



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 below. The applicant is responsible for submitting a complete application package to Licensing for review prior to the issue of a community care facility licence.

A package of application information, including copies of the *Community Care and Assisted Living Act*, either the Residential Care Regulation or the Child Care Licensing Regulation, Director of Licensing Standards of Practice 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*, Regulation and other materials provided, but there is no charge for the licensing procedure of the Licence itself.

It is important for all applicants to read the *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 residents of 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.

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.

For Family Child Care and In-Home Multi-Age Child Care programs, it is important to note that the Regulation stipulates these programs in which the Licensee personally provides care, are within the Licensee’s personal residence. Applicants who do not intend to personally provide care do not meet the requirements for these

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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 – 11<sup>th</sup> Street  
Courtenay, BC V9N 1S4  
Ph: 250.331.8620  
Fax: 250.331.8596

**Campbell River**

200 – 1100 Island Highway  
Campbell River, BC V9W 8C6  
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service types. 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.

### **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 Licensing office to inquire as to when the next session is occurring. These sessions will 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 bylaw approval, zoning approval, building permits or business licences that may be required. It is recommended that applicants provide confirmation of these approvals 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 applicants in Nanaimo, Duncan, Cowichan, Victoria and the rest of the South Island Region:**

Once an application has been received, the Island Health, Community Care Facilities Licensing office will contact the local municipal fire departments to arrange for a fire inspection of the proposed facility. Any fee for the fire inspection is the responsibility of the applicant.

### **In all other areas of the Health Authority where the fire department does not conduct fire inspections of personal residences for child care purposes:**

Complete the "Fire Letter of Assurance" form and submit to their local Licensing office as part of their application package.

### **Applicants who live in an area where there is no fire department:**

Complete the "Fire Letter of Assurance" form and submit to their local Licensing office as part of their application package.

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]; and
- 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.