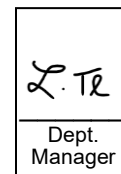


AGENDA INFORMATION	
☒ Regular Meeting	Date: February 2, 2026
☐ Other:	Date: _____



The District of North Vancouver REPORT TO COUNCIL

January 20, 2026

AUTHOR: Eirikka Brandson, Community Planner

SUBJECT: **Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue**

RECOMMENDATION:

THAT Council approve the application to amend the business licence for Jasmin's Childcare Centre, located at 2504 Swinburne Avenue, to increase capacity from eight children (aged 0 to 36 months) to 16 children (eight aged 0 to 36 months and eight aged 30 months to school age).

REASON FOR REPORT:

The purpose of this report is to summarize and address public input received at the December 2, 2025, Public Meeting regarding the business licence application for Jasmin's Childcare Centre. The applicant proposes to increase the licensed capacity from eight to 16 spaces to accommodate children from 30 months to school age.

SUMMARY:

The Public Meeting, held on December 2, 2025, provided residents with an opportunity to comment on the proposed expansion of Jasmin's Childcare Centre. Two residents spoke at the meeting, and eight written submissions were received, all expressing support of the application. Feedback highlighted the centre's high-quality care, value to the community, increasing local demand for child care, and the importance of continuity of care for children until school age. No opposing views were expressed.

At the meeting, Council asked about the applicant's use of the adjacent land to the east. A fence will be constructed entirely on the applicant's property.

Overall, the public input reflects strong support for the program and positive experiences with the operator.

BACKGROUND:

Jasmin's Childcare Centre has operated a group child care facility for eight children under 36 months at 2504 Swinburne Avenue since November 2023. The centre operates weekdays from 7:30 a.m. to 5:30 p.m. and currently maintains a waitlist. District Property Use staff have confirmed that no complaints have been received regarding the subject property or business.

SUBJECT: Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue

January 20, 2026

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On July 21, 2025, the operator applied to Vancouver Coastal Health (VCH) to increase child care capacity by eight children (aged 30 months to school age), in addition to existing licensed capacity of eight children (under 36 months), for a total of 16 children. At this capacity, the District requires a public meeting be held so that community members may make representations to Council on the District business licence application.

The Public Meeting was held on December 2, 2025, at District Hall. Two members of the public spoke, both in support of the business licence amendment. All correspondence and speaker input from the meeting form part of the official record for this application. Public input is included [here](#) and the meeting minutes are provided in **Attachment 1**.

The subject property is located adjacent to an unopened lane acquired by the District for road purposes as part of a highway exchange in or about 1969. The Council of the day adopted a bylaw dedicating the unopened lane allowance as a road.

If Council approves the business licence amendment, the applicant will be required to obtain building permits and complete all necessary renovations to meet BC Building Code assembly occupancy standards. The business licence will be issued only after inspections by the Building Department and Vancouver Coastal Health confirm compliance with all applicable provincial codes and licensing requirements.

A staff report prepared by the Community Planner, dated November 19, 2025, was presented at the December 2, 2025, Public Meeting (**Attachment 2**). The report outlines additional details regarding the application and its consistency with District policies and the Planning Guidelines for Group Child Care in Residential Zones.

EXISTING POLICY:

[Child Care Action Plan \(2020\)](#)

This plan outlines goals to improve child care services and to assess current and future space and program needs through 2030. To meet projected demand, over 2,000 additional spaces are needed District-wide. Since adoption of the Plan, 1,312 new spaces have been created (as of January 1, 2026).

[Child Care Policy \(2008\)](#)

This policy supports the development of high quality child care services that promote children's social, emotional and intellectual growth. It encourages locating child care facilities in high-needs areas and near community amenities.

[Child Care Facilities Business Regulation Bylaw 6724](#)

This bylaw requires a Public Meeting for business licence applications for child care facilities serving 11 to 20 children in residential buildings. Notices of the public meeting were mailed out at least 10 days in advance to residents within 50 metres and within the cul-de-sac of Jasmin's Childcare Centre.

SUMMARY OF PUBLIC INPUT:

A Public Meeting was held on December 2, 2025, to allow residents and members of the public to provide feedback to Council on the proposed expansion of Jasmin's Childcare Centre from eight to 16 children. All correspondence and input from the meeting form part of the official record for this application.

Two speakers addressed Council at the meeting, and eight written submissions were received, all expressing support of the business licence amendment. Additional feedback will be accepted until the date of the regular Council meeting. Public input received between November 24, 2025 and January 2, 2026 is included [here](#) and summarized below.

Public Feedback

Parents and community members expressed strong support, highlighting:

- High-quality, compassionate care and attentive staff;
- Support for children's individual needs, including allergies and development considerations; and
- A safe, nurturing environment with engaging and enriching programs.

Commenters noted significant demand for child care spaces in the area, particularly for children aged 30 months to school age. They emphasized the benefits of continuity of care, allowing children to remain at the same centre until school age and enabling siblings to attend the same facility.

Nearby residents reported no concerns regarding traffic, parking or neighbourhood impacts and described the centre as a positive addition to the community.

Council Questions and Staff Responses

Council raised several questions regarding the proposed application. At the meeting, staff confirmed the following:

Child Care Access and Facility Design

- Existing access includes a gate through the fence along Berkley Road, with two additional access points proposed:
 - An accessible pathway on the west side of the Swinburne driveway through the outdoor play area to the north entrance; and
 - An entry on the east side of the Swinburne driveway leading to the new preschool entrance facing east.
- The two programs require separate entrances: infant/toddler children enter via the north door, and preschool children enter via the east door, unless using the accessible pathway, in which case they pass through on the west side to the north entrance.
- The property currently has the following fencing:
 - Chain link fence along the south side (Swinburne Avenue);
 - Chain link fence along the west side (Berkley Road) and along the north side up to the infant/toddler entrance; and

SUBJECT: Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue

January 20, 2026

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- A solid wood fence along the remainder of the north side to the 2518 Swinburne Avenue property line, resulting in an encroachment on the District unopened lane between 2504 and 2518 Swinburne Avenue.
- A solid wood fence along the east side at the neighbouring 2518 Swinburne Avenue property line.
- There is currently no fence along the east property line of 2504 Swinburne Avenue. Use of the neighbour's fence to define an enclosed area would constitute an encroachment on the District unopened lane.
- The designated outdoor play area is located on the west side of the property.
- Vancouver Coastal Health has reviewed and supports the application.

Approvals

- There is no formal District requirement to begin operations with eight spaces. In response to a question from Council, staff confirmed that while this is not required, it is often recommended to allow for the gradual introduction of a new centre to the community.
- Planned upgrades and renovations will be reviewed and overseen through the building permit process. A business licence will be issued only once all required work is completed and inspections are approved.
- The applicant indicated that, if approved, they are targeting an operational timeline of approximately March 2026 to allow children turning two to remain at the facility.

District Encroachment

During the Public Meeting, Council raised questions regarding the land located to the east of 2504 Swinburne Avenue. As noted above, this land is unopened lane. While the applicant had erected a fence on portions of this land, they have stated their intent to relocate the fence, so it is entirely within their property.

Timing/Approval Process:

If Council approves the proposed application, a business licence will be issued upon completion of the following:

- Submission and approval of a building permit application to address applicable BC Building Code requirements;
- Final inspections by the Building Department and Vancouver Coastal Health; and
- Issuance of separate licences by Vancouver Coastal Health for Group Child Care (under 36 months) and Group Child Care (30 months to school age).

Social Policy Implication:

The District's Child Care Policy and Child Care Action Plan (2020) support the development of high-quality child care to meet family needs and enhance community well-being. The Blueridge neighbourhood has been identified as having a shortage of child care spaces across all age groups. Public feedback strongly supports the proposed expansion, citing quality of care, a safe environment, and the benefits of continuity for children. Increasing capacity from eight to 16 spaces responds directly to local demand and aligns with District objectives to expand access to child care.

SUBJECT: Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue

January 20, 2026

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Conclusion:

The proposed expansion is consistent with District policies and guidelines for group child care in residential areas. Public input demonstrates community support, with no concerns raised regarding traffic, parking, or neighbourhood impacts. The operator has an established record and has identified measures to ensure safe and effective operation. Expanding capacity to 16 children addresses local child care needs while maintaining neighbourhood liveability and quality of care.

