

# CHILD CARE FACILITY REQUIREMENTS



Are you interested in opening a Child Care Facility?

Are you a parent or caregiver seeking Child Care?



This informational brochure includes helpful information on how to find local Child Care, provides a detailed “how-to” guide to starting a Child Care Facility in Chilliwack, and identifies contact information in navigating City requirements, including Provincial government licensing and funding processes.

Please use this document as a resource to connect you with the information you need to get started. 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 City and Provincial regulations and requirements with respect to Child Care Facilities.



## STEPS TO OPEN A CHILD CARE FACILITY IN CHILLIWACK

Starting a business is a major undertaking. Buying a property or leasing a premises and obtaining a Business Licence are just two of the many steps to complete. Below is a basic step-by-step guide to help you in your venture in starting a Child Care Facility in Chilliwack.

Before starting the process to open or expand a Child Care Facility, research and planning are important to help understand the specific Child Care needs in the community and all Provincial and City licensing requirements. It is recommended that you read:

- Provincial Community Care and Assisted Living Act;
- Child Care Licensing Regulation; and,
- Standards of Practice.

### STEP 1: CONTACT THE CITY OF CHILLIWACK

If you are considering opening a Child Care Facility in Chilliwack, you will need to verify your business will be located in the correct zone.

Prior to buying a property or signing a lease, please first contact our Planning Department to discuss your plans with City Staff to ensure your prospective property meets the zoning and identify whether upgrades to the site will need to be fulfilled at time of your Business Licence application.

Knowing this information upfront will help ensure a smooth application process.

Chilliwack allows for three different categories of Child Care Facilities:

- 1) Eight children or less within a single-detached dwelling as an Accessory Home Occupation (AHO);
- 2) More than eight children within a single-detached dwelling as an AHO, through issuance of a Temporary Use Permit;
- 3) Non-residential facilities (i.e., commercial) with no maximum number of children but must meet additional Fraser Health regulations.



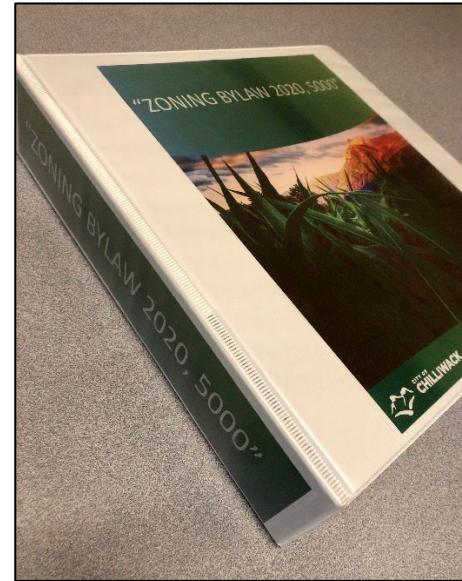
## STEP 2: MEET CITY REGULATION & PROVINCIAL CODES

### A. PLANNING DEPARTMENT:

New Child Care Facilities are encouraged to be located, where zoning permits, close to child and family-related uses, such as schools, multi-unit residential housing and recreation programming.

Compliance with all minimum development standards (such as off-street parking, paving, screening, landscaping) of the [Zoning Bylaw](#) will need to be achieved and demonstrated at time of Business Licence application. For example, non-residential Child Care Facilities must provide a minimum of 1 parking space per 60m<sup>2</sup> of gross floor area. Any proposed departure to the minimum development standards requires a Development Variance Permit application to be submitted and considered by Council.

Any exterior alterations proposed, such as the installation of signs, awnings and canopies, will require the submission of a Development Permit application so City Staff can review the “form and character” of the proposed changes to the building and ensure it meets Development Permit requirements.



A Temporary Use Permit (TUP) application is required if you are considering opening a Child Care Facility within a single-detached dwelling as an Accessory Home Occupation for more than eight children. Subject to a Public Hearing and Council decision, the TUP may allow for the temporary use in select locations, for up to three years, and can be considered for renewal once for a further period of three years. The impact of vehicle access and parking upon the property in relation to local roads and neighbouring properties, amongst other potential considerations, will be assessed at time of TUP application.

**Note:** Accessory Home Occupations (AHO) are an important part of the City's economy; however, the City needs to ensure that neighbourhood character and liveability is maintained where AHOs are operating. As a result, there are regulations on the operation of AHOs. For example, parking, including drop-off and pick-up times, generated by the Child Care Facility is an important aspect to consider. AHO Child Care Facilities must not generate additional car traffic or parking demand not normally associated within the residential area.

