

POLICY DIRECTIVE NO. G-25

SUBJECT: LARGE SUPPORTIVE RECOVERY HOME USE

APPROVAL DATE: OCTOBER 15, 2013 LAST REVIEW DATE: _____

REFERENCE: LARGE SUPPORTIVE RECOVERY HOME USE POLICY

A. INTRODUCTION

This Policy Directive outlines the procedures to regulate market and non-market Large Supportive Recovery Homes (LSRH's) with 7 to a maximum of 10 persons in care (including on-site staff) within the City of Chilliwack.

B. ZONING REQUIREMENTS:

As defined in the Zoning Bylaw, SUPPORTIVE RECOVERY HOME USE means a “residential use providing a supportive and structured environment for individuals recovering from drug or addiction, before they are ready to move into independent housing”.

A Supportive Recovery Home Use is permitted in association with a ONE FAMILY RESIDENTIAL.

C. CONDITIONS OF A LARGE SUPPORTIVE RECOVERY HOME:

1. Is subject to approval of a Temporary Use Permit;
2. Must have sleeping accommodation for not more than 10 persons (including on-site staffing);
3. Shall only be permitted in a ONE FAMILY RESIDENTIAL USE (single family detached dwelling).
4. In the case of a home in the floodplain, only the habitable floor space area meeting the floodplain regulations may be used for resident occupancy. Habitable is defined as a room used for cooking, eating, sleeping, or human occupancy; excluding bathroom, utility room, workroom, furnace room and storage room;
5. Is not permitted within 250 metres of an existing SUPPORTIVE RECOVERY HOME USE, or an elementary, primary, or secondary public or private school or childcare facilities;
6. Must not exhibit exterior signage;
7. A valid Business Licence must be maintained for each facility;
8. Any complaints received by the City in relation to the operation of the Large Supportive Recovery Home facility or failure by the operator to comply with the above conditions may result in the cancellation of this permit.

D. TEMPORARY USE PERMIT APPLICATION REQUIREMENTS:

As part of the Temporary Use Permit Application, the applicant is required to submit a Business Plan (may also be referred to as an Operational Plan) outlining the following:

1. The property owners and Supportive Recovery Home Operator's current contact information;
2. 24-hour emergency contact numbers must be maintained with the City of Chilliwack (Business Licensing Department, Fire Department and the RCMP);
3. Work schedule of the supervisor, as well as after-hours availability;
4. The qualifications of the operator of the house including staff;
5. The provision of on-site staffing 24 hours a day, 7 days a week;
6. Copy of all policies and programs related to the operation of the recovery home;
7. Copy of the operator's policy regarding any illicit drugs found on-site and use by a person in care;
8. Copy of the registration package offered to clients;
9. Copy of the contract entered between:
 - a) the operator and residents of the recovery home;
 - b) if applicable, the owner and operator of the recovery home.
10. Criminal record checks for all residents and staff (including operator of recovery home). Such criminal record checks will be provided to the operator at no cost. To obtain a criminal record check you must submit documentation to the RCMP;
11. Record of attendance for all programs including off-site programs for the residents;
12. Floor plan of the recovery home including sleeping arrangements for the residents of the home with a maximum of two persons per room;
13. Parking plan for vehicles (no permanent designated on-street parking); and,
14. Agreement to enter into a Good Neighbour Agreement.

E. BUSINESS LICENCE APPLICATION REQUIREMENTS:

A valid Business Licence must be obtained and maintained through annual renewals. Requirements for obtaining a Business Licence include:

1. Fire safety plan approved by the City of Chilliwack Fire Department;
2. Floor plan of the Supportive Recovery Home; and,
3. Signed Good Neighbour Agreement.

F. REQUIRED INSPECTIONS:

1. Fire Department inspections to ensure BC Fire Code requirements are met.

Chief Administrative Officer