

# Local Government Requirements:

*A Handbook for CHILD CARE PROVIDERS*



Provincial Office  
for the Early Years

## KEY QUESTIONS to ASK YOUR MUNICIPAL/REGIONAL DISTRICT OFFICE:

- **Do local land-use laws** allow me to operate a child care facility on my chosen property?
- **Will my planned facility** be exempt from land use and building laws under Section 20 of the *Community Care and Assisted Living Act*? (*applies to in-home operators only*)
- **How many parking spots** and drop-off spots do I need?
- **Do I need a development permit** to start my planned landscaping/construction?
- **Is my building a designated heritage building** or located in a heritage conservation area?
- **Do I need a building permit** to start my planned landscaping/construction?
- **Do I need a change-of-use permit** to start using my space as a child care facility? (*applicable to operators who plan to start a child care facility in an existing space*)
- Do I need to have a **fire inspection**?
- Do I need a **sign permit** before I install a sign?
- Do I need a **business licence**?



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## PART 1: *Introduction*

### ***Why should I read this handbook?***

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This handbook is intended to help you become familiar with the kinds of bylaws created by your local government that may affect your plans to open or expand your child care facility.

You likely already know that child care in B.C. is regulated. If you plan to become a licenced provider, you may have already started working with your local Health Authority. If you have not started this process yet, contact your local Health Authority (contact information is available online and in the blue pages of your phonebook). There is a lot of information available about the licensing process on your Health Authority's website and from its licensing office.

You may not be aware that your local government has created rules about where you can open a child care facility, whether you can install a sign, how many parking spaces you must have, and other aspects of your facility. Every community has different rules, so this handbook cannot provide step-by-step information on how to comply with your local government's laws. Instead, it provides some of the background information you will need to understand the requirements and will prepare you to do further investigation on your own.

**Note:** If you plan to provide child care in your home to eight or fewer children, the process for setting up your child care facility may be relatively simple because your facility may be exempt from many of the requirements described in this handbook. See page 6 (*Exemption from land use and building laws for licenced in-home providers who care for eight or fewer children*) for details.

For the purposes of this handbook, the term **“facility”** is used to refer to all types of licenced child care operations, including in-home, centre-based, for-profit and non-profit child care.



## What will this handbook NOT cover?

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This handbook does not explain provincial licensing requirements (which are administered by your Health Authority). It also does not explain other provincial or federal requirements, such as tax laws. *This handbook is not intended to replace legal advice.*

## Who is this handbook for?

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This handbook is intended for people who are planning to open, expand, renovate, or relocate a licenced child care facility, whether it is a business or a non-profit. Not everything in this handbook will apply to your situation—what does apply will depend on several factors, such as whether construction is necessary.

## What everyone needs to know

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If you do not follow bylaws, your child care operation may be seriously impacted. It is therefore important to understand and comply with all local government rules that apply to your child care facility from the very beginning.

Remember that obtaining the required permits and complying with other local government requirements will take time. Plan ahead to avoid delays that may affect your opening date and/or your eligibility for provincial funding.

### KEY TERMS ABOUT LOCAL GOVERNMENT

- ▶ **Local government:** Municipal and Regional District governments. If your facility is located within a municipality, the relevant local government may be a village, town, district municipality, or city. If your facility is located in an electoral area, the relevant local government is the Regional District.
- ▶ **Council:** The elected officials who govern a municipality.
- ▶ **Electoral Area:** An area outside the boundaries of a municipality but in a regional district. If your facility is not located within the boundaries of a municipality, it is located within an electoral area.
- ▶ **Regional District:** An area covering both municipalities and electoral areas. Provides local and regional services and planning. The Stikine Region is not a regional district (*it is administered directly by the province*).
- ▶ **Regional District Board of Directors:** A regional district's governing body. Made up of electoral area directors and municipal directors.
- ▶ **Bylaw:** Bylaws are laws made by your local government. Bylaws made by a municipality only apply within that municipality. Bylaws made by a regional district only apply within that regional district.



