOMMENDATION:

THAT Council receive this staff report for information purposes; and

FURTHER THAT Council considers and provides direction on one of the following options:

FURTHER THAT Council authorize the use of municipally owned land located at 206 Furnace Street, Cobourg, by Green Wood Coalition, to permit the establishment of multiple temporary residential facilities known as the Sleeping Cabin Pilot Initiative for a Six (6) month trial period; and

FURTHER THAT Council, as the property owner of 206 Furnace Street, permit Green Wood Coalition through their Northumberland Sleeping Cabin Collective Group to proceed through the planning processes with the Town's Planning Department, including providing consent as the owner to apply for a minor variance application and a site plan application for the subject property; and

FURTHER THAT Council authorize the Legislative Services Division to engage the Town's Municipal Solicitor to draft a Licensing Agreement to be presented to Green Wood Coalition to provide for the temporary use of the land for a specific purpose of the operation of a Sleeping Cabin Pilot for Twelve (12) sleeping cabins, a bathroom and kitchen facility including all associated provisions for the use of the land as outlined in said agreement and to be brought back for approval by Council when accepted by the Green Wood Coalition; and

FURTHER THAT Green Wood Coalition through their Northumberland Sleeping Cabin Collective Group provide Staff with a detailed operation plan which provides for a safe and functional facility while ensuring program participants are supported with programming and services with a view towards achieving independence with a relationship with the County of Northumberland Social Services;

**OR**

THAT Council receive this staff report on the proposed Sleeping Cabin Pilot initiative for information purposes; and

FURTHER THAT Council does not permit and authorize the use of municipally owned land to permit the establishment of temporary residential facilities known as the Sleeping Cabin Pilot Initiative for a Six (6) month trial period.

## **1. STRATEGIC PLAN**

Not Applicable.

## **2. PUBLIC ENGAGEMENT**

At the current time a specific community engagement has not been conducted on the Sleeping Cabin proposal that has been presented to take place on municipally owned property. Since the NSCC made their presentation to Cobourg Council in December 2022, the Town has received correspondence and inquires on what the next steps of the process will be and has received letters from members of the public for and against the proposal and initiative.

This Staff report has been published ten (10) days in advance of the Committee of the Whole Council Meeting and the report has made available to the public for comment and an opportunity to apply to the Town Clerk to be registered as a delegate in order to address Municipal Council prior to making their decision.

## **3. PURPOSE**

The purpose of this report is to provide Council with an update and next steps on the proposed six (6) month Sleeping Cabin Pilot proposal submitted by the Northumberland Sleeping Cabin Collective for use of municipally owned land located at 206 Furnace Street Cobourg.

The intention of this Staff report is to provide a high-level summary for Council to consider in their decision and outlining next steps on the proposal. This report is also seeking authorization from Council to provide permission to Greenwood Coalition to start the submission stage on the sleeping cabin proposal on municipal property, including a minor variance application and a site plan application for the proposal, should that be the decision of Council.

#### 4. ORIGIN AND LEGISLATION

Ontario is the only province in Canada where municipal levels of government hold responsibility for human services such as social assistance, childcare, and housing. This is a strength of this system as it presents opportunities to prioritize local issues, create innovative solutions to local problems, and build strong partnerships. A weakness to this approach is that some of the funding for these large and complex programs is dependent on the municipal tax base, and as the Town of Cobourg is not alone on, the cost of living is rising and keeping costs low is a balancing act that occurs on a regular basis for our residents.

As a result of the current policy on human services, decisions at the federal and provincial level can create significant cost implications for local governments. When the provincial government makes program or policy decision across health, justice, youth, or social systems the impact can be felt locally. Individuals and families experiencing homelessness can often need help from multiple service systems which are not naturally connected at the local level. Additional resources from other levels of government are needed to ensure that those who require vital social services can access them quickly within their home community and there is an adequate supply of housing to address growing needs and waiting lists.

The Town of Cobourg does not receive any funding for homelessness or social services or any funding that would produce sustainable strategies that meet the highest need in the Cobourg community and most individuals experiencing homelessness in Cobourg require permanent supportive housing with a range of 24/7/365 supports.

