REGINA

Planning & Development Services Advisory

Institution, Day Care

Prior to submitting a formal application, you may wish to contact the Planning & Development Services Department for a preliminary consultation.

As an Institution, Day Care land use is provincially regulated; it is strongly recommended that the applicants inquire about their specific requirements in the province of Saskatchewan.

Some Useful Definitions

Arterial Street
Arterial Street means a street with controlled access and intended to provide travel to and from collector streets and expressways.

Building Permit
Building Permit means a permit issued under *The Building Bylaw* of The City of Regina authorizing the construction of a building

Collector Street
Collector Street means a street that provides for:
(a) circulation within communities and connectivity between local and arterial roadways; and
(b) direct access to and from abutting properties.

Development Permit
Development Permit means a document authorizing a development issued pursuant to *The Regina Zoning Bylaw, 2019*.

Discretionary Use
Discretionary use means a use of land, intensity of use, development or other structure that may be permitted in a zone only at the discretion of and at a location specified by the Development Officer or Council, as the case may be, in accordance with the Zoning Bylaw.

Expressway
Expressway means a street that provides for:
(a) relatively unimpeded traffic flow at high speeds;
(b) signalized intersections at-grade; and
(c) no direct access to abutting properties.

Institution, Day Care
Institution, Day Care means a land use where care, protection and supervision are provided to individuals of any age who require care on a regular, periodic, or temporary basis. This excludes Dwelling, Group Care and includes but is not limited to:
(a) child care centres as defined by *The Child Care Act, 2014*; and
(b) a facility which offers educational and social activities for individuals who are not compulsory school age according to *The Education Act, 1995*.

Permitted Use
Permitted use means a use of land, intensity of use, development or structure that an owner is entitled to as of right of a development permit provided the use or development conforms to the development standards and regulations which pertain hereto in the Zoning Bylaw.

Principal Use
Principal use means the main or primary use and chief purpose of land or structure, as distinguished from a secondary or accessory use.

Residential Business
Residential Business means an accessory land use conducted in a Dwelling Unit by the resident of the Dwelling Unit for monetary gain.

Parking Stalls and Passenger Drop-off Stalls

The Zoning Bylaw recommends (does not require) the minimum number of on-site parking stalls for motor vehicles for any land use. However, minimum passenger drop-off stalls are still required for Institution, Day Care. See the table below for more information on recommended parking and the required numbers of drop-off stalls based on the number of individuals under care:

<table>
<tr><th>Land Use</th><th colspan="2">Regulations</th></tr>
<tr><td rowspan="10">Institution, Day Care</td><td colspan="2">(1) 1 stall is recommended per land use;
(2) Passenger drop-off stall in accordance with the following:</td></tr>
<tr><td>Individual Under Care</td><td>Minimum Number of Passenger Drop-off stalls</td></tr>
<tr><td>1 to 10</td><td>1 stall</td></tr>
<tr><td>11 to 15</td><td>2 stalls</td></tr>
<tr><td>16 to 30</td><td>3 stalls</td></tr>
<tr><td>31 to 45</td><td>4 stalls</td></tr>
<tr><td>46 to 60</td><td>5 stalls</td></tr>
<tr><td>More than 60</td><td>Two additional stalls for each increment of 15 individuals in excess of 60.</td></tr>
<tr><td colspan="2">(3) Notwithstanding subsection (2), where the applicant demonstrates, to the satisfaction of the Development Officer, that on-street parking capacity can adequately serve as a passenger drop-off stall without impeding traffic flow, the Development Officer may reduce the minimum passenger drop-off stall requirements accordingly.
(4) Parking stalls recommended pursuant to subsection (1) shall not be used to satisfy the passenger drop-off stall requirements of subsection (2).
(5) All on-site passenger drop-off stalls shall be reserved and clearly marked for passenger drop-off purposes.</td></tr>
</table>

Type of Facility, Capacity and Limitations

The City of Regina has identified two categories of Institution, Day Care, that can be established in properties zoned residential. Establishing a Day Care within a residence as a home business is the first category, and developing a standalone Day Care Centre is the second category. The province also has a different set of requirements.

See the chart below for additional information:

TYPES OF FACILITIES

Establishing a Child Care Facility in a Residential Zoned property?