Options:

1. THAT Council approve the application to amend the business licence for Jasmin's Childcare Centre, located at 2504 Swinburne Avenue, to increase capacity from eight children (aged 0 to 36 months) to 16 children (eight aged 0 to 36 months and eight aged 30 months to school age). (**staff recommendation**);
2. THAT Council deny the application, maintaining the existing licence to operate for eight children; or
3. THAT Council provide alternative direction.

Respectfully submitted,



Eirikka Brandson, Community Planner

Attachment 1: Public Meeting Minutes (December 2, 2025)

Attachment 2: Staff Report to December 2, 2025 Public Meeting

SUBJECT: Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue

January 20, 2026

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REVIEWED WITH:		
☐ Business and Economic _____	☐ Finance _____	External Agencies: ☐ Library Board _____ ☐ Museum and Archives _____ ☐ NSEM _____ ☐ NS Health _____ ☐ NVRC _____ ☐ RCMP _____ ☐ Other: _____
☐ Bylaw Services _____	☐ Fire Services _____	
☐ Clerk's Office _____	☐ Golf _____	
☐ Climate and Biodiversity _____	☐ Housing <u>7/4</u> _____	
☐ Communications _____	☐ Human Resources _____	
☐ Community Planning _____	☐ Integrated Planning _____	
☐ Development Engineering _____	☐ ITS _____	
☐ Development Services _____	☐ Parks _____	
☐ Engineering Infrastructure _____	☐ Real Estate _____	
☐ Engineering Public Works _____	☐ Solicitor _____	
☐ Environment _____	☐ Transportation _____	
☐ Facilities _____		

**DISTRICT OF NORTH VANCOUVER
PUBLIC MEETING**

**2504 Swinburne Avenue
Child Care Business Licence Application**

REPORT of the Public Meeting held on Tuesday, December 2, 2025 commencing at 7:06 p.m. in the Council Chambers of the District Hall, 355 West Queens Road, North Vancouver, British Columbia.

Present: Mayor Mike Little
Councillor Jordan Back
Councillor Jim Hanson
Councillor Herman Mah
Councillor Catherine Pope

Absent: Councillor Betty Forbes
Councillor Lisa Muri

Staff: Tina Atva, Director, Community Planning and Housing
Genevieve Lanz, Corporate Officer
Zeralynne Te, Manager – Community Planning
Eirikka Brandson, Community Planner
Kaitlin Hebron, Confidential Council Clerk
Jillian Holden, Administration Clerk

1. OPENING BY THE MAYOR

Mayor Little welcomed everyone and advised that the purpose of the Public Meeting was to receive input from the community and staff on the proposed child care facility business licence as outlined in the Notice of Public Meeting.

He further noted that the Public Meeting was convened pursuant to Section 59 of the *Community Charter*. Members of Council, staff, and the public participated in person and via Zoom and the meeting was being streamed live over the internet and recorded in accordance with the *Freedom of Information and Protection of Privacy Act*.

Mayor Little stated that:

- Public participation was accommodated by speakers having signed up in advance and the provision of the Zoom link on the District website and in the notice of meeting;
- Written submissions received by the Corporate Officer were shared with Council and could be submitted up until the time the matter is considered by Council;

- Following the staff and applicant presentations, speakers would be called from the established speakers list. At the end of the speakers list, the Chair would call on speakers from the audience;
- Each speaker would have five minutes to address Council for a first time and should begin remarks to Council by stating their name;
- After everyone who wished to speak had spoken once, speakers would then be allowed one additional five-minute presentation;
- Any additional presentations would only be allowed at the discretion of the Chair;
- Speakers were reminded to refrain from repeating information from their previous presentations and to ensure all comments remained focused on the business licence application under consideration;
- If a written submission was provided, speakers were asked not to read the entire submission, noting that they could provide a summary or briefly reiterate the highlights;
- All members of the audience were asked to be respectful of one another as diverse opinions are expressed, noting that the meeting was an open and impartial forum for Council to hear everyone's views;
- Council's role at Public Meetings is to listen to the public and not to debate the merits of the application;
- Council may ask clarifying questions during Public Meetings;
- A binder containing documents and submissions related to the application is available for review in hard copy and online; and,
- Speaking opportunities would be provided for everyone who wished to provide input and the meeting would be continued on a second night, if required.

2. PRESENTATION BY STAFF

Eirikka Brandson, Community Planner, provided an overview of the proposal, noting that:

- The Public Meeting provides an opportunity for community input regarding the application to increase the capacity of an existing child care facility;
- Under the District's Child Care Facilities Business Regulation Bylaw, applications proposing care for 11 to 20 children in a residential building must be presented at a Public Meeting and subsequently considered by Council at a regular Council meeting;
- In accordance with bylaw requirements, notice was mailed at least 10 days in advance to all properties within a 50-metre radius of the facility and within the cul-de-sac;
- The applicant has operated Jasmin's Childcare Centre from their home since November 2023 and is licensed to provide Group Child Care for up to eight children under 36 months;
- Due to increased community demand, including a growing waitlist and frequent inquiries, the applicant is seeking to expand their capacity to 16 children;
- The proposed expansion includes:
 - eight spaces for Group Child Care (30 months to school age); and,
 - eight spaces for Group Child Care (under 36 months) – currently licensed.

- If the addition of eight preschool age spaces are approved, some of the current toddlers could transition into the older group age, which would reduce disruption for both children and families;
- The District has Planning Guidelines for Group Child Care in Residential Zones, which were last updated in 2014;
- These guidelines help staff evaluate child care proposals that seek to accommodate more than eight children in residential settings;
- The proposed child care facility is located in the Blueridge neighbourhood at the entrance of a cul-de-sac off Berkley Road;
- Berkley Road is a minor arterial with no parking restrictions, typical traffic volumes, and sufficient width to accommodate parking on one or both sides;
- The location is well-served by community amenities, including parks and trails, and close to both Blueridge Elementary and Seymour Heights Elementary School;
- There are four licensed child care facilities in this neighbourhood, offering a total of 46 spaces: Jasmin's current eight spaces for children 36 months and under, one multi-age centre with eight spaces and two school age programs with a combined 30 spaces;
- Jasmin's is the only group infant/toddler centre in the neighbourhood, and the addition of preschool spaces will help address the existing gap, as the neighbourhood currently has only eight multi-age spaces and the remaining spaces are for school-age care;
- With respect to transportation and parking the Zoning Bylaw requires two parking spaces;
- The Planning Guidelines recommend two staff/resident spaces plus one space per ten children for pick-up and drop off;
- For 16 children, three spaces are recommended, and the applicant provides three (one in the garage and two in the driveway);
- On-street parking is available on Swinburne Avenue and Berkley Road;
- Families can access the centre from Berkley Road, which has a sidewalk and unrestricted on-street parking, or from Swinburne Avenue via the driveway, which connects to both west-side accessible pathway and the east-side entrance;
- A marked crosswalk on Berkley Road and Swinburne provides safe pedestrian access from both sides of the street;
- The applicant has advised that there will be a minimum of three staff on site at any given time, including herself;
- District staff consider parking at the site to be sufficient based on:
 - Compliance with the Zoning Bylaw requirements;
 - Availability of on-street parking on Swinburne Avenue and Berkley Road;
 - Nearby bus stops within walking distance for staff and families;
 - No known conflicts with neighbouring amenities during peak pick-up and drop-off times; and,
 - Staggered pick-up and drop-off times to minimize traffic congestion.
- The site has adjacent neighbours to the north and east;
- The home and yard are consistent with the surrounding neighbourhood of single-family dwellings;

- The property is fully enclosed with fencing and shrubbery;
- Mature trees and existing landscaping provide natural buffering to help reduce noise and enhance privacy for neighbours;
- The child care program operates on the ground floor of this two-storey home;
- The applicant proposes eight additional spaces for children ages 30 months to school age;
- Renovations are planned for early next year, pending Council approval;
- The property includes one outdoor play area;
- The indoor space features large windows that provide natural light and ventilation;
- The outdoor area is enclosed with landscaped gardens, mature trees and perimeter shrubbery, which also support noise reduction and privacy;
- The outdoor space meets all requirements for the proposed number of children;
- Letters were sent to all properties within 50 metres of the site, as well as those within the cul-de-sac, inviting residents to the open house held on September 25, 2025, which was attended by District Staff;
- One neighbour participated and was provided a tour of the centre both current and planned, with a verbal explanation of the renovation plans;
- This neighbour expressed support for the childcare centre but notes that drivers should be reminded not to park within 11 metres of the intersection;
- The applicant agreed to inform all families and to address any future concerns raised;
- Child care is a vital component of a strong, resilient and livable community;
- The District is committed to expanding access to high-quality child care;
- In 2020, Council endorsed the Child Care Action Plan, identifying the need for 2,055 additional spaces by 2030;
- The Blueridge neighbourhood, and broader Seymour area, were highlighted as priority areas for increasing spaces across all age groups;
- Since the adoption of the Plan, 1,286 new spaces have been created District-wide; however, the Seymour Region remains below child care targets as of November 2025:
 - Under 36 months (20 spaces per 100 children) 61% of target;
 - Ages 30 months to school age (38 spaces per 100 children) 76% of target;
 - Ages six to 12 (18 spaces per 100 children) 55% of target; and
 - Specifically identified as needing more care across all age groups.
- The proposed Jasmin's Child Care Centre would contribute eight new spaces, helping to meet the identified demand in this neighbourhood.

