

EXEMPTION REQUEST FORM (COMMUNITY CARE HOME)

Community Care Facility Licensing

Facility Information

Facility Name _____

Facility Address _____

Facility Phone _____ Email _____

Name of Licensee / Manager making the request _____

Date of request _____

General Information

Requesting an exemption is asking to operate below the minimum standard of the legislation. Before making a request, visit the Interior Health Website - [Requesting an Exemption](#), to review information required. Submit each exemption request separately.

What Section of the [Community Care and Assisted Living Act \(CCALA\)](#) and / or [Residential Care Regulation \(RCR\)](#) are you requesting an exemption for? (refer to the legislation to ensure that you have chosen the correct section):

Proposed Start Date _____ Proposed End Date _____

If this exemption request is specific to a person in care please include:

Person in Care's Name _____

Date of Birth (dd/mm/yyyy) _____

Details of the Request

Provide details as to why you are requesting this exemption. If this exemption request is specific to person in care show how this request is in the best interest of the person in care (attach additional documentation if needed).

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Provide details as to how you will inform families that you have requested this exemption including any concerns expressed by families/representatives.

Provide written details for how you have assessed and will address the areas listed below. The answers should indicate how you will ensure:

- there is no increased risk to persons in care if the exemption is granted, and
- a detailed self monitoring plan ensuring persons in care's health, safety and dignity are maintained while the exemption is in place.

Care and Supervision (Consider: admission screening, identified behaviours of person in care, equipment and physical layout of the facility)

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Staffing (Consider: staff numbers and qualifications, training, skills and abilities, and if any additional training is needed)

Safety / Emergency Management (Consider: changes to emergency response (fire drills and emergency evacuation plans, changes to the environment)

List exemptions currently in place

Ensure all necessary information to support the exemption request is provided to avoid delays in processing.

A Licensing Officer will review the request and contact you if more information is required.

Keeping your information secure and confidential is important to us.

Please **fax this completed form to Licensing Direct at 250-868-7760** to ensure security of the submission.