



CHANGE OF MANAGER

COMMUNITY CARE FACILITIES LICENSING PROGRAM

In order to complete the approval of a new manager to an existing Community Care Facility, the Island Health Community Care Facilities Licensing Program requires the following documents to be submitted to your local Licensing office:

- A completed "Application for a Community Care Facility Licence". This must be signed by the Licensee or the designated Licensee Contact [in the case of a Society or Corporation, this may be a Board Representative].
- A job description including hours or work, schedule and duties of the new manager.
- Complete a Licensee and Manager Declaration Letter.
- Complete a Licensee and Manager Delegation Letter.
- Further documentation may be requested by Licensing to assess the proposed manager.

Please submit all items to your local Licensing Office.

Copies of all required staffing documents should be kept on site at the facility for review by Licensing staff during inspection.

When all items have been received, a Licensing Officer will contact the new manager and advise them if further documentation, or an interview, is required. Please note that we are unable to complete our approval of your change in manager until all the required information has been received.

With regards to criminal record checks for a new manager:

Criminal record checks for employees that become managers for the same Licensee:

According to information received from the CRRA, consents and results that are less than five years old are considered valid; therefore, criminal record checks that are less than five years old do not have to be repeated when the employee becomes a manager for the same Licensee. If the consent and results for an employee that moves into the manager role are greater than five years old, the Licensee should redo their criminal record check at the time of the employee's change in position at the facility.

If a different Licensee hires the employee, whether as an employee or as a manager, a new employer must obtain a criminal record check at the time of hiring. The applicant can apply to have a current criminal record check result from a different organization shared with a new employer if it was completed within the last five years and is the same type of check required for children and/or vulnerable adults. This may be done by following prompts through the online application system or by completing a Sharing Form manually: <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/forms>.

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December 2014

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