

# How to Apply for a Residential Care Licence

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Review the Interior Health Residential Care Orientation on the webpage

Please read the instructions carefully. Not all forms are required from all applicants.

## 1. Application Form

- Complete **Form A- Healthy Community Care Application**
- Ensure the form is fully filled out and signed by the proposed licensee
- Select service type/s you wish to offer

## 2. Corporate Applications

- Provide evidence that the corporation has a director who is a permanent resident of British Columbia or Alberta who agrees to be available to respond within 24 hours to inquiries from the Director of Licensing or The Medical Health Officer
- Evidence that a manager has been appointed for the facility and delegated full authority to operate it

## 3. Environmental Health Requirements

- Depending on the location of your proposed facility and what you are planning, you may need to meet environmental health requirements.
- Review **Resource E – Information for Licensing Applicants (Food Safety, Drinking Water, Pools, Sewage Disposal)**
- Need Help? See **Resource F - Contact an Environmental Health Officer**
- **Resource G – Safe food handling**
- **Resource H – Water supply**
- **Resource I – Pool and hot tub use**
- **Resource J - Onsite sewage disposal**

## 4. Application for the Assessment of a Licensee's Suitability

- If the licensee and the manager are the same person, complete **Form B- Suitability of a Licensee**
- This form is **not** required if the applicant is a corporation or a society
- We will contact the references you provide

## 5. Record of Confirmation - Manager

- If the proposed licensee is hiring a manager, complete **Form C – Record of Confirmation - Manager**

## 6. Criminal Record Checks

- Criminal record checks are required when care is provided to children or youth under 19 years of age. Go to the website and complete the process.

- **Link from Resource K – Ministry of Public Safety and the Solicitor General**
- **Link from Resource L – Consent to a Criminal Record Check**

## 7. Immunization of Staff in Community Care Facilities

- When the Licensee and the Manager is the same person, complete **Form D – Immunization of Staff in Healthy Community Care Facilities**
- The licensee may also use this form to record staff information.

## 8. Care Program

- Submit a detailed description of the type of care you intend to offer

## 9. Staffing Plan

- As part of the operation of the facility, the applicant must establish an employee plan which outlines:
  - The name and age, and a statement of the duties, qualifications, relevant work experience and suitability, of the proposed manager
  - 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.
  - **Resource M - Part 4 Division 1 of the Residential Care Regulation** outlines manager and employee requirements.

## 10. Site Plan

- An applicant must provide a site plan, drawn to scale, showing:
  - The proposed location of the community care facility, including the property boundaries
  - The location and dimensions of the outdoor recreation area
  - Upon review of your application, we may also request the elevation and grade relationships of any building or other structure on the site and the sound levels of the proposed site.

## 11. Floor Plan

- Plans must be approved before construction or renovations are started.
- An applicant must provide a floor plan showing the:
  - Purpose of each room, its inside dimensions and the location and size of any fixed equipment
  - Width of each hallway and stair
  - Location and size of windows and the height of windowsills from the floor
  - Location of toilets, wash basins, containers for soiled clothes and, if applicable, diaper changing surfaces
  - Location of all exits
  - Location of all security devices installed for the purpose of monitoring or controlling the movements of persons in care
  - Location of any accommodation and washrooms reserved for employees

## 12. Emergency Plan

- Provide procedures to prepare for, mitigate, respond to and recover from any emergency, including procedures for the evacuation of persons in care
- Identify how you will continue to provide care during an emergency
- See **Resource N – Emergency Management Resources**
- Provide a copy of your occupancy permit if you are constructing a building
- Refer to **Resource O - Section 20 of the Community Care and Assisted Living Act** and **Resource P - Part 3, Division 1, Section 20 of the Residential Care Regulation** for additional fire/municipal authority requirements
- Contact your local fire and/or municipal authority to request an inspection of the proposed facility. The final fire inspection report must be submitted prior to completion of the application process.

## 13. 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.

## 14. Proof of Liability Insurance: Long Term Care Facilities

- Provide proof of liability insurance if the proposed facility will offer long term care

## 15. 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

## 16. Repayment Agreements

- Provide a copy of a repayment agreement that outlines the terms and conditions for full or partial refunds if you intend to accept prepayments.

## 17. Policies

- Refer to **Resource Q - Part 6, Division 2 of the Residential Care Regulation** for a list of additional policies and procedures that must be submitted with your application