

# AGENDA

## *PUBLIC MEETING*

**Tuesday, March 5, 2019**

**7:00 p.m.**

**Council Chamber, Municipal Hall**

**355 West Queens Road,**

**North Vancouver, BC**

**Council Members:**

Mayor Mike Little

Councillor Jordan Back

Councillor Mathew Bond

Councillor Megan Curren

Councillor Betty Forbes

Councillor Jim Hanson

Councillor Lisa Muri



NORTH VANCOUVER  
DISTRICT

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## **PUBLIC MEETING**

**7:00 p.m.  
Tuesday, March 5, 2019  
Council Chamber, Municipal Hall,  
355 West Queens Road, North Vancouver**

## **AGENDA**

### **Child Care Business License Application**

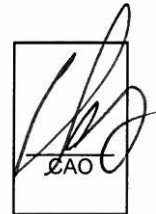
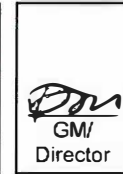
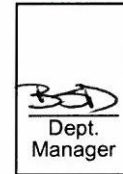
Purpose of meeting:

Council is seeking input from the public with respect to the issuance of a proposed child care facility business licence for Ms. Anna Amiri, Owner – Itsy Bitsy Daycare, at 2391 Berkley Road to expand their current child care license for 7 children to group child care (school age) for up to 20 children. Child care services will be provided between the hours of 7:30 am and 6:00 pm.

- 1. OPENING BY THE MAYOR**
- 2. PRESENTATION BY STAFF**
- 3. PRESENTATION BY APPLICANT**
- 4. REPRESENTATIONS FROM THE PUBLIC**
- 5. QUESTIONS FROM COUNCIL**
- 6. CLOSING**

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AGENDA INFORMATION	
<input type="checkbox"/> Regular Meeting	Date: _____
<input checked="" type="checkbox"/> Other:	Date: <u>MARCH 5, 2019</u>



## The District of North Vancouver REPORT TO COUNCIL

February 19, 2019  
File: 10.4750.30/001.000

**AUTHOR:** Cristina Rucci, Community Planner

**SUBJECT:** Application to Amend a Child Care License for Itsy Bitsy Daycare: 2391 Berkley Avenue

### RECOMMENDATION:

THAT Council receive this report as background information for the Public Meeting on March 5, 2019, to consider an application to amend the child care license for Itsy Bitsy Daycare from Family Child Care for 7 children to Group Child Care (School Age) for 20 children.

### REASON FOR REPORT:

To provide Council with background information on the Group Child Care license application from Itsy Bitsy Daycare in preparation for the Public Meeting on March 5, 2019. Approval of this license for a Group Child Care (School Age) would mean an increase in capacity from 7 children to 20 children.

Under the provisions of the Child Care Facilities Regulation Bylaw an increase in capacity to between 11 and 20 children triggers the requirement for a Public Meeting with Council.

### SUMMARY:

Ms. Anna Amiri has recently made an application to Vancouver Coastal Health (VCH) to amend her current Family Child Care license for 7 children to Group Child Care (School Age) for 20 children, which she operates from her home located at 2391 Berkley Avenue. An open house for the neighbours took place on February 12, 2019 which provided an opportunity for the applicant to informally discuss her proposal and to address any concerns the neighbours may have. The applicant hand delivered an invitation to the



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open house to the 12 households that fall within 50 metres of her property. District staff attended the open house and one neighbour was present.

In accordance with the Child Care Facilities Business Regulation Bylaw (Bylaw 6724), a Council Public Meeting is being held on March 5, 2019 to give interested residents an opportunity to express their views on the proposed application to Council. Prior to this meeting, the District will mail out a notice to residents within the notification radius informing them of the proposal. After the Public Meeting, the application will be considered by Council at a regular Council meeting April 1<sup>st</sup>, 2019.