3. PRESENTATION BY APPLICANT

3.1. Shahla Hatami, Owner, Jasmin's Childcare Centre:

- Stated she has over 15 years of experience working with young children and managing early learning programs;
- Noted she obtained a Bachelor of Sociology from Iran;
- Noted she possesses an Early Childhood Education (ECE) certification plus Infant and Toddlers Care Certificate, First Aid, CPR and Food Safety certificate;
- Stated her leadership focuses on high-quality care, open communication with families, and continuous improvement of programs;
- Noted the following points in relation to the curriculum approach:
 - Play-based and child-centered learning that focuses on exploration, curiosity and hands-on experiences;
 - Encourage creativity, problem-solving, and positive social interactions within a safe and engaging environment;
 - Guided by BC's Early Learning Framework, nurturing social, emotional, physical and cognitive development; and,
 - Aims to build each child's confidence, independence and lifelong love of learning.
- Commented on the infants and toddler (0-36 months) and preschool (30 months-school age) programs;
- Noted the following points in relation to traffic and safety plans;
 - Three entrance options for parents, one on Berkley Road and two on Swinburne Avenue including a planned accessible pathway;
 - Parents can use regular on-street parking on Berkley Road and Swinburne Avenue for drop-off and pick-up;
 - Drop-off and pick-up times are staggered to help reduce traffic; and,
 - They are committed to keeping the area calm, safe and respectful to neighbours.
- Commented on the open house and community feedback process;
- Noted two emails were received from neighbours, both expressed support for the expansion;
- One neighbour attended the open house and expressed support and one concern regarding reduced visibility at the intersection if cars are parked too close to the intersection;
- Stated they are committed to informing all families to park at least 11 metres from the intersection;
- Outlined the complaint process:
 - Send a written letter to the centre;
 - Include the date, time and place of concern and explain what happened and how often it occurs; and,
 - Stated Jasmin's is committed to open communication and will review and respond to all complaints promptly.

4. REPRESENTATIONS FROM THE PUBLIC

4.1. Briannan:

- Spoke in favour of the proposal;
- Stated her child has been enrolled in the daycare for four months;
- Commented on waitlists for daycare facilities;
- Reported a positive experience during the initial tour of the facility;
- Noted favourable reviews online;
- Indicated the centre has been highly supportive throughout the transition period;
- Noted the centre has been attentive and accommodating regarding her child's allergy needs; and,
- Expressed it would be beneficial for him to remain at the centre until he reaches school age.

4.2. Alex Rawsthorn:

- Spoke in favour of the proposal;
- Expressed hope that their other child may be able to enroll should space become available;
- Noted the centre feels like an extension of their family;
- Highlighted the staff's deep interest in each child's development and well-being; and,
- Stated that ongoing development in the area will result in more families require childcare services.

5. QUESTIONS FROM COUNCIL

In response to a question from Council, staff advised that they will confirm details of the portion of the property on the east side that may require a licence to occupy.

In response to a question from Council, staff advised that the designated outdoor play area is located on the west side.

In response to a question from Council, staff advised that they will confirm details regarding the existing fence on the east side.

In response to a question from Council, staff advised that Vancouver Coastal Health licencing has reviewed and support the application.

In response to a question from Council, staff advised that while there is no formal requirement to begin with eight spaces, staff often encourage new applicants to start with eight, however, applicants are not obligated to operate at eight spaces before applying to increase to 16.

In response to a question from Council, staff advised that there is currently an entrance through the existing fence on Berkley Road. The proposal includes two additional access points, including an accessible pathway on the west side through the outdoor space, and another fenced entry planned on the east side leading to the preschool area. Staff noted there would also be designated entrances to the outdoor area as well as two separate entrances into the building.

In response to a question from Council, staff advised that the two programs require separate entrances.

In response to a question from Council, staff advised that there is a fence on the west side of the property; and that the east side is planned to be fully fenced.

In response to a question from Council, staff confirmed there is a full six-foot chain-link fence along the south side of the yard.

In response to a question from Council, staff advised that the oversight of planned upgrades or renovations occurs through the building permit process. Applicants must submit a building permit application and work with District staff throughout the review and inspection stages. Staff informed a business licence is issued once all required work has been demonstrated.

In response to a question from Council, the applicant advised that if approved, they are hoping for a timeline around March, as children who will be turning two wish to remain at the facility.

6. COUNCIL RESOLUTION

MOVED by Councillor BACK

SECONDED by Councillor HANSON

THAT the December 2, 2025 Public Meeting regarding the proposed childcare facility business licence for Jasmin's Childcare Centre is adjourned.

CARRIED
(7:47 p.m.)

CERTIFIED CORRECT:



Confidential Council Clerk

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AGENDA INFORMATION

☐ Regular Meeting
☒ Other:

Date: _____
 Date: December 2, 2025

L. Te
 Dept.
 Manager

DM
 GM/
 Director

CAO
 CAO

The District of North Vancouver REPORT TO COUNCIL

November 19, 2025

AUTHOR: Eirikka Brandson, Community Planner
 Caitlin Wong, Community Planning Assistant

SUBJECT: Application to Amend a Child Care Business Licence for Jasmin's
 Childcare Centre – 2504 Swinburne Avenue

RECOMMENDATION:

THAT the November 19, 2025, report of the Community Planner entitled "Application to Amend a Child Care Business Licence for Jasmin's Childcare Centre – 2504 Swinburne Avenue" is received as background information for the public meeting to be held on December 2, 2025.

REASON FOR REPORT:

The purpose of this report is to provide information on the business licence application for Jasmin's Childcare Centre in preparation for the December 2, 2025 public meeting held by Council. The application proposes expanding capacity from eight to 16 children – eight spaces for ages 30 months to school age and eight spaces for children under 36 months. A public meeting is required for capacity increases from 11 to 20 children as per the [Child Care Facilities Business Regulation Bylaw](#).

SUMMARY:

The applicant has operated a group child care facility for eight children at 2504 Swinburne Avenue (**Figure 1**) since November 2023. They have applied to Vancouver Coastal Health to amend their licence to increase capacity to 16 children.

An open house was held on September 25, 2025, which one resident attended. A public meeting is being planned, in accordance with the Child Care Facilities Business Regulation Bylaw, to gather additional community input. Council will consider the application at a subsequent regular meeting.

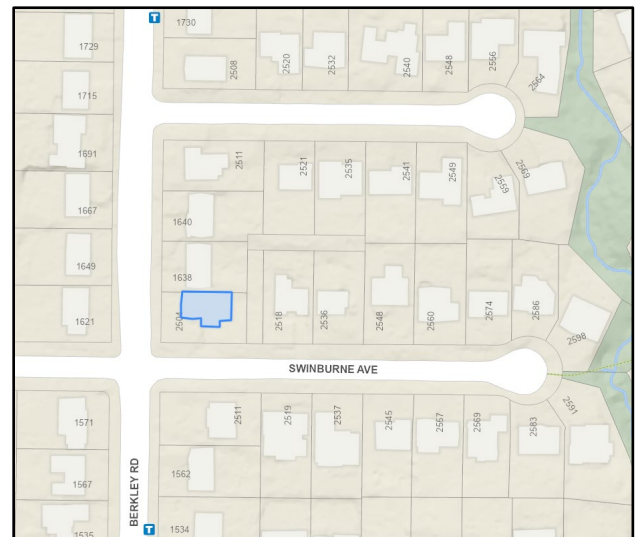


Figure 1 Location Map (2504 Swinburne Ave highlighted in Blue)

BACKGROUND:

Jasmin's Childcare Centre operates Monday to Friday from 7:30 am to 5:30 pm, currently has a waitlist, and has no complaints according to District Property Use staff. On July 21, 2025, the operator applied to Vancouver Coastal Health to expand its licenced capacity to 16 children by adding eight spaces for children aged 30 months to school age. This proposed increase requires a public meeting to gather public input as part of Council's consideration of the related District business license amendment.

