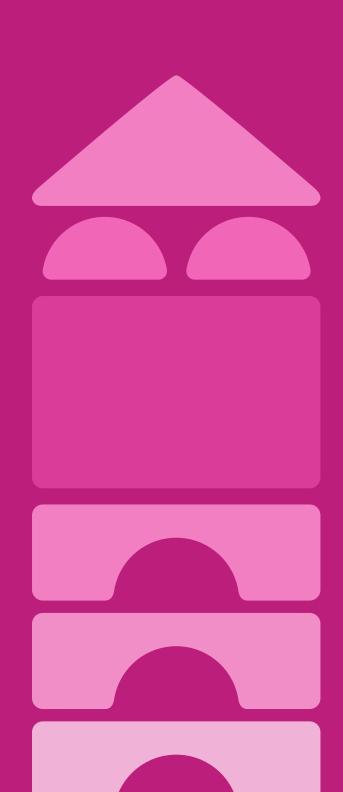
SURREY CHILD CARES

JUNE 2023





PURPOSE

Quality child care is a critical community service that is essential for the economic and social wellbeing of Surrey's residents and is important for healthy child development, gender equity, social inclusion, and poverty reduction strategies. All levels of government contribute to child care in our communities; the City plays an important role in facilitating child care facilities through land use planning, policies, and regulations. All child care facilities in Surrey are regulated by the Provincial Community Care and Assisted Living Act and Child Care Licensing Regulation, administered through Fraser Health.

The City of Surrey Child Care Guidelines are intended to provide direction for City staff and child care operators looking to set up a licenced child care facility in Surrey. These Guidelines are subject to change and are for general consideration only. The Guidelines do not replace by-laws or other legal documents. Those seeking to develop a child care facility in Surrey are encouraged to connect with Fraser Health and the City of Surrey planning staff early in the process.

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This Guidelines document is divided into the following four sections, which reflect the requirements for licenced child care facilities:

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PLANNING DIVISION **REQUIREMENTS**

First, it is important to identify the zoning of the property where the proposed child care facility will be located to ensure it permits child care centres. Otherwise, an application to rezone the property will be required (see page 9 for information on the rezoning process).



All children (up to age 12) living in the home are included when counting the maximum number of children.

A building permit is required for any improvements (such as renovations, modifications, or changes) to the residence. Please check with the City of Surrey Building Division to ensure that all required permits have been issued and finalized.

Even if a rezoning is not required, the building may still need to be upgraded to meet BC Building Code requirements for child care facilities. Please see section 3 BC Building Code Requirements, in this document, for more information.





8 OR LESS CHILDREN

- A child care facility for 8 or less children is permitted in any residential zone, as an accessory use to a residential use (someone must live in the residence).
- A child care facility is allowed to be located in a secondary suite only if someone lives in the primary residence and the suite has a valid occupancy permit.



9 OR MORE CHILDREN

A child care facility for 9 or more children is a permitted use in the following zones:

- Child Care Zone (CCR for 9-25 children in a single-family dwelling)
- Special Care Housing Zone (RMS-1 and RMS-2)
- Assembly Hall Zone (PA-1 for a maximum of 50 children and PA-2)
- Institutional Zone (PI)
- Neighbourhood Commercial Zone (C-5)
- Community Commercial Zone (C-8)
- Town Centre Commercial Zone (C-15)
- Downtown Commercial Zone (C-35)
- Highway Commercial Industrial Zone (CHI)
- Commercial Recreational Zone (CPR)
- Light Impact Industrial Zone (IL & IL-1 as an accessory use)
- Business Park Zone (IB, IB-1 & IB-2 as an accessory use)
- Multiple Residential Zone (RM-10 or higher, as an accessory use).
- Comprehensive Development Zone (CD if noted as a permitted use)

Reach out to the City of Surrey's Planning Division Counter to confirm the zoning of the proposed property and whether a child care facility can be operated from that property, as well as the maximum number of children that can be accommodated.

City of Surrey: Planning Division Counter

Planning & Development Monday – Friday | 8:30 – 4:30pm P: 604.591.4448



A Child Care Zone (CCR) permits a child care facility of up to 25 children (at any one time)

to operate in a residential neighbourhood. CCR Zone does not permit a child care facility as a stand-alone use in a single family dwelling; there must also be a residential use or household living on the property.

