

AGENDA

COMMITTEE OF THE WHOLE

Tuesday, December 10, 2013

7:00 p.m.

Committee Room, Municipal Hall

355 West Queens Road,

North Vancouver, BC

Council Members:

Mayor Richard Walton

Councillor Roger Bassam

Councillor Robin Hicks

Councillor Mike Little

Councillor Doug MacKay-Dunn

Councillor Lisa Muri

Councillor Alan Nixon



NORTH VANCOUVER
DISTRICT

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COMMITTEE OF THE WHOLE

7:00 p.m.
Tuesday, December 10, 2013
Committee Room, Municipal Hall,
355 West Queens Road, North Vancouver

AGENDA

1. ADOPTION OF THE AGENDA

1.1. December 10, 2013 Committee of the Whole Agenda

Recommendation:

THAT the agenda for the December 10, 2013 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

2. ADOPTION OF MINUTES

2.1. November 19, 2013 Committee of the Whole

p. 7-10

Recommendation:

THAT the minutes of the November 19, 2013 Committee of the Whole meeting be adopted.

3. REPORTS FROM COUNCIL OR STAFF

3.1. Phibbs Exchange Update

p. 13-15

File No.

Recommendation:

THAT it be recommended to Council:

THAT Council Direct staff to:

1. Continue to work with TransLink to finalize a Phibbs Exchange design that:
 - Works with or without significant highway interchange improvements; and,
 - Maintains the ability to entertain alternative options for park-and-ride entry in the long term.
2. Consider funding opportunities with TransLink and senior governments to expedite completion of Phibbs Exchange improvements.

3.2. Group Child Care in Single-Family Residential Zones
File No. 10.4750.20/001.000

p. 17-42

Recommendation:

THAT it be recommended to Council:

THAT Council approve the enhanced planning guidelines and process for considering applications for group child care in single-family residential zones as outlined in the report of the Social Planner dated December 2, 2013.

4. PUBLIC INPUT

(maximum of ten minutes total)

5. RISE AND REPORT

Recommendation:

THAT the December 10, 2013 Committee of the Whole rise and report.

MINUTES

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**DISTRICT OF NORTH VANCOUVER
COMMITTEE OF THE WHOLE**

Minutes of the Committee of the Whole Meeting for the District of North Vancouver held at 7:05 p.m. on Tuesday, November 19, 2013 in the Committee Room of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor R. Walton
Councillor R. Bassam
Councillor R. Hicks
Councillor M. Little
Councillor D. MacKay-Dunn
Councillor L. Muri
Councillor A. Nixon

Staff: Mr. B. Bydwell, General Manager – Planning, Properties & Permits
Ms. S. Haid, Manager – Sustainable Community Development
Ms. S. Dal Santo, Section Manager – Planning Policy
Ms. N. Letchford, Deputy Municipal Clerk
Mr. P. Chapman, Social Planner
Ms. S. Berardo, Confidential Council Clerk
Mr. D. Veres, Planning Assistant
Mr. K. Zhang, Planning Assistant

1. ADOPTION OF THE AGENDA

1.1. November 19, 2013 Committee of the Whole Agenda

MOVED by Councillor MURI

SECONDED by Councillor MACKAY-DUNN

THAT the agenda for the November 19, 2013 Committee of the Whole be adopted as circulated, including the addition of any items listed in the agenda addendum.

CARRIED

2. ADOPTION OF MINUTES

2.1. November 5, 2013 Committee of the Whole

MOVED by Councillor MURI

SECONDED by Councillor NIXON

THAT the minutes of the November 5, 2013 Committee of the Whole meeting be adopted.

CARRIED

3. REPORTS FROM COUNCIL OR STAFF

3.1. Coach House Discussion Paper

File No. 13.6410.01/000.000

Ms. Susan Haid, Manager – Sustainable Community Development, advised that the purpose of the Coach House Discussion Paper is to respond to growing community interest, to research what other municipalities are doing, to examine district policy and development conditions, to provide criteria for suitable properties, and to identify a controlled gradual start up process. Ms. Haid sought Council's feedback on a recommended approach to enable an initial step to consider development of Coach Houses in the District.

Mr. Phil Chapman, Social Planner, advised that a coach house is defined as a detached secondary suite, is smaller in size and the design usually complements the main residence.

Coach house benefits include:

- Supports neighbourhood character;
- Makes use of existing infrastructure;
- Adds to housing diversity;
- Increases rental stock;
- Supports ageing in place;
- Encourages multi-generational living;
- Provides additional income to owners; and,
- Provides ground-oriented rental housing for young or single parent families unable to purchase.

Coach House concerns include:

- Parking and traffic;
- Building height;
- Loss of privacy;
- Garage space conversion;
- Tenure;
- Processing fees and development costs; and,
- Cost to build.

Council queried if the owner is required to live on the property and if there is a way to enforce this. Staff advised that the owner is required to live on the property as is the current policy for secondary suites.

Lessons learned from other municipalities include:

- Lot shape, siting requirements/setbacks and parking are often limiting factors;
- Can work with or without lanes;
- Building height is a key factor in reducing neighbourhood impact; and,
- Clear, comprehensive, and enforceable development guidelines is key to maintaining neighbourhood character.

Proposed Coach House Development Criteria include:

- No density change, up to the same size permitted for secondary suites, only on lots 50 ft. or wider with lanes, on corner lots 50 ft. or wider, or on lots over 10,000 sq. ft. with or without a lane;
- Allowing only a suite or coach house but not both;
- Limiting height to one-and-a-half stories (fifty percent of ground floor area on second level);
- Requires additional off-street parking space (three in total);
- Requires owner to live on property;
- Coach houses cannot be strata titled and sold separately;
- Requires a minimum twenty foot separation between the house and coach house and minimum five foot from lane or rear property line;
- Meets other Zoning and Environmental requirements including storm water management; and,
- Requires early and on-going consultation with adjacent neighbours.

Suggested approach for a Coach Housing Program:

- Council use the development variance permit process to vary the location of the secondary suite on the lot; and,
- Staff draft a couch house development and design guide for the public.

Approach advantages and uptake:

- Development criteria limits the pool of qualified lots able to support coach housing;
- Owners can self-determine if they qualify;
- Development Variance Permit process is more timely and less expensive;
- Development Variance Permit process keeps control with Council;
- Development Variance Permit process limits Council involvement; and,
- Program will be reviewed in two to three years.

Mr. Chapman advised that staff expects between five and twenty-five applications per year.

Council Discussion:

- Commented that the development variance permit process is the preferred approach;
- Expressed concern with loss of privacy;
- Made the comparison of mega houses to Coach Houses;
- Noted that Coach Houses allow the ageing population to stay in their neighbourhood;
- Expressed concerns with on-street parking;
- Commented on the importance of flexible design criteria; and,
- Remarked that Coach Houses are preferred over underground basement suites.

Public Input:

- Commented that Coach Houses cannot be restricted in designated Town Centres;
- Queried whether property taxes would increase;
- Complimented staff on the high quality of the staff report; and,

- Commented that Coach Houses have been implemented successfully in other jurisdictions.

MOVED by Councillor HICKS
SECONDED by Councillor MURI
THAT it be recommended to Council:

THAT Council:

1. Receive the report of the Social Planner dated November 7, 2013 entitled Coach House Discussion Paper for information; and,
2. Direct staff to consult on the preferred approach to Coach Houses and report back to Council on the results of the consultation and potential implementation steps.

CARRIED

4. PUBLIC INPUT

5. RISE AND REPORT

MOVED by Councillor HICKS
SECONDED by Councillor BASSAM
THAT the November 19, 2013 Committee of the Whole rise and report.

CARRIED
(8:57 pm)



Mayor

Municipal Clerk

REPORTS

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Approved by:

Manager	GM	CAO
		

**Phibbs Exchange Update
November 25, 2013**

At the December 10th, 2013 Committee of the Whole, Jeff Busby of TransLink plans to present an update on the final concept design for Phibbs Exchange. The concept design addresses deficiencies identified by TransLink, the District, and other stakeholders and is the basis for discussion with others, including MOTI, and for assessing funding and implementation requirements.

Background

As Council is aware, the North Shore Area Transit Plan (2012) established Phibbs Exchange as the most **urgent transit infrastructure priority on the North Shore**. Phibbs exchange is an important regional transit exchange serving **15,700 passengers** and **18 bus routes** each day.

