Required Documents Checklist

Requirements for Registration, as noted in Schedule A of the Assisted Living Regulation.

Please note: A person who intends to register an assisted living residence that has more than one class on the same premises must make a separate application for each class.

Visit the Assisted Living website for tools and resources to assist you in opening and registering an assisted living residence. > www.gov.bc.ca/AssistedlivingBC

A complete application includes the following:

1. The completed Application for Registration form (Assisted Living Regulation, S. 6)
2. A cheque for $250.00 for the application fee, made out to the Minister of Finance (Assisted Living Regulation, S. 6)
3. A copy of the business license for the premises or, written confirmation from the local government that a business license is not required; (Assisted Living Regulation, S. 6 (1)
4. A copy of the food service establishment permit issued for the premises, if a permit is required under the Food Premises Regulation (Assisted Living Regulation, S. 6 (1)

Applicant Information: “applicant” refers to the owner, operator or board of directors responsible for this residence.

If the applicant is an individual:
5. The results of a criminal record check completed through the BC Criminal Record Review Program
   › See https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations
6. Three character references
7. A copy of government-issued photographic identification
8. A record of the individual’s work history (i.e., a resume)
9. Copies of any diplomas or certificates that confirm the applicant’s training, skills and other qualifications
10. Proof that the applicant is qualified to be a registrant
    • i.e., documents that indicate you are the owner of the premises or a copy of your lease or rental agreement indicating that you are allowed to operate an assisted living residence at this location (Assisted Living Regulation, S. 5 (2)
If the applicant is not an individual (i.e., a corporation or society):

- 11. The results of a criminal record check completed, through the BC Criminal Record Review Program, for each member of the board of directors.
- 12. Three character references for each member of the board of directors.

**Manager’s Information:** *an operator may hire a manager to manage the day to day operation of an assisted living residence. An applicant must provide for the manager:*

- 13. The results of a criminal record check completed, through the BC Criminal Record Review Program:
  - See [https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations](https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/employer-organizations)
- 14. Three character references
- 15. A record of the individual’s work history (i.e., a resume)
- 16. Copies of any diplomas or certificates that confirm the manager’s training, skills and other qualifications

**Premises Information**

- 17. A floor plan:
  - Drawn to scale and showing the location of each unit, common area, washroom and exit, and
  - Showing which suites are resident units if both residents and non-residents will be housed on the same premises

**Operations Information** – copies of plans and policies that include:

- 18. Cannabis Policy
- 19. Complaints Policy
- 20. Emergency Response Plan
- 21. Employee or Staff Plan
- 22. End of Residency Policy
- 23. Health and Hygiene and Infection Control Plan
- 24. Medication Plan
- 25. Menu Plans
- 26. Missing Person Plan
- 27. Opioid Overdose Plan
- 28. Programming (Psychosocial) Supports Policy
- 29. Residency Agreement (see schedule C of the Assisted Living Regulation)
- 30. Reportable (Serious) Incident Policy
- 31. Shared Common Areas Policy (can be part of residency agreement)
- 32. In Supportive Recovery: Visitor and communication policy