If Council approves the business licence, the applicant will obtain building permits and complete the necessary renovations to meet BC Building Code assembly occupancy standards. The licence will be issued only after the inspections by the Building Department and Vancouver Coastal Health confirm compliance with all provincial codes and child care licensing requirements.

EXISTING POLICY:

[Child Care Action Plan \(2020\)](#)

This plan outlines goals for improving child care services and identifying how many spaces and programs are needed through 2030. Across the District, more than 2,000 new spaces are needed to meet demand. Since adoption, 1,286 new spaces¹ have been created. The Blueridge neighbourhood, where Jasmin's Childcare Centre is located, has been identified as a priority area for adding more spaces. As of November 2025, the Seymour Region is still below the District's child care targets²:

- Under 36 months: 20 spaces per 100 children (61% of target)
- Ages 30 months to School Age: 38 spaces per 100 children (76% of target)
- Ages 6 to 12: 18 spaces per 100 children (55% of target)

[Child Care Policy \(2008\)](#)

This policy supports the development of quality child care services that promote children's social, emotional and intellectual growth. It encourages locating child care in high need areas and near community amenities.

[Child Care Facilities Business Regulation Bylaw 6724](#)

The bylaw requires a public meeting for child care business licence applications with 11 to 20 children in residential buildings. Residents within 50 m and in the cul-de-sac will be notified at least 10 days in advance.

ANALYSIS:

In 2014, Council approved updates to the Planning Guidelines for Group Child Care in Residential Zones (**Attachment 1**) to enhance the evaluation process for business licence applications in residential areas. These guidelines apply to child care facilities operating out of single-family homes, where the applicant is proposing care for more than eight children and take into account the following factors:

¹ Child Care capacity and operator data is updated regularly. The most current information on progress toward child care space targets can be found [here](#).

² District-wide targets of child care spaces per 100 children are: 33/100 (under 36 months); 50/100 (ages 3-5) and 33/100 (ages 6-12).

**SUBJECT: Application to Amend a Child Care Business Licence for Jasmin's
Childcare Centre – 2504 Swinburne Avenue**

November 19, 2025

Page 3

- location;
- transportation needs;
- neighbourhood character;
- facility design; and
- neighbourhood consultation.

District staff have reviewed Jasmin's Childcare Centre application against these guidelines. The findings are summarized below.

Location

- The site is located on the northeast corner of Berkley Road and Swinburne Avenue within the Blueridge neighbourhood. Swinburne Avenue, east of Berkley Road, is a cul-de-sac (**Attachment 2**);
- Nearby community amenities include Blueridge Elementary School [300 m (984 ft)], Seymour Heights Elementary School [500 m (1,640 ft)] and McCartney Creek Park [550 m (1,804 ft)];
- As shown in **Attachment 2**, the site is located in a neighbourhood with limited access to child care. Existing services include one multi-age centre with eight spaces and two school-age programs providing 30 spaces. Accordingly, Jasmin's Childcare Centre, offering infant/toddler and preschool care, will help address this gap.

Transportation Needs

- The Zoning Bylaw requires a base rate of two parking spaces per dwelling unit. The Planning Guidelines further recommend one additional space per every ten children;
- As shown in **Attachment 3**, the site provides one enclosed garage parking space and two driveway spaces on the owner's property.
- On-street parking spaces are available on Swinburne Avenue for staggered drop-off and pick-up use;
- Families can access the centre from Berkley Road, which has a sidewalk and unrestricted on-street parking, or Swinburne Avenue via the driveway, providing access to both the west-side accessible pathway and the east-side entrance.
- A pedestrian crosswalk across Berkley Road at Swinburne provides access from both sides of the street;
- Up to three staff members, including the director, will be on site at any time. Staff are encouraged to use public transit, with nearby stops located within 150 m (492 ft); and
- District staff have reviewed the proposal and consider the on-site parking adequate for expanded facility, based on:
 - Compliance with Zoning Bylaw requirements;
 - Proximity to public transit;
 - Direct pedestrian access from Swinburne Avenue and Berkley Road; and
 - No anticipated conflicts with pick-up or drop-off at nearby schools or amenities.

Neighbourhood Character

- The Planning Guidelines recommend that child care facilities complement the streetscape, incorporate landscaping for privacy and noise mitigation and provide a fully fenced, secured outdoor play area; and

- The home's design and front yard landscaping (**Figure 2**) is consistent with the single-family character of the neighbourhood. Fencing and landscaping are designed to enhance privacy and reduce noise.



Figure 2: Home design and front yard landscaping



Figure 3: Fully Enclosed Outdoor Play Area

Facility Design

- The centre operates on the main floor of the two-storey home, with the proposed site and floor plan shown in **Attachment 3**;
- A 111 m² (1,200 ft²) outdoor play area is located along the west side of the property and is fully enclosed;
- Large windows throughout the child care space provide natural light and ventilation;
- Proposed additions include a 170 m² (560 ft²) classroom, a nap room, and an accessible washroom, all situated east of the existing child care space;
- The outdoor play area (**Figure 3**) is enclosed with fencing and hedging along the north, west, and south property lines; and
- Outdoor play occurs twice daily:
 - Morning: 9:30 – 10:30 am (0-3 years old) and 10:30 – 11:30 am (3-5 years old)
 - Afternoon: 3:00 – 4:00 pm (0-3 years old) and 4:00 – 5:00 pm (3-5 years old)

Neighbourhood Consultation

- **Attachment 4** shows the letter mailed by the District on behalf of the applicant to residents within 50 m (164 ft) of the subject site and to households in the cul-de-sac. It explained the proposed expansion and invited neighbours to the open house on September 25, 2025;
- One resident attended the open house and expressed support for the proposed expansion.
 - The applicant provided a walkthrough of the existing facility and presented the renovation plans.
 - The resident raised a concern about limited visibility at the southeast corner of Berkley Road and Swinburne Avenue, where hedges obstruct sightlines for right-turning vehicles.
 - The applicant committed to reminding families to park at least 11 metres (36 ft) from the intersection to maintain visibility.

**SUBJECT: Application to Amend a Child Care Business Licence for Jasmin's
Childcare Centre – 2504 Swinburne Avenue**

November 19, 2025

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Timing/Approval Process:

Prior to the public meeting, the District will mail out notices to residents within 50 m (164 ft) of the child care facility and within the cul-de-sac, informing them of the proposal and public meeting.

Following the public meeting, the application will be brought forward for Council consideration at a subsequent regular meeting. If approved by Council, a business licence will be issued upon final completion of inspections by both Building Department staff and Vancouver Coastal Health. These inspections will confirm that the facility meets all provincial building codes and child care licensing requirements.

Social Policy Implications:

The District's Child Care Policy encourages the development of quality child care services near community amenities to support families and enhance community well-being. The Child Care Action Plan (2020) identifies a District-wide need for additional child care spaces, and the approval of this business license amendment supports the District's overall goals.

Conclusion:

The proposal to increase the licensed child care capacity to 16 children at 2504 Swinburne Avenue aligns with the Planning Guidelines for Child Care in Residential Buildings and addresses a child care gap in the under-served Blueridge neighbourhood. The site offers good accessibility, nearby transit and sufficient on-site parking. Its proximity to community amenities supports the District's Child Care Policy and the home's design is compatible with the surrounding neighbourhood. District staff support the proposal.

