

# LICENSING OF COMMUNITY CARE FACILITIES

## COMMUNITY CARE FACILITIES LICENSING PROGRAM

The licensing and inspection of all Community Care Facilities is the responsibility of, and is carried out, by the Community Care Facilities Licensing staff of Island Health. Licensing staff are located in the offices noted in the address blocks at the end of this document. The applicant is responsible for submitting a complete application package to Licensing for review.

A package of application information, including copies of the *Community Care and Assisted Living Act*, either the Residential Care Regulation or the Child Care Regulation, and the required application forms are available from your local Licensing Office. There is a charge for the application package that covers the cost of copies of the *Act* and Regulation and other materials provided, but there is no charge for the licensing procedure or the licence itself.

It is important for all applicants to read the *Act* and applicable Regulations to ensure they have a thorough knowledge and understanding of the requirements for operating a licensed community care facility.

The *Community Care and Assisted Living Act*, Part I (Definitions), defines a community care facility as “a premise or part of a premise in which a person provides care to three or more persons who are not related by blood or marriage to the person, and includes any other premise or part of a premise that, in the opinion of the medical health officer, is used in conjunction with the community care facility for the purpose of providing care”.

### RESIDENTIAL CARE FACILITIES

The *Community Care and Assisted Living Act* defines “care” as:

“Care” means supervision that is provided to

- A child or youth through a prescribed residential program, or
- An adult who is
  - i) vulnerable because of family circumstances, age, disability, illness or frailty, and
  - ii) dependent on caregivers for continuing assistance and direction in the form of three or more prescribed services [more information on prescribed services on the following page].

A community care facility must provide all residents of the facility with care and supervision that, in the opinion of the medical health officer, is appropriate to meet the needs of the persons in care. “Care and supervision” includes 3 or more of the following prescribed services:

- a) regular assistance with activities of daily living such as eating, mobility, dressing, grooming, bathing, or personal hygiene;
- b) central storage of medication, distribution of medication, administering medication or monitoring the taking of medication;
- c) maintenance or management of the cash resources or other property of a resident or person in care;
- d) monitoring of food intake or adherence to therapeutic diets;
- e) structured behaviour management and intervention;
- f) psychosocial rehabilitative therapy or intensive physical rehabilitative therapy.

South	Central	North
<b>Victoria</b>	<b>Nanaimo</b>	<b>Courtenay</b>
201 – 771 Vernon Avenue Victoria, BC V8X 5A7 Ph: 250.519.3401 Fax: 250.519.3402	29 – 1925 Bowen Road Nanaimo, BC V9S 1H1 Ph: 250.739.5800 Fax: 250.740.2675	355 – 11 <sup>th</sup> Street Courtenay, BC V9N 1S4 Ph: 250.331.8620 Fax: 250.331.8596
		<b>Campbell River</b>
		200 – 1100 Island Highway Campbell River, BC V9W 8C6 Ph: 250.850.2110 Fax: 250.850.2455

## CHILD CARE FACILITIES

The *Community Care and Assisted Living Act* defines “care” as:

“Care” means supervision that is provided to

- A child or youth through a prescribed program,

Prescribed programs include: Family Child Care, Multi-Age Care, In-Home Multi Age Care, Group Child Care Under 36 months, Group Child Care 30 months to School Age and Group Child Care School Age.

For Family Child Care and In-Home Multi-Age Care programs, it is important to note that the regulation stipulates these as programs in which the licensee personally provides care, within the licensee's personal residence. Applicants who do not intend to personally provide care do not meet the requirements for these service types. Applicants who wish to apply for a licence for Family Child Care or In-Home Multi Age Care must be personally providing care in their personal residence.

## INFORMATION FOR ALL APPLICANTS

It is advisable for applicants to discuss their plans with Licensing staff, who will provide information regarding the requirements for the type of care they are planning to provide and may save both time and unnecessary expense in the event of being unable to meet these requirements.

Orientation sessions for facility operators and managers are offered in each of the three regions [South, Central and North Island]. Please contact your local office using the numbers provided to inquire as to when the next session is occurring. These sessions provide valuable information regarding Licensing and the regulatory framework in the province of British Columbia.

It is the applicant's responsibility to contact the various municipal agencies involved and arrange for any zoning approval, building permits or business licences that may be required.

Any commitments that an applicant enters into regarding purchase or rental of property are their own responsibility.

**For applicants in Nanaimo, Duncan, Cowichan, Victoria and the rest of the South Island Region**, once an application has been received, the Island Health Licensing Office will contact the local municipal fire departments to arrange for a fire inspection of the proposed facility. Any cost for inspection is the responsibility of the applicant.

**In all other areas of the Health Authority(including Campbell River, Courtenay and Comox)**, applicants should contact the local fire department directly and arrange for a fire inspection and completion of the “Fire Approval” form (copy enclosed).

**Applicants who live in an area where there is no fire department** should complete the “Fire Letter of Assurance” form (copy enclosed) and submit to their local Licensing office as part of their application package.

**Any fee for the fire inspection is the responsibility of the applicant.**

If you are intending to operate a residential care facility with **seven** or more residents or a child care facility with **nine** or more children in care and:

- Have an on-site sewage disposal system.
- Have an on-site water system [well].
- Are providing a daily meal service.

Licensing staff will refer assessment of these systems to an Environmental Health Officer. A referral may also be made if there is concern about any of these systems or plans.

In order for Island Health Licensing staff to process an application, the applicant must obtain and submit all the documents listed on the Applicant's Supporting Documentation Checklist.

The length of time required for Licensing staff to evaluate your application will vary according to circumstances.

A licence does not have an expiry date, and is not transferable from one person to another; or from one location to another. Should a facility be sold or if a Licensee is moving the facility to a new location, a new application for a licence is required.