



# SQUAMISH

HARDWIRED *for* ADVENTURE

## Squamish Child Care Facility Requirements



November 2020  
Edition





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## About this Guide

Quality, accessible, and affordable child care is vital to a healthy community and prosperous economy. All levels of government, community service agencies, families, and businesses have a shared interest and role in supporting child development and child care services. The District of Squamish is committed to support improved child care access to meet the community's child care needs now and well into the future.

This guide is intended to help you navigate the provincial and municipal requirements for opening, expanding, renovating, or relocating a child care centre in Squamish. Provincial child care facility licensing and associated requirements are administered by Vancouver Coastal Health. The District of Squamish is responsible for zoning regulations to permit child care within the community, overseeing the permitting and construction of child care facilities, and issuing local business licences, which involves conducting required fire and building safety inspections.

This information is provided for convenience and is not a substitution for applicable municipal bylaws, or provincial codes or regulations. While best efforts will be made to keep this guide up-to-date, it is your responsibility to ensure that you know and comply with current regulations and requirements for child care centres.



## BEFORE YOU APPLY

Before starting the process to open or expand child care spaces, research and planning are important to help understand the specific child care needs in the community and all provincial and municipal licensing requirements.

It is recommended that you read:

- Provincial Community Care and Assisted Living Act
- Child Care Licensing Regulation
- Standards of practice.

### QUESTIONS TO CONSIDER

- What types of child care programs currently exist and which ones are most needed in Squamish?
- Is your property zoned to permit child care?
- What documents will you need to provide to a Vancouver Coastal Health Licensing Officer?
- Do you need to build or do renovations? If yes, what permits will you need, and who will prepare the plans and complete the renovations?
- What (if any) professionals will you need to hire (e.g. architect or engineer)?
- What are the timelines and fees associated with building or renovations?
- Who do you need to contact during this process?
- Have you obtained written landlord permission, if applicable?





# TYPES OF FACILITIES

According to District of Squamish Zoning Bylaw 2200, 2011, there are two categories of child care facilities permitted in Squamish: those located in non-residential facilities, and those in residential locations, defined as follows:

**CHILD CARE FACILITY** means a use or facility providing for the care of children licensed according to the Child Care Licensing Regulation under the Community Care and Assisted Living Act.

**CHILD CARE FACILITY, RESIDENTIAL** means the use of a *dwelling unit* for the care of not more than 16 children, licensed according to the Child Care Licensing Regulation under the Community Care and Assisted Living Act.

## ZONING BYLAW

The Zoning Bylaw regulates the use, permissible locations, maximum number of children, and parking requirements for child care facilities. Child care facilities are permitted in most zones within the municipality, including multi-residential, local/neighbourhood commercial, mixed-use areas, and many comprehensive development zones. Child care facilities must comply with all zoning requirements, as well as building and fire codes.

The District of Squamish permits child care facilities to be located in a single detached dwelling, a multi-unit dwelling as permitted in the bylaw, or in a secondary suite or accessory dwelling unit (coach house), provided that there will only be one child care use per property.

## CHILD CARE IN ACCESSORY BUILDINGS

In BC, rules and guidelines for child care facilities are found in the Community Care and Assisted Living Act, the Child Care Licensing Regulation, and standards of practice. The Standard of Practice for Family Child Care specifies that Family Child Care is to be located in the licensee's personal place of residence, with the licensee personally providing care.

The standard makes clear that a licensee's personal residence does not include outbuildings and must therefore be located in the primary residence on a property. This means that although the District of Squamish permits child care to be located in accessory buildings, Family Child Care cannot be licensed in any building other than a primary residence.

1 This is not to be confused with a residential child care facility where a child may be 'living' in the care facility, as per the Residential Care Regulation under the Community Care and Assisted Living Act.



