

LICENSING OF RESIDENTIAL CARE FACILITIES



COMMUNITY CARE FACILITIES LICENSING PROGRAM

The licensing and inspection of all residential care facilities is the responsibility of, and is carried out, by the Community Care Facilities Licensing staff of the Vancouver Island Health Authority. Licensing staff are located in the offices noted in the address blocks at the end of this document.

A package of residential care licensing information, including copies of the *Community Care and Assisted Living Act*, the Residential Care Regulation (effective October 1, 2009), and the required application forms are available from your local Licensing Office. There is a \$30.00 charge 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 Regulation to ensure they have a thorough knowledge and understanding of the requirements for operating a licensed residential 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”.

“Care” means supervision that is provided to

- a) a child or youth through a prescribed program, or
- b) 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.

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.

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.

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South

201 – 771 Vernon Avenue
Victoria, BC V8X 5A7
Ph: **250-475-2235**
Fax: 250-475-5130

Central

#29 - 1925 Bowen Road
Nanaimo, BC V9S 1H1
Ph: **250-739-5800**
Fax: 250-751-1118

North

#200 - 1100 Island Highway
Campbell River, BC V9W 8C6
Ph: **250-850-2110**
Fax: 250-286-3486

In Victoria, Residential Care Facility Managers are invited to attend an “Orientation” session, which is held twice a year (more sessions are added as needed). Please call the Licensing Office at (250) 475-2235 to register for one of these sessions. **In the Central/North Island Region**, “Orientation” sessions are scheduled as needed. Please call the Licensing Office at (250) 739-5800 to register for one of these sessions. These presentations will provide applicants with an in-depth review of the licensing requirements and an opportunity to discuss questions and concerns specific to Residential Care.

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, Victoria, and the rest of the South Island Region, once an application has been received, the Vancouver Island Health Authority Licensing Office will contact the local municipal fire departments to arrange for a fire inspection of the proposed facility.

In all other areas of the Health Authority, applicants are requested to take the “Fire Approval” form (copy enclosed) to their local fire department and arrange for its completion.

Applicants who live in areas where there is no fire department (unincorporated areas) should contact their local Licensing Office regarding the process required to arrange for a Fire Safety Assessment of their facility by a private assessor. Some assessors may charge a fee for this service.

Licensing staff will also arrange for assessment of on-site sewage disposal systems and well water systems by an Environmental Health Officer, where applicable.

If your proposal includes providing meals on a daily basis to 10 or more residents, please contact Licensing staff regarding Food Service requirements.

In order for the Vancouver Island Health Authority Licensing staff to process an application, the applicant must obtain and submit all the documents listed on the “Residential Care Applicant’s Supporting Documentation Checklist.”

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

Licensing cannot issue a licence until all outstanding issues have been addressed (including any fire safety requirements). A licence does not have an expiry date, and is not transferable from one person to another, or from one location to another.