

Temporary Shelter & Seasonal Planning



Understanding the work behind a small seasonal shelter—from site identification and land-use approval to operations, neighbourhood planning, funding, and accountability.

A shelter does not begin when the doors open. Long before that point, a location must be secured, the proposed use reviewed, an operating plan developed, funding confirmed, and safety and community responsibilities clearly documented.

How Planning Works Behind the Scenes

The Task Force and its partners assess potential sites for access, transit, utilities, surrounding uses, emergency response, neighbourhood impacts, and whether the current zoning permits temporary shelter use.

Temporary Use Permits

A Temporary Use Permit (TUP) can allow a use that is not otherwise permitted by a zoning bylaw. The local government may attach conditions dealing with the duration, location, buildings, operations, restoration of the land, security, or other site-specific requirements. A TUP is not automatic approval; it requires an application, staff review, public notice, and a decision by Council.

When an OCP Amendment May Be Needed

A municipality's Official Community Plan identifies where temporary uses may be considered. If a proposed site falls outside those designations, an OCP amendment or another land-use process may be required, adding public consultation and decision points.

What a Complete Plan Covers

- Who the shelter serves and how spaces are accessed
- Operating dates, hours and seasonal triggers
- Staffing levels, training and supervision
- Safety, overdose response and emergency procedures
- Good Neighbour Agreement and public contact process
- Transportation, belongings, pets and accessibility
- Meals, sanitation, washrooms and waste management
- Incident documentation and program evaluation
- Budget, insurance, contracts and site restoration

1 · SITE

Owner consent, location review, zoning, utilities and access.

2 · APPLICATION

Plans, rationale, operating model and technical information.

3 · REVIEW

Staff analysis, referrals, public notice and Council consideration.

4 · DELIVERY

Funding, staffing, permits, agreements, opening and monitoring.

Official Resources

[B.C. Local Government Act — Temporary Use Permits](#)

[City of Parksville — Planning & Department Contacts](#)

[City of Parksville — Mayor & Council](#)

[BC Housing — Homelessness Services](#)