Respectfully submitted,



Eirikka Brandson
Community Planner



Caitlin Wong
Community Planning Assistant

Attachment 1: Planning Guidelines for Child Care in Residential Buildings (January 2014)

Attachment 2: Map of Child Care Facilities in Blueridge and Seymour Heights

Attachment 3: Site and Floor Plans

Attachment 4: Applicant's Letter of Introduction

Attachment 5: Presentation

**SUBJECT: Application to Amend a Child Care Business Licence for Jasmin's
Childcare Centre – 2504 Swinburne Avenue**

November 19, 2025

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REVIEWED WITH:		
☐ Business and Economic _____	☐ Finance _____	External Agencies: ☐ Library Board _____ ☐ Museum and Archives _____ ☐ NSEM _____ ☐ NS Health _____ ☐ NVRC _____ ☐ RCMP _____ ☐ Other: _____
☐ Bylaw Services _____	☐ Fire Services _____	
☐ Clerk's Office _____	☐ Golf _____	
☐ Climate and Biodiversity _____	☐ Housing <u>7A</u> _____	
☐ Communications _____	☐ Human Resources _____	
☐ Community Planning _____	☐ Integrated Planning _____	
☐ Development Engineering _____	☐ ITS _____	
☐ Development Services _____	☐ Parks _____	
☐ Engineering Infrastructure _____	☐ Real Estate _____	
☐ Engineering Public Works _____	☐ Solicitor _____	
☐ Environment _____	☐ Transportation _____	
☐ Facilities _____		



PLANNING GUIDELINES FOR GROUP CHILD CARE IN RESIDENTIAL ZONES

Approved January 6, 2014

Application of the Planning Guidelines

Child care in the District of North Vancouver is regulated by the *Child Care Facilities Business Regulation Bylaw*. All child care facilities providing care for more than 2 children are required to obtain a business licence and comply with the provisions of this bylaw; however, these Guidelines will only apply for any application for group child care in residential zones (more than 8 children in care). For child care with a capacity of over 10 children in a residential zone a public meeting or public hearing and Council approval is required, though the licence inspector may refer an application for more than 8 children to Council if the child care may adversely impact the residents of the neighbourhood.

Purpose of the Planning Guidelines

These Planning Guidelines are recommended to:

- assist residents and child care providers to plan for child care services that promote the health and well-being of children in residential zones, and
- assist District staff to evaluate business licence applications for child care in residential areas that promote safe and healthy communities.

Planning for child care in residential areas needs to consider community context, site planning, neighbourhood fit, access and parking, as outlined below.

Planning Guidelines

1. Locate in Under-Served Neighbourhoods

New child care facilities are encouraged to locate in under-served neighbourhoods of families with young children to promote an even distribution of services across the District.

Evaluation: The District social planner can provide numbers of child care spaces in surrounding neighbourhood, number of children in neighbourhood, enrollment in surrounding centres.

2. Locate Close to Community Amenities

Child care facilities are ideally located within a child's walking distance of one or more of the following community amenities:

- schools, playgrounds, open spaces, parks, recreation centres, and libraries.

Evaluation Tools: The District social planner can provide a map of community amenities within the vicinity of the child care program.

3. Locate on Easily Accessible Streets

Child care facilities should:

- be located on residential streets that provide easy vehicle access (entry and exit),
- be located close to arterial roads, and
- provide adequate separation of pedestrian paths from vehicle routes in the parking, drop-off and pick up areas of the site.

A child care facility located along an arterial road should have adequate area within the lot for vehicle drop off, pick up and turning movements to prevent traffic congestion and safety concerns.

Evaluation Tools: The applicant is requested to submit a site plan, context map and transportation plan.

4. Address Arrival/Departure and Parking Needs

Child care facilities should be located on sites that provide adequate space for:

- two stalls for staff/ resident parking,
- one stall for every ten children for parent and pick up and drop off, and
- a safe and non-disruptive vehicle arrival and departure zone for child care users.

Evaluation Tools: Applicants are requested to submit a transportation plan that includes: a site plan with the location of parking, mode share of parents, number of sibling groupings, staggered pick up and drop off times.

5. Maintain Neighbourhood Characteristics

Child care facilities should be located on sites that:

- are compatible with the visual character of the existing streetscape,
- provides landscaping that enhances the privacy, peace and quiet of neighbours, and
- provide the required appropriately located outdoor play space, completely fenced and secured.

Evaluation Tools: Applicants are requested to submit a site plan which includes the location of the outdoor play space and a landscape concept plan.

6. Neighbourhood Support

Any plans for a child care facility should include discussions with neighbours at the early planning stage.

Evaluation Tools: Neighbours will be asked to provide comment on the proposal either at the public meeting/ hearing or via written correspondence. The applicant will be expected to mitigate concerns with reasonable measures.

7. Relationship To Site Grade and Access to Natural Light

Child care applications must demonstrate that emergency evacuation of the children is addressed. Concerns regarding emergency evacuation increase with height above grade. Locations below grade are not preferred due to requirements for natural light. The availability of natural light is important to the creation of a suitable child care space.

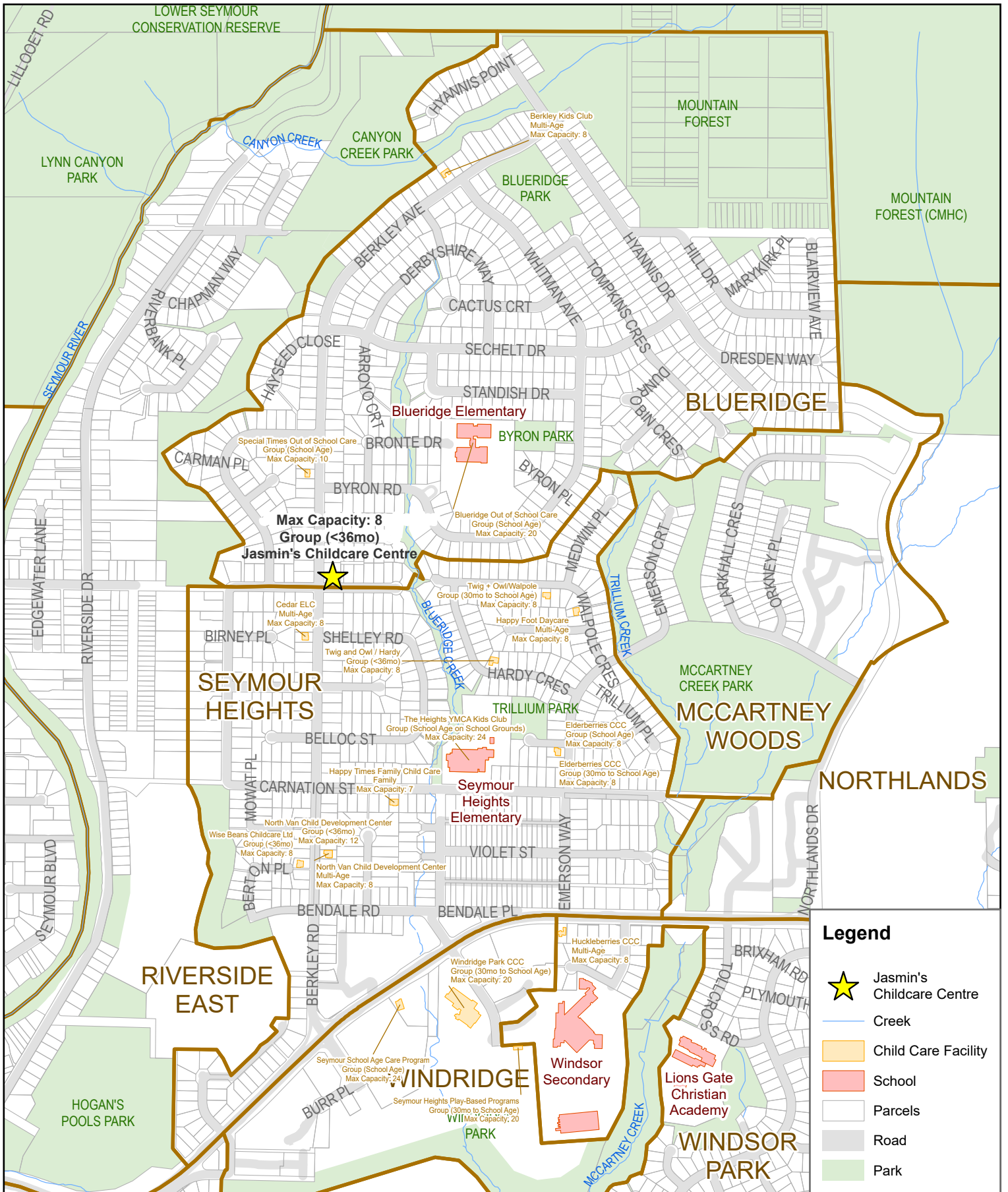
Evaluation Tools: Applicants are requested to submit a site plan and an interior layout plan.

