



## 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 Businesses in the District of North Vancouver are regulated by the *Child Care Facilities Business Regulation Bylaw (Bylaw 6724)* and the *Business Licence Bylaw (Bylaw 4567)*.

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 10 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, Kindergarten, Preschool, Out of School Care or Child Minding. 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:

[www.hlth.gov.bc.ca/ccf/child/index.com](http://www.hlth.gov.bc.ca/ccf/child/index.com)

See section 501 of Zoning bylaw 3210

e) a single-family residential building containing one or more boarders or lodgers or in which there is a licenced home occupation, may not have a secondary suite;

### 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 licensed home occupation 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 11 or more children must comply with *Building Code* requirements for 'assembly occupancy'.

## **Municipal Approval Process**

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

The first step for any individual or group proposing 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 a wealth of information on licensing a facility and basic physical requirements.

### **Step #2 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 #3 Licensing Assessor 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 Regulatory Services Department, Community Planning Department and the Fire Department, requesting all necessary inspections and reviews to be done.

### **Step #4 Inspection and Review**

After receiving this request letter, you will be contacted by three District employees:

1. The community service clerk will contact you to arrange inspections by building, mechanical and electrical Inspectors. Inspectors will note and 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 are ready to be re-inspected.
2. The social planner may contact you to discuss your proposed child care and will review it for compliance with the *Child Care Facilities Business Regulation Bylaw (CCFBRB)*.

If you are proposing to provide **Home Occupied Child Care**, a Public Meeting or Public Hearing may be required to comply with the CCFBRB. (Please refer to the section in this document regarding Public Meetings/Hearings)

Please note: For child care facilities providing care to more than 10 children, increased building code requirements will apply and 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.

### **Step #5 Submit District Business Licence Application with Fee Payment**

When the proposed child care facility complies with all necessary municipal and provincial regulations, a letter confirming municipal approval will be sent by the District to the North Shore Health, Community Care Facilities Licensing Branch.

Upon completion of inspections in Step 4, apply for a business licence at the District Building Department. At that time a fire inspection will be scheduled. After the fire inspection is completed and passed, and upon notification that your facility has been issued an **Interim Permit** from North Shore, Vancouver/Coastal Health Authority, Community Care Facilities Licensing Department, the District of North Vancouver Business Licence Dept. will issue your business licence for operating in the District.

**Step #6** 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**.

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.

## 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](mailto: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 fee.  
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

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## Inspection of Proposed Child Care Facility

For a home-occupied child care for 10 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.

## Public Meetings / Hearings

### 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.

### 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 the home occupied child care at a subsequent regular Council Meeting.

### 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. A notice regarding the Public Meeting/Hearing is also placed in the *North Shore News*.

### 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 home-occupied child care.

1. The Mayor (or designate) will call the meeting to order.
2. A staff member will speak briefly on the proposed home-occupied child care using the *Guideline for Home Occupied Child Care*.
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 home-occupied 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 *Planning Guidelines for Home Occupied Child Care*, the tool used to evaluate business licence applications for home occupied child care.

### **What is a Home Occupied Child Care?**

In the District of North Vancouver, child care facilities providing care for **up to 20 children** may be located in single-family residential buildings. These types of child care facilities are classified as **Home Occupation** businesses and known as Home Occupied Child Cares. Home Occupied Child Cares account for approximately 500 of the licensed child care spaces existing in the District. They provide a very necessary and valuable service to community residents.

### **What municipal regulations apply?**

In the District, the *Child Care Facilities Business Regulation Bylaw (CCFBRB)* sets out the many provisions specific to Home Occupied Child Cares. The intent of these provisions is to maintain the residential character of the building in keeping with the neighbourhood and to support home occupied child care services that promote safe and healthy communities.

Highlights of the CCFBRB specific to home-occupied child care include:

- The child care facility must be owned by a resident of the dwelling unit.
- A single family home in which there is a licensed home occupied child care, with more than 2 children in care unrelated to the caregiver, may not have a secondary suite.
- 14 Square metres of usable outdoor play space must be provided at the residence, per child in care (this is double the Provincial requirement).
- Public Meeting and Council approval is required for a business licence application for a home-occupied child care providing care for 11 to 20 children.
- Public Hearing and Council approval is required for a business licence application for a home-occupied child care providing care for more than 20 children.
- While there is no specific limit to the number of children in care, the numbers are restricted by the minimum space requirements and maximum group sizes permitted in the *Community Care and Assisted Living Act*.

### **What are the Planning Guidelines?**

The *Planning Guidelines* are not regulations but guidelines to assist District staff to evaluate business licence application for home-occupied child care that promotes safe and healthy communities. The *Guidelines* also assist residents and child care providers to plan for home-occupied child care services that promote the health and well being of children.

For a copy of the *Planning Guidelines for Home Occupied Child Care* call the Social Planning Dept. at 604-990-2387.



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## FAQ's

**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 Home Occupied Child Care*. 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** Your home will need to meet *B.C. Building Code* standards for **Assembly Occupancy**. The North Shore, Vancouver/Coastal Health Authority, Community Care Facilities Licensing Department must approve all building plans. 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.