At the District's May 13, 2013 Committee of the Whole meeting, TransLink presented three concepts for the transit exchange design, sought Council input, and let Council know its intentions to work with the Ministry of Transportation and Infrastructure (MOTI) to ensure tie-in with the interchange design.

Update

This Fall, TransLink has continued to work closely with DNV and MOTI staff to develop a final design concept for Phibbs Exchange. The **refined concept shown in the Attachment**:

- **Responds to Council feedback** that the exchange be a quality 'town centre' place, with weather protection, lighting, et cetera, and that park-and-ride be considered in relation to the project;
- **Responds to MOTI input and can move forward with or without significant interchange improvements.** The final preferred concept requires modifications to existing highway infrastructure that would allow for a larger transit facility. TransLink is also developing an alternative concept that could be advanced with more limited modifications to existing highway infrastructure.
- Addresses TransLink's **future transit operating and customer needs**.

TransLink has indicated that more work on the design of the park-and-ride access is needed. For example, MOTI provided initial requirements that limit access into the park-and-ride to one driveway from Oxford Street. A park-and-ride entry from Oxford Street seemingly would not fully meet the needs of park-and-ride users from the Seymour area who are likely to be prime users of the facility. Making patrons drive through a congested area to access park-and-ride is not preferred. However, it seems feasible that other options for better access from the north and east could be identified and provided at a later stage.

Initial cost estimates for improvements to the exchange (excluding park and ride and access) are on the order of \$5 to \$7 million. Regardless of whether TransLink's funding situation improves, there is the possibility that an innovative funding model involving senior governments could be explored. Based on previous input from Council, it seems that the District may wish to participate in funding for the exchange.

Recommendation

(1) That Council direct staff to continue to work with Translink to finalize a Phibbs Exchange design that:

- works with or without significant highway interchange improvements, and
- maintains the ability to entertain alternative options for park-and-ride entry in the long term.

(2) That Council direct staff to consider funding opportunities with Translink and senior governments to expedite completion of Phibbs Exchange improvements.

Marine Drive Transit Lane

Before Jeff Busby's presentation, Margaret Gibbs of TransLink intends to provide a five-minute update to Council about how it is going with the current **Marine Drive transit lane**. At the September 25th 2013 Committee of the Whole, some members of Council expressed interest in having an update from TransLink on this matter.

Marine Drive is the busiest frequent transit corridor in the District and the North Shore Area Transit Plan outlines plans for bus rapid transit to be implemented on Marine Drive in the future.

TransLink's review of the Marine Drive transit lane indicates that overall the lane is working well. However, buses are being delayed by general purpose traffic congestion **as far back as Philip Avenue in the afternoon peak period**, and so are delayed in reaching the transit priority lane.

It would be beneficial for the District to continue working within the existing Marine Drive plan and ensure buildings on Marine Drive are setback enough for the transit lane to be extended, should this be desirable in the future.

PROPOSED DESIGN FOR PHIBBS EXCHANGE (2013)



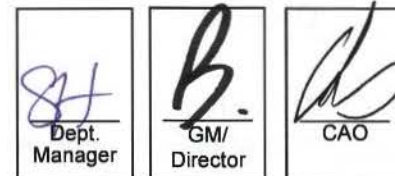
PHIBBS EXCHANGE CONCEPTUAL PLAN

- | | | |
|----------------|----------------------|-------------------------------|
| 1 GREENWAY | 4 STORMWATER FEATURE | 7 BUS OPERATOR FACILITY |
| 2 BIKE STORAGE | 5 KIOSK | 8 TRAFFIC SIGNAL |
| 3 BIKE PARKING | 6 BUS LAYOVER | 9 GAS LINE (APPROX. LOCATION) |



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AGENDA INFORMATION	
<input checked="" type="checkbox"/> Committee of the Whole	Date: <u>DEC - 10 - 2013</u>
<input type="checkbox"/> Finance & Audit	Date: _____
<input type="checkbox"/> Advisory Oversight	Date: _____
<input type="checkbox"/> Other:	Date: _____



The District of North Vancouver REPORT TO COMMITTEE

December 2, 2013
File: 10.4750.20/001.000

AUTHOR: Suzy Lunn, and
Cristina Rucci

SUBJECT: Group Child Care in Single-Family Residential Zones

RECOMMENDATION:

THAT the Committee of the Whole recommend to Council:

THAT Council approve the enhanced planning guidelines and process for considering applications for group child care in single-family residential zones as outlined in this report.

REASON FOR REPORT:

On July 9, 2012 during a Council meeting discussing a child care business licence for 16 children aged three to five years old in a single-family residential zone, Council requested a workshop on child care facility licencing and that Vancouver Coastal Health be invited. Council expressed interest for further information related to the following topics:

- Vancouver Coastal Health's requirements for approving and assessing child care programs.
- Ability to operate a child care facility on small lots.
- Whether child care is permitted in rented premises.
- Public notification and consultation process under the District of North Vancouver's child care business licence application process.
- Criteria used by staff to evaluate child care business licence applications in single-family residential zones.
- The child care business licence review process.
- The District's requirements regarding parking and access.
- Provision, location and security of outdoor play space.

This report addresses these topics within the context of group child care in single-family homes (over 8 children in care). During the course of reviewing the child care procedures, staff have highlighted a number of opportunities to strengthen and enhance current practices and guidelines.

Though most of the enhanced practice and process outlined in the report already occur, the authors have compiled the information into an accessible and understandable format for the public and staff.

SUMMARY:

This report provides Council an overview on the District's process for reviewing group child care applications in single-family homes. This report focuses on group child care in single family homes, which is defined as more than 8 children in care by Provincial Legislation. Eight or less children is considered Family Child Care or In Home Multi-Age Care and is subject to different review process and requirements both provincially and municipally and is therefore outside the scope of this report. As per the *Community Care and Assisted Living Act* the District Zoning Bylaw does not apply to childcare with 8 children or less in single family homes, but our bylaws relating to health and fire do apply.

All child care programs with over 2 children require a business licence from the District of North Vancouver. Those with over 10 children require Council approval, though those between 8-10 children may be referred to Council by the licence inspector if the facility may adversely impact the residents of the neighbourhood.

The report provides a number of recommendations which augments best practice for considering group child care in single-family residential zones such as:

- Creation of a new Development Services Bulletin on Child Care Building Code Requirements,
- More robust, child centred design criteria added to the Planning Guidelines for child care in residential zones,
- Enhanced engagement process with the neighbours at the early planning stages,
- Creation of a letter of introduction template for applicants' use,
- New parking requirements, and
- New application checklist including the requirement for submission of information relating to transportation needs.

Vancouver Coastal Health Licencing staff will attend the Committee of the Whole meeting on December 10, 2013.

BACKGROUND:

In responding to Council's request for further information on group child care in single-family residential zones, this section provides a context for planning for child care services in the District of North Vancouver.

Though child care falls under Provincial jurisdiction, the District of North Vancouver has an important role in supporting child care. Child care is an important component to a healthy community and supports economic development, school readiness, and child development. Attachment 1 provides important background information on the role child care plays in economic development as well as a discussion on the costs of child care in the District.

Availability of Child Care Space

The total child (0-12 years) population in the District is 12,740 (2011 Census). There are 3,975 children under 4 years old in the District (2011 Census). According to the North Shore Child Care Resource and Referral, the total number of child care spaces in the District is 3,071.

Metro Vancouver has an average of 18.6 spaces per 100 children, while the District has an average of 24 spaces per 100 children. Though there is better availability in North Vancouver, there is still a need on the North Shore given the shortage of preferred facilities. In particular it is difficult to find care for infants and toddlers. Families typically go on waitlists and need to be flexible about location in order to get a space in a child care facility. (*Today's Children, Tomorrow's Leaders: Child Care Needs on the North Shore, 2007*).

Current Status of Group Child Care in Single-Family Residential Zones

The District currently has 15 active group child care business licences in single-family residential zones for programs¹. Of the 3,173 spaces in the District, 235 (7% of the total) group child care spaces have been approved in 15 facilities in single-family residential zones.

As per VCH's *Child Care Licencing Regulations* group child care is defined as:

- Group Multi Age Child Care (maximum 8 children per group)
- Group Child Care Under 36 months (maximum 12 children per group)
- Group Child Care 30 Months to School Age (maximum 25 children per group)
- Preschool 30 Months to School Age (part day program, maximum 20 children per group)
- Group Child Care School Age (part day program, maximum 24 children per group)

*Note, VCH's regulation applies to all land uses (not only single family)

There are an additional 335 spaces (11%) of family and in home multi-age child care in the District of North Vancouver. The maximum group size of family child care is 7 children (0-12 years). The maximum group size of in home multi age child care is 8 children (0-12 years). Operators that have a multi-age child care license require an Early Childhood Education degree which allows them to care for one additional child.