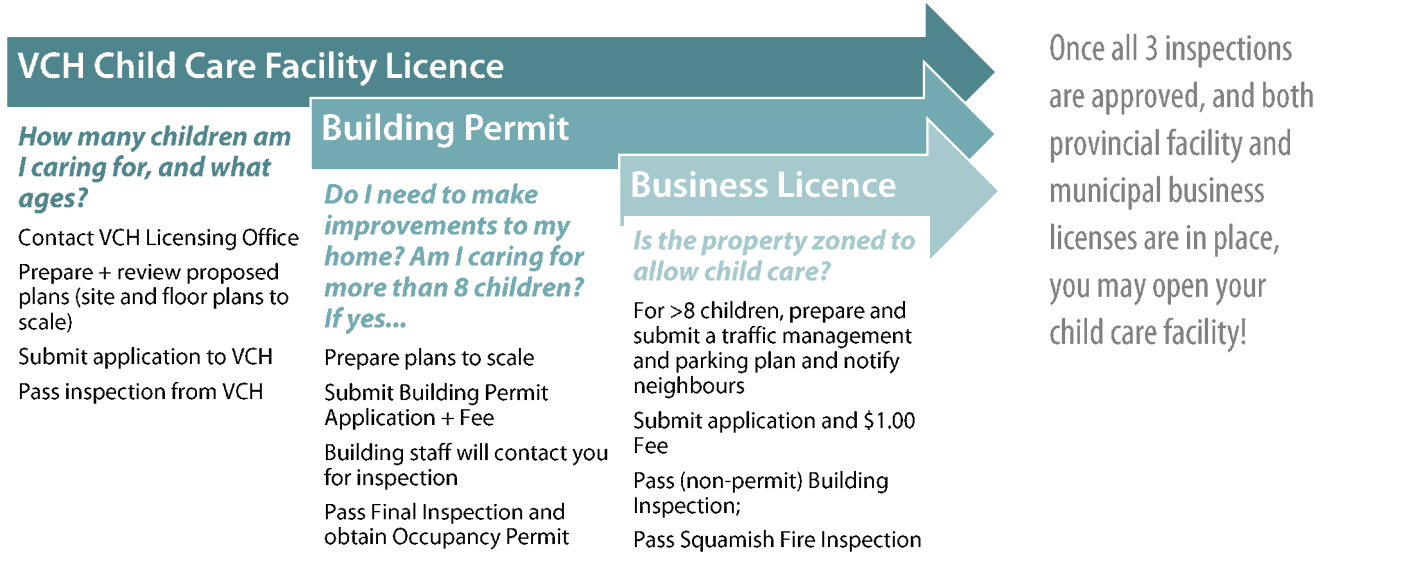
# LICENCES, PERMITS & APPROVALS

Child care providers offering care for more than two children (who are unrelated to the caregiver by marriage or birth) are required to have several licences, approvals, and permits issued by multiple agencies. Requirements include:

## CONCURRENT APPROVALS PROCESS

- Community Care Facility Licence issued by Vancouver Coastal Health
- District of Squamish Building Department approval
- Squamish Fire Rescue approval
- District of Squamish Business Licence

This guide focuses primarily on the licences, permits, and approvals issued by the District of Squamish, and also highlights where and what concurrent approvals are required by Vancouver Coastal Health. Included are major steps and requirements to coordinate and achieve these approvals. Please note that the steps required by the District of Squamish do not need to be completed simultaneously, and may occur in different order, depending on your preparation.



## PLEASE NOTE

While every effort is made to expedite child care approvals, municipal and provincial licensing can take time to complete to ensure proper life-safety measures are in place; please account for this in your planning. Incomplete applications and failed inspections will result in delay to the licensing process.



# STEP 1

## Community Care Facility Licence (VCH)

Child care programs offering care for more than two children (who are unrelated to the caregiver by marriage or birth) are required to be licensed by a Licensing Officer from Vancouver Coastal Health (VCH). Licensed child care programs are monitored and regularly inspected by the health authority to ensure facilities meet specific requirements for health and safety, staffing qualifications, record keeping, space and equipment, child-to-staff ratios, and programming.

To apply for a licence, you will need to contact Vancouver Coastal Health. A Licensing Officer will assist you with your application and review the plans for your child care space. Contact the [Squamish VCH Licensing Office](#) for more information.

