



Establishing a Child Care Facility Within the District of North Vancouver District of North Vancouver

Sustainable Community Development - 355 West Queens Rd, North Vancouver, BC V7N 4N5
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General Information

Child Care in the District of North Vancouver is regulated by the *Child Care Facilities Business Regulation Bylaw (Bylaw 6724)*.

All child care facilities in the District of North Vancouver must comply with municipal and provincial regulations. As part of the municipal approval process, facilities providing care for more than two children unrelated to the caregiver must obtain a business licence. Registered non-profit societies providing child care services require a business licence, but are not charged a license fee.

The regulations and the process to obtain approval vary with the site of the facility (i.e. residential / school classroom / commercial space), the capacity of the facility and whether or not it is a new or existing building. (There is a significant increase in requirements for a facility providing care for more than 8 children).

Types of Child Care Facilities

In the District, a child care facility is defined as any premise used for group child care, family child care, preschool, school age care, multi-age care or occasional child care. For more information of the types of child care services and Provincial Regulation regarding child care, please contact the North Shore/Vancouver Coastal Health Authority, Community Care Facilities Licensing Department at 604-983-6700, or visit the provincial website: http://www.health.gov.bc.ca/ccf/child_care.html

Zoning Requirements

Child care facilities are permitted in the following zones in the District: residential, commercial, industrial and public assembly. Please note that a single-family residential building may **not** contain both a child care and a secondary suite (*Bylaw 6922*).

Applications are subject to a review by the Community Planning Department and must be in compliance with all applicable municipal and provincial regulations.

Building Code Requirements

Child care facilities must meet municipal and provincial *Building Code* requirements. The requirements vary depending upon the number of children in care. Child care facilities providing care for more than 8 children must comply with *Building Code* requirements for 'assembly occupancy'. See the Development Services Bulletin: Building Code Requirements for Child Care Facilities for more information.

Approval Process

Step #1 Contact North Shore, Vancouver/Coastal Health Authority

The first step to establish a facility in the District of North Vancouver is to contact the North Shore/Vancouver Coastal Health Authority, Community Care Facilities Licensing Department (Tel: 604-983-6700) Your Licensing Officer will provide you with information on licensing a facility and basic physical requirements.

Step #2 Complete your Background Homework

- Needs assessment
- Facility and Business Plan
 - If building upgrades are needed, talk to a Building Code consultant
- If a public meeting is required, talk to your neighbours about your plans.

Step #3 Complete Community Care Facilities Application

After reviewing the information provided by your licensing officer and locating a suitable site, you must complete and return the *Community Care Facilities Application* form to the North Shore/Vancouver/Coastal Health Authority, Community Care Facilities Licensing Department.

Step #4 Licensing Officer Contacts the District of North Vancouver

The community care facilities licensing officer reviews your application and then sends a letter to the District of North Vancouver Building Services Department requesting all necessary inspections and reviews to be done.

Step #5 Submit District Business Licence Application with Fee Payment

Apply for a business licence at the District Building Department. As part of the municipal approval process, facilities providing care for two or more children unrelated to the caregiver must obtain a business licence. However, non-profit child care societies applying for a business licence will not have to pay a licence fee.

If you are proposing to provide **child care in your single family home**, a Public Meeting or Public Hearing may be required to comply with the CCFBRB. (Please refer to the section in this document regarding Public Consultation for Child Care in Residential Zones)

Step #6 Inspection and Review

After receiving the request letter from VCH, you will be contacted by the District's community service clerk to arrange inspections by building, mechanical and electrical Inspectors. Inspectors will advise you of any deficiencies that may need to be corrected. Scheduling a re-inspection (if required) occurs when you, the applicant, contact the service clerk, notifying that the facility's deficiencies have been fixed and ready to be re-inspected.

Please note: For child care providers wanting to open or expand their business in a single family home to more than 8 children, increased building code requirements will apply. As such, it may be necessary to hire an architect and/or engineer to prepare plans to be submitted to the North Shore, Vancouver/Coastal Health Authority, Community Care

Facilities Licensing Department and District Building Department. If you are in a rental home or building you must demonstrate you have the land owner's approval to proceed with renovations.

Step #7 Obtain Provincial Community Care Facilities License

At the same time that the District is inspecting and reviewing your child care facility, your Community Care Facilities Licensing Officer at Vancouver Coastal Health, will continue working with you to meet the additional standards as set out in the *Community Care and Assisted Living Act* and the *Child Care Licensing Regulation*. When all provincial and municipal requirements have been met, your facility will receive, from the Community Care Facilities Licensing an **Interim Permit** and subsequently, a permanent **Provincial Community Care Facilities Licence**.