**BACKGROUND:**

Ms. Anna Amiri, the owner/operator of Itsy Bitsy Daycare has been operating her family child care from her home, located at 2391 Berkley Ave., for the last 3 years. In response to the many requests that she is receiving from families with school age children either attending, or about to attend, Blueridge and Seymour Heights Elementary Schools, Ms. Amiri has made an application to VCH to amend her Family Child Care license and change it to Group Child Care (School Age) for up to 20 children.

The applicant's current child care, which is comprised of children aged 1 to 5 years old, operates Monday to Friday from 7:30am to 6:00pm. Property Use staff have confirmed that the District has not received any complaints over the last 3 years regarding the child care business. The hours of the proposed out-of-school care program (for children aged 5-12) will be from 7:30am – 8:30am in the morning and from 3:00pm – 6:00pm. There will be no children in care outside of those hours. Ms. Amiri will be open full days on teacher professional development days, spring break, Christmas break (1 week), and during summer break. Ms. Amiri will surrender her Family Child Care license if she is successful in securing a license for Group Child Care.

The BC Building Code and provincial requirements for child care operations in single family zones have changed since the late 1990's. Bylaw 6724 now requires facilities that provide child care for more than 8 children at one time to comply with the BC Building Code's assembly occupancy requirements. As such, the operator will retain a Code Consultant to evaluate her home and provide her advice in terms of what changes may need to be made in order to meet the Building Code requirements. She will pursue these improvements pending Council's decision regarding her business license. The applicant will not be able to get her business license until these improvements are made to the satisfaction of the District's building staff. The applicant has also applied to the Ministry of Child and Family Development Child Care BC New Spaces Fund in the amount of \$250,000 to assist her with her renovation costs.

**EXISTING POLICY:**

The District's Child Care Policy supports the facilitation of quality child care services that afford opportunities for children to develop socially, emotionally, and intellectually. The investment in quality child care is far-reaching and can have positive social and economic benefits for all residents living in the District. 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 North Shore Congress's Child and Family Friendly Community Charter was endorsed by Council in 2011. The Charter recognizes that early child development is critical and that members of the Congress need to work together to create broad, equitable access to the conditions that help children and families thrive.

The Child Care Facilities Business Regulation Bylaw requires that child care business license 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. In accordance with the Bylaw, all residents within 50-metres of Itsy Bitsy Daycare will receive notice of the Public Meeting.

#### **ANALYSIS:**

The Planning Guidelines for Home Occupied Child Care Facilities were updated in January, 2014. These enhanced Guidelines take into consideration the following criteria in the assessment of proposed child care businesses in single family homes:

- 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)

The enhanced guidelines also require that applicants provide additional information around design of the facility, parking, and access. They also recommend that applicants hold an open house with their neighbours to discuss their proposal before the application goes to a Public Meeting or Public Hearing.

#### *Proposal*

- Itsy Bitsy Daycare is located in a family oriented neighbourhood in the Blueridge neighbourhood (Attachment A).
- Berkley Avenue is a collector and offers good accessibility to Mount Seymour Parkway.
- The facility is located at the northern end of Berkley Ave within walking distance to Blueridge Park (across the street) and Blueridge Elementary School.
- One family child care and two group child care facilities are located in close proximity to the subject site, including:
  - Growing Step by Step, 2339 Whitman (8 multi-age)
  - Blueridge Out of School Care, 2650 Bronte (Blueridge School) (20 out-of-school care spaces)
  - Special Times Out of School Care, 1819 Berkley (10 out-of-school spaces)