There are many types of licensed child care programs:

- Group Child Care (under 36 months)
- Group Child Care (30 months to school age)
- Preschool (30 months to school age): Up to 4 hours of care per day to children who are at least 30 months old on entrance to the program and 36 months old by December 31 of the year of entrance.
- Group Child Care (school age): Care before or after school or during periods of school closure to children who attend school, including kindergarten.
- Multi-Age Child Care: Care to 8 children of various ages.
- Family Child Care: Care for up to 7 children in the licensee's personal home and where the licensee personally provides the care.
- In-Home Multi-Age Care: Care for up to 8 children in the licensee's personal home and where the licensee personally provides the care.
- Occasional Child Care: No more than 40 hours in a month to children who are at least 18 months old.
- Child-minding: a child care program under contract to the government that provides services to immigrants.

### Apply to Vancouver Coastal Health for provincial licensing

- Review [VCH care facility licensing](#) requirements.
- Complete a [VCH Child Care Facility Licensing Application form](#).
- Submit documentation from the VCH orientation package. When all required documentation has been received, a VCH Licensing Officer will review your submission and initiate inspections and next steps.

For information about types of licensed child care programs and provincial regulations, please see the VCH Community Care Facilities Licensing website, or visit the provincial website.

### NOTE

- Although applying for a Community Care Facility Licence is usually the first step toward opening a child care facility, all of the other requirements in this guide will need to be completed before a licence can be issued by Vancouver Coastal Health.
- Vancouver Coastal Health has a variety of helpful resources for designing a healthy space for children, including indoor and outdoor space and equipment safety checklists, and designing for specific age groups. Check them out here: <http://www.vch.ca/public-health/licensing/child-care>





# STEP 2

Photo by Magda Ehlers from Pexels

## District of Squamish Business Licence

A valid Business Licence is required for child care operators conducting business in Squamish. Business Licence forms are available here: [squamish.ca/business-licence](http://squamish.ca/business-licence). In 2018, the District reduced the annual Business Licence fee for a child care facility to \$1.00.

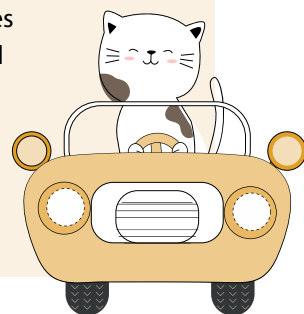
### Business Licence Application + Inspection

- A Business Licence Inspection is required as part of your Business Licence application. *If a Building Permit is required, the facility inspection will be completed through the Building Permit review process (see next page).*
- During the Business Licence Inspection, a Building Inspector may note the need for correction of hazards, or specific works necessary to address safety or health concerns, which may trigger the need for a Building Permit.
- If your Business Licence Inspection is successful, you will be provided with a Compliant Inspection Report.

### ADDITIONAL REQUIREMENTS - Traffic Management Plan for Child Care Facilities >8 Children

In Squamish, the municipal zoning bylaw allows residential child care facilities for up to 16 children, where licensed according to the Child Care Licensing Regulation under the Community Care and Assisted Living Act. Squamish Business Licence Bylaw No. 2455 requires licensees proposing care for more than 8 children to notify neighbours within 100 m of the property of facility operating hours and submit a traffic management plan depicting existing and proposed off-street and on-street parking availability, access and egress from the site, and a strategy for reducing the impact the additional traffic may have on the neighbourhood. Please contact Community Planning Services at 604.815.5014 or [businesslicence@squamish.ca](mailto:businesslicence@squamish.ca) for more information about how to fulfill these additional requirements.

- If you are considering offering care for 9-16 children in a residential dwelling, please also be aware of significant Building Code requirements (See page 8) and review the good neighbour guidelines in Appendix A.



**NOTE** Although it is recommended that you apply for a Business Licence early in the process of opening a child care facility, please note that the Licence will not be issued until you have obtained approval from the Building Department, Squamish Fire Rescue, and Vancouver Coastal Health.



# STEP 3

## District of Squamish Building Department Approval

If construction or renovation is planned, or more than 8 children will be cared for, a Building Permit is required.

Please see [squamish.ca/building-permit](http://squamish.ca/building-permit) for more information. Building Permits will require inspection visit(s) and payment of associated fees.