Public Consultation for Child Care in Residential Zones

Why is a Public Meeting held?

A Public Meeting is required by the *Child Care Facilities Business Regulation Bylaw*, if, an individual is proposing to provide child care in their home **for 11 to 20 children** in a day. A Public Hearing is required if an individual is proposing to provide child care in their home for **more than 20 children**.

A Public Meeting may be held if recommended by the Community Planning Department and approved by Council, for a home-occupied child care providing care for **9 or 10 children**. Staff may recommend to Council that a Public Meeting be held where there are concerns about the location of the child care and the impact on either the health and safety of the children in care or on the community.

The Public Meeting/Hearing provides Council with information to assess whether or not they will approve the issuance of a business licence for child care at a subsequent regular Council Meeting.

What is a Public Meeting / Hearing?

A Public Meeting is a meeting that is held in Council Chambers with Council in attendance, to provide all interested residents an opportunity to express their opinion respecting a proposed business licence application to establish Child care in a residential zone.

A Public Meeting is required if an individual is proposing to provide child care in their home for more than 10 children **(to a maximum of 20)** in any one day. Staff may also recommend to Council that a Public Meeting be held for a child care with nine or ten children where there are concerns about the location of the child care and the impact on either the health and safety of the children in care or the community. At a subsequent Regular Council Meeting, Council either approves or rejects the business licence application.

If the applicant wishes to provide child care in their home for more than 20 children, a Public **Hearing** will be held instead of a Public **Meeting**. The process is similar to a Public Meeting, except that whenever a Public Hearing is held, the District of North Vancouver has to comply with provincial regulations around public notification and receipt of submissions

from the public (see District of North Vancouver's *Coming to Public Hearings* information document). Council will expect to hear from the applicant how they will minimize the impact of the child care program on the neighbourhood.

Who attends the Public Meetings /Hearings?

Any interested resident is welcome to attend the Public Meeting or Hearing. A letter is sent to all resident/owners of properties within a 50 metre radius of the proposed home occupied child care and the Neighbourhood Community Association, advising them of the purpose, date and time of the Public Meeting/Hearing. In the case of a Public Hearing, a notice regarding the Public Hearing is placed in the *North Shore News*. Additionally, the applicant a sign on their property (at their expense) notifying neighbours of the upcoming hearing. The sign would have to be prepared in accordance to the District's specifications.

What happens at a Public Meeting / Hearing?

The following is a general guide to the procedure followed at a Public Meeting/Hearing. See *Coming to Public Hearings* for more information.

The applicant of the proposed home occupied child care and members of the public indicate their desire to address Council by signing the **Speaker's List** prior to the commencement of the Public Meeting. If applicable, speakers may indicate whether they support or oppose the establishment of the child care.

1. The Mayor (or designate) will call the meeting to order.
2. A staff member will speak briefly on the proposed child care using the *Planning Guideline for Child Care in Single Family Zones*.
3. The Mayor calls individuals according to the Speakers List and if applicable will alternate between those opposed and those in support of the application. The maximum time allotted to each speaker is 2 minutes.
4. Council may ask questions of speakers.
5. In addition to hearing from residents, the Public Meeting provides an opportunity for the applicant to outline the proposed child care: hours of operation, ages served, special services i.e. part-time care, etc. and address any concerns which may have been expressed.
6. The Mayor will close the Public Meeting after all those who have indicated a desire to speak have had an opportunity to do so.

At a subsequent regular Council Meeting, Council will decide whether or not to issue a business licence for the home-occupied child care.

How should the prospective provider prepare for a Public Meeting / Hearing?

Any plans to provide child care should include discussions with neighbours. It is advisable that these discussions take place at the very early planning stages. These discussions can take a variety of forms: informal over the fence chats; printed handouts outlining the

proposed service (include your phone number so neighbours may call for further information); an open house.

Neighbourhood support is a very important component of the business license approval process for child care in residential zones. In addition please see the companion document *Planning Guidelines for Group Child Care in Residential Zones*, the tool used to evaluate business licence applications for child care in single family homes.

What are the Planning Guidelines?

The *Planning Guidelines* are not regulations but guidelines to assist District staff to evaluate business licence application for child care in single family zones that promotes safe and healthy communities. The *Guidelines* also assist residents and child care providers to plan child care services that promote the health and well being of children. The intent of these provisions is to maintain the residential character of the building in keeping with the neighbourhood and to support child care services that promote safe and healthy communities. The child care facility must be owned by a resident of the dwelling unit. If you are in a rental home or building you must demonstrate you have the land owner's approval to proceed. A single family home in which there is a child care, with more than 2 children in care unrelated to the caregiver, may not have a secondary suite.

