

		POLICY AND PROCEDURE MANUAL	
Category: Licences and Permits	Number: LIC.20	BUSINESS LICENCE REQUIREMENTS - SUPPORTIVE RECOVERY HOMES	
Type:	Authority:	Approved By:	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Business Licensing			
Date Adopted: August 18, 2008	Council Resolution No: RC08/689	Date to be Reviewed: As Required	
Manner Issued: Pipeline, Website			

POLICY:

Definitions

“**Administration**” means the Corporate Services Department, which is responsible for ensuring that the policies, programs and other directions of Council are implemented.

“**Council**” means the duly elected officials of the District, those being the Mayor and Councillors.

“**Council Policy**” means Policy statements that provide strategic direction on programs and services delivered by the District which impact or affect citizens or customers, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

“**Policy**” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

An application for a business licence to operate a Supportive Recovery Home in Mission must include all of the following:

1. Confirmation of registration in good standing with the Assisted Living Registry of BC
2. Title search (retrieved within the last 30 days)
3. BC Company Summary (retrieved within the last 30 days)
4. Letter of consent from Property Owner (if Operator is not the Property Owner)
5. Operator contact information
 - a. Phone numbers
 - b. Email addresses
6. Outline of Operator, Supervisor and Counsellor (if providing) qualifications. All qualifications for staffing required by the Assisted Living Registry must be met.

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7. The provision of on-site staffing 24 hours a day, 7 days a week.
8. Copy of contract entered between operator and residents of the home.
9. A copy of all policies of the operator related to the operation of the home.
10. Commitment to enter into, and follow, a good-neighbour agreement including a dispute resolution process.
11. List of services being provided to residents
12. Number of staff proposed and staff hours
13. Number of residents proposed (there is a maximum of 10 residents, including resident staff permitted).
14. A copy of the security provisions to protect the resident's safety and security of property.
15. A fire safety plan approved by the City fire/rescue department.
16. Agreement to permit unscheduled inspections by City staff to verify all requirements are being met including inspections of the premises, operator's records and private interviews with residents.
17. Obtain a City of Mission business licence to be posted in a conspicuous place on the business premises.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

City of Mission Business Licence Bylaw 3964-2007

City of Mission Zoning Bylaw 5949-2020

***** END OF POLICY *****

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
LIC.20	Aug 18, 2008				08/689
LIC.20		Sept 2, 2008	Y		08/756
LIC.20		July 20, 2009	Y		RC09/478
LIC.20		Sept 3, 2024	Y		RC24-468