A total of 18% of licenced child care spaces is located in residential zones in the District.

Over the past number of years, Council has approved 3 additional business licences to child care programs in the over 10 space category (1720 Hope Road, 537 East Osborne Road, and 1819 Berkley Road) but for various reasons (renovation costs, inability to find qualified staff, etc.) they have not proceeded.

As part of the continuum of child care in the municipality, the District of North Vancouver has supported child care in single-family zones. Child care in single-family zones provides a supply of much needed group child care spaces, especially infant/ toddler spaces which is undersupplied. Through the implementation of the Official Community Plan, the District has

¹ Of the 15 group child care business licenses in single-family zones, 9 are for programs with over 10 spaces.

identified child care as priority in the town centres. The Public Assembly Land Strategy also supports the creation of child care space. Overtime, staff anticipate more child care spaces to be developed in these areas and there will likely be less pressure for child care in single-family zones.

Child Care in Other Metro Municipalities

According to a report titled, a *Municipal Survey of Child care Spaces and Policies in Metro Vancouver*, by Metro Staff, 100% of Metro Municipalities allow child care in single-family residential zones, though the number of spaces and approval process varies.

The District of West Vancouver allows up to 16 children in single-family zones as an outright use subject to a number of conditions, such as a minimum distance of 182.9 metres between child care with more than 8 children. Maple Ridge allows for child care with up to 15 children in single-family residential zones as an outright use. The Corporation of Delta allows up to 10 children in single-family zones; however only 20% of the floor area is to be used for the child care program.

The City of North Vancouver has tried a variety of approaches to issuing business licences to child care programs in residential zones over the last number of years. Currently, City of North Vancouver Council approval is needed for programs with over 10 spaces in residential zones, though City of North Vancouver Council is considering a staff recommendation to return to a previous staff-led approval process as a way to remove barriers to child care in the City. Under a staff-led approval process, neighbourhood consultation is still required. Staff considers neighbours' feedback in deciding whether to issue the business licence but Council approval is not required.

EXISTING POLICY:

The District's Official Community Plan's Chapter on Social Well-being provides a policy framework for child care.

The District's Child Care Policy (Policy 10.4750) supports the facilitation of quality child care services that affords opportunities for children to develop socially, emotionally and intellectually. Further, District policy encourages a continuum of child care services at one location and supports the provision of child care spaces in residential areas.

The District of North Vancouver is a signatory of the Child and Family Friendly Community Charter which recognizes the period of early childhood development from pre-natal to age six is critical to lifelong success and provides a foundation on which to build individual, social and economic well-being.

The Child Care Facilities Business Regulation Bylaw 6724 was adopted October 10, 1995 to regulate all aspects of child care businesses operating in residential zones up to a maximum of 20 children and required 14 square metres of outdoor space per child. Bylaw 6724 was amended in 2006 to allow for more than 20 children in a single-family home and the outdoor requirements were deleted in order to align with Vancouver Coastal Health's standards. The amendment allowing the increase to capacity was prompted by the application by Froggy

Pad in Upper Lynn to provide care for 26 children in the operator's home. This program is still currently operating with 26 children.

The Child Care Facilities Business Regulation Bylaw 6724 requires that child care business licence applications for more than ten children in any one day or at any one time must be referred to Council for approval and that a public meeting must be held for the purpose of allowing the public to make representations to Council on matters respecting the application. The Licensing Inspector may refer an application with more than 8 children if the child care may adversely impact the residents of the neighbourhood. In accordance with this policy, all residents within the 50 metre radius will receive notice of the meeting. After the public meeting, the matter is referred to a subsequent Council meeting with a staff recommendation to approve or refuse a licence.

The District of North Vancouver Zoning Bylaw allows for child care facilities in the following zones: residential, commercial, industrial and public assembly. However, single-family residential homes may not contain both a child care and a secondary suite. Operators do not need to own the home but they must be a resident in the home. According to the provincial licencing standards, the living space must be separate from the child care program.

Child care facilities must meet municipal and provincial Building Code (BCBC 2012) requirements. The requirements vary depending upon the number and ages of children in care. Over 10 children present life safety concerns under the Code which are not met in the design of a single-family dwelling. In an effort to allow daycare operations for more than 10 children in a single-family dwelling while meeting the minimum safety requirements of the BCBC, Building staff have determined that a building permit for a change of use and alterations can be obtained with the assurance of a Professional (Architect or Engineer in good standing) who will provide an Alternative Solution to the Code acceptable to the District. As part of staff's effort to enhance public communication material and clarify building permit requirements, a new Building Permit Bulletin on Child Care has been created.

Required Building Code elements such as fire separations, new exit doors, new sprinkler system installation and separation of heating systems are a few of the essential components of a child care facility with more than 10 children and can prove to be costly upgrades.



NEW:
*Development Services
Bulletin on Child Care
Facilities on Building Code
(Attachment 4).*

ANALYSIS:

Vancouver Coastal Health's Requirements for Approving and Assessing Child Care Programs

Vancouver Coastal Health has the primary role in approving child care operating licences in BC, though municipal zoning and building requirements must be met. Child care falls under provincial legislation, the *Community Care and Assisted Living Act and Child Care Licencing Regulation*. Licenced child care provides care for three or more children. The regulations sets out health and safety requirements, licence application requirements, staffing qualifications, staff to child ratios, group sizes and program standards for licenced child care

settings. Additionally schedules include a list of approved Early Childhood Education programs and first aid requirements. For example, the maximum number of infants and toddlers allowed in a group is 12 and the ratio required is one qualified staff person per four children.

When an operator applies for a child care licence, the licencing officer determines whether the physical space is adequate. The requirements for group child care are 7 square metres of outdoor space per child and 3.7 square metres of net of useable indoor space (excluding bathrooms, corridors, etc.). The regulations also set out physical design requirements for the indoor and outdoor area. For example the outdoor area must be *enclosed in a manner that is suitable for the age and development of the children, and will ensure that children are free from harm (Section 16, Child Care Licencing Regulations).*

Once the child care operating licence is issued, VCH conducts regular inspections of the child care facilities. An inspection report is provided to the facility operator after each inspection that outlines their compliance with the requirements of the *Community Care and Assisted Living Act* and the *Child Care Licencing Regulations*.

During inspections, licencing officers look for items typically divided into ten broad categories: physical facility, equipment and furnishings, staffing, policies and procedures, care and/or supervision, nutrition and food services, medication, hygiene and communicable disease control, records and reporting, licencing and program.

Child Care Programs on Small Lots

The size of the lot and access to outdoor space will dictate the licenced capacity (number of children) that VCH would permit. The photo to the right is an example of a 33 foot lot in the District. This small 33 foot lot (353 square metres) on Hope Road has approximately 110 square metres of potential outdoor play space in the backyard. This lot may allow for up to 15 children in the child care program (7 square metres per child). This information is used for illustrative purposes and any application on a small lot would need to be reviewed by VCH.

Evaluation Criteria for Child Care Business Licence Applications for Group Child Care in Single-Family Zones

In addition to requiring that Vancouver Coastal Health's *Licencing Regulations* be met, the District staff use planning guidelines to assess the business licence application for group child care in single family zones



(See Attachment 5 for updated guidelines). The guidelines:

- assist residents and child care providers to plan for child care services in single-family neighbourhoods that promote the health and well being of children, and
- assist District staff to evaluate business licence applications for child care that promote safe and healthy communities

The evaluation of the application includes assessing the proposed program for the following criteria:

- located in under-served neighbourhoods
- located close to community amenities
- located on easily accessible streets
- addresses arrival/departure and parking needs
- maintains neighbourhood characteristics (compatible neighbourhood fit)

Staff have drawn on best practice research for planning for group child care in single-family residential zones and have added design criteria that strengthens the quality of the child care.



NEW: Enhanced Planning Criteria*

- *strong indoor/outdoor connection,*
- *adequate outdoor play space*
- *access to natural light*

*concept drawings (site plan and floor plan) will be required with a business licence application to assess the criteria. See Attachment 6 for a Child Care Application Submission Checklist.