Contacts

North Shore, Vancouver/Coastal Health Authority Community Care Facilities Licensing Dept.

132 West Esplanade
North Vancouver, BC V7M 1A2
For information about
Provincial Regulations and Licensing Procedure / Application.
Tel 604-983-6700

District of North Vancouver Municipality Community Planning Dept

General Enquiries
Municipal Zoning and Child Care Facility Regulations, also Community Child Care Grants.
Tel 604-990-2387
planning@dnv.org

District of North Vancouver Municipality Bylaw and Building Dept.

For information about
Building code requirements and permit applications.
Tel 604-990-2480

District of North Vancouver Municipality Business Licence Dept.

For information about business licence applications and licence fees.
Tel 604-990-2259

North Shore Community Resources Society North Shore Child Care Resource & Referral Program

(Main Switchboard – when you call ask for the Child Care Resources Program)
Capilano Mall: Suite 201 – 935 Marine Dr., North Vancouver.
For information about
Services for care providers, parents, daycare referrals and more.
Tel 604 985-7138

The North Vancouver Chamber of Commerce

131 East 2nd Street, North Vancouver
For information about
Business name registration and starting a small business.
Tel 604-987-4488

Inspection of Proposed Child Care Facility

For a child care in a single family home with 8 or less children, building, mechanical and electrical inspections are made of the areas of the home accessible by the children attending the child care.

In general, the inspectors are checking that municipal and *Provincial Building Code* requirements have been met, to ensure the safety of the children in care. The following are examples of items that are checked by inspectors.

Building

- Interior and exterior stairs, guards and handrails
- Size of nap room windows for light, ventilation and exits
- Smoke alarm installed between nap areas (usually in a hallway)
- Fireplaces
- Access to furnace, boiler and storage areas
- Condition of the fence for outdoor play area
- Building permit and other inspection documents on file at District Hall.

Mechanical (Plumbing & Gas)

- Toilets and hand washing sinks for children easily accessible
- Gas range and appliances must be in perfect working order
- Dials on ranges or fireplaces must not be accessible to children
- Furnaces
- Gas appliance clearance must conform to code

Electrical

- Plugs / switches / fixtures mounted and covered
- Ground fault protection switches in bathrooms
- Ground fault protection in service panel and plugs in outside play ground area
- Any work necessary to correct deficiencies noted during inspection, require an electrical permit and must be done by a certified electrician.

FAQ's- Child Care in Single Family Zones

Question: *Do I have to own the home to operate a child care facility?*

Answer: No, you do not have to own the home but you need to live in the home. If you are renting you need to provide authorization from the landlord.

Question: *May I have a second kitchen in my home for use in the child care facility?*

Answer: Yes, the Zoning Bylaw allows a dwelling unit that has a licensed child care facility to have a second cooking facility.

Question: *I am planning to open a Preschool Program in my home for 6 children in the morning and 5 children in the afternoon. Will a Public Meeting be required?*

Answer: Yes, a Public Meeting will be required because care for more than 10 children (6 in a.m. + 5 in p.m. = 11 total) will be provided during the course of the day.

Question: *I would like to expand my Family Child Care for 7 children to a Group Child Care for 10. Will a Public Meeting be required?*

Answer: Maybe. All applications are reviewed using the *Planning Guidelines for Group Child Care in Residential Zones*. The review may result in a recommendation to Council that a Public Meeting be held. Council may agree and call a Public Meeting.

Question: *I am buying a home that presently is licensed to provide Child care for 20 children. Will the business licence be automatically transferred to me?*

Answer: No. Upon notice by the North Shore, Vancouver/Coastal Health Authority, Community Care Facilities Licensing Department that the ownership of the facility has changed, Community Planning will undertake a review. A Public Meeting will be required because more than 10 children are in care. Depending on how long the home occupied child care has been in operation, it may need renovations to meet present building code requirements.

Question: *Can I change the rooms used for child care in my home after I have been licensed?*

Answer: Yes, but you must advise the North Shore, Vancouver/Coastal Health Authority, Community Care Facilities Licensing Department who will then contact the District to request all necessary inspections to be done (i.e. building, mechanical and electrical).

Question: *I am planning to provide a group child care for 18 children in my home, what renovations will have to be made to meet building and fire code regulations?*

Answer: This will depend on the ages of the children. Please speak to the District of North Vancouver Building Department. You may wish to hire a building code consultant in order to determine the code upgrades that may be needed. Some of the renovations that may be necessary include: fireproofing between floors, a fire sprinkler system, a second means of exit from the floor where the child care is located. Extensive renovations may necessitate the services of an architect and/or engineer.