Questions about verifying zoning, meeting Zoning Bylaw requirements, TUP applications, or altering the exterior of a building, are to be directed to the Planning Department.



## B. BUILDING DEPARTMENT:

You will need to verify with the Building Department that all building improvements and renovations are permitted.

If you are operating the Child Care Facility in a single-detached home as an Accessory Home Occupation with eight children or less, and no alterations to the dwelling are proposed, a Building Permit is not required.

However, if the Accessory Home Occupation has more than eight children (through the issuance of a Temporary Use Permit) and the dwelling is being modified, altered, or renovated, then additional BC Building Code requirements apply.



**Note:** Before designing, purchasing or installing any signs, please check with the Building Department to ensure that the signs will be permitted. There are limitations on the size and types of signs you can install. A Sign Permit is required for any sign placed on a property or installed on a building exterior.

If you are planning to lease a Commercial tenant space, a [Tenant Improvement](#) permit is likely required. A Tenant Improvement permit is the type of Building Permit utilized by the City to address the land use, the BC Building Code and other City or Provincial legislative requirements that may be triggered by the proposed Tenant Improvements.

**Note:** It is highly recommended that you engage with 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.

Questions about the Building Permit application process are to be directed to the Building Department.



## C. FIRE DEPARTMENT:



The City of Chilliwack Fire Department requires all Business Licence applicants to provide a detailed and accurate “Fire Safety Plan”, which includes a floor plan and site plan.

The “[Guidelines for a Daycare Fire Safety Plan](#)” may be used as a helpful guide in developing a Fire Safety Plan for your Child Care Facility. Accuracy and clarity are of utmost importance; an unclear or confusing Fire Safety Plan will require resubmission and, ultimately, cause a delay in processing your application.

Prior to installing your fire extinguishers, we recommend that you wait until the fire inspection is complete so we can assist you with where they should be securely mounted.

**Note:** Interconnected smoke detectors are both a Ministry and Fire Department requirement.

Questions regarding hardwired and location of smoke detectors are to be directed to the Chilliwack Fire Department.



## STEP 3: CONTACT THE FRASER HEALTH AUTHORITY

We recommend that you connect with the Fraser Health Authority (FHA) early to walk you through their licensing requirements.

The FHA is responsible for administering the Community Care Licensing program for Chilliwack and the East Fraser region, delivering services related to the licensing and safe operation of Child Care Facilities, monitoring to ensuring facilities continue to meet Provincial regulations, and investigating complaints.



If you have further questions about FHA's licensing and inspections, you will need to contact them directly with any questions or comments.

Here are some helpful links from Fraser Health and Province of BC to get started:

- [General Child Care Information](#)
- [Types of Child Care Programs](#)
- [Child Care Inspections, Complaints & Investigations](#)
- [Resources for Child Care Operators](#)
- [Download Application Forms & Inspections](#)
- [Open a Child Care Business \(Province of BC\)](#)

**Note:** A Child Care Facility requires a successful health inspection and Community Care Facility Licence from Fraser Health.



## **STEP 4: APPLY FOR A BUSINESS LICENCE FROM THE CITY**

Chilliwack Business Licences are not issued until operators receive a Community Care Facilities licence through Licensing Direct and approval is granted by Fraser Health Authority.

The cost of an Accessory Home Occupation Business Licence application is \$100 annually and the cost of a Commercial Business Licence application is \$100 plus 0.25c per square metre annually.

Contact the City's Business Licence Office, for more information on how to complete the form. When you are ready to submit your Business Licence Application, the easiest way is [online](#).

Be sure to attach your Fire Safety Plan and associated site plan and floor plan with your Business Licence application.

[Click here to apply or make changes to your Chilliwack Business Licence:](#)

<https://www.chilliwack.com/apps/docusign/business-licence-application.cfm>



## HOW TO FIND CHILD CARE IN CHILLIWACK:

Below are suggested places to search for Child Care in Chilliwack:

Understand the different types of Child Care by visiting the Government of BC's website:

- Website: <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/how-to-access-child-care/licensed-unlicensed-child-care>

Request a referral from Chilliwack's Child Care Resource and Referral (CCRR) centre, operated by Chilliwack Community Services:

- Website: <https://www.ccrrchilliwack.com/>
- Address: 45938 Wellington Avenue (9:00 a.m. to 4:30 p.m., Monday to Friday)
- Phone: 604.793.7226
- Email: [ccrr@comserv.bc.ca](mailto:ccrr@comserv.bc.ca)

Search licensed Child Care services in Chilliwack and neighbouring communities with Fraser Health's Online Database:

- Website: <https://www.fraserhealth.ca/health-topics-a-to-z/child-care/find-a-licensed-child-care-facility-near-you>
- [Chilliwack Database](#)
- [Fraser East Database](#)

You can also find licensed Child Care Facilities in your community by using the Provincial Child Care Map by searching availability by City, distance from your home address, program type (under 36 months to age 12), hours of operation, and services offered:

- Launch the BC Child Care Map here: <https://maps.gov.bc.ca/ess/hm/ccf/>

Anyone with questions or concerns about a licensed Child Care Facility should contact the local Health Authority Community Care Licensing program.