In zones without a maximum number of children specified, the ability to provide the required outdoor play area and associated parking, in addition to indoor space requirements set by Fraser Health, will determine the maximum number of children that can be accommodated.



When You Need To Engage A Registered Architect

An architect is required for:

- any child care facility that is proposed within a commercial space, regardless of the number of children.
- a child care facility with 9 or more children that is located in a single family dwelling.

An architect is **not** required for:

 a child care facility with up to 8 children that is located in a single family dwelling. See Section 3 BC Building Code Requirements of this document for more information.



You are strongly encouraged to engage a
Registered Architect PRIOR to signing a lease
or purchasing a space. A Registered Architect that
is familiar with the requirements of the current BC
Building Code should be able to provide advice
on whether building modifications will be required.
Furthermore, a Registered Architect may be able to
help outline the potential costs that may result from
making building modifications.

REZONING PROCESS

Changing the zoning of a property is called **rezoning**. City Council approval is required to change the zoning of a property. In order to rezone a property, an application must be submitted to the City of Surrey's Planning & Development Department.

Evaluation Criteria

Section 4 General Policies & Regulations in this document sets out the City of Surrey's regulations for the development of child care facilities and includes criteria that City staff consider when evaluating whether a particular location is suitable for a child care facility.

Pre-Application Stage

Before you submit an application for rezoning, it is highly recommended that you:

- Contact the Area Planning & Development Division of the Planning & Development Department to arrange a pre-application meeting. At the preapplication meeting, staff will go over the rezoning process, identify potential issues that might come up through the rezoning process, and identify whether a development permit or development permit amendment is required.
- Consult a Registered Professional (i.e. registered architect or engineer) regarding the scope and estimated cost of the work involved to comply with BC Building Code requirements.

At this stage, it is recommended that you conduct a survey of the surrounding neighbours to ensure that there is support for the proposed facility.

Parking Requirements

You must provide parking in accordance with Part 5, Off-Street Parking and Loading/Unloading, of Surrey Zoning By-law, 1993, No. 12000. Table D.1, under the Child Care Centre use, outlines the required number of off-street parking spaces.

All of the required parking for a child care centre must be accommodated on the property. Off-site and street parking does not count towards the parking requirements.

Engineering Requirements

The Engineering Department will review the rezoning application. As a condition of approval, the Engineering Department may require service upgrades to the site or road dedication. The Engineering Department may also identify potential concerns regarding driveway locations and driveway widths when evaluating the proposed parking plan.

City Council Process

Once Planning and Engineering City staff have reviewed the rezoning application, the application is then forwarded to City Council for consideration. During the Public Hearing any member of the public may appear before City Council to support or oppose the application. Council will decide whether or not to rezone the property to permit a child care centre. If Council denies the rezoning application, Fraser Health will not issue a child care license.

For more information on rezoning please see "A Guide to Rezoning Your Property". It is available online at: https://www.surrey.ca/renovating-buildingdevelopment/land-planning-development/ land-development-application-process.



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LICENCING APPLICATION PROCESS

LICENCING APPLICATION PROCESS

All child care facilities with three or more children, who are not related to the child care operator by blood or marriage, must be licenced by the Fraser Health Authority.

Steps	Actions	Contact
Submit Application Package	 Purchase an application package from the Fraser Health Authority (FHA). Fill out and submit your application package to Fraser Health Authority, Community Care Facilities Licensing (CCFL) for processing. Please ensure that all the rooms to be used for the proposed child care facility are clearly labelled on the floor plans submitted with your application package. 	For further information on child care licencing requirements please contact: Fraser Health Authority Community Care Facilities Licensing Office #100 – 13450 102 Ave, Surrey, BC 604.930.5405

Steps	Actions	Contact
Forward PDF Copy to the City	 Once the application is reviewed by Fraser Health, you will receive a stamped copy of your plans and supporting documents from the Fraser Health Licensing Officer. You will need to create a PDF copy of your application package and supporting documents. The Fraser Health Licensing Office may assist you with this. You must email a PDF copy of the reviewed application from the Fraser Health Licensing Officer to City of Surrey Building Inspections. The email subject line must include the civic address, daycare name, and the word "application". 	City of Surrey Building Inspections: buildinginspectionrequests@surrey.ca
Pay Fee	 After application review, City of Surrey Building staff will contact you by email to arrange payment to begin the inspection process. You will be contacted within 10 business days of the City receiving your application. Once you receive an email from City of Surrey Building Inspections regarding the review of your application, you can pay for your inspection request through the City's Community Care Facilities Licence Inspection Request Portal. Do not submit a payment until you have been contacted by the City of Surrey Building Inspections staff. 	For more information on inspection process and fees please refer to: Community Care Facility Inspections