## PART 2: *Researching Bylaws*

### How do I find out what the rules are?

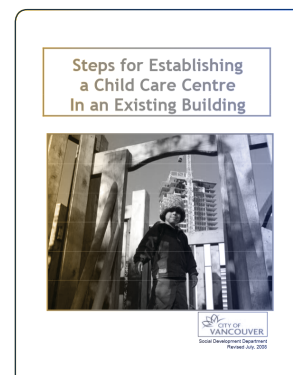
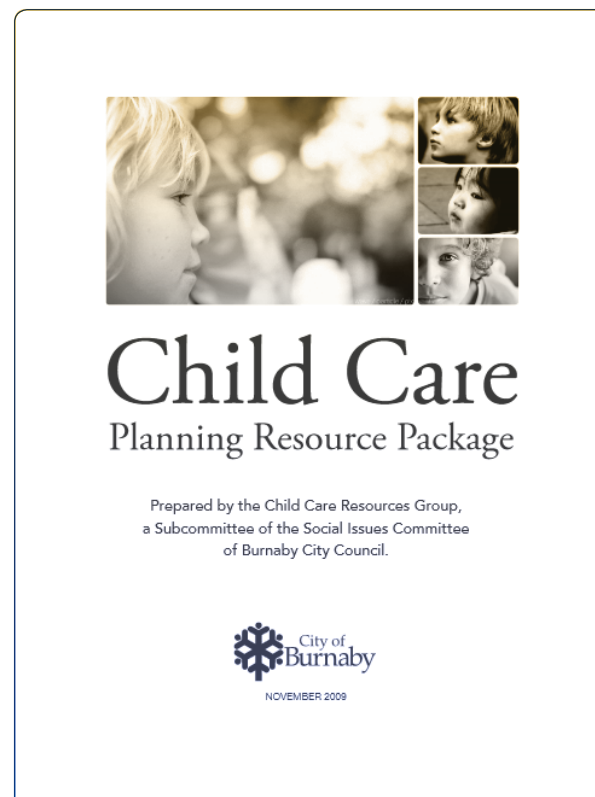
Your local government's rules are called bylaws. It is a good idea to talk to local government staff and have them direct you to sections of bylaws that may apply to your child care facility.

Your local government's bylaws may be available online. Bylaws are often changed, so be sure to check with your local government office to make sure you are viewing an up-to-date version. If you have questions about what a bylaw means, contact your local government office. You will likely find the staff is very helpful and friendly. If your plans are very complex, you may want to consider working with a planning consultant to understand how bylaws apply to your facility.

Your local government's website may also have useful information explaining some rules and processes. For instance, searching "City of Vancouver" and "child care" leads a user in Vancouver to helpful information. ***Remember that since each local government has unique rules, you will need information that applies specifically to the community where your child care facility is located.***

Several communities have created guides to setting up child care facilities. For example, the cities of New Westminster, Vancouver, and Burnaby provide this type of guide. Your local government may have a similar guide outlining the specific requirements for child care facilities in your area.

*Examples of guidance materials developed by local governments in B.C. ▶*



## How to find bylaws that might apply to you

Your local government's website will most likely have a link to a library of bylaws. Examples of bylaws that will be most important to you may include the following:

- » Official Community Plan
- » Zoning & development
- » Building
- » Signage
- » Business licence (municipalities only)
- » Parking

In some communities, these types of bylaws may have different names. There may also be additional bylaws that apply to your facility, such as a landscaping bylaw. If your location is outside of a municipality, you may need to find out what electoral area you are located in to find Regional District bylaws that apply specifically to your electoral area.

You may find it helpful to speak to peers who have experience with setting up a child care operation in your community. However, always remember that the rules change depending on what type of facility you operate, where your facility is located (your peer's facility may be located in a different zone than yours, or even a different municipality or electoral area), and other factors. In addition, the rules may have changed since your peer set up their child care operation. Always double-check with local government staff to make sure you are aware of current laws. Similarly, the examples provided in this handbook are intended as examples only and may have since changed.

### TIP

*Find information that may apply to your facility by searching your local government's website and specific bylaws for the following terms:*

- "Day care"
- Daycare
- "Child care"
- Childcare
- Children
- "Community Care Facility"
- "Community Care and Assisted Living Act"

## KEY TERMS ABOUT BYLAWS

- **"Base" Bylaw:** A bylaw as it was originally written (the original bylaw). Sometimes called a "Parent Bylaw".
- **Amending Bylaw:** A bylaw that changes some detail(s) of the "Base" Bylaw.
- **Consolidated Bylaw:** The "Base" Bylaw, updated to include the changes made by all Amending Bylaws. Check with local government staff before relying on a Consolidated Bylaw.





## PART 3: *Bylaws that may affect you*

This section contains information about Official Community Plans, zoning, building permits, and other requirements created/administered by your local government that may apply to your child care facility.