8. Strong Indoor/Outdoor Connection

Outdoor space should be at the same level as the indoor space (plus or minus .5 m) and contiguous with it. The proposed site needs adequate outdoor play space (7 square metres per child). The indoor and outdoor areas should be planned together. Indoor and outdoor spaces should allow for inter-related indoor and outdoor activities and free movement by children. The facility should be oriented to allow the surveillance of outdoor play areas from the primary indoor activity area.

Evaluation Tools: Applicants are requested to submit a site plan, showing the indoor/ outdoor relationship, including a landscape concept plan for the outdoor play area.

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Legend

- Jasmin's Childcare Centre
- Creek
- Child Care Facility
- School
- Parcels
- Road
- Park

CHILD CARE FACILITIES BLUERIDGE AND SEYMOUR HEIGHTS

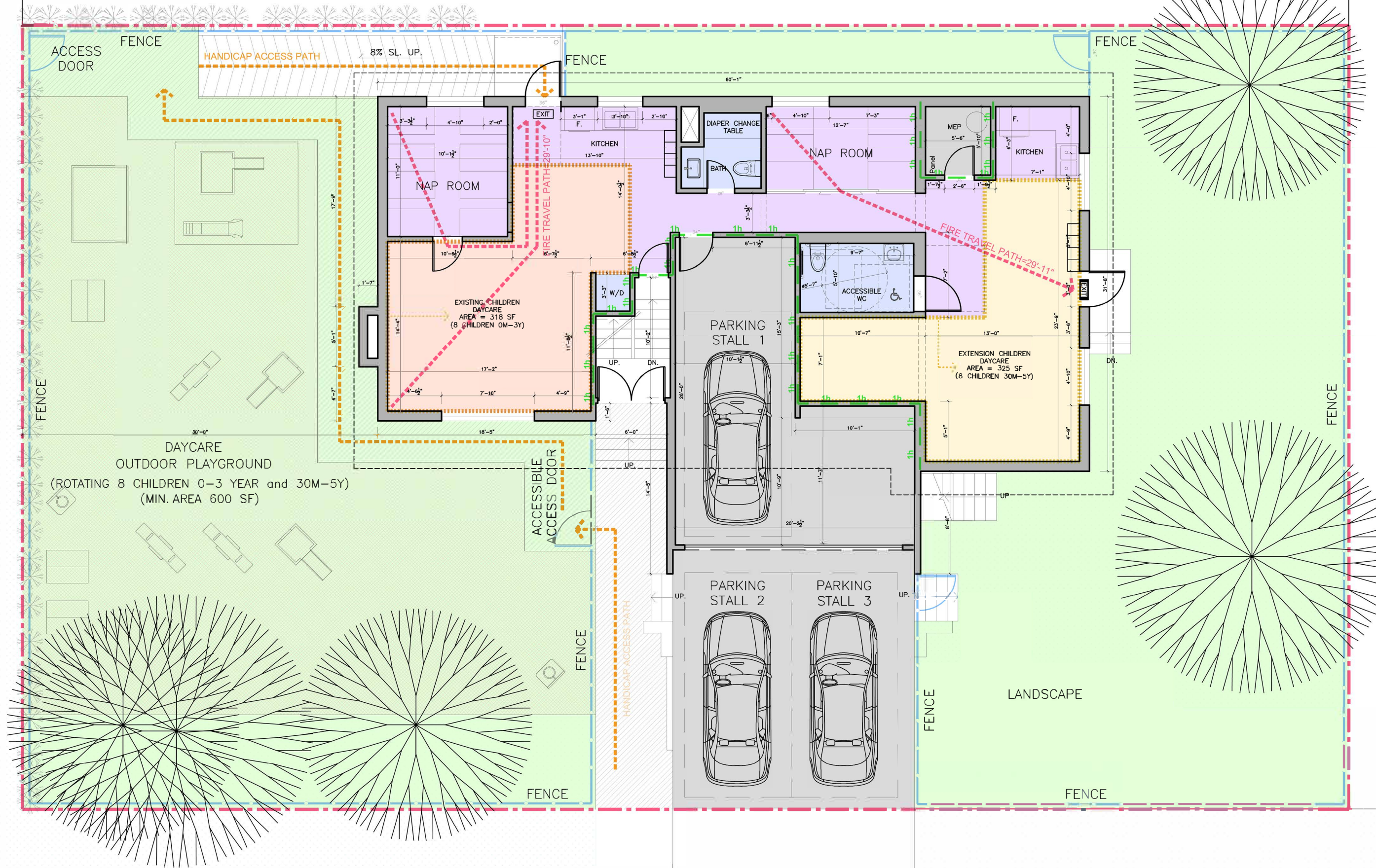


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BERKLEY ROAD

NEIGHBOR

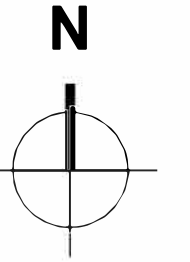
SWINBURNE AVENUE



DRIVE DRIVE WAY

SITE PLAN

1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN THE FIELD BEFORE COMMENCING ANY PORTION OF THE WORK, AND SHALL NOTIFY THE PROJECT MANAGER IN WRITING IMMEDIATELY IF THERE ARE ANY DISCREPANCIES IN THE DRAWINGS AND/OR THE SPECIFICATIONS. COMMENCEMENT OF WORK SHALL CONSTITUTE FULL ACCEPTANCE OF SITE CONDITIONS.
2. DIMENSIONS SHOWN ARE FROM FINISH FACE OF CONCRETE, GRID LINES, AND CENTER OF STUD WALLS UNLESS NOTED OTHERWISE.
3. DO NOT SCALE DIMENSIONS ON ANY AND ALL DRAWINGS.
4. DRAWINGS TO BE READ IN CONJUNCTION WITH DOCUMENTS CREATED BY CONSULTANTS LISTED ON SHEET A-0.1



Major Accessible Door - 25.10.17
BUILDING PERMIT SET - 25.08.01
ISSUED: DAYCARE EXTENSION PERMIT

ISSUED FOR PERMIT

REVISION 5: _____
REVISION 4: _____
REVISION 3: _____
REVISION 2: _____
REVISION 1: _____

ORIGINAL DATE: 2025.07.08

CLIENT:
Shahla Hatami

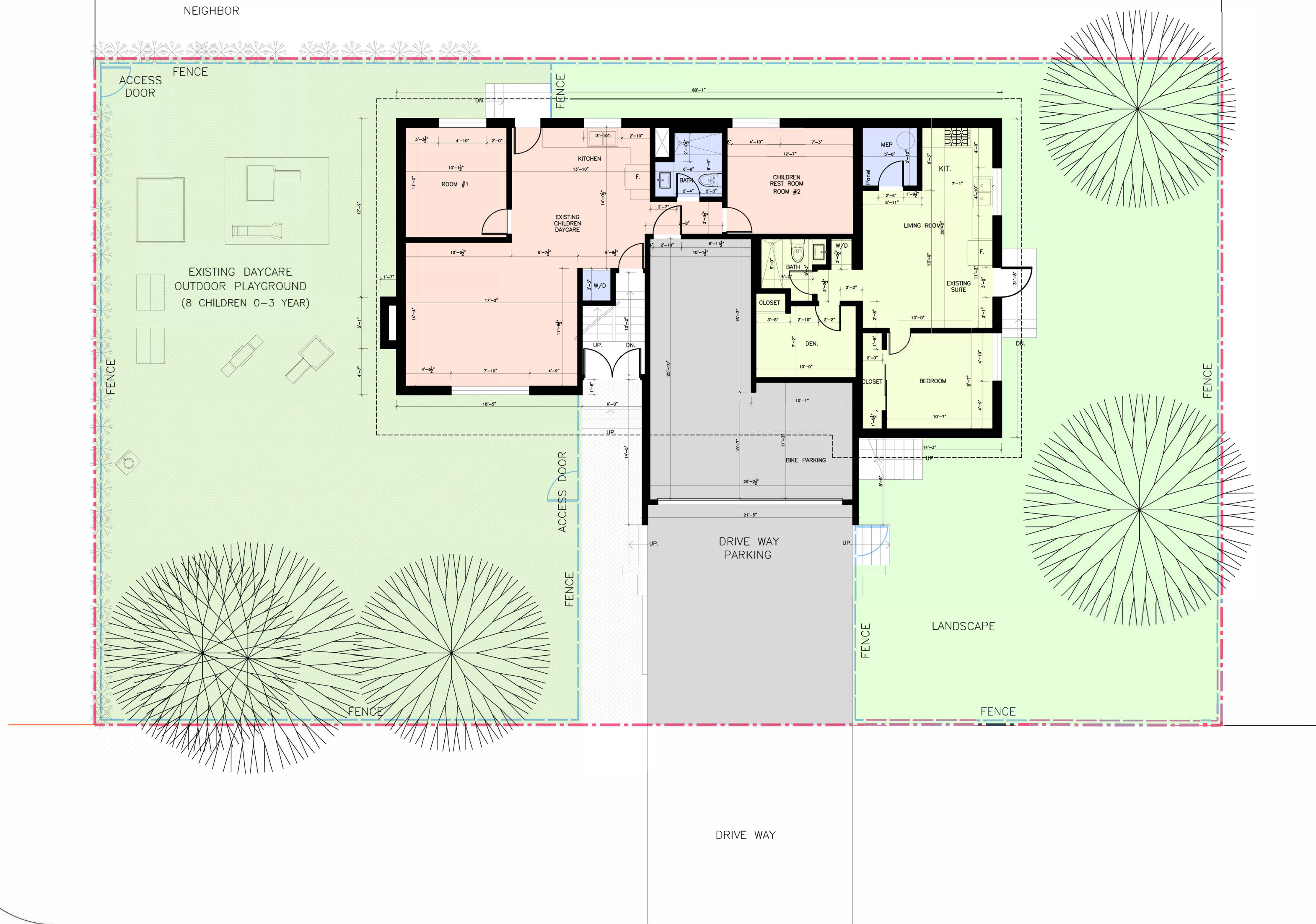
PREPARED BY:
[AZIZI ARCHITECT INC.]
#104 2433 Bellevue Ave. West Vancouver BC, V7V 1E1
TEL: (604) 240-6083 INFO@AZIZIARCHITECT.COM