On November 17<sup>th</sup> 2022, Staff were approached by the Cobourg Sleeping Cabin Collective (NSCC) on their proposal for the first time which was submitted as a alternative to encampments and an answer to emergency sheltering need in the County of Northumberland. The NSCC asked for advice and information from municipal staff on their plans for the community led project within the community. Municipal staff provided general information and high-level comments on the proposal and have been working with the group on their questions and requests ever since as well as meeting them onsite at certain locations.

As part of staff's due diligence in supporting Council's decision in an informative matter, staff retained a legal opinion on Homelessness and Social Services related to legislative allocation and responsibilities between local area municipalities and Upper-tier (County) Responsibilities. The full opinion is attached to this report as **Appendix "A"**.

Given recent challenges, pressures, and community discussions in the Town of Cobourg within areas of homelessness and social services, staff found it prudent to provide Council with an overarching review of the legislative allocation of roles and responsibilities of local area municipalities (being the Town) and the upper-tier (being the County) responsibilities when it comes to social services and

homelessness authorities. This is the first time that a Cobourg Council and Cobourg residents are receiving a fulsome report on the areas of mandatory responsibility where the effects of homelessness have been specifically allocated by legislation to the County of Northumberland (the “County”), as well as areas of permissive authority where either the County, a local municipality (such as the Town), or both municipalities may act in relation to homelessness.

The legal opinion explains that there are several comprehensive legislative schemes for the provision of social housing, income support, and public health services that directly relate to issues connected to homelessness. *The Housing Services Act, 2012* assigns responsibility for housing and homelessness services to the County, funded in great part by inter-governmental agreements. As such, the Town’s legislative role in providing homelessness services is limited.

Although the Northumberland Sleeping Cabin Pilot is proposed to be operated and organized by a local community organization and non-profit, the Town through the request from NSCC would only be contributing and donating land for the intended use of a temporary housing model to those experiencing homelessness as an emergency housing response, which is a responsibility of Service Manager who in this case is the County of Northumberland.

## 5. BACKGROUND

On December 19<sup>th</sup> 2023, the Northumberland Sleeping Cabin Collective (NSCC) made a delegation to Municipal Council its Regular Council Meeting. The NSCC delegation information package is attached to this staff report as **Appendix “B”**

The NSCC’s ask of Cobourg Council was the following:

*We are asking the Town of Cobourg to donate temporary use of land for the Sleeping Cabin Village for a 6 month period. Our non-profit is able to handle the fundraising, management, operation, labour and resident selection for the site. Our goal is to have a site in Cobourg that is close to services and transportation. The land will need to be approximately 13,000-15,000 sq ft to accommodate 10-12 cabins plus supporting shared washroom and kitchen (if not already present on that particular site). The land will need to have electricity and water servicing in place.*

The following resolution was approved at the December 19, 2022 Regular Council Meeting as a delegation action that was presented by the Northumberland Sleeping Cabin Collective on a proposed Sleeping Cabin Pilot Project to on municipally owned property:

Moved By: Councillor Aaron Burchat  
Seconded By: Deputy Mayor Nicole Beatty

*THAT Council receive the delegation from the Northumberland Sleeping Cabin Collective for information purposes; and*

*FURTHER THAT Council direct staff to draft a licensing agreement with the Northumberland Sleeping Cabin Collective through Green Wood Coalition for temporary use of the Memorial Arena parking on Furnace Street as outlined in the presentation for the purpose of a six-month pilot project to be brought back to council for consideration; and*

*FURTHER THAT staff identify any by-laws, permits, and authorizations required so that Council can approve items in a timely manner so the project can proceed; and*

*FURTHER THAT the report includes any and all Zoning By-law, Ontario Building Code and Municipal By-laws that the organization would need to consider as part of the licensing agreement; and*

*FURTHER THAT Council direct staff to schedule a pre-consultation meeting between Green Wood Coalition - Northumberland Sleeping Cabin Collective and the Town of Cobourg Development Review Team as soon as possible; and*

*FURTHER THAT Council direct staff to waive the \$770 consultation fee*

## **6. ANALYSIS**

The Northumberland Sleeping Cabin Collective (“NSCC”), a non-profit organization under the legal entity of Green Wood Coalition, is proposing a 6-month pilot project that would involve housing 10-12 people in individual heated and insulated cabins that are 8 feet by 10 feet in size, each with space for a bed and some belongings. The cabin community is proposed to be fenced. Kitchen and sanitary facilities are proposed to be located in a separate, communal building, in one of the following formats: (1) shared kitchen/washrooms and showers in an existing building, or (2) portable plumbing facilities and a trailer for a kitchen to be shared by the residents.