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- In addition to these facilities there are some larger child care facilities located in close proximity to Mt. Seymour Parkway (just east of Berkley):
  - North Vancouver Child Development Centre, 1090 Berkley (12 infant/toddlers+8 multi-age = 20)
  - Little Orchard Daycare, 2707 Violet Street (16 children 30 months-5 years)
  - Little Orchard Out of School Care, 2411 Mt. Seymour Parkway (Canlan Ice Sports) (25 out-of-school spaces)
  - Huckleberries Childcare Centre, 2745 Mt. Seymour Pkwy (8 multi-age)
  - Seymour School Age Care Program (run by Parkgate Community Services Society) (24 out-of-school spaces)
  - Windridgepark Preschool, 931 Lytton (Ron Andrews Community Centre) (20 preschool spaces)
  - Seymour Heights Parent Participation Preschool, 800 Lytton Street) (20 preschool spaces)
- In total, there are approximately 70 out-of-school spaces that are located east of the Seymour River and west of the Northlands Drive. Staff contacted each of the out-of-school programs (Blueridge, Special Times, Little Orchard, and Seymour School Age Care) and they are all at capacity and have waitlists for the Fall.
- According to the 2016 Census, the total number of school aged children living in these neighbourhoods (Seymour Heights, Windridge, Riverside East, Riverside West, Blueridge and Northlands) is 675, which means that only 10% of children have access to a child care space. This is less than the District average for children between the ages of 5 – 12 (14% or 14 spaces per 100 children)
- The applicant will have 2 assistants, one who will assist her in the childcare and the other who will help her with the driving.
- Ms. Amiri and both of her assistants have taken the “Responsible Adult training” (consists of 20 hours of specific training in addition to a First Aid course).
- The applicant, husband and four children live on the second floor of the home and the child care is located on the main floor, which is above ground. The child care and the dwelling each has their own entrance.

*Childcare – school age program*

- The hours of operation for the school age program are from Monday to Friday 7:30am – 8:30am in the morning and from 3:00pm – 6:00pm in the afternoon. The schools that will be served are Blueridge and Seymour Heights Elementary Schools.
- The child care is proposed to be open full days on professional development days and during the spring, summer and winter break.
- The facility will be closed on weekends, statutory holidays, and one week during Christmas break.
- Ms. Amiri has a number of parents who have supported her proposal, and through word of mouth, she already has 16 children on her wait list. As two of the children in her care will be her own, she only needs 2 more children to be at capacity.
- As many of the children who are on Ms. Amiri’s list are within walking distance, parents will be encouraged to walk or cycle with their children to the child care.

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- Ms. Amiri is also expecting siblings which will also reduce the number of trips to and from the centre.

*Design*

- The home is two storeys and the child care will be located on the main floor and has a strong connection to the outside. There are no stairs or other encumbrances leading from the outside to the childcare which makes the site very accessible. The outside play space is secured for privacy and safety and a fence surrounds the property.
- Large windows provide natural light and fresh air into the space and provide a convenient exit for the children.
- Ms. Amiri is planning on making significant changes to her child care space in order to open the space and make it more accessible. She will have to hire a code consultant or registered professional as it will require building permits. She has submitted an application to the Ministry of Child and Family Development Child Care BC New Spaces Fund in the amount of \$250,000 to assist her with her renovation costs.

*Noise*

- In order to minimize the noise from the school age children, the applicant will divide the children into two groups and each group plays outside at separate times between 4:00 and 5:00pm.
- The applicant lives across the street from Blueridge Park (which includes a field and play equipment) and will bring the children there for play time.
- During professional development days and spring, summer and winter breaks, the applicant will be bringing the children on field trips several times of week and will use amenities located close to her home, including Blueridge Park, Blueridge School, Baden Powel Trail and Ron Andrews Community/Recreation Centre. When possible, parents will be encouraged to pick up their children from these sites which will decrease the amount pick-ups from the child care.

*Public Consultation*

- The applicant hand delivered a letter of introduction (Attachment B) to all of her neighbours located within 50 metres of her home in early February. This letter followed a template provided by staff to the applicant and outlined the proposed amendment, the reason for the amendment, as well as a summary of the proposed staff, hours of operation, parking, and outdoor play.
- When delivering the letters, the applicant did have conversations with most of her neighbours about her proposal (approximately 12 households in total). Most of the neighbours have expressed their support for the amendment, although one neighbour did express some concern around traffic.
- As per the enhanced guidelines, the applicants held an open house on Tuesday, February 12, 2019. The purpose of the open house is to give the applicant an opportunity to informally discuss their application with their neighbours and to discuss any concerns they might have. Staff attended the open house, to answer any regulatory questions that may arise. Although the applicant notified her neighbours of the meeting, only one neighbour attended the meeting. As this was the neighbour who

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had some concerns, staff and the applicant were able to discuss a number of options around how traffic could be alleviated through various measures (i.e. walking, cycling, creating a schedule for drop off and picks ups, having parents pick children up at the park during the summers, etc.).