Child Care in Rented Premises

Under the District's, Child Care Business Licence Bylaw if the facility is in a single-family home then the operator must be a resident of the home; however there is no requirement in that the operator own the home. If the home is rented, written permission from the landlord is required to operate a child care program and proceed with any renovations.

Public Consultation Process

A public meeting is required for business license applications for child care with over 10 children.



Currently District staff notifies neighbors within 50 metres of the child care of the public meeting; however, staff recommendation is to provide two letters to neighbours from the District, one when the business licence application is received and one prior to the public meeting.

In addition, staff have created a Letter of Introduction for applicants' use and encourage them

NEW: More Engagement with Neighbours

- *Two letters sent by District staff regarding the application.*
- *Letter of Introduction template for applicants' use.*
- *An open house recommended to meet with the neighbours informally to discuss their application.*

to host an open house early on in the process to discuss their plans informally with their neighbours (See Attachment 6). District Planning staff may be available to attend the open house and provide information on the application process.

Where neighbours have concerns the applicant needs to show reasonable measures to mitigate these concerns.

Business Licence Review Process

Licences are renewed on an annual basis, which consist of the applicant filling out a form and paying the fee, if applicable. A public meeting may be required before the business licence renewal is issued if two complaints are received by adjacent neighbours. To date this has not yet occurred. Childcare operators with less than 2 children do not require a business license.

Parking and Access

VCH's *Child Care Licencing Regulations* do not have standards for parking requirements. The District Zoning Bylaw states that child care and elementary school require 1.25 off-street stalls per classroom; however no specific standards have been set for child care in single-family residential zones. Single-family residential zones require 2 stalls per dwelling unit.

Often, during neighbourhood consultation the issue of parking and traffic is a main concern. In considering residential group child care District staff assess applications that provide adequate space for:

- staff parking
- safe and non-disruptive vehicle arrival and departure zone for child care users.

In addition, staff consider appropriate location of child care facilities on residential streets that:

- provides easy vehicle access (entry and exit)
- are located close to arterial roads
- provides adequate separation of pedestrian paths from vehicle routes in the parking, drop-off and pick up areas of the site



NEW: Parking Requirements
Staff recommend that child care in single-family residential zones two on site stalls for the resident/ operator and one on site stall for every 10 children for programs for parent pick up and drop off.

NEW: Applicants will be required to submit a transportation information.

Staff require information to assess the transportation impacts the proposal, and how the applicant will prevent and/or manage the situation. Preventing issues before they occur and communication with parents are key to addressing neighbourhood concerns if they arise.

Staff are recommending that applicants submit: onsite parking stall location, mode share of parents and employees, number of sibling grouping, and a plan for staggered pick up and drop off.

Noise

The *Child Care Licencing Regulations* require that operators ensure that a program of activities is provided that encourages the physical development of children, including providing indoor and outdoor activities that encourage the development of large and small muscle skills appropriate to each child's level of development (*Schedule G*).

In accordance with the *Regulations*, and given the importance of outdoor physical play, operators usually take the children outside in the morning and afternoon. The play that happens outside is supervised and structured.

The District of North Vancouver's Noise Regulation Bylaw is not meant to regulate the noise of children playing; however, if needed operators will mitigate noise concerns by taking appropriate actions (e.g. taking children to nearby parks, staggering outdoor play by group, bringing a child inside, etc.).

Concurrence:

Vancouver Coastal Health, Building Department, Transportation Planning and Business Licence staff have been consulted on this report.

Financial Impacts:

None specifically for the District, however child care support economic development through labour force participation of parents and contributions of working parents to the GDP.

Liability/Risk:

n/a

Social Policy Implications:

The District supports the facilitation of quality child care services that affords opportunities for children to develop socially, emotionally and intellectually.

Environmental Impact:

Providing child care in single-family zones, close to parent's homes makes pick up and drop off much more efficient and allows parents to walk or bicycle to drop off their child and continue on their way to work.

Conclusion:

Staff have provided an overview of group child care in single-family zones, including Vancouver Coastal Health standards. Staff have also recommended a number of enhancements and planning guidelines to the process such as:

- Creation of a new Development Services Bulletin on Child Care Building Code Requirements,
- More robust, child centred design criteria added to the Planning Guidelines for child care in residential zones,

- Enhanced engagement process with the neighbours at the early planning stages,
- Creation of a letter of introduction template for applicants' use,
- New parking requirements, and
- New application checklist including the requirement for submission of information on transportation needs.

Options:

The Committee of the Whole may recommend to Council to:

- a) Approve the enhanced planning guidelines and process for considering applications for group child care in single-family zones. This option is recommended by staff, or
- b) Council may receive this report for information and take no further actions; or
- c) Council may direct staff on an alternative course of action.

Attachment 1: Economic Development and Costs of Child Care

Attachment 2: Map of Child Care in the District of North Vancouver


Attachment 3: Development Services Bulletin: Building Code Requirements for Child Care (New)

Attachment 4: Updated Planning Guidelines

Attachment 5: Application Submission Checklist (New)

Attachment 6: Letter of Introduction Template (New)

Respectfully submitted,



Suzy Lunn
Social Planner



Cristina Rucci
Social Planner

REVIEWED WITH:		
<input checked="" type="checkbox"/> Sustainable Community Dev.	_____	
<input type="checkbox"/> Development Services	_____	
<input type="checkbox"/> Utilities	_____	
<input type="checkbox"/> Engineering Operations	_____	
<input type="checkbox"/> Parks & Environment	_____	
<input type="checkbox"/> Economic Development	_____	
<input type="checkbox"/> Human resources	_____	
<input type="checkbox"/> Clerk's Office	_____	
<input type="checkbox"/> Communications	_____	
<input type="checkbox"/> Finance	_____	
<input type="checkbox"/> Fire Services	_____	
<input type="checkbox"/> ITS	_____	
<input type="checkbox"/> Solicitor	_____	
<input type="checkbox"/> GIS	_____	
External Agencies:		
<input type="checkbox"/> Library Board	_____	
<input type="checkbox"/> NS Health	_____	
<input type="checkbox"/> RCMP	_____	
<input type="checkbox"/> Recreation Com.	_____	
<input type="checkbox"/> Museum & Arch.	_____	
<input type="checkbox"/> Other:	_____	

Attachment 1: Economic Implications of Child Care

Economic Development

The reality is that in Canada, the majority of families are working families who contribute to the economy and who need to rely on some form of high quality substitute care for their children. Child care supports economic development, labour force participation and women's equality. For example:

- 65% of women in the District are in the workforce (5% higher than the provincial average).
- 73% of all women with children less than age 16 living at home were part of the employed workforce, up from 39% in 1976.
- Estimated contribution to the Gross Domestic Product of mothers with young children now in the labour force is estimated at \$53B, about 5% of the GDP;
- For every \$1 invested in childcare there is a \$2 return in benefit to children, parents and society (Clevand and Krashinky, 1988).

Costs of Child Care

Child care is mainly a user (parent) pay system where parents' fees pay for the majority of the costs of childcare. Government contributions come via the Childcare Operating Fund which is a small per diem per day. If parent's are below a certain income threshold they are eligible for a provincial childcare subsidy.

BC has the highest childcare rates in Canada, in excess of the cost of college tuition fees. Provincially, the average annual care cost is \$9,000 per year for a two-year-old and \$7,000 for a four-year-old. In the District the average annual cost for a two year old is \$13,200 and \$10,200 for a four year old (NSCCRR, 2012). Even with a government subsidy at the maximum of \$6,600 per year for a four year old, many families do not have \$3600 to pay the difference.

The recently released North Shore Community Wellness Survey (October, 2013), conducted by Vancouver Coastal Health highlighted child care as an issue of concern. Dr. Brian O'Connor, Medical Health Officer, commented that while many of the health parameters are very acceptable, the availability and cost of day care are areas to look for improvement. The quote from a survey participant highlights the urgent need to address affordability.

