



Interior Health

# 'The Guide' to Applying for a Residential Care Licence

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*For the Applicant*

## Table of Contents

INTRODUCTION.....	3
Schedule B – Requirement for a Licence Application .....	4
1.0 Application for Licence Form .....	4
2.0 Detailed Description of Care Program .....	4
3.0 Suitability of Applicant .....	5
4.0 Employee Plan.....	5
5.0 Site Plan.....	5
6.0 Floor Plan .....	5
7.0 Monthly Operating Statement.....	5
8.0 Purchase Lease Agreement.....	6
9.0 Proof of Liability Insurance: Long Term Care Facilities .....	6
10.0 Societies or Corporation .....	6
Policies and Procedures .....	6
Initial Inspection.....	7
Resources for Residential Care Licence Applicants.....	7
Legislation .....	7
Forms .....	7
Healthy Eating, Active Living .....	7
Environmental Health: Safe Food and Drinking Water, Pools, Emergency Planning, Air Quality .....	8
Administration and operations.....	8

## INTRODUCTION

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The information provided in this guide will assist applicants in submitting a complete application package for a licence to operate a Community Care Facility.

**BEFORE** submitting an application complete the following steps in order to ensure the information you provide is accurate. This will help to avoid potential delays in the process.

1. Review the information on the Interior Health Website:
  - i. [Community Care and Assisted Living Act](#)
  - ii. [Residential Care Regulation](#)
  - iii. [Director of Licensing Standards of Practice](#)
2. Visit [Residential Care Orientation](#).
3. If you have any questions or require further information contact Licensing Direct at 1-877-980-5118. If you decide to withdraw your application, please advise Licensing Direct so your file can be closed.

### HOW IT WORKS:

To open a file, submit an **application form**. You will receive a confirmation email which includes the necessary information that is needed to make application for your criminal record clearance letter.

Documentation may be submitted via Canada Post, fax, in person or by email. Submitting by email to [LicensingDirect@interiorhealth.ca](mailto:LicensingDirect@interiorhealth.ca) is the preferred method. Interior Health stores all documents electronically; paper documents are scanned and uploaded into an electronic file and the paper is destroyed. Keep copies of all documents you submit for your records. Submitting more documentation than what is required is not advised because it may cause unnecessary delay. Please submit all documents individually naming each document according to this guide. This promotes processing efficiency. Documentation submitted in a manner that does not follow the guide may be sent back to you for reformatting and resubmission.

### IMPORTANT NOTES:

Submit **floor and site plans** for approval prior to construction to ensure the building and site meet legislative requirements. The licensing officer will send a referral to your local government to ensure that legislation related to fire and health are met. Your Licensing Officer may also initiate a referral to an Environmental Health Officer (HP-CF-9028 - Information for Licensing Applicants; Food Safety, Drinking Water, Pools, etc.).

Once you have submitted the required documents for the licence application, a Licensing Officer will contact you to conduct an initial inspection of your premises.

## Schedule B – Requirement for a Licence Application

*Community Care and Assisted Living Act*

### **RESIDENTIAL CARE REGULATION**

#### **Part 2 — Licensing**

*Applying for a licence*

**7** (1) *A person who is 19 years old or older may apply for a licence by submitting to a medical health officer both*

*(a) an application, and*

*(b) records respecting all of the matters set out in **Schedule B**.*

The following sections describe the list of requirements for an application as described in the **Residential Care Regulation, Schedule B**. Submit the documentation (unless otherwise indicated) with your application package to [LicensingDirect@interiorhealth.ca](mailto:LicensingDirect@interiorhealth.ca)

#### **1.0 Application for Licence Form**

Complete, sign, date and submit the *Application for Licence* Form.

- 820071 - [Application for Licence](#) Form

If the applicant is a corporation, please provide evidence that the corporation has a director who is a permanent resident of British Columbia or another Province/Territory within Canada who agrees to be available to respond within 24 hours to inquiries from the Director of Licensing or the Medical Health Officer.

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#### **2.0 Detailed Description of Care Program**

Complete the **Residential care types and total capacity** (number of persons in care for each type of care) as set out in the Care Programs area on the application form. We are looking for additional information that illustrates the care needs of the persons that you will be caring for. What are the care services that you will provide? How will the programming meet the needs of the persons in care? How will you provide for the social, emotional, intellectual, recreational, leisure and physical necessities? What will a day look like in your care program?

**For Societies** - What are the goals of your society and how will you achieve them? How will you promote independence? How will you promote the health, safety and dignity of persons in care?

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### 3.0 Suitability of Applicant

- If you are applying to be both the licensee and the primary care provider, submit completed form # **807296 – Suitability of an Applicant Form**
- If you are hiring a Manager, submit completed Form # **827099 - Declaration of Suitability - Manager Form**

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### 4.0 Employee Plan

For the operation of the facility, the applicant must establish an **employee plan** which outlines:

- The proposed number of employees, their qualifications and expected duties
- A supervision and staffing plan, including while persons in care are attending or being transported to and from activities located outside the community care facility.