Local governments are responsible for land use. A good first step is to check with your local government planning staff to see if you are allowed to operate your planned facility on your chosen property. If so, review this page and the next page, and then proceed on to page 11 (“Building Permits”).

If you are planning on becoming a licenced child care provider who provides in-home care to eight or less children, you will want to know about an exemption that may apply to you:

### **EXEMPTION FROM LAND USE and BUILDING LAWS** **for licenced in-home providers who care for eight or less children:**

In order to support small in-home child care providers, a special exemption has been created by Section 20 of the *Community Care and Assisted Living Act* (CCALA). As a result, some child care facilities may be exempt from certain laws/bylaws, including zoning bylaws and the *B.C. Building Code*, as they relate to child care (other requirements continue to apply).

If you meet all of the following criteria, you may be exempt from some laws:

- » You are licenced by the Health Authority
- » Your child care facility is located in your single-family house
- » You care for three to eight children in your facility
- » Your facility allows these children to safely exit from the building in the case of a fire
- » Your operation is in compliance with all laws (including bylaws) relating to fire and health as they apply to a single-family house

- » Some communities have zoning bylaws or other types of bylaws that:
  1. May specifically disallow community care facilities (including child care facilities) in a residential zone; and/or
  2. May limit the number of children who may be cared for in a licenced in-home child care facility to less than eight.

However, Section 20 of the CCALA (reproduced on page 7) states that these bylaws do not apply to child care facilities that fit all the criteria listed at left. In these instances, the provincial act overrides local government bylaws. Note that if you currently fall under this special exemption but you wish to care for more than eight children in the future, you may have to make major upgrades to your home (as well as seek information about zoning and Official Community Plan requirements).

Also note that if you are licensed as a family child care facility, the number of children you may care for is limited to seven.



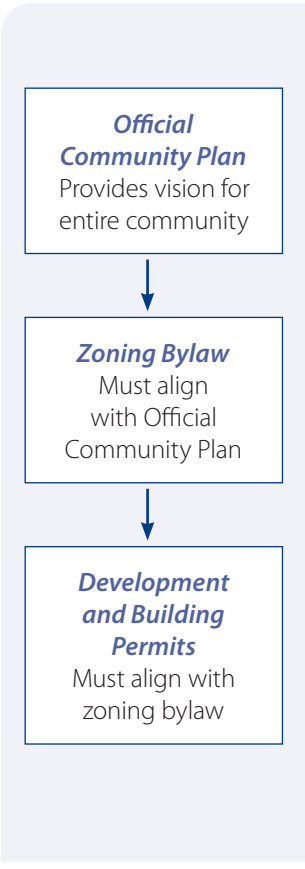
*If you encounter a bylaw that appears to disallow licenced child care for up to eight children in a home, you may wish to contact a licensing officer from your local Health Authority to find out if you are exempt.*

Section 20 of the CCALA may also apply to you in relation to the B.C. Building Code/Vancouver Building Bylaw. If you fit the criteria (see page 6), the requirements of the B.C. Building Code/Vancouver Building Bylaw that relate to child care facilities (or “daycare facilities”, as the B.C. Building Code refers to them) do not apply to you. Of course, you must still comply with your Health Authority’s requirements for licensing, as well as any B.C. Building Code/Vancouver Building Bylaw requirements that apply to homes.

## SECTION 20 of the COMMUNITY CARE and ASSISTED LIVING ACT (as of December 24, 2014):

### CERTAIN LAWS NOT TO APPLY

- 20** (1) This section applies to a community care facility
- (a) for which a licence has been issued,
  - (b) that is being, or is to be, used
    - (i) as a day care for no more than 8 persons in care, or
    - (ii) as a residence for no more than 10 persons, not more than 6 of whom are persons in care,
  - (c) from which, in the event of a fire, persons in care can safely exit unaided or be removed by its staff, and
  - (d) that complies with all enactments of British Columbia and the municipality where the community care facility is located that relate to fire and health respecting a single family dwelling house.
- (2) A provision in an enactment of British Columbia, other than this Act, or of a municipality, does not apply to a community care facility described in subsection (1) if that provision would
- (a) limit the number of persons in care who may be accepted or accommodated at the community care facility,
  - (b) limit the types of care that may be provided to persons in care at the community care facility, or
  - (c) apply to the community care facility only because
    - (i) it is not being used as a single family dwelling house, or
    - (ii) it operates as a community care facility, a charitable enterprise or a commercial venture.