*Parking and Access*

- The District of North Vancouver Zoning Bylaw requires 1.25 parking spaces per classroom. The operator is applying for a license for 1 classroom. Additionally, the applicant requires 2 spaces for the single family dwelling, for a total of 3.25 (rounded to 4).
- The applicant has approximately 4 parking spaces on her driveway as well as 2 spaces in her carport for a total of 6. As part of her plan is to purchase a large van, she is also planning to create additional parking on her lawn area to accommodate it.
- There is available off-site parking along Berkley Avenue for families to temporarily park their cars for pick up and drop off.
- The applicant will walk the children attending Blueridge to the school, and will transport, via van, the children to Seymour Heights. She and her 2 staff will ensure that the children are transported to and from the school safely.
- Business Licensing staff has indicated that Itsy Bitsy Daycare has not received any complaints over the last 3 years.

**Timing/Approval Process:**

Following the Public Meeting, the application will be considered by Council at the Regular meeting on April 1, 2019.

**Social Policy Implications:**

The District's Child Care Policy supports the provision of quality child care services, the provision of a continuum of child care services, and the provision of child care services close to elementary schools.

**Conclusion:**

The applicant has been operating a successful child care business from her family home located at 2391 Berkley Avenue for the last 3 years. By amending her current child care license with VCH (and subsequently her business license with the District, from family to school age program) from 7 to 20 children, the operator will be able to provide care for parents whose children attend, or who are about to attend, Blueridge and Seymour Heights Elementary Schools. The location of this facility meets the location District's criteria, as it is situated close to a school, parks, and a community/recreation centre. Accessibility to the site is good and the site offers on-site and off-site parking options. The applicant held an open house for the neighbours on February 12, 2019 and one neighbour attended who had some concerns around traffic. The applicant is committed to address her neighbours' concerns through the implementation of strategies which will reduce the impact of traffic in the neighbourhood.

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**Options:**

A Public Meeting will be held on March 5, 2019, to provide residents an opportunity to express their views on the application. Prior to this Meeting, the District will mail out a notice to residents within the notification radius (50 metres) informing them of the proposal. After completion of the Public Meeting, Council may consider this application on April 1, 2019 and either:

1. Approve issuance of a business license to Ms. Anna Amiri, which would allow her to provide care for 20 school aged children, or
2. Decline the application maintaining the current permitted capacity of 7 children, under her current Family Child Care license.

