

What is a community care facility?

A community care facility must be licensed under the *Community Care and Assisted Living Registry* and may include residential, day, or specialized care. City of Prince George Zoning Bylaw No. 7850, 2007 further breaks down community care facility uses into three types:

- “Community Care Facility, Minor”
- “Community Care Facility, Major”
- “Community Care Facility, Specialized”

What is considered a “Community Care Facility, Minor” use?

As per the Zoning Bylaw, a “Community Care Facility, Minor” use may include a daycare for up to 12 persons, or residential care for up to 6 persons not related by blood. Care may be provided to

adults who are vulnerable because of family circumstances, age, disability, illness or frailty, and are dependent on caregivers for continuing assistance or direction, or to children. These facilities are permitted in all residential zones as well as some commercial and institutional zones. Most frequently, minor facilities are implemented in existing single detached dwellings in residential neighbourhoods. The number of persons in care is intended to reflect and respect the predominantly residential neighbourhoods in which they are situated.



What is considered a “Community Care Facility, Major” use?

As per the Zoning Bylaw, a “Community Care Facility, Major” use may include a daycare for 13 or more persons, or residential care for 7 or more persons not related by blood. Care may be provided to children or adults who are vulnerable because of family circumstances, age, disability, illness or frailty, and are dependent on caregivers for continuing assistance or direction in the form of three or more prescribed services as defined in the Community Care and Assisted Living Regulation. These facilities are typically implemented in higher intensity zones that allow other uses that are commercial or institutional in nature, as well as in multiple residential zones that allow higher density housing.

What is considered a “Community Care Facility, Specialized” use?

As per the Zoning Bylaw, a “Community Care Facility, Specialized” use is a facility where specialized care is provided to persons with addiction, physical, mental or other developmental disability, or chronic or progressive condition, that is not primarily due to the aging process. Typical uses include mental care asylums, sanatorium, detoxification centres, drug addiction counseling and treatment, needle exchanges, and safe injection sites. As these uses may be of higher intensity and should be located near other services, “Community Care Facility, Specialized” uses are permitted only as a site-specific use or in the following specialized zones:

- P6: Special Institutional
- Z7: La Salle Family Resource Centre
- Z21: Integrated Health and Housing

How do I get a business licence for my facility?

The City requires business licences for all types of community care facilities. Once a [business licence application](#) has been submitted, internal divisions will review the application for compliance with the Zoning Bylaw and BC Building Code.

In addition to the internal review, the application will be referred to Northern Health. An application that is consistent with the Zoning Bylaw and BC Building Code cannot be issued until approval from Northern Health has been confirmed.

What are the Zoning Bylaw considerations for a community care facility business licence?

The business licence will be checked for compliance with the Zoning Bylaw by a member of the City's Development Services team. The Zoning Bylaw regulates type of facility, number of people in care, parking, and presence of incompatible uses for community care facilities. To determine compliance, the following information is required on your business licence application:

- Number of persons to be in care
- Whether the facility will be used for residential or day care
- Whether the property is residential or commercial
- Parking stalls available on-site
- Number of fleet vehicles
- Hours of operation
- Floor area (m²)

What are incompatible uses to a community care facility?

The Zoning Bylaw includes incompatible uses that shall not be located in conjunction with community care facilities. This means that if an incompatible use already exists on the property, a community care facility may not be started. It also means that if there is an existing community care facility on the property, an incompatible use may not be started. The incompatible uses are listed below:

- Home Business
- Secondary Dwelling
- Secondary Suite
- Bed & Breakfast

If you have one of the above uses on your property and would still like to pursue opening a community care facility, you must first cease or decommission the incompatible use. In the case of a secondary suite, an inspection will be required to determine that the suite has been properly decommissioned.

What are the BC Building Code considerations for a community care facility business licence?

The business licence will be checked for compliance with the BC Building Code by the City's Building Inspection Services. Depending on the type of facility, a code analysis completed by an engineer or architect may be required. Building Inspection Services will consider the building type (commercial or residential), age of children, and previous occupancy when determining if a code analysis is required. The charts below demonstrate the considerations for different facilities.

"Community Care Facility, Minor - in Principal Residence	Community Care Facility, Minor - not in Principal Residence	Community Care Facility, Major	Community Care Facility, Specialized
<ul style="list-style-type: none"> • Residential use is main occupancy • Code analysis not usually required • Special considerations for children under 30 months 	<ul style="list-style-type: none"> • Code analysis required if not previously used for community care facility • Special considerations for children under 30 months 	<ul style="list-style-type: none"> • Code analysis required if not previously used for community care facility • May require sprinklers • Special considerations for children under 30 months 	<ul style="list-style-type: none"> • Code analysis required if not previously used for community care facility • May require sprinklers • Special considerations for children under 30 months

More information about occupancy types can be found at <https://free.bcpublications.ca/civix/document/id/public/bcbc2012/ep001023.1#et000114>. The Table below outlines occupancy types that may be relevant to your facility.

Group	Division	Description of Major Occupancies
B	2	<Treatment occupancies>
	<3>	<Care occupancies>
C	—	Residential occupancies
D	—	Business and personal services occupancies

How do I get Northern Health approval?

Community Care Licensing Programs are administered by the Northern Health Authority who delegates the day-to-day duties to Licensing Officers. An application for a licence is made to the Community Care Licensing Program operated by Northern Health

Northern Health application requirements include but are not limited to:

- A description of the program
- Criminal record checks
- References
- Floor and site plans
- Employee qualifications and duties

Northern Health will also provide you with a “Local Government, Municipality, or Regional District Approval” form to be completed by you and signed by the City. You will be required to email or bring in your form to the City’s Development Services for a planner to sign. The form will then be sent to Northern Health by the City, and uploaded to your business licence account.

Northern Health may perform a site inspection prior to approving the application.

More information about Northern Health requirements can be found at northernhealth.ca/services/community-care-facility-licensing. You may submit any inquiries about Northern Health requirements and licensing to licensingconnect@northernhealth.ca.

Further Questions? Looking to Schedule a Pre-Application Meeting?

For any further questions, or to schedule a pre-application meeting, contact a planner in the Development Services Division at 250.561.7611 or devserv@princegeorge.ca