Steps	Actions	Contact
Schedule City Inspections	 When you are ready for inspections, contact both City of Surrey Building Inspections and Electrical Inspections individually and state that the inspection is for a Community Care Facility. You will not be required to provide a permit number. City of Surrey Fire Department will contact you to schedule an inspection. City inspectors (Building, Fire, and Electrical) will come inspect the proposed facility. Once all inspection areas have submitted results, a letter will be sent to Fraser Health and to you, regarding the status of the application. Fraser Health Authority will conduct a separate inspection. 	 Building Inspections: 604-591-4231, press "1" Electrical Inspections: e.inspections@surrey.ca
Complete Application	The Fraser Health Licensing Officer will then contact you to complete the application process.	





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BC BUILDING CODE REQUIREMENTS

BUILDING DIVISION REQUIREMENTS

The City of Surrey's Building Division enforces the BC Building Code requirements. The BC Building Code includes Building, Fire, and Electrical Code regulations for child care facilities. In order to accommodate a child care facility, a proposed house or building may need to be upgraded or renovated to meet these requirements.



Child care facilities are often proposed in existing buildings that were not originally designed to accommodate any assembly occupancy uses. In many cases, the existing building will need to be reclassified to demonstrate that the assembly occupancy can be permitted (i.e. compliance with the BC Building Code construction class article that applies to what you are proposing). This process can involve significant building upgrades, such as:

- installing a fire sprinkler system and a fire alarm system,
- adding demising wall(s) and/or enhancing existing demising walls/fire separations to adjacent suites to meet code requirements,
- increasing the number and fire ratings of exits, and
- increasing fire resistance ratings of walls, floor and/or roof assemblies.

A fire alarm system required under the BC Building Code must be installed throughout the entire building.

FACILITIES WITH 8 OR LESS CHILDREN IN A RESIDENTIAL **DWELLING**

- Smoke alarms, Carbon Monoxide (CO) detectors, and emergency lighting must be installed in the residence based on the Building Code requirements.
- Interconnected smoke alarms are required on each level of a dwelling unit and in each sleeping room within the child care facility.
- Someone must live in the residence and the residence must have a valid occupancy permit.
- A child care facility is allowed to be located in a secondary suite only if someone lives in the primary residence and the suite has a valid occupancy permit.
- If your child care facility is located in a residential home with up to 8 children, a building permit is not required unless you propose to make improvements (such as renovations, modifications, or changes) to the building.

Section 20 of the Community Care and Assisted Living Act enables licensed child care facilities with 8 or less children in a single family home to remain classified as a single family building under Part 9 of the BC Building Code.

More information on BC Codes can be found here: https://www2.gov.bc.ca/gov/content/industry/ construction-industry/building-codes-standards/bc-codes

FACILITIES IN A COMMERCIAL SPACE OR IN A RESIDENTIAL **DWELLING WITH 9 OR MORE CHILDREN**

- If your child care facility is located in a commercial space, or it is in a residential dwelling and is a child care for more than 8 children, Part 3 of the BC Building Code requirements will apply. These requirements are contained in Articles 3.1.2.8 (Daycare Facilities for Children) and 3.3.2.17 (Daycare Facilities with Children under 30 Months).
- A child care facility is classified as A2 assembly occupancy, with additional requirements if there are children under 30 months of age (it is recognized that children under 30 months are incapable of evacuating a building without the assistance of caregivers).
- A building permit application, which includes architectural drawings that are signed and sealed by a Registered Architect, is required.

For further information on Building Code requirements please contact:

City of Surrey: Building Division Counter Planning & Development Monday - Friday | 8:30 - 4:30pm P: 604.591.4231

FIRE DEPARTMENT REQUIREMENTS

The City of Surrey's Fire Department enforces the BC Fire Code requirements for child care facilities.

Please refer to the guide available at:

https://www.surrey.ca/about-surrey/surrey-fire-service/fireinspections-guidelines for a summary of the requirements.



Even if a nap area is not required by your child care program type, smoke alarms and/or smoke detectors are required in all group child care settings where napping might occur (even if it's just from time to time).