### Building Permit Application + Inspections

- Submit a [Building Permit Application](#), and include in your application two copies of the child care space, drawn to scale.
- After a complete application has been received and reviewed, a Building Permit will be issued, if the plans comply with the requirements contained in the [BC Building Code](#), and the District of Squamish [Zoning](#), [Building](#), and [Traffic](#) Bylaws.
- Once construction/renovation begins, coordinate building and plumbing inspections with the Building Department. During the inspection process, the inspectors will advise of any issues requiring attention.
- If your building inspection is successful, you will be provided with a Final Inspection Card. This is required for your Community Care Facility License (VCH) and Squamish Business License approvals.

Child care facilities in residential homes for a maximum of 8 children do not require a Building Permit, *unless modifications to the building are intended or required*. Where no building permit is required, please apply for a District of Squamish Business Licence (see Page 7).

<b>Building Permit Requirements</b>	Building Services Department 604.815.5011 <a href="mailto:building@squamish.ca">building@squamish.ca</a> <a href="http://squamish.ca/building-permit">squamish.ca/building-permit</a>
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**NOTE** An electrical inspection by [Technical Safety BC](#) may be required, if requested by a Building Inspector or Squamish Fire Rescue.

**TIP** It is highly recommended that you engage a professional such as a registered architect or professional engineer to review a building for code compliance prior to signing a lease or purchasing a property.





## BC Building Code

Construction and renovation must comply with the BC Building Code. Please refer to the current edition of the BC Building Code for requirements.



### Is an Architect Required

Residential Child Care	3 to 8 children	No
	9 to 16 children	<b>Yes</b>
Non-Residential Child Care	1 or more children	<b>Yes</b>

## Additional Requirements

### For Care of >8 Children in a Residence

To care for 9-16 children in a residential child care facility, significant upgrades to your existing home will be required to meet BC Building Code and Fire Code requirements. A child care facility for more than 8 children is classified as an A-2 Assembly occupancy. With building reclassification for assembly occupancy, typical upgrades include installation of sprinkler and fire alarm systems, adding a firewall, and enhancing fire separations and fire ratings of exits, floor, and roof assemblies. It is recommended that existing or future child care providers should review all bylaw requirements and engage professional assistance (registered architect or professional engineer) as early as possible for BC Building Code and Fire Code requirements for improvements that require a Building Permit application with scaled architectural drawings.

- If you are considering offering care for more than 8 and up to 16 children in a residential home, please also be aware of additional Business Licence requirements (page 7) and review the good neighbor guidelines in Appendix A.

### For Daycare Facilities for Children under 30 Months

Child care facilities for children under 30 months also trigger additional requirements to meet the BC Building Code and Fire Code.

1) A daycare facility for children where children under 30 months are accommodated shall be located:

- a) in a building that is sprinklered throughout, or
- b) not more than 1 storey above or below a storey with an exit that opens directly to the exterior of the building at ground level.

2) A fire alarm system shall be installed in a building that contains a daycare facility described in Sentence (1) if

- a) the building contains one or more other suites, or
- b) the daycare facility shares an interior means of egress.

Where a building containing a child care contains one or more suites, the building also requires the smoke detectors in each room and corridors serving as means of egress.



# STEP 4



## Squamish Fire Rescue Approval

Before a Community Care Facility Licence or Business Licence can be issued, Squamish Fire Rescue must inspect the space for compliance with the BC Fire Code to issue approval. It's your responsibility to make your home-based child care setting safe. Familiarize yourself with Fire Code requirements and review the resources noted below.

### Squamish Fire Rescue Inspections

1. To ensure compliance with BC Fire Code, review common fire safety requirements on Page 11 to get started.
2. Review and ensure compliance with the Fire and Life Safety for Licensed Home Based Child Care Setting in British Columbia document for residential child care.
3. Complete the New Business License Fire Inspection Guide found at [www.squamish.ca/fire-prevention](http://www.squamish.ca/fire-prevention) and email it to [prevention@squamish.ca](mailto:prevention@squamish.ca).
4. Squamish Fire Rescue will call you to book the inspection. Routine fire inspections and business license triggered fire inspections are free of charge; however, non-compliant re-inspections may be subject to a fee.
5. If the fire inspection is successful, you will be provided with correspondence confirming BC Fire Code compliance. This is required for your Community Care Facility License (VCH) and Squamish Business License approvals.