## Official Community Plan

Most communities have an Official Community Plan (in the City of Vancouver, it is called an Official Development Plan). An Official Community Plan (or Development Plan) provides a vision for your community and other bylaws must be consistent with it. It is likely available online. Ask local government planning staff about how the Official Community Plan affects your property in relation to:

- » Land use
- » Heritage areas
- » Development areas

As a child care operator, your community's Official Community Plan can affect you in three key ways:

1. You may have to seek an Official Community Plan amendment
2. If you are doing construction or landscaping, you may need a development permit
3. You may need a permit to alter a heritage building or a building located in a heritage conservation area

## Official Community Plan Amendments

All bylaws must be consistent with the Official Community Plan. This means that if you are applying to have your location rezoned (as discussed on the next page), your plans must either be consistent with the Official Community Plan or the Official Community Plan must be changed to accommodate the rezoning. This means that in some cases, getting a zoning amendment will also require getting an Official Community Plan amendment. The process for getting an Official Community Plan amendment is described in Appendix A.

## Do I need a development permit?

**For operators outside of the City of Vancouver:** your Official Community Plan may create Development Permit Areas to protect the environment or for other reasons. If you plan to locate your child care facility in one of these areas and you will be doing construction or landscaping, you may need a development permit. Before you start building or landscaping, ask your local government staff about whether you need a development permit.

**For operators within the City of Vancouver:** most construction requires some type of development permit. Ask city staff about whether you will need a development permit.

## What if my site is a heritage property or located in a heritage conservation area?

The Official Community Plan may create special areas in your community called Heritage Conservation Areas. Alternatively, your property may be designated by your local government as a heritage property. In either case, you may need to get a permit before starting construction. The permit may require you to design your plans in a way that ensures your building looks consistent with the other buildings in your area.

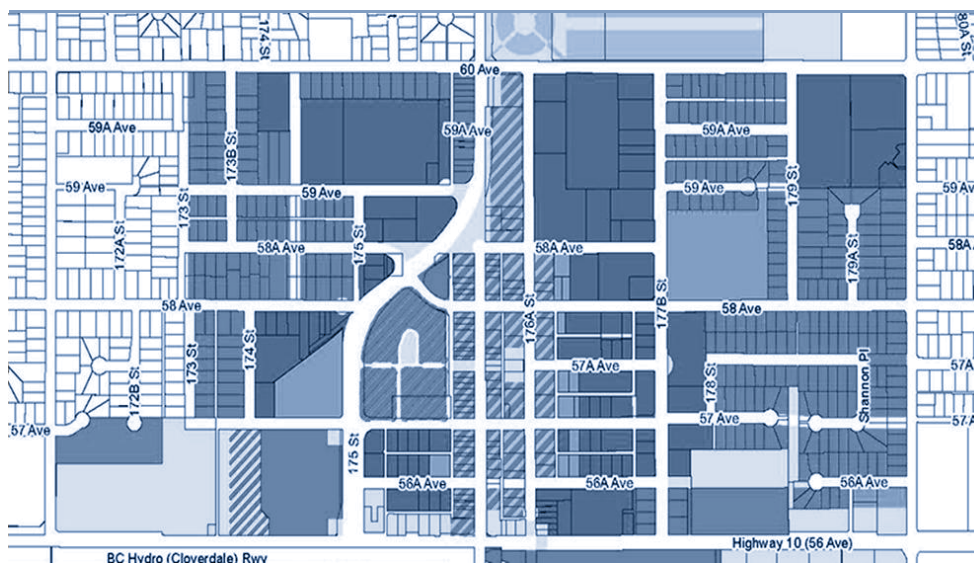
### KEY TERMS *about* OFFICIAL COMMUNITY PLANS

- ▶ **Official Community Plan:** A bylaw that provides a vision for your community and can cover many topics, including land use. Sometimes abbreviated to “OCP”.
- ▶ **Official Community Plan Amendment:** The process of changing the Official Community Plan. You may be required to get an Official Community Plan Amendment approved if your rezoning proposal is not consistent with the Official Community Plan.
- ▶ **Development Permit:** May be required for construction or alteration of buildings or landscaping if your property is located in a Development Permit Area (an area created by the Official Community Plan).

## Zoning

Communities are usually divided into zones. Different rules about how land can be used and what types of buildings can be constructed apply to each zone. The rules may also specify where on a lot a structure can be located, the number of parking spaces required, and the height of buildings, among other considerations.