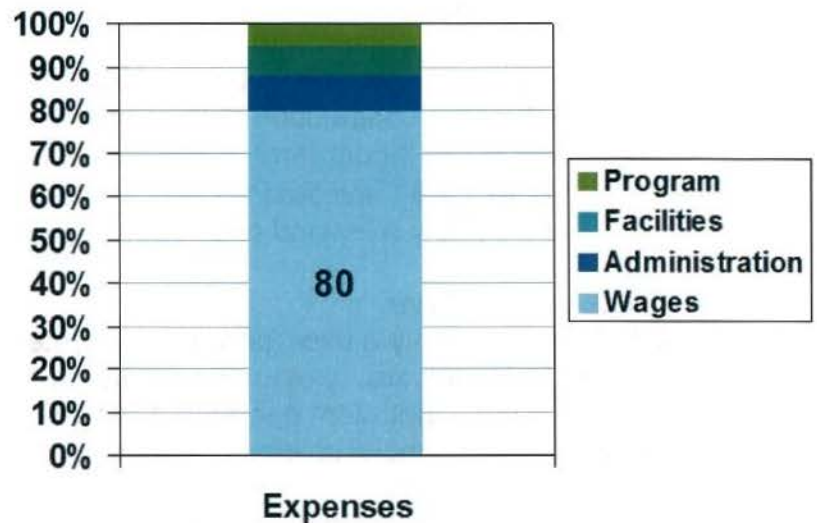
My husband and I are both university educated and make a combined annual salary of >\$100,000 but cannot afford even a modest home and are struggling with an annual daycare cost of approximately \$20,000. I see these areas as the two greatest problems on the North Shore"

Survey Participant

In the 2011 report *Does Canada Work for All Generations?*, Paul Kershaw and Lynell Anderson, of UBC's Human Early Learning Partnership, note that Canada has become a country in which it is far harder to raise a young family. The country's economy has doubled in size since the mid-1970's, yet the new reality for parents with preschool children is a decline in

the standard of living. Compared to the previous generation, the average household income for young Canadian couples has flat-lined (after adjusting for inflation) even though the share of young women contributing to household incomes today is up 53 per cent. Meanwhile, housing prices increased 76 per cent across the country (150 per cent in BC) since the mid-1970's. The generation raising young children today is squeezed for time at home, squeezed for income because of the high cost of housing, and squeezed for services like child care that would help them balance earning a living with raising a family.

The chart to the right illustrates a typical non-profit 37 space childcare budget. The majority of childcare program expenses are for staff wages with the rest going to facility and program costs. There is generally very little profit associated with childcare programs. Infant or toddler program fees are high because staff to child ratios requires one adult to every four infants or toddler. However, wages for early childhood educators are very low and on average they make \$17.50 per hour on the North Shore (NSCCRR, 2012).

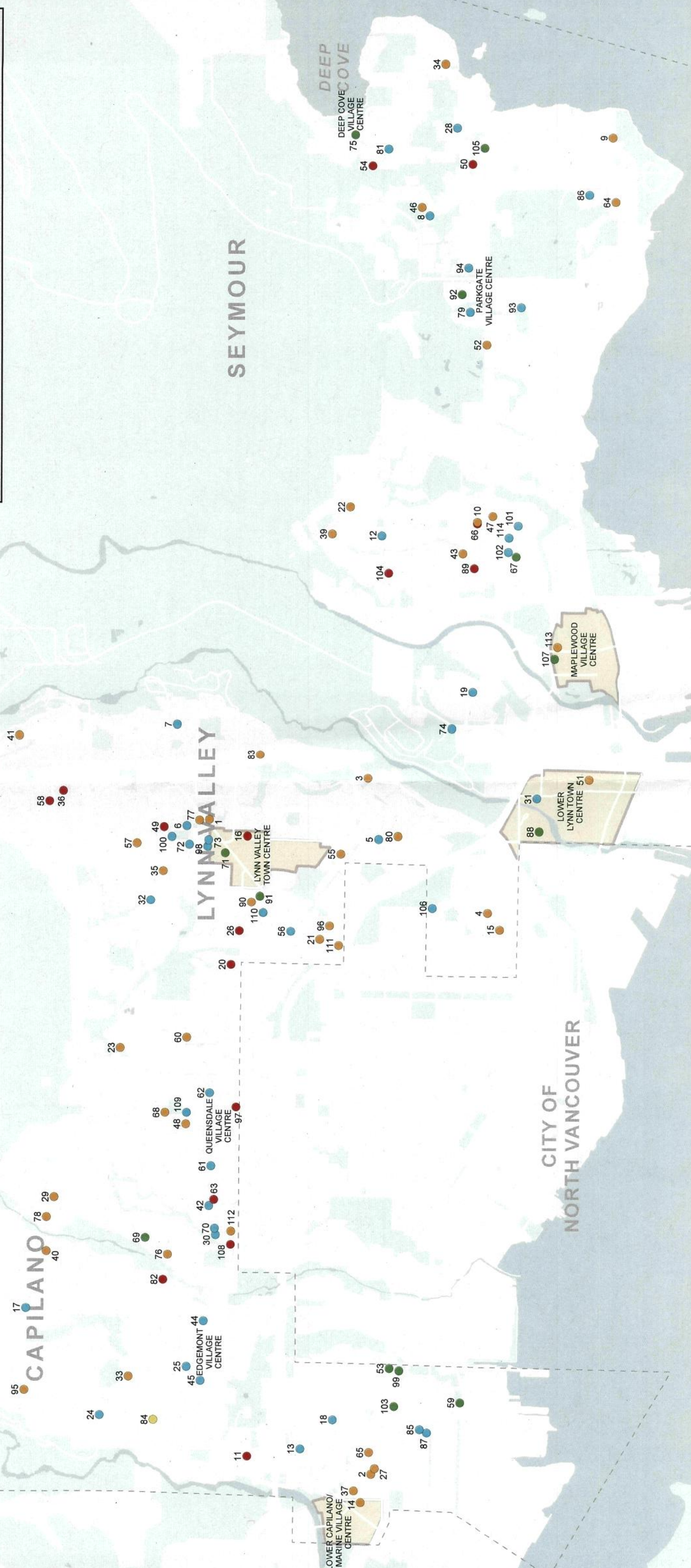


ATTACHMENT 2

Childcare Facilities by Zoning (and size)

(See accompanying table for breakdown by license type)

- Family Child Care & In Home Multi-Age Care in Single-Family Zones (<=8)
- Group Child Care in Single-Family Zones (>8)
- Child Care in Multi-Family Residential Zones
- Child Care in Public Assembly Zones
- Child Care in Other Zones (CD, CO, IN)
- OCP Town & Village Centres



**CHILDCARE FACILITIES
 LOCATED IN THE DISTRICT OF NORTH VANCOUVER**

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ATTACHMENT 2

Childcare Facilities in District of North Vancouver (to accompany Map in Attachment 2)

Map ID	Address	Facility Name	License Type	Max. Capacity
1	1373 Lynn Valley Rd	Anita Family Daycare	Family Child Care	7
2	1688 Bowser Ave	Anna's Family Child Care	Family Child Care	7
3	1875 Arborlynn Dr	Arborlynn Family Daycare	Family Child Care	7
4	910 Calverhall St	Arco Iris Family Daycare	In-Home Multi-Age Child Care	8
5	1700 Mountain Hwy	Bee Haven - Mt. Olivet	Group Child Care (30 Months to School Age)	16
5	1700 Mountain Hwy	Bee Haven - Mt. Olivet	Group Child Care (School Age)	25
5	1700 Mountain Hwy	Bee Haven - Mt. Olivet	Occasional Child Care	10
6	3400 Institute Rd	Bee Haven - St Clements	Group Child Care (School Age)	30
7	3467 Duval Rd	Bee Haven Childcare Centre - Brockton	Group Child Care (School Age)	30
8	4000 Inlet Cres	Bee Haven Childcare Centre - Dorothy Lynas	Group Child Care (30 Months to School Age)	16
8	4000 Inlet Cres	Bee Haven Childcare Centre - Dorothy Lynas	Group Child Care (School Age)	18
9	331 Roslyn Blvd	Bella Terra	Family Child Care	7
10	2715 Violet St	Beth's Family Daycare	Family Child Care	7
11	1434 Woods Dr	Bluebird Daycare	Group Child Care (30 Months to School Age)	8
11	1434 Woods Dr	Bluebird Infant - Toddler Daycare	Group Child Care (Under 36 Months)	12
12	2650 Bronte Dr	Blueridge Out of School Care	Group Child Care (School Age)	20
13	2260 Philip Ave	Bonnie Bairns Childcare Services	Group Child Care (30 Months to School Age)	25
13	2260 Philip Ave	Bonnie Bairns Childcare Services	Group Child Care (Under 36 Months)	12
14	1787 Garden Ave	Busy-Bee Child Care	Family Child Care	7
15	844 Calverhall St	Calverhall Child Care	Multi-Age Child Care	8
16	2892 Mountain Hwy	Camelot for Kids	Group Child Care (School Age)	10
17	4501 Highland Blvd	Canyon Heights Montessori Preschool	Preschool	20
18	1230 W 20th St	Capilano Kids' Club	Group Child Care (School Age)	33
19	2055 Purcell Way	Capilano University Children's Centre	Group Child Care (30 Months to School Age)	45
19	2055 Purcell Way	Capilano University Children's Centre	Group Child Care (Under 36 Months)	24
20	2997 Duchess Ave	Cedar Mill Childcare	Group Child Care (Under 36 Months)	10
21	2220 William Ave	Charito's Family Daycare	Family Child Care	7
22	2173 Tompkins Cres	Cheeky Monkey Childcare	Family Child Care	7
23	3911 Braemar Pl	Chez Nous	Family Child Care	7
24	1255 Eldon Rd	Cleveland Kids' Club - Portable	Group Child Care (School Age)	40
25	1058 Ridgewood Dr	Cleveland Out Of School Care	Group Child Care (School Age)	25
26	864 E 29th St	Creative Children	Group Child Care (30 Months to School Age)	10
27	1665 MacGowan Ave	Cute Angels Daycare	Family Child Care	5
28	1204 Caledonia Ave	Deep Cove Parent Participation Preschool	Preschool	20
29	488 Greenway Ave	Delbrook Family Day Care	Family Child Care	7

