

Bulletin: Child Care Centre

General Information



Created: December 2024

This bulletin is for informational purposes only. Please be sure to consult relevant Provincial Legislation and City of Kelowna Bylaws.

Introduction

Child Care Centre bulletin provides essential guidance for establishing and operating Child Care facilities within the City of Kelowna. It outlines zoning requirements, parking standards, and the application processes necessary for compliance with municipal and provincial regulations. This document serves as a resource for Child Care providers, ensuring clarity and ease in navigating local requirements.

Definition of Child Care Centre

CHILD CARE CENTRE, MAJOR means an establishment licensed as required under the Community Care and Assisted Living Act intended to provide care, educational services, and supervision for more than 8 children. (Refer to Table 8.3.6 of the Zoning Bylaw No. 12375 for parking requirements of Child Care Major uses).

CHILD CARE CENTRE, MINOR means an establishment licensed as required under the Community Care and Assisted Living Act intended to provide care, educational services, and supervision for no more than 8 children. The care must be provided by a principal resident that resides at the dwelling for more than 240 days of a year.

References for further information:

[Kelowna Map Viewer](#)

[City of Kelowna Zoning Bylaw](#)

[Building permit](#)

[Business licences](#)

Zones Allowing Child Care Facilities

Child Care Centre, Major

The following zones permit Child Care Centre, Major as a use:

- **Residential Zones:** RR1cc, RR2cc, RU1cc, RU2cc, MF1cc, MF2*, MF3*, MF4*.
- **Commercial and Other Zones:** C1, C2, CA1, VC1, HD1*.
- **Urban Centre Zones:** UC1, UC2, UC3, UC4, UC5.
- **Institutional and Industrial Zones:** I1, P1, P2, P3*, P5*.
- **Comprehensive Development Zones:** CD12*, CD17*, CD 18 (area I), CD20*, CD 22*, CD26*.

Note I: RR1, RR2, RU1, RU2, and MF1 zones allow for Child Care, Major as a default use, but they require a rezoning to the "cc" subzone to allow Child Care, Major.

Note II: Zones with a * only allow Child Care, Major as a secondary use, so it must be in conjunction with a principal use.

Child Care Centre, Minor

The following zones permit Child Care Centre, Minor:

- **Residential Zones:** A1, A2, RR1, RR2, RU1, RU2, MF1, MF2, MF3, MF4,

Development Planning

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and MH1.

- **Commercial and Urban Centre Zones:** C1, C2, CA1, VC1, UC1, UC2, UC3, UC4, UC5.
- **Comprehensive Development Zones:** CD12, CD17, CD26.

Child Care Centre Parking Requirements

Parking Requirements

Parking requirements for Child Care facilities are outlined in Zoning Bylaw No. 12375 (Section 8):

Child Care Centre, Major

- **Residential Zones:** 1.0 space per 11 children
- **Commercial and Institutional Zones:** 1.0 space per 11 children or 2.0-2.5 spaces per 100 m² GFA (greater value applies)

Child Care Centre, Minor

- **All Zones:** 1.0 additional space

Bicycle Parking (Major Only)

- **Long-term:** 0.2-0.4 spaces per 100 m² GFA depending on facility size
- **Short-term:** 2-6 spaces per entrance based on facility size

It is essential that applicants review [Section 8](#) of the [Zoning Bylaw No. 12375](#) for a comprehensive review of the parking requirements for the zone (parking size, ratio, accessible parking, etc.)

Application Process

1. Rezoning Application

If the subject property is zoned MF1, RU1, RU2, RR1, or RR2 and lacks the "cc" subzone, a rezoning application is required.

You can read more about rezoning process at: [Rezoning & OCP amendments | City of Kelowna.](#)

To submit a rezoning application to acquire a cc (Child Care) sub-zone the followings must be submitted:

- Completed Application Form and Application Checklist
- Rationale
- Application fee
- Current State of Title (within last 30 days) & Any Registered Easements, Covenants, SRW's, etc.
- Owner's Authorization Form
- Detailed Site Plan (including parking, playgrounds, drop-off areas)

The applications must be submitted in person at the city hall, second floor.

2. Interior Health Approval

Child Care facilities must meet the [Community Care and Assisted Living Act \(gov.bc.ca\)](#) standards.

Interior Health approval is required for a business license and building permit.

3. Building Permit

- **Child Care Centre, Minor:** A permit is not mandatory; except, if renovations/alterations for a single family dwelling house are required by [Community Care and Assisted Living Act \(gov.bc.ca\)](http://www.gov.bc.ca).
- **Child Care Centre, Major:** Permit type depends on the building's zoning and use (e.g., tenant improvements, single family dwelling renovations, etc.). Architectural plans are required.

For more information you can visit our website at [Apply for a building permit | City of Kelowna](http://www.kelowna.ca/building-permit) or contact the building department at DInfo@kelowna.ca.

4. Business licence

Child Care centres, day nursery, nanny, or baby-sitting services require business licences if care is offered to three or more children. Applications can be made online at kelowna.ca/business, or in-person at our second floor Application Centre at City Hall. The processing time for a new business licence is approximately two weeks but may take longer due to the complexity of certain licence types and inspection requirements.

Business Licensing has a referral program with the following internal and external sources. All referrals must obtain approval prior to an application's final review with a Licensing and Property Use Inspector.

1. **Interior Health Authority:** A referral will be sent to IHA during the initial review, but they will not be able to provide approval until the below referrals are completed.
2. **Development Services:** Applications will either require permits through Development Services, or building/mechanical inspections booked by Business Licensing.
3. **Fire Department:** Once the above is completed, a referral will be sent to the Fire Department for an inspection.