As an example, here’s what a zoning map for part of the City of Surrey looks like:





**TIP**

*Before purchasing a building that is currently used (or has been used in the past) as a child care facility, check with local government staff to ensure the building meets current zoning and building requirements.*

*Before buying or leasing a child care space, you will need to make sure the type of child care you plan to provide is allowed at that location.* You will also need to make sure that any construction follows the rules set out in the zoning bylaw. For an important exception that may allow you to bypass certain zoning bylaws, please see page 6 (“Exemption from land use and building laws for licenced in-home providers who care for eight or less children”).

### ***What if my property is not zoned correctly?***

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If your location is not zoned for the type of child care you want to provide (or does not allow child care at all), you can apply for a zoning amendment. The process for getting a zoning amendment is described in Appendix A.

### ***What if my building doesn't quite meet all the zoning requirements?***

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If your planned building is not in full compliance with the zoning bylaw, you may be able get special approval for this. There are two options:

1. If complying with the bylaw would create hardship, you can apply for a variance from your local Board of Variance (for example, if a large, immovable rock makes it impossible to site your planned building in accordance to the bylaw); or
2. You can apply for a Development Variance Permit from your municipal council/regional district board of directors (no hardship required).

Fees and timelines vary by municipality but are often less for a Board of Variance application than for a Development Variance Permit application.



## KEY TERMS ABOUT ZONING and VARIANCE

- ▶ **Rezoning:** Occurs when your local government makes changes to the zoning map and/or the text of the zoning bylaw.
- ▶ **Public Hearing:** A public hearing regarding a rezoning application will usually be held in your local council or board office. The proposal will be presented and then the public can express their opinion about the proposal.
- ▶ **Public Notice:** Before a Public Hearing is held, the community must be notified so that concerned people will know where and when they can give input. Public notice may be given to nearby landowners and tenants. A sign may be posted on your property.
- ▶ **Bylaw Reading:** The first, second and third bylaw reading are part of the official rezoning process and provide opportunities for your elected officials to introduce, review, and refine your rezoning proposal. At the fourth reading, your elected officials can adopt the bylaw.
- ▶ **Variance:** Also known as a “minor variance”. A relaxation of the Zoning Bylaw that can be allowed by the Board of Variance (an independent panel in your community). Allows you to not conform to the Zoning Bylaw in a specific, minor way (e.g., height, setback). Hardship is a requirement. The Board of Variance cannot change the permitted use of your property or grant Development Variance Permits.
- ▶ **Development Variance Permit:** Permit that allows a relaxation of a bylaw, such as zoning or parking bylaws. Development Variance Permits are issued by your municipal council/ regional district board of directors. Hardship is not required.



### TIP

*If you wish to have your property rezoned, you must apply to your municipal council or regional district board of directors for a zoning amendment (a variance cannot change the permitted use of the property).*

## Building Permits

Every local government makes its own rules about what types of construction or alteration requires a permit. For instance, in some municipalities, you may need a permit to cut down a tree or build a fence, while in others you will not. If you plan on changing your building or land in any way, check your local government’s website for initial information. Then head to your municipal or regional district office and talk to a staff member in the building and permits department about whether you will need a permit.

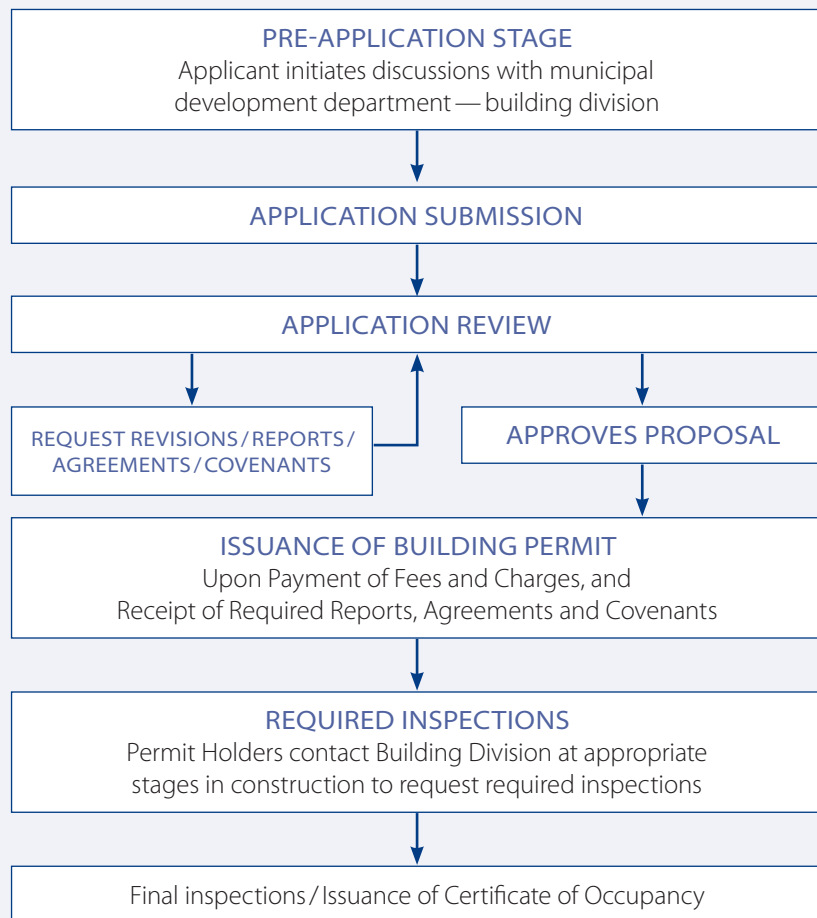
If you plan to build or renovate your child care space, you may need to hire a contractor. It is strongly suggested that you speak with a staff member at your municipal/regional district office about whether the project is feasible and about what types of permits will be required before selecting a contractor.