### Book a Fire Inspection

Squamish Fire Rescue  
604.898.9666  
[prevention@squamish.ca](mailto:prevention@squamish.ca)

### Fire and Life Safety for Licensed Home-Based Child Care Settings in British Columbia



- ✓ General Fire and Life Safety
- ✓ Safety Equipment
- ✓ Emergency Preparedness
- ✓ Fire and Emergency Escape Plans
- ✓ Education Ideas
- ✓ Resources
- ✓ How to use a portable fire extinguisher
- ✓ Checklist: Fire and Life Safety

**Squamish Fire Rescue**  
1630 Terrace Rd. PO Box 810, Garibaldi Highlands, British Columbia, V0R 1T0  
Ph: 604.898.9666 [www.squamish.ca/fire](http://www.squamish.ca/fire)

#### New Business License - Fire Inspection Guideline

By completing the pre-inspection guideline below, you will expedite your business license application process. Upon completion, please email a copy of this Guideline to [prevention@squamish.ca](mailto:prevention@squamish.ca) to book your Fire Inspection.

**Business Information**

Applicant Name:	Phone number:
Business Type:	Email:
Business Name:	
Business Address (Civic):	
Business Mailing Address:	
After Hours Emergency Contacts (full name & phone number)	
1.	2.
Anticipated Opening Date:	

Business License  Application submitted

Building Inspection  Complete  Scheduled date \_\_\_\_\_

Business Changes  Yes  No  Unknown  
*Have any changes to the building, occupancy type, menu items, etc. occurred since the last Fire Inspection?*





## Common BC Fire Code Requirements

Note the following checklist of suggested fire and life safety precautions. This is not a complete list, and there may also be additional safety requirements that your licensing officer will advise you of that are not listed in this guide.

- Address: must be visible from road and lane, free from foliage, trees, etc. and in a contrasting colour.
- Aisleways: must provide a clear access to exits.
- Candles: must be securely supported in non-combustible containers, and located away from combustible materials.
- Combustible artwork: shall not exceed 20% of the wall or ceiling area.
- Child care facilities with an occupancy load of up to 40 persons: require a fire alarm and a Fire Safety Plan, to BC Building Code and BC Fire Code regulations.
- Child care facilities with an occupancy load of 40 persons or more: are required to have emergency lighting, to BC Building Code regulations.
- Egress: each facility must have two means of egress from each floor area.
- Electrical outlets: must be protected with secure covers.
- Emergency contacts: each facility must have a telephone with local emergency numbers posted nearby.
- Exit doors: must not be blocked from either the inside or outside.
- Extension cords: kept to a minimum and not overloaded.
- Fire Safety Floor Plan: shall be posted in place at every exit showing procedures for evacuation, use of fire extinguisher, emergency numbers, and conform to BC Fire Code. Full Fire Safety Plan binders are required for childcares with more than 8 children.
- Fire separations: must have no holes or openings that compromise their purpose.
- Furnace area: must be segregated from the child care space by a proper fire separation.
- Interconnected AC wired smoke alarms: required for each floor area and within each sleeping room used for the child care occupancy. Wireless alarms may be accepted for some building retrofits. The alarms are to be tested monthly and logged in the Fire Safety Plan.
- Locking devices on exit doors: must be readily able to open from the inside without keys, specialized devices or specialized knowledge of the lock mechanism.
- Portable fire extinguishers: must:
  - be located one on every floor of the daycare, and adjacent to corridors or aisles that provide access to exits.
  - be mounted in a visible location, accessible, and serviced and tagged at least once every 12 months by a certified technician.
  - be full and functioning (no damage, corrosion, leaks, malfunctioning parts or clogged nozzles).
  - have a minimum rating 2A-10BC.
- Portable heaters: must be an approved type and kept away from combustibles.
- Waste receptacles: shall be of non-combustible material.
- Carbon monoxide alarm: required for each floor area within the child care occupancy.