This staff report is being provided to Council as an interim update on the request from the NSCC for the use of the land located at the Memorial Arena lands, municipally known as 206 Furnace Street, which is located at the northwest corner of Furnace Street and Victoria Street (See Figure 1 below):





**Figure 1 – Map of the subject Lands**

Following the delegation and Council's direction on December 19, 2022, Planning Staff reached out to the NSCC and provided the application form and process for the purposes of holding a pre-consultation meeting.

The proposed site plan sketch submitted with the request is included as an attachment to this report. The pre-consultation meeting was held January 11, 2023, with follow up discussion and points of clarification on planning matters held between the NSCC and Planning Staff. A pre-consultation checklist was issued in **draft** form on February 1, 2023, in the event that changes are required as a result of Council direction regarding the use of municipal property.

The pre-consultation meeting was attended by a number of staff and agency partners. Pre-consultation is a requirement under the *Planning Act*, the Official Plan and Council has also passed a By-law making pre-consultation a mandatory step in the development process. This step allows the applicant and staff to discuss the proposal, discuss concerns, by-law conformity, and design guidelines. The issuance of a pre-consultation checklist is a formal record of pre-consultation and

assists both the proponent prepare a complete application and is a guidance document for Staff once the application is submitted.

In preparing for the pre-consultation meeting it was necessary to determine the necessary *Planning Act* applications should this proposal advance. A preliminary zoning review was completed and it was determined that while the subject lands are zoned “Institutional” and permits an “Emergency Care Establishment” a minor variance would be required. The extent of the minor variance (as it relates to the use of the lands) would be limited to the aspect of duration of time only ie...allowing the individual occupants to be there for the duration of the entire pilot project versus “generally less than a week for a majority of residents” which is explicit in the definition. For greater clarity, the minor variance wouldn’t be a debate on whether a shelter (emergency care establishment) should proceed as a shelter is clearly permitted, the variance would be specific to enabling an individual to stay in a cabin for the duration of the pilot versus a shorter period of “generally less than a week”.

Planning Staff offer some points to consider as it relates to the Minor Variance application:

- For the minor variance, a decision would lie with Committee of Adjustment, not Council – Staff are in the midst of onboarding a new Committee of Adjustment;
- Those residents within 60 m (200 ft) would be notified of the public hearing;
- The principle nature of the minor variance would be limited to the aspect of duration of time only i.e....allowing the individual occupants to be there for the duration of the entire pilot project versus “generally less than a week for a majority of residents”;
- Planning Staff identified other regulations to address i.e. setbacks, parking and eliminating outside storage;
- 3<sup>rd</sup> party appeal rights by neighbouring residents have been stripped by Bill 23;
- A minor variance application is anticipated to take no longer than 8 weeks, pending no appeals.

Planning Staff offer some points to consider as it relates to the Site Plan application:

- The approval of Site Plan applications is delegated to Staff;
- There is no prescribed public engagement process for Site Plan applications;
- Site Plan approval is the approval of detailed design drawings and entering into a development agreement with the applicant;
- Matters to consider under Site Plan approval include:
  - i. Detailed site plan to demonstrate zoning conformity
  - ii. Grading and Servicing Plans
  - iii. Utilities, electrical, lighting
  - iv. Fencing, security, layout to accommodate emergency response

- One of the major items to resolve during the development process would be to ensure the setup is as temporary as possible given the request for a six (6) month pilot – however there are some elements that must be installed as if it were a long term use (i.e. connection to water services);
- Given the requested use – the topic of security, access, emergency response is top of mind. Should this proposal advance, site plan approval should be thoroughly vetted by emergency response staff;
- Only the applicant can appeal a site application in the event it is not approved within sixty (60) days – however appeals on site plan applications are not common, and it often takes much longer than six (60) days to review and approved a site plan application. Timeframes depend significantly on the quality of the applicant's submission.

A pre-consultation checklist was issued in draft form on February 1, 2023, in the event that changes are required as a result of Council direction regarding the use of municipal property.