Map ID	Address	Facility Name	License Type	Max. Capacity
30	600 W Queens Rd	Delbrook Recreation Centre Preschool	Preschool	20
31	605 Mountain Hwy	Dinosaur Daycare Ltd.	Group Child Care (30 Months to School Age)	25
31	605 Mountain Hwy	Dinosaur Daycare Ltd.	Group Child Care (Under 36 Months)	12
32	3657 Fromme Rd	Ecole Francaise Internationale de Vancouver	Group Child Care (30 Months to School Age)	60
32	3657 Fromme Rd	Ecole Francaise Internationale de Vancouver	Group Child Care (School Age)	20
33	3902 Ruby Ave	Edgemont Village Daycare	In-Home Multi-Age Child Care	8
34	4638 Strathcona Rd	Elsa's Daycare	In-Home Multi-Age Child Care	8
35	1170 Frederick Rd	Forever Friends Daycare	Family Child Care	7
36	4367 Ruth Cres	Froggy Pad Group Day Care	Group Child Care (30 Months to School Age)	16
36	4367 Ruth Cres	Froggy Pad Group Day Care	Group Child Care (School Age)	10
37	1720 Hope Rd	Genius Childhood Development Centre	Family Child Care	7
38	5597 Huckleberry Pl	Grousewoods Early Years Centre	Multi-Age Child Care	7
39	2339 Whitman Ave	Growing Step by Step Daycare Ltd.	In-Home Multi-Age Child Care	8
40	715 Handsworth Rd	Handsworth Family Child Care	Family Child Care	7
41	4685 Underwood Pl	Happy Child Daycare & Learning Centre	Multi-Age Child Care	8
42	515 W Windsor Rd	Happy Days Daycare	Group Child Care (30 Months to School Age)	14
42	515 W Windsor Rd	Happy Days Daycare	Group Child Care (Under 36 Months)	12
43	2571 Carnation St	Happy Times Family Child Care	Family Child Care	7
44	3150 Colwood Dr	Highlands Child Care	Group Child Care (30 Months to School Age)	16
44	3150 Colwood Dr	Highlands Out Of School Care	Group Child Care (School Age)	86
45	3255 Edgemont Blvd	Highlands Preschool Centre	Occasional Child Care	16
45	3255 Edgemont Blvd	Highlands Preschool Centre	Preschool	68
46	1555 Theta Crt	Home Away From Home	Family Child Care	7
47	2745 Mt Seymour Pkwy	Huckleberries Childcare Centre	Multi-Age Child Care	8
48	127 W Osborne Rd	Ilona Daycare	Family Child Care	7
49	1356 Frederick Rd	Jelly Bean Academy	Group Child Care (School Age)	10
49	1356 Frederick Rd	Jelly Bean Academy	Preschool	10
50	1144 Lima Rd	Joy Land After School Care	Group Child Care (School Age)	10
50	1144 Lima Rd	Joy Land Pre-School	Preschool	10
51	1561 Rupert St	Karina's Family Daycare	In-Home Multi-Age Child Care	8
53	1035 Marine Dr	Kids and Company	Group Child Care (30 Months to School Age)	32
53	1035 Marine Dr	Kids and Company	Group Child Care (School Age)	20
53	1035 Marine Dr	Kids and Company	Group Child Care (Under 36 Months)	48
54	2019 Cliffwood Rd	Kids at Cliffwood Family Day Care	Group Child Care (School Age)	10
52	3410 Mt Seymour Pkwy	Kid's Castle Family Childcare	Family Child Care	7

Map ID	Address	Facility Name	License Type	Max. Capacity
55	2034 Kirkstone Rd	Kids Clubhouse	Multi-Age Child Care	8
56	870 Lynn Valley Rd	Kids Haven Christian Preschool and Daycare	Group Child Care (30 Months to School Age)	13
57	3763 Mountain Hwy	Kiwi Kare Family Daycare	Family Child Care	7
58	4520 Valley Rd	Koo's Korner Montessori Daycare	Multi-Age Child Care	16
59	1182 Welch St	Kuddles, Early Infant Stimulation Centre Ltd.	Occasional Child Care	32
60	537 E Osborne Rd	La Petite Ecole de Vancouver Nord	Family Child Care	7
61	380 W Kings Rd	La PrØmaternelle Francophone Trottin-Trottinette	Group Child Care (30 Months to School Age)	41
61	380 W Kings Rd	La prØmaternelle Francophone Trottin-Trottinette	Group Child Care (School Age)	95
61	380 W Kings Rd	La prØmaternelle Francophone Trottin-Trottinette	Group Child Care (Under 36 Months)	12
61	380 W Kings Rd	La PrØmaternelle Francophone Trottin-Trottinette	Preschool	16
62	195 E Windsor Rd	Lil Bloomers Child Care	Group Child Care (30 Months to School Age)	19
62	195 E Windsor Rd	Lil Bloomers Child Care	Group Child Care (Under 36 Months)	8
63	496 W Kings Rd	Little Bunnies	Group Child Care (Under 36 Months)	10
64	4015 Cummins Pl	Little Dickens Daycare	Family Child Care	7
65	1760 Philip Ave	Little Hands Family Child Care	Family Child Care	7
66	2707 Violet St	Little Orchard Daycare	Group Child Care (30 Months to School Age)	16
67	2411 Mt Seymour Pkwy	Little Orchard Out Of School Club	Group Child Care (School Age)	25
68	108 Carisbrooke Rd	Little Panda Childcare Centre	In-Home Multi-Age Child Care	8
69	120-3721 Delbrook Ave	Little Rascals - Delbrook	Group Child Care (School Age)	25
70	3111 Stanley Ave	Little Rascals Daycare Ltd.	Group Child Care (30 Months to School Age)	25
70	3111 Stanley Ave	Little Rascals Daycare Ltd.	Group Child Care (School Age)	60
70	3111 Stanley Ave	Little Rascals Daycare Ltd.	Preschool	30
71	100-1260 Lynn Valley Rd	Little Star Montessori	Preschool	26
72	3361 Mountain Hwy	Lynn Valley Kid's Club	Group Child Care (School Age)	30
72	3361 Mountain Hwy	Lynn Valley Kids' Club Preschool	Preschool	20
73	3220 Mountain Hwy	Lynn Valley Parent Participation Preschool	Preschool	20
74	1251 Lillooet Rd	Lynnmour Creative Childcare Centre	Group Child Care (30 Months to School Age)	19
74	1251 Lillooet Rd	Lynnmour Creative Childcare Centre	Group Child Care (Under 36 Months)	12
75	4317 Gallant Ave	Mamalina's Montessori Preschool and Childcare Centre	Group Child Care (30 Months to School Age)	15
75	4317 Gallant Ave	Mamalina's Montessori Preschool and Childcare Centre	Group Child Care (School Age)	13
76	776 Donegal Pl	Merryland Daycare	In-Home Multi-Age Child Care	8
77	3305 Church St	Michelle's Jungle Daycare	Family Child Care	7
78	4417 Valencia Ave	Mooshy Daycare	Family Child Care	7
79	1200 Parkgate Ave	Mount Seymour Preschool	Preschool	40
80	1336 E 16th St	Mountains of Fun Daycare Inc.	Multi-Age Child Care	8