# Helpful Contacts and Resources

Zoning Requirements	<p>Community Planning Services 604-815-2230 planning@squamish.ca squamish.ca/childcare</p>
Business Licence requirements	<p>Community Planning Services 604-815-5014 businesslicence@squamish.ca squamish.ca/business-licence</p>
Building Permit requirements	<p>Building Services Department 604-815-5011 building@squamish.ca squamish.ca/building-permit</p>
Fire Inspections	<p>Squamish Fire Rescue 604-898-9666 prevention@squamish.ca New Business Licence Fire Inspection Guide Fire and Life Safety for Licensed Home Based Child Care Settings in British Columbia</p>
Community Care Facilities Licensing	<p>Vancouver Coastal Health 604-892-2293 Community Care Facilities Licensing – Squamish Community Health Centre VCH child care licensing resources Design Resource for Child Care Facilities</p>
Child Care Resource and Referral	<p>Sea to Sky Community Services 604-825-4144 <a href="https://www.sscs.ca/child-care/child-care-resource-and-referral">https://www.sscs.ca/child-care/child-care-resource-and-referral</a></p>
Electrical and gas system permit requirements	<p>Technical Safety BC 1-866-566-7233 <a href="https://www.technicalafetybc.ca">https://www.technicalafetybc.ca</a></p>





# Appendix A

Photo by Segun Osunoyomi on Unsplash

## GOOD NEIGHBOUR GUIDELINES

To address child care needs throughout the community, creation of new residential and commercial facilities are vital throughout Squamish. Supporting neighbourhood livability for all, these recommendations are suggested for lessening the potential impacts of child care facilities on neighbours. They aim to reduce travel impacts and congestion while encouraging use of active transportation modes. Strategies for reducing the potential impact of noise on neighbours are also included.

## ENCOURAGE ACTIVE TRANSPORTATION

Using active and shared transportation is a healthier option for everyone, whenever it's possible. It's especially important for children, who can begin forming life-long positive travel habits at a young age. Child care providers can encourage active transportation by:

- Providing safe, secure space for parents and employees to leave strollers, bikes, bike trailers, and other mobility aids during the time children are in care.
- Providing safe, secure space for children to park run bikes, bikes, scooters, and leave their helmets.
- If your child care facility is located near a school, sharing the Best Routes to School maps (<https://squamish.ca/safe-routes>) and practicing these routes to familiarize kids.
- Sharing bus schedules and closest stop locations with parents and employees ([www.bctransit.com/squamish](http://www.bctransit.com/squamish)).
- Considering coordinating pick-up and drop-off times and/or employee schedules with bus schedules.

## REDUCE TRAFFIC IMPACT

When driving is the only option, here are few ways that to help to reduce traffic impact:

- Create a plan showing the on-street and off-street parking spaces that families may use when dropping-off/picking-up children. How many spaces are available? How are each of these spaces accessed?
- Remind families that, by bylaw, motor vehicles in Squamish are not permitted to idle for more than 2 minutes.
- Provide the locations of nearby areas that families might drive to and then walk together for the last stretch: Drive-to-five (<https://hastebc.org/toolkit/drive-to-five/>). This builds kids' confidence with wayfinding and navigating their neighbourhood with greater independence over time!
- Consider the timing of drop-off and pick-up in relation to any neighbouring businesses that also produce traffic – can the times be staggered to minimize combined impact?
- A traffic management plan is required for all residential child care providers who care for more than 8 children (see page X of this guide).

## REDUCE NOISE IMPACT

In residential areas especially, sound from child care facilities can cause tension between neighbours. The following ideas might help to address this challenge:

- Child care programming should be mindful of times that neighbours are likely to be resting, for example in early morning hours.
- Communication of daily schedules, so everyone knows when to expect outdoor play and quiet rest times, can help neighbours to plan accordingly.

In many cases, a casual conversation between neighbours is the best way to address a neighbourhood concern. When a conversation isn't possible, please contact District of Squamish Bylaw Enforcement Services to make an inquiry or file a complaint for investigation.



# SQUAMISH

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**District of Squamish**

37955 Second Avenue | Squamish, BC

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