The pre-consultation checklist outlined the complete application requirements for a Site Plan Control application (SPA) and noted a Minor Variance application would also be required for the use. The Development Review Team (DRT) noted the complete application requirements for SPA are a functional servicing report, architectural site plan, elevation drawings, lighting/photometric plan, electrical site plan and a noise study due to the nearby railway and industrial uses. The DRT included comments to ensure the proposal is temporary in nature in relation to items such as fencing, structures, and servicing. Further details will need to be provided to the DRT for review including sanitary servicing, storage, and garbage collection.

The planning application fees were also identified within the pre-consultation checklist. Currently, the Minor Variance application fee is \$1,100, plus \$750 deposit. The Site Plan Control application fee is \$3,850, plus \$2,000 deposit. The deposits are used to cover external costs, such as legal fees, newspaper notices, creation of property signs, etc. Any remaining deposits not used are refunded to the applicant.

Prior to moving forward with submitting planning applications, the NSCC (operating under Green Wood Coalition) will require Council endorsement for the licensing agreement, use of Town property, and authorizing the applicant to make applications on municipal property as required by the *Planning Act* as the NSCC is not the registered owner of the subject lands. Staff are looking to receive this direction on the planning matters prior to moving forward with commencing further discussion and approval of the licensing agreement on the Furnace Street property.



## Licensing Agreement Consideration:

A license agreement is a type of agreement that permits one person to use another person's property. It differs from a lease agreement in that it does not create any "legal interest" or right in the land; it is purely a personal agreement.

Pursuant to Section 9 of the *Municipal Act, 2001*, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act. This section provides the authority for the Town to enter into a licensing agreement with Green Wood Coalition.

The essential provisions of any licensing agreement includes a description or sketch of the property, the use or uses which the property may be used for and any restrictions on uses, the term of the license (i.e., time period), and any license fees.

For this license agreement in particular for the sleeping cabins proposal, Municipal Staff and in consultation with legal would suggest the following additional provisions above the common elements of a typical licensing agreement:

- **Legal Authority** – a clause that states the Town has the legal authority to make grants in the form of a license of land under s. 107(2)(c) of the *Municipal Act, 2001*, and the agreement is being entered into pursuant to that authority;
- **Not an interest in land and not a residential tenancy** – explicit term that this agreement does not create an interest in land and that the Town is not a landlord for the purposes of the *Residential Tenancies Act*.
- **Permitted Use** – this clause will state what uses are permitted on the lands and under what conditions (if any), namely, the sleeping cabin proposal;
- **Restricted Uses** – this clause will prohibit certain specific uses, which in this case would essentially be anything other than the sleeping cabin proposal;
- **Right of Entry** – the grant of the license would be "non exclusive" and give the Town to re-enter for any reason, including but not limited to conducting inspections
- **Planning Approvals, Construction** – this would place an obligation on the proponent to obtain any and all approvals required to use or construct on the lands in accordance with applicable law. This can specifically require the proponent to submit certain plans or construction drawings the Town sees fit;
- **Maintenance and Repair** - obligations of the proponent, including baseline safety and security provisions, and any remedies for default;

- **Insurance** – the proponent should be required to maintain general commercial liability insurance to cover all risks, naming the Town (incl. officers, employees, agents etc.) as an additional insured, in an amount the Town deems sufficient (\$5 – 10 mil is common). We would also want the proponent to maintain the insurance policy in good standing and allow the Town to renew on behalf of the proponent and at the proponent's cost.
- **Limitation of Liability** clause to limit the Town's potential exposure to liability;
- **Indemnification clause** requiring the proponent to indemnify, defend and save harmless the Town (incl. officers, employees, agents etc.) in the case it is sued in relation to the proposal;
- **Default** – if the proponent is in violation of any of the terms of the agreement, this clause would give the Town certain rights and remedies. The basic structure of this provision would give the Town the right to identify defaults and give particulars of what corrective action is needed, enable the proponent to correct the default within a particular time frame, failing which the Town would have remedies. Town would consider including "self help" remedies (like the ones found in development agreements) allowing the Town to correct the default and demand payment from the proponent.
- **Termination** – this would specify the Town's right to end the agreement, for cause or without cause.
- **Dispute Resolution** – there would be a clause providing that any disputes under the agreement be resolved through arbitration proceedings;
- **Securities** – the Town may wish to consider whether it will require the proponent to post securities (cash, letter of credit) in the case there is some default requiring a remedy;
- **Independent Legal Advice** – the Town may wish to consider a term that indicates the proponent has had the opportunity to obtain legal advice or waive their right to legal advice before entering into the agreement.

