POLICY 1
Registrant Obligations

As a registrant, you have the following obligations:

- To comply with the Community Care and Assisted Living Act,\(^1\) Regulations,\(^2\) Health and Safety Standards,\(^3\) and the Office of the Assisted Living Registrar’s policies and procedures.

- Not to house residents who are unable to make decisions on their own behalf\(^4\) with the following exceptions:
  - where the spouse of a resident lives with the person in the residence and can communicate on the resident’s behalf;
  - where the resident is an involuntary patient on leave under section 37 of the Mental Health Act.\(^5\)

- To maintain a ‘watchful eye’ over residents’ health and safety.

- To establish and communicate your internal complaint process\(^6\) by:
  - communicating the complaint process in a manner that is readily accessible to the residents, staff and visitors; and
  - not preventing or intimidating anyone from making a complaint.

- To communicate the Registrar’s complaint process\(^7\) by:
  - making the Registrar’s complaint process and contact information readily accessible to residents, staff and visitors; and
  - not preventing or intimidating anyone from making a complaint to the Registrar’s Office.

- To provide professional oversight of nonprofessional staff.

- To protect residents from abuse and neglect by:
  - complying with the Criminal Records Review Act\(^8\) to ensure that employees and contractors do not have a criminal record that would place the health and/or safety of residents in jeopardy; and
  - conducting personal background checks on volunteers or getting the volunteer’s authorization to do a police or RCMP criminal record check.

- To operate within the number of resident units that you registered.\(^9\)
  - The registration certificate indicates the number of registered units for which the residence is registered.

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1 SBC 2002, c. 75.
3 See Policy Tab 4.
4 See Policy Tab 5.
5 RSBC 1996, c. 288.
6 See Policy Tab 9.
7 See Policy Tab 9.
8 RSBC 1996, c. 86.
9 See Policy Tab 3.
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- To maintain your registration by:
  - renewing your registration annually; and
  - advising the Registrar in a timely manner of any pending changes in ownership and certain other material changes to registration information.\(^{10}\)
- To maintain an emergency response system that meets the needs of your resident population.

\(^{10}\) See Policy Tab 3.