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### 5.0 Site Plan

Detailed requirements are set out in **Schedule B of the Residential Care Regulation**

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### 6.0 Floor Plan

Detailed requirements are set out in **Schedule B of the Residential Care Regulation**. The physical requirements are further detailed in **Part 3 – Facility Requirements** of the *Regulation*.

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### 7.0 Monthly Operating Statement

Provide a **statement of projected monthly revenue and expenditures**. Expenditures should include the estimated cost of employee salaries and benefits, food, utilities, taxes, insurance, maintenance, mortgage principle and interest, supplies, and programs.

NOTE: Consider the inclusion of expenses related to allied health service and the expenses related to the transport of clients. Section 48 sets out the expectation for clear communication of expenses related to care provision.

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### 8.0 Purchase Lease Agreement

Provide a copy of the **purchase or lease agreement** for your proposed facility. If the building has not yet been constructed, provide a copy of the purchase or lease agreement for the property.

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### 9.0 Proof of Liability Insurance: Long Term Care Facilities

Provide proof of **liability insurance** if you are applying for a long term care facility as required under section 10 of the regulation.

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### 10.0 Societies or Corporation

#### Residential Care Regulation - Schedule B

- 10** *An applicant must provide, on request of a medical health officer,*
- (a) if the applicant is a corporation, a list of the directors and officers of the corporation, or*
  - (b) if the applicant is a society,*
    - (i) a copy of its constitution and bylaws, and*
    - (ii) a list of the society's directors.*

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## Policies and Procedures

A Licensee is required to develop and implement **written policies, procedures and/or plans** (called hereafter “policies”) to guide staff actions in all matters relating to the care and supervision of persons in care. Policies must be realistic and reflect the reality of your current situation with respect to the type of care you offer, premises, staffing, and equipment.

[HP-CF-9065 Residential Care Policies Checklist](#) details a list of required and recommended policies which are cross referenced to the applicable sections in the *Community Care and Assisted Living Act* and *Residential Care Regulation* and/or Director of Licensing Standards of Practice. Please note that the Care Policies Checklist may not cover every policy needed and you may choose to develop additional policies to meet your specific operational needs.

## Initial Inspection

At the conclusion of the initial inspection an **inspection report** will be provided to you. Possible follow-up inspection(s) will be conducted to ensure completion of outstanding items. A licence will be issued once all application requirements are met. Please refer to **HP-CF-9065 Residential Care Policies Checklist** to prepare for your initial inspection.

## Resources for Residential Care Licence Applicants

The following resources are intended to assist applicants in submitting a complete application package for a licence to operate a Community Care Facility. Familiarizing yourself with provincial standards and best practices will form a basis for discussion with your Licensing Officer when assessing your application. The intent of assessing an application is to ensure that the applicant is suitable and capable of promoting the health, safety and well-being of persons who will be providing the care and supervision. The Licensing Officer reviews the legislation and regulations prior to issuing a community care facility licence. This review is conducted to determine if the applicant has met all requirements as an indication that the facility will likely be operated in a manner that will promote the health, safety and dignity of persons in care.

### Legislation

- [Community Care and Assisted Living Act](#) (the Act)
- [Residential Care Regulation](#) (CCLR)
- [Health Care Consent Regulation](#)
- [Health Care \(Consent\) and Care Facility \(Admission\) Act](#)
- [Patient's Bill of Rights](#)
- [Guide to Community Care Licensing in BC](#)
- [Community Care Licensing Branch](#) (Ministry of Health)
- [Director of Licensing Standard of Practice – Advance Directives](#)
- [Director of Licensing Standard of Practice – Agreement in Writing to the Use of Restraints](#)
- [Director of Licensing Standard of Practice – Consent to Care Facility Admission](#)
- [Director of Licensing Standard of Practice – Immunization of Adult Persons in Residential Care](#)
- [Director of Licensing Standard of Practice – Incident Reporting of Aggressive or Unusual Behaviour in Adult Residential Care Facilities](#)
- [Director of Licensing Standard of Practice – Preventing Overdose Deaths](#)

### Forms

- [Application for Licence Form](#) and [Instructions](#) (Section 1.0 in The Guide)
- [Declaration of Suitability - Manager Form](#)
- [Suitability of an Applicant Form](#)

### Healthy Eating, Active Living

- [Canada Food Guide](#) used to develop menu
- [Audits and More](#)
- [Meals and More](#)

## **Environmental Health: Safe Food and Drinking Water, Pools, Emergency Planning, Air Quality**

- Call an [Environmental Health Officer](#)
- [How Health Legislation Applies in Licensed Care Facilities](#)
- [Emergency Information – Interior Health](#)
- [Prepared BC](#)

## **Administration and operations**

- [Notifications not requiring a licence amendment](#)
- [Incident Reports](#)
- [Amending a Licence](#)
- [Criminal Records Review Program](#)