Group child care is defined under the Community Care and Assisted Living Act, and can be found in Schedule E of the Child Care Licensing Regulation.

SUBMITTING YOUR BUILDING PERMIT APPLICATION

Please ensure all applicable drawings and documents are submitted at the time of building permit application:

- Completed Building Permit application form;
- Owner's Authorization form (if the applicant is not the building owner);
- Building Code analysis, sealed and signed by a Registered Architect, to demonstrate either the existing building or the reclassified building can accommodate the proposed child care facility;
- A separate parking calculation form;
- Four (4) sets of site plans, including parking requirements and outdoor play areas delineated:
- Four (4) sets of sealed and signed architectural drawings, including details of outdoor play areas;
- Four (4) sets of sealed and signed structural drawings (if any structural changes are proposed), and/or a sealed letter from a structural engineer to confirm that the existing building meets the current BC Building Code requirements;



If a building permit is required, please make your application after confirming that the proposed location of the child care facility meets all Zoning Requirements and Fraser Health Authority licensing requirements, as the licensing approval process could result in required changes to the proposed building.

- Four (4) sets of mechanical, electrical, plumbing, and sprinkler drawings (if any modifications to these disciplines are necessary);
- Four (4) sets of sealed and signed commercial cooking mechanical and fire suppression drawings (if any proposed cooking produces grease-laden vapours);
- Four (4) sets of landscaping drawings (if required by the rezoning process and/or outdoor play areas);
- Schedule A from the Coordinating Registered Professional (CRP) (if more than one Registered Professional is involved), and signed by the building owner;

- Schedule B from each Registered Professional submitting sealed drawings; Schedule Bs should be initialed by the CRP;
- Two (2) sets of full-size architectural drawings stamped approved by Fraser Health;
- A letter from the operator to confirm the ages and number of the children + staff. Confirming total proposed occupancy (identify if no children under 30 months); and
- A letter from the Strata approving the proposed improvements if the child care facility is located within a strata unit.



If you are proposing to operate a child care facility in more than one strata unit, the owner will need to consolidate all strata lots occupied by the child care as part of the tenant improvement permit process.

It is the applicant's responsibility to determine whether the proposed location will meet all applicable requirements. The building permit fee will be based on the value of construction and must be paid at the time of application. Depending on the scope of work, a damage deposit and landscape security may also be required.

As part of the building permit application review process, the drawings may be circulated internally for approval to different City departments, including:

- Planning (for building exteriors, parking, outdoor play areas, etc);
- Trees & Landscaping (for tree retention/protection and proposed landscaping);
- Engineering (for possible services and driveway modifications);
- Plumbing (for related plumbing modifications);
- Electrical (for related electrical modifications); and
- Sprinkler (for related fire sprinkler modifications).

After the building permit is issued, any applicable trades permits (e.g. plumbing, electrical, sprinkler, exterior signage, etc) will need to be applied for separately.





GENERAL POLICIES & REGULATIONS:

LOCATION, OUTDOOR SPACES & PARKING

This section of the Guidelines outlines the requirements for the development of quality child care facilities to ensure safe and practical spaces that are appropriately located within the community. The Guidelines apply to all child care facilities, whether they are purpose-built, utilize existing commercial spaces that are converted to child care spaces, or are located in a residential setting.

City of Surrey Planning staff will refer to these policies and regulations when evaluating a proposed child care facility.

LOCATION IN COMMUNITY

Child care facilities should be located:

- centrally and strategically to serve local needs in the community;
- · close to other community facilities such as community centres, playgrounds, schools, libraries, and parks;
- close to where people live, shop, work and/or recreate, especially within neighbourhood and town centres; and
- on collector roads for medium-sized centres (9-25 children).

Child care facilities should **not** be located:

- close to major traffic routes, such as highways; or
- · near high-impact industrial uses.

If located in a residential area, medium (9-25 children) and large-sized (greater than 25 children) facilities are encouraged to locate on corner sites to minimize impacts on neighbours.

Can a child care facility be located in a residential cul-de-sac?

- For small-sized (3-8 children) yes.
- For medium-sized (9-25 children) yes, if the immediate neighbours have been consulted to address concerns.
- For large-sized (greater than 25 children) or one-of-akind facilities such as:
 - » facilities which operate several licenses for different types of child care on the same or contiguous premises;
 - French-immersion;
 - Montessori; or
 - other types of child care which may draw from a broader community market

no, these facilities should not be located in a single-family residential cul-de-sac.