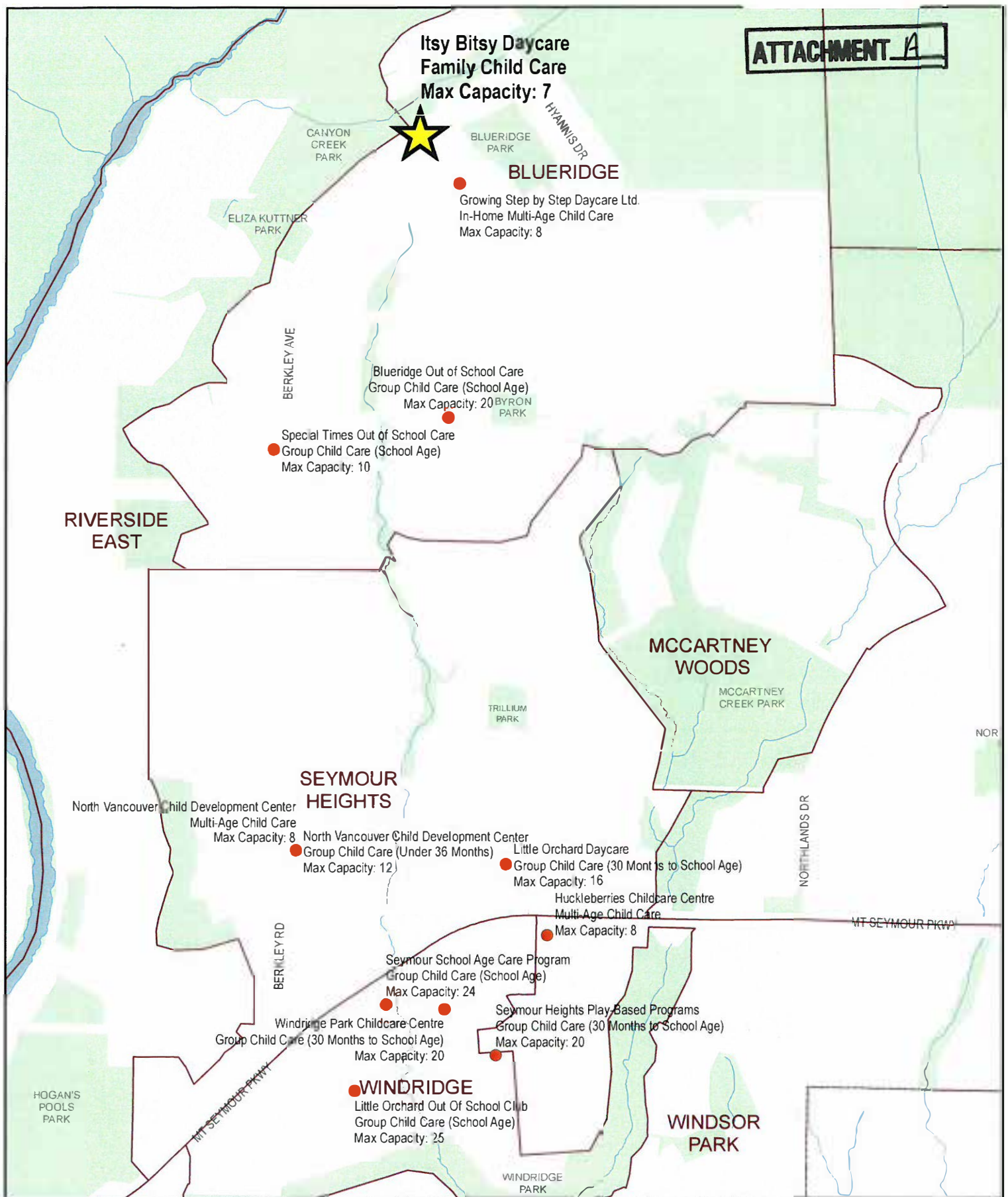
Respectfully submitted,



Cristina Rucci, RPP, MCIP  
Social Planner

**Attachment A: Site Map**  
**Attachment B: Letter of Introduction**

REVIEWED WITH:					
<input type="checkbox"/> Community Planning	_____	<input type="checkbox"/> Clerk's Office	_____	External Agencies:	
<input type="checkbox"/> Development Planning	_____	<input type="checkbox"/> Communications	_____	<input type="checkbox"/> Library Board	_____
<input type="checkbox"/> Development Engineering	_____	<input type="checkbox"/> Finance	_____	<input type="checkbox"/> NS Health	_____
<input type="checkbox"/> Utilities	_____	<input type="checkbox"/> Fire Services	_____	<input type="checkbox"/> RCMP	_____
<input type="checkbox"/> Engineering Operations	_____	<input type="checkbox"/> ITS	_____	<input type="checkbox"/> NVRC	_____
<input type="checkbox"/> Parks	_____	<input type="checkbox"/> Solicitor	_____	<input type="checkbox"/> Museum & Arch.	_____
<input type="checkbox"/> Environment	_____	<input type="checkbox"/> GIS	_____	<input type="checkbox"/> Other:	_____
<input type="checkbox"/> Facilities	_____	<input type="checkbox"/> Real Estate	_____		
<input type="checkbox"/> Human Resources	_____	<input type="checkbox"/> Bylaw Services	_____		