- **Within a Residence as a Residential Business?** (As an accessory use)
  - **Family Child Care Home**
  - **Group Family Child Care Home**
- **A Separate Child Care Centre?** (As a Principal Use)
  - **Permitted** (Only if it confirms the following thresholds*)
  - **Discretionary Otherwise**

CHECKLIST AND THRESHOLDS

Checklist:
- ☑ Requires City's Residential Business License
- ☑ May Require a Building Permit
- ☑ Requires Fire Inspection
- ☑ The maximum number of individuals under care at any one time is **8**
- ☑ Can operate with or without a provincial license

Checklist:
- ☑ Requires City's Residential Business License
- ☑ May Require a Building Permit
- ☑ Requires Fire Inspection
- ☑ The maximum number of individuals under care at any one time without a provincial license is **8**
- ☑ The maximum number of individuals under care at any one time with a provincial license is **16**

***Thresholds:**
Permitted if:
(1) located within:
  (a) a corner lot which abuts a collector, arterial or expressway street; **or**
  (b) an existing building that either contains non-dwelling land use or previously contained non-dwelling land use; **and**
(2) the number of individuals under care do not exceed **30** at any one time.

Checklist:
- ☑ Requires a provincial license same as a Commercial Child Care facility
- ☑ Requires Development Permit and Building Permit
- ☑ Does not require City's Residential Business License

Checklist:
- ☑ Requires a provincial license, same as a Commercial Child Care facility
- ☑ Requires Discretionary Use Approval prior to the Development Permit
- ☑ Requires Development Permit and Building Permit
- ☑ City does not have a limit for a maximum number of individuals under care
- ☑ Does not require City's Residential Business License
- ☑ See additional note below**

CONTACTS

Submitting an application to the City?

Residential Business License
Phone: 306-777-7717
Email: licences@regina.ca
Visit: City Hall, Main Floor

Building/Development Permit
Phone: 306-777-7000
Application Portal: eBuild
Visit: City Hall, Main Floor

Discretionary Use
Phone: 306-777-7000
Email: proposeddevelopment@regina.ca

ADDITIONAL RESOURCES

Application Fees

- The following fee schedule is based on the current rates, which may change from time to time. For the most up-to-date application fee information, please refer to the City's website or contact the City.

Application Type	Fees	Remarks
Residential Business License	$195	Annually
Development Permit	NIL	
Building Permit	$8 per $1,000 construction value, $100 minimum	
Discretionary Use	Standard: $2,500 Complex: $5,000	Please also refer to Appendix "B" of *The Development Application Fee Bylaw, 2008*, for information on fee waivers within certain City areas.
Fire Inspection	$95.00 + GST	Cost for each inspection, as per the Fire Bylaw 2018-49

Provincial Regulations

- How Child Care Works In Saskatchewan
- Family Child Care Homes
- Regulated Family Child Care Home
- For additional information, contact the Ministry of Education at learning.inquiry@gov.sk.ca

Licensing Branch

- Residential Business License Application
- Business licenses are valid for one year from the issue date and must be renewed annually.

Development Permit

- Application Form
- Application Types - required document
- Change of land use of the building requires a Development Permit.

Building Permit

- Residential Building Permit Information
- A Family Child Care Home or Group Family Child Care Home as a residential business for up to 16 individuals under care does not require a "Change of Use" application.
  However, any major renovation or alteration to the residential building requires a Building Permit. For example, changing the size of existing windows or developing an unfinished basement etc. See relevant information in the links above.
- Commercial Building Permit Information
  Converting a residential home into a commercial Child Care Centre facility for more than 16 individuals under care will be considered a change of occupancy and change of land use. In such cases, a commercial Building Permit will be required, which is similar to establishing an Institution, Day Care Centre in a commercial (Mixed-Use) zoned property/facility. Significant renovations and

cost will likely be required to convert a single-family home to a commercial building, including requirements for drawings sealed by an Architect or Engineer. It is recommended to speak with a design professional knowledgeable in conversions early in a project and prior to purchasing a property.

- Change of ownership of a commercial Child Care Centre does not require a Building Permit approval unless renovations are occurring or where the child care facility was not originally permitted.
- If changes are proposed or required, no work shall start until a building permit has been issued. Once the building permit work is inspected by the Building Standards branch, the applicant can proceed with the Fire Code Inspection for the provincially licensed facilities.

Regina Fire and Protective Services

- Regina Fire & Protective Services Residential Daycare Requirements
- To schedule a Fire Inspection or for any additional information, contact Regina Fire and Protective Services FAST@regina.ca or (306) 777-7830.

Discretionary Use

- Application Form
- **** Additional Notes:**
  The City cannot guarantee the outcome of any discretionary use application. Decisions made on whether to consider the application within the authority of the Development Officer or refer to the authority of the Council largely depend on public concerns. Some potential concerns that may affect the outcome of the application may include passenger drop-off space availability, impacts on the local traffic flow, adequate space capacity for proposed numbers of individuals under care, building code requirements being met (if needed), safety for attendees, parents as well as pedestrians in the surrounding area, etc.

For more information on Building Permits, Building Safety, Business Licensing or Zoning, please visit Regina.ca or contact via phone call at 306-777-7000 or online at Service Regina.