In addition to the terms and provision on the use of the land through the agreed upon Licensing Agreement, the NSCC will still be required to adhere to all municipal regulatory by-laws that are in place, including property standards, clean yards and lot maintenance by-law, noise by-law and any other related property by-laws that are enforceable within the Town of Cobourg.

Once direction is received for the authorization of the licensing agreement, staff will prepare a draft and report back to Council with the final version for approval and authorization for signing. Staff also expects that there may also be negotiations back and forth with the NSCC on the contents of the Agreement.

## **Northumberland County as Service Manager – Homelessness and Housing:**

The County of Northumberland is the Service Manager within the County of Northumberland and has the responsibility for system planning related to Housing and Homelessness.

As noted in the Northumberland County Housing and Homeless Plan, the County, as Service Manager, is primarily responsible for the provision of subsidized housing and the administration of funding from senior levels of government. The County is also responsible for administering homelessness programs. In addition, the County establishes the policy and regulatory framework which guides the development of housing throughout Northumberland.

The County of Northumberland on the issue of homelessness and housing, has created through engagement strategies the development of the ten (10) Year Housing and Homelessness Plan, the Affordable Housing Strategy and the Community Safety and Wellbeing Plan to help identify priorities and strategies in these areas.

As reported in a recent staff report to County Council, the County continues to align system planning and service orientation with the stated priorities defined in various strategies. Ongoing engagement, planning and case conferencing continues at various local working tables and committees. Some examples include the Homelessness Leadership Table and Affordable Housing Strategy Implementation Working Group. The County is also responsive to the expressed concerns of local members, citizens and organizations within the communities.

The County receives Homelessness Prevention Program (HPP) funding from the Province to provide affordable housing and support services for people at risk of or experiencing homelessness. Accountability mechanisms with both federal and provincial homelessness funding include the requirement to operate with a Coordinated Access System (CAS) using a ByName Priority List (BNPL) to match individuals and families with housing opportunities that meet their needs. Community outcome measurements are also required. The County has the flexibility to use allocated funding for certain eligible services which must be provided in an investment plan and approved by the Ministry of Municipal Affairs and Housing (MMAH). Outcome categories for the HPP funding are: Preventing and Diverting Homelessness Addressing Homelessness and Reducing Homelessness.

Municipal Council should take into consideration the above when making the decision to grant permission for this type of use and pilot program of emergency shelter housing and allowing for this use being licensed and permitted on municipally owned land. Council should consider making it a priority or a requirement that the County of Northumberland, being the Service Manager to also provide support or a partner, or willingness to participate in this type of pilot program as it relates to a sheltering alternative to support those that are currently unsheltered in the community.

In speaking with the NSCC, a formal social and health service support program has not been formally coordinated or developed, although staff have been provided a list of those local agencies that are willing to support a wraparound services approach in the pilot community and also there was some detail provided within the NSCC delegation material. Council should also take into consideration that without formal planned oversight, operating parameters, and established commitments from social and health care service providers, a sleeping cabin project may become a challenge for the community and not achieve the homelessness system-level objectives of ending chronic homelessness.

As part of the Licensing Agreement, Council should consider the requirement to submit information on participation and outcomes related to the ultimate goals of assisting individuals who are utilizing the program to the County Social Services. An example is making sure that the residents utilizing this pilot are participants that have been added to the By Name List managed by the County which is a real-time list of all those who are homeless in the community who can receive the supports that they need.

### **Transition Plan**

In addition to considering the County of Northumberland role in this proposal, Municipal Council should also consider requiring the incorporation of a transition plan with the NSCC when the six (6) month trial has concluded. This could include a three (3) month check in meeting to follow up with the NSCC on the land use and to measure short term success and if the NSCC is looking to extend their use beyond the six (6) month pilot. Also, the transition plan should include the plan on the removal of the sleeping cabins and other structures or temporary fixtures, but also making sure that the NSCC has developed individual transition plans making sure that all residents that are using the space are not provided with supports and temporary locations when the pilot is concluded or are provided more permanent housing options.

### **Recent Superior Court of Justice Decision:**

As preparing this staff report, a recent decision from the Superior Court of Justice in Ontario issued a decision related to encampments within publicly owned lands. Staff thought it important to mention the recent decision in this staff report for Council. Staff are still reviewing its findings and reviewing current practices and protocols. Below is a summary of the decision in brief detail.