Map ID	Address	Facility Name	License Type	Max. Capacity
81	1890 Deep Cove Rd	My Little School Daycare (1991) Inc.	Preschool	20
81	1890 Deep Cove Rd	My Little School Daycare (1991) Inc. - North Downstairs	Group Child Care (30 Months to School Age)	25
81	1890 Deep Cove Rd	My Little School Daycare (1991) Inc. - South Downstairs	Group Child Care (Under 36 Months)	12
81	1890 Deep Cove Rd	My Little School Daycare (1991) Inc. - Upstairs	Group Child Care (School Age)	20
82	3525 Fairmont Rd	Nancy's House	Family Child Care	7
82	3525 Fairmont Rd	Nancy's House	Group Child Care (School Age)	10
83	2801 Hoskins Rd	Nature's Garden	In-Home Multi-Age Child Care	8
84	3632 Greentree Lane	Nena's Day Care	In-Home Multi-Age Child Care	8
85	1295 Sowden St	Norgate Kids' Club	Group Child Care (School Age)	30
85	1295 Sowden St	Norgate Kids' Club Preschool	Preschool	13
86	4085 Dollar Rd	North Shore Child Care Centre Inc.	Group Child Care (30 Months to School Age)	20
86	4085 Dollar Rd	North Shore Child Care Centre Inc.	Group Child Care (School Age)	24
86	4085 Dollar Rd	North Shore Child Care Centre Inc.	Group Child Care (Under 36 Months)	12
86	4085 Dollar Rd	North Shore Child Care Centre Inc.	Preschool	20
87	1370 Redwood St	North Shore Neighbourhood House - Novaco Child Care Centre	Group Child Care (30 Months to School Age)	25
87	1370 Redwood St	North Shore Neighbourhood House - Novaco Child Care Centre	Group Child Care (Under 36 Months)	12
88	1325 E Keith Rd	North Star Montessori	Group Child Care (School Age)	10
88	1325 E Keith Rd	North Star Montessori	Preschool	39
89	1090 Berkley Rd	North Vancouver Child Development Center	Group Child Care (Under 36 Months)	12
89	1090 Berkley Rd	North Vancouver Child Development Center	Multi-Age Child Care	8
90	1022 Viney Rd	Nuri's Little Darlings	Family Child Care	7
91	510-1070 Lynn Valley Rd	Olive Grove Childcare Ltd.	Group Child Care (30 Months to School Age)	15
91	510-1070 Lynn Valley Rd	Olive Grove Childcare Ltd.	Group Child Care (Under 36 Months)	20
56	870 Lynn Valley Rd	Open Door Drop-in For Single Mothers Society	Occasional Child Care	16
92	3625 Banff Crt	Parkgate Child and Family Centre	Group Child Care (30 Months to School Age)	25
92	3625 Banff Crt	Parkgate Child and Family Centre	Group Child Care (School Age)	90
92	3625 Banff Crt	Parkgate Child and Family Centre	Group Child Care (Under 36 Months)	16
92	3625 Banff Crt	Parkgate Child and Family Centre	Occasional Child Care	8
93	1-3601 Garibaldi Dr	Parkway Village Childcare Centre	Group Child Care (30 Months to School Age)	25
93	1-3601 Garibaldi Dr	Parkway Village Childcare Centre	Group Child Care (School Age)	45
94	1150 Mt Seymour Rd	Parkway Village Childcare Two	Group Child Care (School Age)	33
95	1150 Handsworth Rd	Petite Hands Daycare	Family Child Care	7
96	886 E 21st St	Play N Learn Child Care	Family Child Care	7
97	125 E Queens Rd	Queens Road Child Care Center	Group Child Care (Under 36 Months)	10
98	3201 Mountain Hwy	Rainbow Corner Child Care Centre	Group Child Care (30 Months to School Age)	25

Map ID	Address	Facility Name	License Type	Max. Capacity
98	3201 Mountain Hwy	Rainbow Corner Child Care Centre	Group Child Care (School Age)	4
98	3201 Mountain Hwy	Rainbow Corner Child Care Centre	Group Child Care (Under 36 Months)	12
99	1051 Churchill Cres	REACH Orton-Gillingham Learning Centre Inc.	Occasional Child Care	18
100	3590 Mountain Hwy	Sandpiper Preschool	Preschool	20
101	800 Lytton St	Seymour Heights Parent Participation Preschool	Preschool	20
102	949 Lytton St	Seymour School Age Care Program	Group Child Care (School Age)	20
103	1602 Pemberton Ave	Smiling Stars Daycare	Group Child Care (30 Months to School Age)	24
103	1602 Pemberton Ave	Smiling Stars Daycare	Group Child Care (Under 36 Months)	23
104	1819 Berkley Rd	Special Times Out of School Care	Group Child Care (School Age)	10
25	1058 Ridgewood Dr	St. Catherine's Childcare Society	Group Child Care (Under 36 Months)	12
25	1058 Ridgewood Dr	St. Catherine's Childcare Society	Occasional Child Care	12
25	1058 Ridgewood Dr	St. Catherine's Preschool	Preschool	20
13	2260 Philip Ave	Sunflower Preschool	Preschool	20
105	4266 Mt Seymour Pkwy	Sunshine Cove Preschool	Group Child Care (30 Months to School Age)	20
106	980 E 13th St	Sunshine Preschool	Preschool	20
107	2163 Mt Seymour Pkwy	Teddi Bear's Picnic Daycare	Family Child Care	7
108	685 W Queens Rd	The Kids Castle Daycare	Group Child Care (30 Months to School Age)	8
108	685 W Queens Rd	The Kids Castle Daycare	Group Child Care (Under 36 Months)	12
106	980 E 13th St	Top Drawer Daycare	Group Child Care (School Age)	54
106	980 E 13th St	Top Drawer Tots	Group Child Care (30 Months to School Age)	22
109	3380 Lonsdale Ave	Upper Lonsdale Preschool	Preschool	20
110	2725 St Christophers Rd	Vancouver Waldorf School	Group Child Care (30 Months to School Age)	29
110	2725 St Christophers Rd	Vancouver Waldorf School	Group Child Care (School Age)	40
110	2725 St Christophers Rd	Vancouver Waldorf School	Preschool	51
111	2061 William Ave	Westlynn Family Daycare	Family Child Care	7
112	623 W Queens Rd	Westview Family Child Care	Family Child Care	7
113	2194 Windridge Dr	Willow Tree Family Daycare	Family Child Care	7
114	931 Lytton St	Windridge Park Preschool	Preschool	20



DRAFT

Development Services Bulletin

Child Care Facilities

November 29, 2013

Purpose: To assist the public in understanding the BC Building Code (BCBC or the Code) classification requirements for child care facilities.

Background: The BCBC does not specifically classify child care facilities according to assembly or care occupancies. It is up to the Authority Having Jurisdiction (AHJ) to decide which Occupancy Classification a particular daycare belongs. To this end the District has conferred with other municipalities to establish a reasonable approach to ensure the safety of children in care.

It is generally agreed that a daycare with less than 10 children is compatible with a residential use and therefore is suitable for a single family dwelling. The Building Code Board of Appeal #1010 confirms this classification.

Over 10 children however presents life safety concerns under the Code which are not met in the design of a single family dwelling. A daycare with more than 10 children is either categorized as an assembly (A2) or a care (B3) Occupancy Classification.

In an effort to allow daycare operations for more than 10 children in a single family dwelling while meeting the minimum safety requirements of the BCBC, Building staff have determined that a building permit for a change of use and alterations can be obtained with the assurance of a Professional (Architect or Engineer in good standing) who will provide an Alternative Solution to the Code acceptable to the District.

An Alternative Solution must include the following assumptions:

- That children under 30 months of age are not able to evacuate the premises without the assistance of a caregiver,
- The caregiver may be able to physically remove up to two children under the age of 30 months from the facility, and
- Children over 30 months are able to exit safely without assistance.

Based on the number and ages of children according to the guideline, the District of North Vancouver has established the following Occupancy Classifications for daycares in houses:

C (Residential) – Up to 10 children maximum of any age, no upgrades to the building required other than those determined by the Building Inspector for life safety (stair railings, guards, high visible tactile slip on stairs, etc.).

A2 (Assembly) – Any number of children as long as they are all over 30 months. The building may require a sprinkler system as part of the Alternative Solution along with 1 or 2 hour rated fire separations. The heating systems between the daycare facility and the rest of the dwelling must be separated or as an Alternative Solution, fire dampers provided on all ducts.