Your local government may administer several types of building permits. For instance, you may need a Drainage Permit, Plumbing Permit, Tree Removal Permit, or other type of permit depending on your plans. They may be consolidated or require separate applications. After permits are issued, there may be one or more inspections required as the project progresses. At or near the end of the project, you may need an Occupancy Permit. If an Occupancy Permit is required in your community, you will not be allowed to start using the space without it. For an example of the building permit process, see the flowchart below.

If you are carrying out a renovation or building project, you will also need to make sure that the project complies with the building code that applies to you (most likely the B.C. Building Code). This is a very large document and so you will need to ask your local government’s building and permits department staff about what rules apply to your facility. If your plans are very complex, you may want to hire a registered Building Code consultant, who can help ensure your design complies with the B.C. Building Code.

### EXAMPLE of BUILDING PERMIT and INSPECTION PROCESS (City of Chilliwack)



## Two notes about building laws

The B.C. Building Code requirements for child care facilities were clarified and simplified in December of 2014. The official “use” classification of all child care spaces, regardless of the ages served, is now Group A, Division 2. For operators caring for at least one infant, there are some additional requirements relating to fire safety.

Also note that Section 20 of the CCALA may apply to you in relation to the B.C. Building Code/Vancouver Building Bylaw. See page 6 (“Exemption from land use and building laws for licenced in-home providers who care for eight or less children”) for information.

## I’m not doing any construction— Do I need to worry about building bylaws?

Even if you do not plan to do any construction, you may need a building permit. Ask your local government building and permits staff during your planning phase about what permits might be necessary. Examples of reasons you might need a permit include:

- » If you change what your space is used for (e.g., from a commercial space to a child care facility), you may need to apply for a building permit even if you are not planning on doing any construction. In the process, you may find out that you need to make some changes to your space. Your building official will decide what changes and approvals are necessary based on the requirements of the B.C. Building Code.
- » If you are making changes to an outdoor area, such as cutting down a tree or building a fence, you may require a permit from your municipality.



### TIP

*If you plan on opening a childcare facility in a building that is currently used for something else, you may need a “change of use” building permit.*

## KEY TERMS ABOUT BUILDING LAWS

- ▶ **B.C. Building Code:** Regulation based on the National Building Code. Defines how a building must be constructed for different types of uses. It establishes minimum standards for safety, health, accessibility, fire and structural protection of buildings. The B.C. Plumbing Code is part of the B.C. Building Code. The B.C. Building code does not apply in the City of Vancouver.
- ▶ **Vancouver Building Bylaw:** Similar to the B.C. Building Code but applying only in the City of Vancouver.
- ▶ **Building Permit:** A permit issued by your local government that allows you to alter your building or property, or build a new structure. Inspections are often required after the permit is issued (during construction).
- ▶ **Occupancy Permit:** After you have passed all your required types of building inspections (building, electrical, plumbing, and/or any others that apply to you), each inspector may need to sign an Occupancy Permit. If an Occupancy Permit is required in your community, you cannot use your building until you have received it.