PROJECT NAME:
JASMIN'S CHILDCARE CENTRE
2504 SWINBURNE AVE. NORTH VANCOUVER, BC.

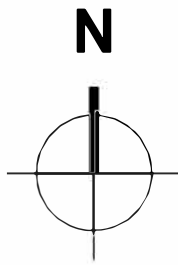
SHEET TITLE:
SITE PLAN

DRAWN BY: N.N.
CHECKED: M.A.
SCALE: 1/8" = 1'-0"
CAD FILE: JASMIN CHILDCARE
JOB #: -
PRINT DATE: Nov 14, 2025 9:19am

DRAWING NO.
A-0.5



1. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND EXISTING CONDITIONS IN THE FIELD BEFORE COMMENCING ANY PORTION OF THE WORK, AND SHALL NOTIFY THE PROJECT MANAGER IN WRITING IMMEDIATELY IF THERE ARE ANY DISCREPANCIES IN THE DRAWINGS AND/OR THE SPECIFICATIONS. COMMENCEMENT OF WORK SHALL CONSTITUTE FULL ACCEPTANCE OF SITE CONDITIONS.
2. DIMENSIONS SHOWN ARE FROM FINISH FACE OF CONCRETE, GRID LINES, AND CENTER OF STUD WALLS UNLESS NOTED OTHERWISE.
3. DO NOT SCALE DIMENSIONS ON ANY AND ALL DRAWINGS.
4. DRAWINGS TO BE READ IN CONJUNCTION WITH DOCUMENTS CREATED BY CONSULTANTS LISTED ON SHEET A-0.1



Major Accessible Door - 25.10.17
BUILDING PERMIT SET - 25.08.01
ISSUED: DAYCARE EXTENSION PERMIT

ISSUED FOR PERMIT

REVISION 5: _____
REVISION 4: _____
REVISION 3: _____
REVISION 2: _____
REVISION 1: _____

ORIGINAL DATE: 2025.07.08

CLIENT:

Shahla Hatami

PREPARED BY:

[AZIZI ARCHITECT INC.]
#104 2433 Bellevue Ave. West Vancouver BC, V7V 1E1
TEL: (604) 240-6083 INFO@AZIZIARCHITECT.COM



PROJECT NAME:
JASMIN'S CHILDCARE CENTRE
2504 SWINBURNE AVE. NORTH VANCOUVER, BC.

SHEET TITLE:
EXISTING
LOWER FLOOR PLAN

DRAWN BY: N.N.

CHECKED: M.A.

SCALE: 1/8" = 1'-0"

CAD FILE: JASMIN'S CHILDCARE

JOB #: -

PRINT DATE: Nov 14, 2025 9:20am

DRAWING NO.

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Letter of Introduction

September 8, 2025

Dear Neighbours,

Re: Business Licence Application – Capacity Increase for Jasmin's Childcare Centre

My name is Shahla Hatami and I live at 2504 Swinburne Avenue, North Vancouver. I own and operate Jasmin's Childcare Centre at this address.

I have applied to the District of North Vancouver and Vancouver Coastal Health to increase the number of children we can care for from eight children to 16 children. This would include eight children between 30 months and school age, and eight children under 36 months.

District staff suggest that we consult with our neighbours before our Business Licence application is considered by District Council. For this reason, I am providing you with this information package to explain the proposal.

I would also like to invite you to an open house at Jasmin's Childcare Centre on September 25th from 6:00pm to 7:00pm. This will be an opportunity for you to see the proposal and ask any questions. District staff will be there as well to answer any questions about the Business Licence process.

We are also interested in hearing whether or not you support the proposal, though there is no obligation to share your opinion.

There will also be a Public Meeting at the District of North Vancouver Municipal Hall regarding our Business Licence application that will provide an opportunity for you to learn more about our proposal, or to voice your support or concerns directly to District Council.

Once a Public Meeting has been scheduled, the District will send a letter with the date, time and location of the meeting to all neighbours within 50 meters of 2504 Swinburne Avenue, as well as the properties within the cul-de-sac. The letter will also explain how to submit written comments if you prefer.

Kind Regards,

Shahla Hatami
Director and owner of Jasmin's Childcare Centre

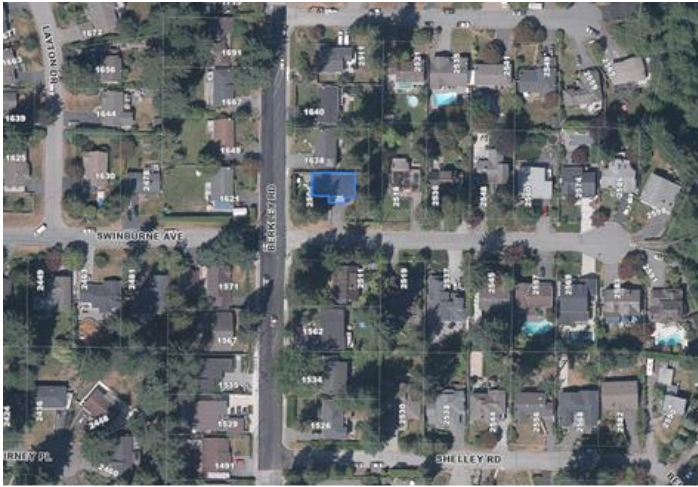
Applicant Information:

Contact: Shahla Hatami
Address: 2504 Swinburne Avenue, North Vancouver
Phone: 604-783-6229
Email: shahlahatami@yahoo.com

Proposal Description

Address: 2504 Swinburne Ave, North Vancouver BC V7H1L5

Context Map:



Lot Size: 7,392 square feet (sq. ft.)

Hours of Operation: Monday to Friday 7:30 am to 5:30 pm

Time and Duration of Outdoor Play:

- Morning: 9:30 to 10:30 am (0-3 years old) and 10:30 to 11:30 am (3-5 years old)
- Afternoon: 3:00 to 4:00 pm (0-3 years old) and 4:00 to 5:00 pm (3-5 years old)

Employees: two (including the director) with a minimum of three staff on site at all times.

Parking and Traffic: We have 3 on-site parking spaces for staff and residential use. Families can use street parking on Berkley Avenue and Swinburne Avenue for short-term pick-up and drop-off, as there are no parking restrictions. To keep traffic flowing smoothly, we will schedule pick-up and drop-off times to limit overlap. Many families walk to the centre, while others use public transit or drive. There are two pedestrian entrances to the childcare, and families can choose the one that works best for their route. We will also provide safe driving directions to help families use the safest and most convenient entrance.