B3 (Institutional) – Any number of children of any age (less than 30 months acceptable) as long as the entire building is sprinklered and a 2 hour rated fire separation is provided. The

heating systems between the daycare facility and the rest of the dwelling must be separated or as an Alternative Solution, fire dampers provided on all ducts.

The above classification requirements are for child care facilities providing child care during the day. A more restrictive classification or additional measures may be required for facilities providing overnight care.

A building permit application, an application for Alternative Solution, a Code analysis report signed and sealed by a Registered Professional, Letter(s) of Assurance, two ¼" floor plans and two 1/8" site plans are required before approval can be given to convert a single family dwelling to accommodate a child care facility for more than 10 children.

A letter of intent from the child care facility operator indicating the number of children, the age of the children and the children/caregiver ratio is to be included with the building permit submission.

Should you have any questions concerning Building Code compliance for child care facilities please contact Donna Corcoran, Permits Supervisor at 604-99-2231.



NORTH VANCOUVER
DISTRICT

ATTACHMENT 4

DRAFT

PLANNING GUIDELINES FOR GROUP CHILD CARE IN RESIDENTIAL ZONES

Updated November 29, 2013

Application of the Planning Guidelines

Child care in the District of North Vancouver is regulated by the *Child Care Facilities Business Regulation Bylaw*. All child care facilities providing care for more than 2 children are required to obtain a business licence and comply with the provisions of this bylaw; however, these Guidelines will only apply for any application for group child care in residential zones (more than 8 children in care). For child care with a capacity of over 10 children in a residential zone a public meeting or public hearing and Council approval is required, though the licence inspector may refer an application for more than 8 children to Council if the child care may adversely impact the residents of the neighbourhood.

Purpose of the Planning Guidelines

These Planning Guidelines are recommended to:

- assist residents and child care providers to plan for child care services that promote the health and well being of children in residential zones
- assist District staff to evaluate business licence applications for child care in residential areas that promote safe and healthy communities

Planning for child care in residential areas needs to consider community context, site planning, Neighbourhood fit, access and parking.

Planning Guidelines

1. Locate in Under-Served Neighbourhoods

New child care facilities are encouraged to locate in under-served neighbourhoods of families with young children to promote an even distribution of services across the District.

Evaluation: The District social planner can provide numbers of child care spaces in surrounding neighbourhood, number of children in neighbourhood, enrollment in surrounding centres.

2. Locate Close to Community Amenities

Child care facilities are ideally located within a child's walking distance of one or more of the following community amenities.

- Schools, playgrounds, open spaces, parks, recreation centres, libraries

Evaluation Tools: The District social planner can provide a map of community amenities within the vicinity of the child care program.

3. Locate on Easily Accessible Streets

Child care facilities should be located on residential streets that

- provides easy vehicle access (entry and exit)
- are located close to arterial roads
- provides adequate separation of pedestrian paths from vehicle routes in the parking, drop-off and pick up areas of the site

A child care facility located along an arterial road should have adequate area within the lot for vehicle drop off, pick up and turning movements to prevent traffic congestion and safety concerns.

Evaluation Tools: The applicant is requested to submit a site plan and context map.

4. Address Arrival/Departure and Parking Needs

Child care facilities should be located on sites that provide adequate space for:

- 2 stalls for staff/ resident parking
- 1 stall for every 10 children for parent and pick up and drop off
- Safe and non-disruptive vehicle arrival and departure zone for child care users

Evaluation Tools: Applicants are requested to submit a transportation plan that includes: a site plan with the location of parking, mode share of parents, number of sibling groupings, staggered pick up and drop off times.

5. Maintain Neighbourhood Characteristics

Child care facilities should be located on sites that:

- are compatible with the visual character of the existing streetscape
- provides landscaping that enhances the privacy, peace and quiet of neighbours
- provides the required appropriately located outdoor play space, completely fenced and secured.

Evaluation Tools: Applicants are requested to submit a site plan which includes the location of the outdoor play space and a landscape concept plan.

6. Neighbourhood Support

Any plans for a child care facility should include discussions with neighbours at the early planning stage.

Evaluation Tools: Neighbours will be asked to provide comment on the proposal either at the public meeting/ hearing or via written correspondence. The applicant will be expected to mitigate concerns with reasonable measures.

6. Relationship To Site Grade and Access to Natural Light

Child care applications must demonstrate that emergency evacuation of the children is addressed. Concerns regarding emergency evacuation increase with height above grade. Locations below grade are not preferred due to requirements for natural light. The availability of natural light is important to the creation of a suitable childcare space.

Evaluation Tools: Applicants are requested to submit a site plan and an interior layout plan.

7. Strong Indoor/Outdoor Connection

Outdoor space should be at the same level as the indoor space (plus or minus .5 m) and contiguous with it. The proposed site needs adequate outdoor play space (7 square metres per child). The indoor and outdoor areas should be planned together. Indoor and outdoor spaces should allow for inter-related indoor and outdoor activities and free movement by children. The facility should be oriented to allow the surveillance of outdoor play areas from the primary indoor activity area.

Evaluation Tools: Applicants are requested to submit a site plan, showing the indoor/ outdoor relationship, including a landscape concept plan for the outdoor play area.

Child Care Application Submission Requirements



District of North Vancouver
Planning Department

355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2387 or Email: planning@dnv.org
Application submission: In person, appointment required.

The following information must be submitted with the child care business application for **group child care in residential zones**. Applicants are advised that all information submitted is considered public information.

Please contact the social planner in the Community Planning Department for more information. **Incomplete applications will not be accepted.**

CHECK LIST

Application	<ul style="list-style-type: none"> <input type="checkbox"/> Completed Business Licence Application Form. <input type="checkbox"/> Payment for application fees, if applicable. <input type="checkbox"/> Vancouver Coastal Health Application for Child Care Licence. <input type="checkbox"/> Owner signature(s) or written authorization for an agent to act on owner behalf. <input type="checkbox"/> Electronic submission in PDF format of all plans and reports is encouraged (by means of CD or storage device). This does not eliminate the need for paper copies listed. <input type="checkbox"/> Written Description of the proposal, providing: <ul style="list-style-type: none"> <input type="checkbox"/> Name and contact information of the operator (must be a resident of the home) <input type="checkbox"/> The number and ages of children in care; <input type="checkbox"/> Type of childcare <input type="checkbox"/> Hours of operation <input type="checkbox"/> Number of staff <input type="checkbox"/> Neighbourhood consultation plan (e.g. Open House) <input type="checkbox"/> Fully Dimensioned Site Plan at 1:100 metric scale including parking location, dimension of the driveway and outdoor play space. <input type="checkbox"/> Landscape Concept Plan of the outdoor play area <input type="checkbox"/> Interior Concept Plan, including number of storeys and location of child care and living area. <input type="checkbox"/> Transportation Information, including parking location and number of stalls, anticipated mode share of parents and employees, staggered pick up/ drop off, sibling groupings etc. <input type="checkbox"/> All plans reduced to 11"x17" (ensuring the reduced copies are readable).
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Letter of Introduction

(on your letterhead)

Date

Dear Neighbours:

Re: Group Child Care Facility – Business License Application for <site address>

<Applicant Name> has made an application to obtain a Business License for a Group Child Care facility in the District of North Vancouver at <site address>. The proposal is for <project description>.

District staff suggest that we consult with our neighbours before our Business License application is considered by District Council. Prior to District Council considering our application, we are providing this information package to neighbours of the site to explain our proposal. In addition, we would like to invite you to an open house at our home at <site address> on <date and time> to review our proposal. District planning staff will be in attendance at the open house to answer any questions regarding the business licence application process.

We are also seeking an indication of whether you support the proposal. There is no obligation for you to state any position. You may also contact planning staff at District Hall for information on this proposal or the application process.

There will also be a Public Meeting at North Vancouver District Hall regarding our Business License application that will be an opportunity for to learn more about our proposal, or to voice their support or concerns with City Council. **The Public Meeting on our Business License application is scheduled for the evening of Monday __, at North Vancouver District Hall.** The District of North Vancouver will be advertising the Public Meeting, and will send a letter to all residents residing within 50 metres of the proposed facility location. The letter will confirm the time, date and location of the meeting, and will provide additional information on how to submit written input, if that is your preference.

Yours truly,

<Name>

<Title>

Applicant Information:

Date: _____

Contact Name: _____

Company Name: _____

Address: _____

Phone No: _____ Fax No: _____

Email: _____