#### TIP

*If you have more parking spaces than are required, you could remove some (for instance, to create an outdoor play space) without needing a Development Variance Permit.*

## ***Will the fire department need to inspect my child care facility?***

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If you plan to operate a child care facility, you may need to have a fire inspection. Make sure to ask your municipal/regional district office or your licensing officer about rules related to fire safety and about whether you will need a fire inspection.

## ***Parking and Drop-off Requirements***

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Local government can create rules about the number of off-street parking and drop-off spaces you need to have at your location. These requirements may be within the zoning bylaw or in a separate bylaw, often called the “Parking Bylaw”. Unless you are exempt from local government parking/drop-off requirements under s. 20 of the CCALA (see page 6), you will need to understand how many parking spaces and how many drop-off spaces are required at your location (there is usually a minimum and there may also be a maximum number). If you are planning on using your home as a child care facility, you will also need to know whether the minimum number of parking spaces includes spaces for you and your family’s vehicles.

If you are finding it extremely difficult to create enough parking spaces, talk to your local government staff. You may decide to apply to your local government to have the minimum number reduced (see below). As an alternative, it may be possible to pay a fee to have your parking requirements reduced.

For providers outside of the City of Vancouver: To lower the number of required parking spaces, you can apply to your municipal council/regional district’s board of directors, who can issue a Development Variance Permit. This process can be lengthy. It will require public notice and may require public consultation.

***Note that a Board of Variance cannot decrease the required number of parking spaces.***

For providers within the City of Vancouver: You can apply to your Board of Variance to change the number of parking spaces you are required to have at your location.



## Signs

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Section 11 of the Child Care Licensing Regulation states that you must identify the care program you offer (e.g., “Family Child Care”) when advertising your operation.

In some communities, you must get a sign permit from your local government before installing a sign on your property. The bylaw creating this requirement is usually called the “Sign Bylaw.” If you live in one of these communities, you may have to pay a fee and possibly have your sign approved before you are allowed to install it. Also note that your community’s Official Community Plan may contain requirements about the type of sign you can display.

The easiest way to find out what type of sign you can install is to talk to the bylaw department at your municipal/regional district office.



## Business Licences

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In many municipalities, people operating a child care business must get a business licence. If a business licence is required, you will likely have to renew it on a regular basis, such as yearly. The process of getting a business licence from your local government is usually relatively simple. You can check online for details, and in some communities you can even buy your licence online.



# APPENDIX A:

## *Official Community Plan Amendments*

All bylaws must be consistent with the Official Community Plan. This means that if you are applying to have your location rezoned, your plans must either be consistent with the Official Community Plan or the Official Community Plan must be changed to accommodate the rezoning. This means that in some cases, getting a zoning amendment will also require getting an Official Community Plan amendment.

The steps for an Official Community Plan amendment are generally similar to those required for a zoning amendment. Your local government may have a joint application process in place. The process may add time to the several months usually required for a zoning amendment and there will likely be a fee that will be charged in addition to the fees required for a zoning amendment.

Many local governments provide useful materials to help guide people through the process of applying for an Official Community Plan Amendment, so check online. Below is an excerpt from the City of Prince George's guidance materials (for reference only). Remember that your community's process may look different, and the process in Prince George may change after this handbook is finalized.

### EXAMPLE of OFFICIAL COMMUNITY PLAN AMENDMENT PROCESS (City of Prince George)

#### STEPS in the OCP AMENDMENT PROCESS

**STEP 1: *Pre-Application Meeting*** – Meet with a Planner to discuss the proposed development and receive their advice and direction, which may save you time and effort.

**STEP 2: *Application and Fees*** – Work with a Planner to submit a completed application, including fees and required documentation. Refer to the Checklist.

**STEP 3: *Application Referral*** – The application is reviewed by staff and referred to all agencies with an interest in the application; additional information may be required; location maps are produced.

**STEP 4: *Staff Report & Bylaw Drafted*** – An appropriate consultation plan is developed which outlines the level and type of public consultation required to occur prior to Public Hearing. A Staff report with recommendations is prepared for Council's consideration. The report, the application and maps are forwarded to the City Clerk's office where a bylaw is drafted.

**STEP 5: *Council Considers Application for 1st and 2nd Reading*** – Council receives the application at the next available Council meeting and, if accepted, the Bylaw is given 1st and 2nd Reading.

**STEP 6: *Consultation Undertaken and Summary Report Written*** – Council receives the application at the next available Council meeting and, if accepted, the Bylaw is given 1st and 2nd Reading.

