

City of Duncan

Temporary Use Permit (TUP) Process for Temporary Housing

Pre-application meeting

Potential applicants arrange a pre-application meeting with staff which may include sensitive conversations regarding:

- Property availability
- Property ownership/ privacy concerns
- Discussion of application process risk

Application

Staff provide the application form at the pre-application meeting or upon request. The applicant provides a complete application, including documents such as site plan, operating plans, security plan, parking logistics, detailed implementation information, including a description of measures that will mitigate any negative impacts that operation of the temporary housing or shelter may have on the surrounding commercial and residential neighbourhoods (e.g. hours of operation, cleanup plans for the area, supporting agencies, etc.).

Confidentiality

Staff maintains confidentiality of the location and details of operation until released by the applicant for public information meeting/ process.

Consultation

The applicant consults with the neighbourhood and broader community.

Council is provided the same information as members of the public (e.g. if the neighbourhood only is provided a mailout invitation to an open house, where the location details will be provided at the open house, then Council is provided only the same information).

- The applicant is encouraged to meet directly with the immediate neighbours
- Council is welcome to attend any open houses or other public meetings to observe, but is asked not to be involved in the discussion.
- Staff will attend the public meetings to observe, and answer questions as to process, not speak to the application details.
- Applicants may submit additional information on the results from the public meeting, to substantiate their application, to incorporate feedback from the neighbourhood, or withdraw the application, at their discretion.

Public Notice

Staff provide notice to the neighbourhood (within a 60 m radius), and in the newspaper, to formally advise of the date when Council will consider whether to issue the TUP. The notice includes that at the meeting Council will provide an opportunity (like with a Development Variance Permit) for public comment (not a formal public hearing), and that feedback can also be provided in writing or by email.

Staff report to Council

Staff write a report to Council summarizing the process, application requirements, feedback received with a recommendation and proposed conditions for the TUP.

Council Consideration

Council decides to approve or deny the application for the TUP, or to refer to the applicant with suggested amendments or require further consultation.

The above process is meant to ensure a fair and respectful process. Staff work to provide a transparent process whereby Council and the community are treated fairly regarding both timing and information.