



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 Officers of Island Health. Licensing Officers are located at the offices noted below.

An application package, including required forms and resources, is available from your local Licensing office. There is a charge for the application package that covers the cost of materials provided.

There is no charge for the licensing process to obtain a community care facility licence.

The Applicant is responsible for submitting a complete application package to Licensing for review prior to the issuance of a community care facility licence. The Applicant's Supporting Documentation Checklist located in the application package provides a list of documents to be submitted to Licensing.

The length of time required for Licensing Officers to evaluate your application will vary according to the timely submission of required documentation and the complexity of the application.

It is important for all Applicants to read the *Community Care and Assisted Living Act*, applicable Regulations and the Director of Licensing Standards of Practice 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, or designated by the Lieutenant Governor in Council to be a community care facility".

Residential Care Facilities

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

"Care" means supervision that is provided to

- (a) A child through a prescribed program, or
- (b) A child or youth through a prescribed residential program, or
- (c) 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.

A community care facility must provide all persons in care at the facility with ongoing care and supervision that, in the opinion of the Medical Health Officer, is appropriate to meet the needs of the persons in care.

Child Care Facilities

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

"Care" means supervision that is provided to

- (a) A child or youth through a prescribed program.

Victoria
201 – 771 Vernon Avenue
Victoria, BC V8X 5A7
Ph: 250.519.3401
Fax: 250.519.3402
Website: [Community Care Facilities Licensing](#)

Nanaimo
29 – 1925 Bowen Road
Nanaimo, BC V9S 1H1
Ph: 250.739.5800
Fax: 250.740.2675

Courtenay
355 – 11th Street
Courtenay, BC V9N 1S4
Ph: 250.331.8620
Fax: 250.331.8596

Campbell River
200 – 1100 Island Highway
Campbell River, BC V9W 8C6
Ph: 250.850.2110
Fax: 250.850.2455

Prescribed programs for child care include, Family Child Care, Multi-Age Child Care, In-Home Multi-Age Child Care, Group Child Care (Under 36 Months), Group Child Care (30 Months to School Age), Group Child Care (School Age), School Age Care on School Grounds, Recreational Care, Preschool (30 Months to School Age), Child Minding and Occasional Child Care.

Applicants who wish to apply for a licence for Family Child Care or In-Home Multi-Age Child Care must be personally providing care in their personal residence as per the Regulation.

- Applicants who do not intend to personally provide care in their personal residence do not meet the requirements for Family Child Care or In-Home Multi-Age Child Care.

Information for all Applicants

It is advisable for Applicants to discuss their plans with their Licensing Officer, 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 Applicants, Licensees and Managers are offered in each of the three regions [South, Central and North Island]. Please contact your local Licensing office 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, regional district or local trust agencies involved and arrange for any local government bylaw assurance that may be required [i.e. building inspection, business licensing, bylaw, land use, planning etc.]. Applicants must provide confirmation of this to Licensing as part of their application.

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

For information related to the fire inspection process, please refer to the following InfoSheets:

- Steps to Obtaining a Community Care Facility Licence – Child Care.
- Steps to Obtaining a Community Care Facility Licence – Residential Care.

For information related to daily meal service, on-site sewage disposal systems and/or on-site water system [well] process, please refer to the following InfoSheets:

- Steps to Obtaining a Community Care Facility Licence – Child Care.
- Steps to Obtaining a Community Care Facility Licence – Residential Care.

If a Licensing Officer identifies a concern about daily meal service, on-site sewage disposal systems and/or on-site water system [well] as part of the application process, a referral will be made to Island Health's Health Protection & Environmental Services office.

A community care facility 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.