

Negotiations and Accountability  
Management Division  
Health Services Branch  
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Division des négociations et  
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370 Select Drive  
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December 13, 2013

Dear IHF Licensee:

### **Relocation Policy**

The relocation policy for independent health facilities has been updated. The updates include but are not limited to the following:

- Addition of a Level III relocation involving a movement of five or more kilometres across a catchment zone, but only from a catchment zone that is over-serviced or adequately serviced for the licensed modalities to a catchment zone that is under-serviced for the licensed modalities.
- The contact of LHINs instead of hospitals by the Ministry in cases where a proposed relocation is within an identified distance of a community hospital.
- The contact of LHINs by the Ministry where a proposed Level II or III relocation would result in a change in LHINs.
- Amendment to the definition of catchment zone from a city with a population of 25,000 or greater to a city with a population of 100,000 or more.

The Relocation Application (Fixed Site) has been revised to reflect the changes in policy. Further details regarding the changes to the relocation policy can be found in the revised application.

Effective January 1, 2014, only the revised version of the Relocation Application will be accepted by the Independent Health Facilities Program. Any previous version of the Application that is completed and submitted to the IHFP will be returned to the applicant for re-submission on the new form.

The updated Application Form and a copy of the ministry's procedure may be obtained from the Independent Health Facilities Program by submitting a request by email to [IHFP@ontario.ca](mailto:IHFP@ontario.ca), by fax to 613-548-6734 or by writing to the Independent Health Facilities Program at the address noted above.

Licensees shall not relocate unless and until they have received the Director's written approval. The decision to approve or deny a relocation Application is within the Director's discretion, and may be subject to such conditions as the Director sees fit to impose. Only the Director's written approval constitutes approval to relocate; any other communication to or from MOHLTC staff relating to a Relocation Application shall not be construed as approval. Facilities that relocate without receiving the Director's prior written approval may be subject to suspension, revocation or non-renewal of their licence in accordance with section 18 of the IHFA.

### **Change of Address**

The Independent Health Facilities Program is moving at the start of January 2014. Our new address is as follows:

Address: Independent Health Facilities Program  
370 Select Drive  
P.O. Box 168  
Kingston ON K7M 8T4

Our other contact information will remain the same:

Telephone Number: 613-548-6637  
Fax Number: 613-548-6734  
Email Address: [IHFP@ontario.ca](mailto:IHFP@ontario.ca)  
Webpage: [www.health.gov.on.ca/en/public/programs/ihf](http://www.health.gov.on.ca/en/public/programs/ihf)

If you have any questions with regard to this matter, please contact the Independent Health Facilities Program at the address noted above or call 613-548-6637.

Sincerely,



Leanne Palilionis  
Senior Program Consultant  
Independent Health Facilities Program