ADJACENT USES & SAFETY CONSIDERATIONS

When designing and selecting locations for child care, consideration should be given to residential and commercial neighbours, and thought given to:

- proximity to neighbours;
- noise;
- visual aspects of the facility (e.g., window placement);
- · lighting at night;
- window coverings; and
- · privacy for child care users and others

Consider Crime Prevention Through Environmental Design (CPTED) principles to help inform the design of a child care facility.

ARTERIAL ROADS

If a child care facility is located on an arterial road, the following must be considered:

Child Activity Area (Outdoor Play Area)

- Child activity areas should be placed at the rear of the site (i.e., not along the arterial road).
- · Child activity areas may be placed along the arterial road frontage only if the area is sufficiently set back from the arterial road (minimum of 3 metres) with a landscape buffer equal in width to the setback.
- The required fencing should be compatible with the character of the streetscape (for example, match the fencing and landscape treatment with neighbouring properties).

Drop-off and Parking

- Lots located along arterial roads should be of an adequate size and configuration to provide for all dropoff and parking (short and long-term spaces) within the site itself, including adequate area for vehicle turning movements so as to prevent drop-off and turning movements on the arterial road.
- Where possible, avoid locating drop-off parking along the street frontage.

Fences and Buffers

- Fences should be set back behind landscape buffers.
- Child care facilities should incorporate noise-mitigation measures, which should be placed behind landscape buffers.

ACCESS & PARKING

Walking, Biking, and Transit

It is important to incorporate barrier-free, accessible, pedestrian oriented access to the child care facility. To support access for parents with bicycles, cargo bicycles, bicycle trailers, and strollers, consider:

- ease of movement when accessing the site;
- areas for stroller and cargo bike parking on the site, which are preferably:
 - covered and secured:
 - in a convenient location; and
 - close to the facility's entrance.

Parking and Drop-Off

For child care facilities with 9 or more children:

- The size of parking and drop-off spaces are recommended to be generous and practical for use by parents with small children. A minimum of 3.0 metres wide parking stall is preferable.
- For required on-site parking, consider locating:
 - drop-off areas where parents can leave their vehicle for a short time, and safely deliver their child to the child care facility without having to cross other moving traffic areas;
 - parking spaces with short routes to the front door if parking is provided in a surface parking lot; and
 - parking close to the elevator if the parking is provided in a parkade.
- · Pedestrian paths between the parking area or street and the entrance to the facility should be distinct and "protected" from vehicle routes in the parking, loading, and drop-off areas of the site. Ensure a safe passage route is provided in parkades to minimize conflicts between motor-vehicles and people.

Vehicle Access and Movement

Consider access for service and delivery vehicles, garbage trucks, and emergency vehicles.

REGULATIONS

All child care facilities must provide adequate on-site parking for employees and parents in accordance with Part 5, Parking and Loading/ Unloading of Surrey Zoning Bylaw 12000, 1993, as amended.

TREES & LANDSCAPING

Child care sites should:

- Seek to retain existing trees.
- Incorporate a variety of landscape design features to buffer perimeters and neighbours.

REGULATIONS

- All child care applications are subject to Surrey Tree Protection Bylaw, 2006 No. 16100.
- Turf or artificial grass is not permitted within 2 metres of a tree or within the tree's Tree Protection Zone (TPZ), whichever is greater.
- In accordance with Canadian Landscape Standards, a minimum of 10 cubic metres of soil must be provided for each tree proposed to be planted.

PURPOSE-BUILT CHILD CARE FACILITIES

The built form of a child care facility should:

- Be compatible in character with the surrounding context.
- Use natural materials.
- Incorporate colour and texture in the materials.
- Retain viable trees whenever possible.

When designing a child care facility, consider:

- · The location of garbage, compost, recycling and electrical servicing facilities at the early stage of site planning to ensure these elements are functional and do not interfere with the functioning of the site.
- Optimal layout, proportions, and "gross-up factor" (see below).



The number of children that the facility can accommodate is determined by Fraser Health licensing requirements and is based on the useable outdoor area and floor area of the space. Hallways, built-in storage areas, bathrooms, and the space taken up by appliances are not included in the calculation of useable floor area. Therefore, the desired usable floor area needs to be "grossed-up" by a factor of approximately 30% to determine the total required floor area.





FENCING & SCREENING

Outdoor play areas need to be secure and screened to keep children safe.