On January 27, 2023, the Ontario Superior Court of Justice issued a decision stating that municipal by-laws that prohibit people experiencing homelessness from erecting encampments could be unconstitutional if there are not appropriate shelter alternatives available.

The Court heard an application from the Region of Waterloo regarding their enforcement of a municipal by-law for an encampment on a vacant municipal lot. The Region's by-law prohibits certain activities on municipal lands, including

erecting a structure. The by-law is applied in two-steps. The first step requires staff to provide outreach to encampment residents to assist them in accessing housing alternatives, and the second is to pursue enforcement through providing notice to vacate, after all other options have been exhausted.

The Region's application seeks a declaration that those living on the property are in breach of the by-law together with interim and final orders restraining and enjoining them from breaching the by-law by remaining on the property pursuant to Section 440 of the Municipal Act.

The court accepted evidence that the number of people experiencing homelessness in the Region of Waterloo at the time exceeded the shelter capacity.

Justice Michael J. Valente ruled that the Region's by-law is "inoperative" until the Region is able to provide "accessible" shelter space, stating it must "meet their diverse needs". He writes that, "despite the Region's past and current impressive efforts to accommodate its homeless population, there are not sufficient shelter spaces".

The ruling further states that the by-law violates section 7 of the Canadian Charter of Rights and Freedoms which protects the right to life, liberty and security of the person. Providing adequate shelter is a necessity of life, and denying the ability to erect a shelter violates the right to life. It states that preventing people experiencing homelessness from sheltering "interferes with the population's choice to protect itself from the elements and is a deprivation of liberty within the scope of section 7", and that eviction would amount to "deprivation of the security of the person".

The decision may yet be appealed, but it may set an interesting precedent regarding the enforceability of municipal by-laws that constrain the use of public space while there is inadequate housing in the province, putting pressure on all levels of government to provide appropriate housing supports.

The Superior Court decision can be found at the following link:

[The Regional Municipality of Waterloo v. Persons Unknown to be Ascertained, 2023.](#)

## **7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS**

There are no financial implications related to this specific staff report. The proposal and the request from the Sleeping Cabin Collective is a unique request related to land development and staff have received advise from the Town's legal counsel both orally and written.

It is anticipated that if Council agrees to allow the project and pilot to move forward, Staff will require the support of legal to assist with the drafting of the Licensing Agreement.

In addition, the Sleeping Cabin pilot will be on municipal property, and the provisions of the agreement will need to be managed by staff as the property owner, such as following up with the NSCC on requirements, following up on requests from the NSCC, and responding to inquiries or questions from the public. All of these actions will require Staff time and resources.

## **8. CONCLUSION**

At this time, sleeping cabin projects are a developing homelessness solution that tend to be community-led initiatives as they are outside the scope and mandate of established homelessness services programs which are traditionally in the form of emergency shelter facilities.

In conclusion, Staff are looking for direction from Council to provide the NSCC with permission to utilize the requested municipally owned property located at the proposed Furnace Street property and if permission is provided, the NSCC can proceed to apply for a minor variance application and a site plan application for the subject property.

Once these applications are submitted and reviewed, should the minor variance be approved by the Committee of Adjustment, the Clerks Department will bring forward the Licensing Agreement draft to Council approval and following the approval of the Agreement, a by-law will be brought forward, authorizing the Mayor and Municipal Clerk to enter into a Licensing Agreement with Green Wood Coalition for the use of the Municipal Land for the six (6) Northumberland Sleeping Cabin Pilot Program.



## Report Approval Details

Document Title:	Sleeping Cabins - Use of Municipal Land and Licensing Agreement - Legislative Services-089-23.docx
Attachments:	<ul style="list-style-type: none"><li>- Opinion letter to Town of Cobourg re Social Services and Homelessness (51308433.5)_Redacted.pdf</li><li>- NSCC Cobourg Delegation Report FINAL.pdf</li><li>- Proposed Site Plan Sketch discussed at Jan 11 2023 Preconsultation Meeting.pdf</li></ul>
Final Approval Date:	Feb 9, 2023

This report and all of its attachments were approved and signed as outlined below:

**Tracey Vaughan, Chief Administrative Officer - Feb 9, 2023 - 2:01 PM**