Other Sources of Information:

- If you have a Facebook account, check out the [Chilliwack Childcare Connection](#) group, [Chilliwack Daycare Community](#) group, [Chilliwack Moms Helping Moms](#) group. These Facebook Groups are great places to post questions and connect with other local parents and caregivers.



## FUNDING PROGRAMS:

Please visit the Government of BC's [website](#) to find out about the most up-to-date funding programs for Child Care and Child Care providers. You can also get help over the phone by calling the Government of BC's Child Care Service Centre or get help in person from Chilliwack's Child Care Resource and Referral Centre.

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**Child Care Operating Funding (CCOF)** is available for eligible licensed providers through CCOF Base Funding, the **Child Care Fee Reduction Initiative (CCFRI)** and the **Early Childhood Educator Wage Enhancement (ECE-WE)**. This funding is available to:

- assist with the day-to-day costs of running a licensed Child Care facility;
- reduce fees for parents; and,
- enhance Early Childhood Educator wages.

Participation in CCOF Base Funding, CCFRI and ECE-WE is optional. However, enrollment in CCOF Base Funding is required to apply for CCFRI and ECE-WE.

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Front-line Early Childhood Educators working in licensed Child Care Facilities will soon be eligible to receive an additional \$2 per hour wage enhancement bringing the total to \$4 per hour, per the **Early Childhood Educator Wage Enhancement** program.

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The **Child Care Fee Reduction Initiative (CCFRI)** enhances Child Care affordability by offering funding to eligible, licensed Child Care providers to reduce and stabilize parents' monthly Child Care fees. Child Care providers must apply to receive funding. Parents do not need to apply.

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The **Affordable Child Care Benefit** is a monthly payment to help eligible families with the cost of Child Care. Factors like income, family size, and type of care determine how much support families can get. Families need to renew their application every year.

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The **Young Parent Program** are for parents who are under the age of 25 that may qualify for help with Child Care while they finish high school - including:

- Up to \$1,500 (per month per child) to help cover the cost of Child Care
  - A space for their child in a care program at or near the school they're attending
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The **BC Early Childhood Tax Benefit (BCECTB)** is a tax-free monthly payment made to eligible families to help with the cost of raising children under the age of six. Benefits are combined with the Federal Canada Child Benefit (CCB) and the BC Family Bonus Program (BCFB) into a single monthly payment.

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## HELPFUL CONTACTS & RESOURCES:

### Zoning Requirements

Planning Department  
Phone: 604.793.2906  
Email: [planning@chilliwack.com](mailto:planning@chilliwack.com)

### City Business Licence Requirements

Business Licence Department  
Phone: 604.793.2909  
Email: [blinfo@chilliwack.com](mailto:blinfo@chilliwack.com)

### Building Permit Requirements & Inspections

Development & Regulatory Enforcement Services  
Phone: 604.793.2905  
Email: [building.department@chilliwack.com](mailto:building.department@chilliwack.com)

### Fire Safety Plan & Inspections

Fire Department  
Phone: 604.792.8713

### Community Care Facilities Licensing

Fraser Health - Chilliwack Health Protection Office  
Phone: 604.702.4950 (ext. 614952)  
Address: 101 - 45485B Knight Road  
Website: <https://www.fraserhealth.ca/Service-Directory/Services/ltc-al/community-care-facilities-licensing>

### Child Care Resource and Referral, Newsletters, Job Postings, Grant Application Assistance

Chilliwack's Child Care Resource & Referral Centre  
Phone: 604.792.4267  
Email: [ccrr@comserv.bc.ca](mailto:ccrr@comserv.bc.ca)  
Address: 45938 Wellington Avenue  
Website: <https://www.ccrrchilliwack.com/>

### Government Grants

Child Care Service Centre (Government of BC)  
Phone: 1.888.338.6622 (toll free)

### Certification & Training

University of the Fraser Valley  
Phone: 604.854.4580  
Toll Free: 1.888.504.7441 (ext. 4580)  
Email: [CYFSinfo@ufv.ca](mailto:CYFSinfo@ufv.ca)