Residential Child Care Facilities

All designated outdoor play areas should:

- Be fenced with fences that are non-climbable and secure.
- Incorporate landscape buffers to provide visual screening of outdoor play areas along adjoining property lines with neighbours, as follows:

Industrial: 6 m

Civic: 2.5 m

Residential: 1 m

Commercial: 1 m

Institutional: 1 m

Commercial And Purpose-Built Group Child Care Facilities

Screening

- Wherever possible, outdoor play areas should be screened from adjoining uses with natural elements such as trees, shrubs, and other landscaping elements.
- Screening of parking areas from the street should be sufficiently low or semi-transparent.
- Tree canopies should be raised to a height of 2 metres.

Fencing

- Fencing should not be chain link or similar materials.
- If the fencing is not solid, the spacing between slats must be 3.5 inches or smaller to prevent a child's head from going through them.
- Fences at the edge of a site, adjacent to the public realm should be:
 - aesthetically pleasing
 - set back a minimum of 1 m
 - metal picket rod style or transparent glazed panel construction
 - paired with soft transition landscaping to buffer between the fencing and the public realm
- The height of the fence will be at the discretion of Fraser Health; however, a maximum 1.2 metre high fence is preferred except for rooftop or above-grade play area for child care facilities on upper levels of a building, which must have a minimum 2.4 metre high fence.
- For rooftop or above-grade play area for child care facilities on upper levels of a building, fences should be architecturally integrated with the building and set back from the roof parapet line to prevent overlook to neighbours while still providing opportunities for long views by including generous areas of glazing.

RELATIONSHIP TO GRADE

Child care facilities should be designed to provide barrier-free, same-level access from the exterior to the interior of a building. Avoid steps to allow for wheelchair accessibility, freedom of movement for strollers, and eliminate tripping hazards for users.

If a child care facility is proposed for an above grade building level, or on upper floors of a building, an elevator is required. The elevator should be of sufficient size and capacity to handle triple strollers, and transport landscape materials for outdoor play areas.

NATURAL LIGHT & VIEWS

Natural lighting is important in child care facilities. Child care facilities should:

- · Provide access to natural light access in the indoor and outdoor spaces.
- · Orient program spaces towards useful solar exposure while balancing protection from the sun.
- Provide generous window areas, but measures should be taken to avoid solar heat gain and glare.
- · Include windows with sill heights low enough for children to have a view to the outside.
- Orient windows and views towards nature where present.
- · Avoid locating in below grade spaces.

When child care facilities locate in street-facing storefronts, the facility layout should be managed so that windows adjacent to the street allow some views into the space. If privacy treatments are required, they should consider the visual interest of the street, and not be comprised of advertising or photographic images.

REGULATIONS

All signs on the property are subject to Surrey Sign Bylaw, 1999 No. 13656, as amended, which may include privacy treatments for street-facing



OUTDOOR PLAY AREAS

Outdoor play areas should:

- Meet areas specified in the Fraser Health licensing requirements.
- Be contiguous to provide maximum flexibility and efficient supervision (i.e., not broken up into smaller spaces in different areas of the site).
- Have direct access to the indoor care area (especially for new development) and be on the same site.
- Be located at grade with access to natural surfaces and landscape.
- Have weather protection for a significant portion of the area, for both sun and rain cover.
- Be located in the rear of the site, away from busy streets and away from residential neighbours.
- Be provided at the same grade as the indoor space and contiguous with it. Indoor and outdoor spaces should be planned together. If minor changes in grade cannot be avoided, ramps could be installed to ensure accessibility of all indoor and outdoor spaces.
- Be provided with an exterior water source (hose bibb) to maintain landscape and support water play options.
- Use soft surfaces like grass, bark mulch and sand.

REGULATIONS

- Adequate on-site parking for employees and for parents to pick up / drop off must be provided in accordance with Part 5, Parking and Loading/Unloading of Surrey Zoning Bylaw, 1993 No. 12000, Table D.1, under the Child Care Centre use, as amended; however, whenever possible, the location of outdoor play areas should be prioritized over parking area.
- Land located within a streamside protection area, in accordance with Part 7A, Streamside Protection of Surrey Zoning Bylaw, 1993 No. 12000, as amended cannot be included in the calculation of outdoor play area.
- Land located within a Tree Protection Zone (TPZ) cannot be included in the calculation of outdoor play area.