Outdoor Play Space: Our 1,200 sq. ft. play area is surrounded by tall trees, providing shade and a natural setting for children. The play space is not located next to neighbouring homes, which helps reduce noise impacts.

Description: We plan to expand our childcare capacity to better serve families in our community. Currently, we care for up to eight children from ages 7 months to 3 years old. Our proposal is to increase capacity to 16 children: eight spaces for ages 0 to 3 and eight spaces for ages 3 to 5. Our goal is to provide a warm, supportive environment where children can grow, build confidence and prepare for school. Our team of qualified early childhood educators is dedicated to delivering high-quality childcare on the North Shore.

We will host an open house to share details, answer questions and hear feedback from neighbours. For more information, please contact Shahla Hatami at shahlahatami@yahoo.com or 604-783-6229.



Child Care Facility Business Licence Application

Jasmin's Childcare Centre

Public Meeting

December 2, 2025

Child Care Facilities Business Regulation Bylaw

Application to amend Child Care Business License from eight to 16 children:

- Public Meeting required
- Council approval required

Public Meeting notice requirements:

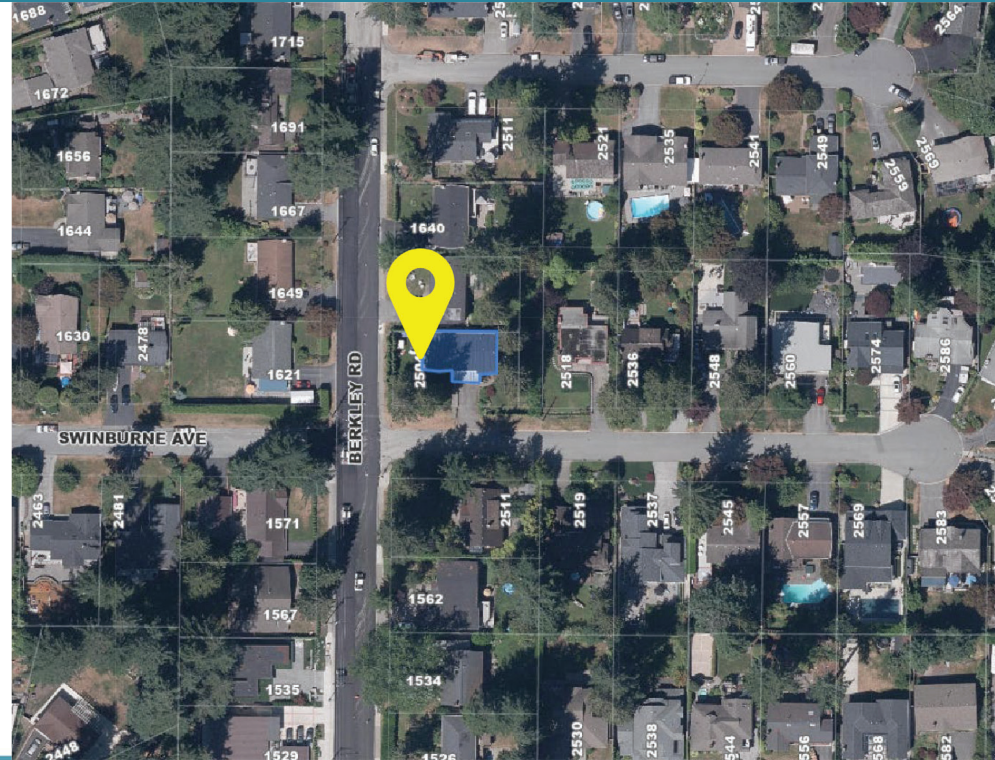
- Notify all properties located within cul-de-sac and 50m (164 ft) of the facility
- At least 10 days prior to meeting



Jasmin's Childcare Centre

Proposal:

- Increase to 16 children:
 - 8 spaces (Group Child Care –Under 36 Months)
 - 8 spaces (Group Child Care –30 Months to School Age)



Planning Guidelines for Group Child Care in Residential Zones

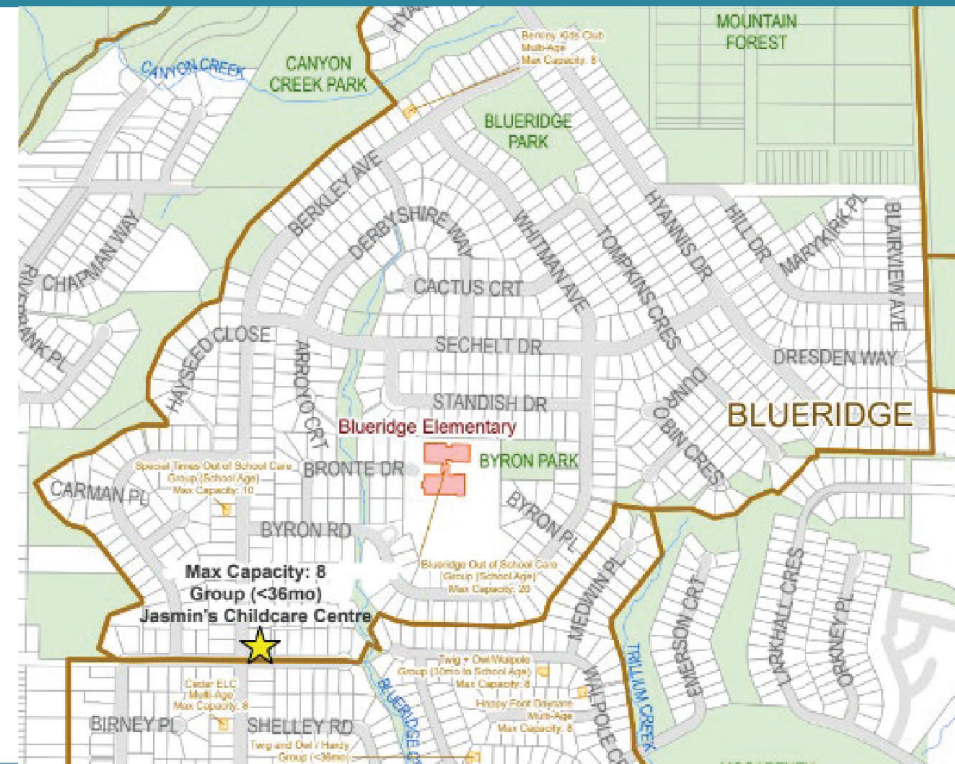
- Applies to child care applications for facilities with more than 8 children in a residential building

Criteria:

- Location
- Transportation needs
- Neighbourhood character
- Facility design
- Neighbourhood consultation

Location

- Blueridge neighbourhood
- Swinburne Avenue connects to Berkley Road
- Nearby amenities: Blueridge Elementary School, Seymour Heights Elementary School, Byron Park and McCartney Creek Park
- 4 child care facilities (46 spaces)



Transportation Needs

- Three parking spaces provided (1 garage, 2 driveway), meeting Zoning Bylaw
- On-street parking available on Swinburne Avenue and Berkley Road
- Pedestrian access for drop-off and pick-up
- Operating hours 7:30 am to 5:30 pm
- Minimum three staff on-site, including the applicant



Neighbourhood Character

- Home and yard align with single-family streetscape
- Outdoor play:
 - AM: 9:30 to 10:30 am (0-3 years old) and 10:30 to 11:30 am (3-5 years old)
 - PM: 3:00 to 4:00 pm (0-3 years old) and 4:00 to 5:00 pm (3-5 years old)
- Noise and privacy measures include enclosed fence, shrubbery, mature trees and landscaping



Facility Design

- Child care on ground floor of the 2-storey home
 - 111 m² (1,200 ft²) outdoor space
- Renovations to separate infant/toddler and preschooler areas
- Planned upgrades: accessible washroom, classroom, and nap room.



Neighbourhood Consultation

- Letter notification sent to neighbours within 50 m (164 ft) and within the cul-de-sac
- Open house on September 25, 2025
- One resident attended
- Concern: street parking close to intersection
- Action: encourage parking 11 m (36 ft) from intersection



Child Care Action Plan (2020)

- Child care is a key component of strong, resilient, and livable communities
- An estimated 2,055 additional group child care spaces needed by 2030
- 1,286 new spaces created (2019 – November 2025)



355 West Queens Road
North Vancouver, BC
V7N 4N5

604-990-2311



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