## CHILDCARE FACILITIES

0 50 100 200  
Meters

Scale: 1:9,500



**GIS DEPARTMENT**  
GEOGRAPHIC INFORMATION SYSTEMS  
604-990-2311 www.geoweb.dnv.org gis@dnv.org

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February 04, 2019

Dear Neighbors on Berkley Ave,

My name is Anna Amiri and I live on 2391 Berkley Ave, North Vancouver. I've been running Itsy Bitsy Daycare from my home since 2015. I want to inform you that I have applied to Vancouver Coastal Health to change my license from family daycare to school age child care.

I have decided to amend my license in response to the many parents that I have spoken to in the neighbourhood who are in need of before and after school care. By opening this child care, I hope to alleviate some of the stress and pressure working families are under by providing a quality, safe environment where their school aged children (attending Blueridge and Seymour Heights) can be cared for.

District staff suggest that I consult with my neighbours before my Business License application is considered by District Council. Prior to submitting my application to District Council, I am providing this information package to our neighbors to explain my proposal. In addition, I would like to invite you to an open house at my home at 2391 Berkley Ave on **Tuesday the 12<sup>th</sup> of February from 6:00 to 7:00 pm** to review my proposal. District planning staff will be in attendance at the open house to answer any questions you may have regarding the business license application process.

My daycare, which is located on the main floor of my home, is currently licensed for a Family daycare program for 7 children, operating from 7:30 am to 6:00 pm. We are closed for weekends, statutory holidays and a week for Christmas.

**Proposed Change:**

Recently I made an application to Vancouver Coastal Health to change my license and to increase my license capacity to 20 children for before and after school car. Myself and two staff members will care for the children from 7:30am to 8:30am and will then drop the children off at their school. At 3:00 we will pick the children up and parents will be able to pick up between 3:30 pm and 6:00 pm. We anticipate that many of the children in our care will be walked to and from the centre and that we will be caring for siblings thus reducing the number of parents dropping off and picking up. There will be no children in our care between 8:30am and 3:00pm. Please note that I will be open full days on Pro-D days, spring break, Christmas break (1 week) and summer break.

As always, I respect and understand my neighbors' privacy and peace of mind, value their opinions and will continue to do my best to make a quiet and safe environment for my neighbors and the children under my care.

Kind regards,

---

Anna Amiri

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## NOTICE OF PUBLIC MEETING

### CHILD CARE FACILITY BUSINESS LICENSE APPLICATION

The Council of the District of North Vancouver will hold a Public Meeting in the Council Chamber of the Municipal Hall, 355 West Queens Road, North Vancouver, on **Tuesday, March 5, 2019**, at 7:00 p.m. to consider the following application for a business license to operate a child care facility:

**Applicant:** Ms. Anna Amiri – Itsy Bitsy Daycare  
**Location:** 2391 Berkley Avenue  
**Proposal:** To amend the current family childcare licence for 7 children to group childcare (school age) for 20 children

Vancouver Coastal Health submitted a referral to the District of North Vancouver regarding an amendment to the childcare licence for Itsy Bitsy Daycare located at 2391 Berkley Avenue. The owner of this childcare, Anna Amiri is seeking to amend her current family childcare license for 7 children to group childcare (school age) for up to 20 children.

The purpose of this public meeting is to enable all interested residents an opportunity to express their views with respect to the issuance of the proposed child care facility business license.

A copy of the relevant background material is available for review at the District of North Vancouver Clerk's Office at the District Hall, 355 West Queens Road, North Vancouver, B.C., and on the District's website at [www.dnv.org](http://www.dnv.org)

Office hours are Monday through Friday, except Statutory Holidays, between the hours of 8:00 a.m. and 4:30 p.m. For further information, please contact Cristina Rucci of the Community Planning Department at 604 990-2274.

Linda Brick  
Deputy Municipal Clerk  
February 19, 2019

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