**STEP 7: *Public Hearing Notification*** – Ten Days prior to the proposed Public Hearing date, notification is placed in the newspaper, sent to the adjacent property owners, and a sign advising the public of the rezoning is placed on the subject property by the applicant.

**STEP 8: *Public Hearing and 3rd Reading*** – A Public Hearing is held in Council Chambers and is followed by Council's consideration of 3rd Reading of the Bylaw. The applicant or agent is invited to attend this meeting and present the application. Any interested public are given an opportunity to comment on the application.

**STEP 9: *Formal Reading*** – Council considers the Bylaw for Formal Reading at the next available Council Meeting. A copy of the adopted Bylaw is sent to the applicant from the City Clerk's office.

## APPENDIX B: Zoning Amendments

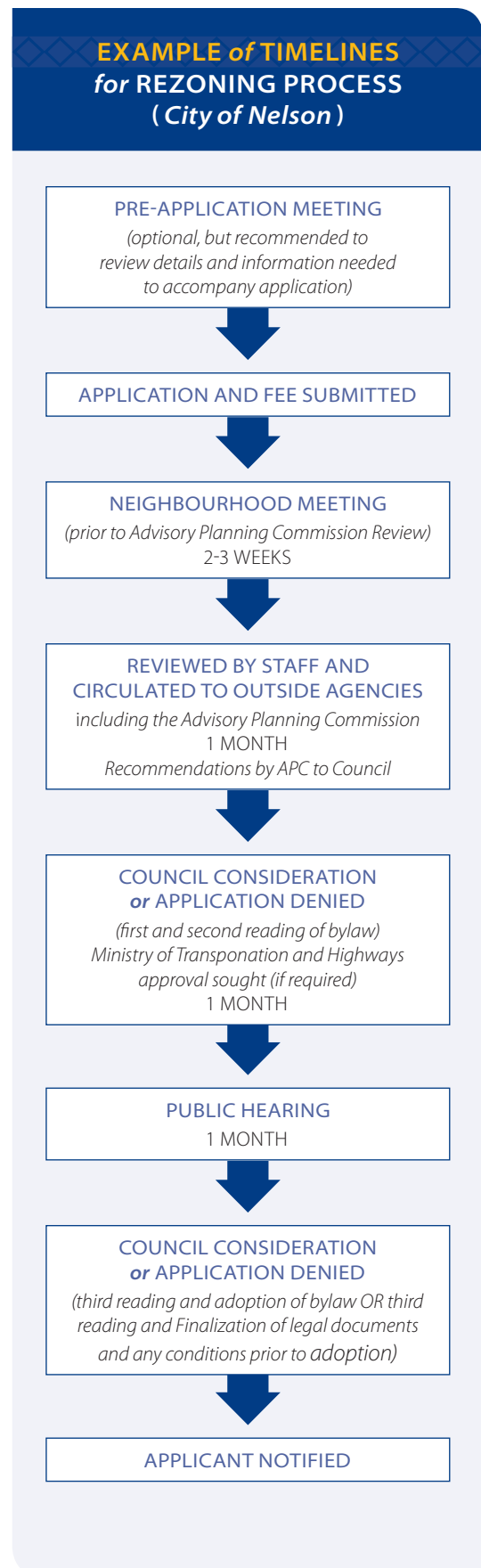
If your location is not zoned for the type of child care you wish to provide, or does not allow child care at all, you can apply for a zoning amendment. The process for getting a zoning amendment is contained in your local bylaws (it may be called the “Zoning Amendment Bylaw”). The process is different in every community. Ask your local government staff about timelines and fees.

To apply for a zoning amendment, applicants usually start at their local municipal/regional district office. You will have to submit documents, including drawings and written details about what you are proposing. You may be able to complete some of these documents yourself. If your proposal is complex, you may need to work with an architect or other professionals to prepare materials. There may be other steps, such as:

- » Feedback from neighbors
- » A requirement for you to put up signs on your property with information about the rezoning proposal and how the public can give input.

Local government staff will consider your zoning amendment proposal. Then your local government’s elected officials will examine your proposal. This will happen over several stages. There may be a preliminary report, and then a “first reading,” “second reading,” “third reading” and a final decision (“fourth reading”). Sometimes the third and fourth reading are combined. At some point between the first and third reading, there is usually a public hearing, where your neighbors and others who are affected can express their opinion about your proposal.

You may find helpful information about the zoning amendment process on your local government’s website or at your municipal/regional district office. Above is an excerpt from a pamphlet about the rezoning process from the City of Nelson.





Provincial Office  
for the Early Years