

**A GUIDE TO
OBTAINING APPROVAL
FOR THE ESTABLISHMENT OF**

**A SUPPORTIVE HOUSING RESIDENCE TYPE 1 OR
SUPPORTIVE HOUSING RESIDENCE TYPE 2**



Updated October 2024

1.0 INTRODUCTION

This guide is designed to facilitate the establishment and operation of a Supportive Housing Residence Type 1 and a Supportive Housing Residence Type 2, in the City of Brampton. The following items are addressed:

- Definition of a Supportive Housing Residence Type 1 and Supportive Housing Residence Type 2;
- Zoning requirements; and
- Registering Steps and Renewal Procedure for a Supportive Housing Residence.

All inquiries for Supportive Housing Residence are to be sent to the following email: supportive.housing@brampton.ca. More information such as Key Forms and Documents can be found by clicking “[Supportive Housing](https://www.brampton.ca/EN/Business/planning-development/projects-studies/pages/supportive-housing.aspx)” or copying and pasting the following: <https://www.brampton.ca/EN/Business/planning-development/projects-studies/pages/supportive-housing.aspx>

2.0 DEFINITION

Brampton Zoning By-laws define a Supportive Housing Residence Type 1 and Supportive Housing Residence Type 2 as particular types of Supportive Housing Facilities. Definitions are as follows:

SUPPORTIVE HOUSING RESIDENCE TYPE 1 shall mean a single dwelling unit in a residential dwelling of any kind that is licensed, approved, or funded under Federal or Provincial statute for the accommodation of 3 to 10 residents, exclusive of staff, that provides a group living arrangement under responsible supervision.

A Supportive Housing Residence Type 1 shall not include a Supportive Housing Residence Type 2, or have any correctional purpose. ***A supportive housing residence is not permitted in a dwelling that contains additional residential unit(s) as defined in Section 10.16 of Zoning By-law 270-2004, as amended.***

A Supportive Housing Residence Type 1, may provide accommodation, supervision and treatment for:

- The persons being cared for or obtaining services at a facility established under the *Developmental Services Act* or any Act passed to replace the foregoing Acts.
- Individuals who are primarily sixty-five (65) years of age or older under the *Retirement Homes Act*, and *O.Reg. 166/11* or any Act passed to replace the foregoing Acts.
- *Children, Youth and Family Services Act* or any Act passed to replace the foregoing Acts; and
- Persons under the *Mental Hospitals Act*, and *Homes for Special Care Act* or any Act passed to replace the foregoing Acts.

No supervision or treatment shall be provided to any person not residing in the supportive housing residence.

SUPPORTIVE HOUSING RESIDENCE TYPE 2 shall mean a single dwelling unit that is licensed, approved or funded under Federal or Provincial statute for the accommodation of 3 to 10 residents, exclusive of staff, that provides housing and rehabilitation for persons on probation, parole, early or re-release, or any other form of executive, judicial or administrative release from a penal institution.

A Supportive Housing Residence Type 2 shall not include a Supportive Housing Residence Type 1. ***A supportive housing residence is not permitted in a dwelling that contains additional residential unit(s) as defined in Section 10.16 of Zoning By-law 270-2004, as amended.***

A Supportive Housing Residence Type 2, shall be maintained and operated primarily for:

- Persons who have been placed on probation under the *Ministry of Correctional Services Act*, the *Criminal Code* or any Act passed to replace the foregoing Acts.
- Persons who have been released under the provisions of the *Ministry of Correctional Services Act*, *Corrections and Conditional Release Act* or any Act passed to replace the foregoing Act.
- Persons who have been charged under the *Youth Criminal Justice Act* but who have been placed in open or secure custody, or any Act passed to replace the foregoing Acts.
- Persons who require temporary care, and transient or homeless persons.
- Persons requiring treatment and rehabilitation for addiction to drugs or alcohol; or
- Persons housed in a supportive housing residence that satisfies all of the requirements of a Supportive Housing Residence Type 2; however, accommodations cannot exceed ten (10) residents.

No supervision or treatment shall be provided to any person not residing in the supportive housing residence.

3.0 ZONING REQUIREMENTS

All Supportive Housing Residences in the City must comply with the Zoning Bylaw.

The City's Zoning By-law requirements are summarized below:

1. Supportive Housing Residence Type 1 is permitted as-of-right in most residential and agricultural zones and within some commercial and institutional zones (confirm specific zoning with the Zoning Department. **Please ask for Supportive Housing Residence, not Group Homes as Group Homes are no longer defined or used as a term**).
2. Supportive Housing Residence Type 2 is a permitted use in some residential, commercial, agricultural, and institutional zones (confirm specific zoning with the Zoning Department. **Please ask for Supportive Housing Residence, not Group Homes, as Group Homes are no longer defined or used as a term**).
3. Supportive Housing Type 2 shall be located within a dwelling unit, including a single dwelling unit within a mix-use development as specifically indicated in the Zoning By-laws.
4. If the Supportive Housing Residence Type 2 is not located within a mixed-use development, the Supportive Housing Residence Type 2 shall occupy the entire dwelling.
5. A minimum separation distance of 610 metres shall be maintained between a Supportive Housing Residence Type 2 and another Supportive Housing Residence Type 2.
6. Supportive Housing Residence Type 1 may have a maximum of ten (10) residents exclusive of staff or receiving family.
7. Supportive Housing Residence Type 2 may have a maximum of ten (10) residents exclusive of staff or receiving family; and
8. Supportive Housing Residence Type 1 and Supportive Housing Residence Type 2 must comply with all other zoning by-law standards of the particular residential, commercial, institutional and agricultural zone category in which they are located (i.e., building setbacks, maximum coverage, building height, etc.)

To ensure compliance with the City's Zoning By-law, a Supportive Housing Residence Type 1 and a Supportive Housing Residence Type 2 must follow the process outlined under Section 4.0.

4.0 REGISTRATION PROCESS WITH THE CITY

The City of Brampton requires that Supportive Housing Residence Type 1 and Supportive Housing Residence Type 2 be registered with the City in accordance with the City's *Supportive Housing Residence Registration By-law 254-2021* and *Section 166* of the *Municipal Act*, before the supportive housing residence can commence operation.

The City's registration process for both Supportive Housing Residence Type 1 and Supportive Housing Residence Type 2 involves the following:

- **All supportive housing residence inquiries and completed applications for the registration of supportive housing residencies are to be referred to Integrated City Planning at Supportive.Housing@brampton.ca.**
- City staff will advise the proponent of the supportive housing policy, as well as the registration process, and determines if the proposal is a bona fide supportive housing residence within the City's definition.
- The proponent must advise the City, by noting on the completed Registration Application Form for the specific property, at which the proposed supportive housing residence is to be operated. The Affidavit must be sworn and signed by a qualified person such as, but not limited to a Commissioner, Notary Public etc.
- The Supportive Housing Type 2 is checked for compliance with the distance separation criteria from another Supportive Housing Residencies Type 2.
- In the case of new construction, the proponent must advise the City, through application for registration, of the location of the proposed supportive housing residence. The applicant must apply for building permit approval of which all plans will be subject to site plan approval prior to the issuance of the building permit. Registration will then be approved in-principle subject to final compliance with all registration requirements outlined in this document.

Supportive Housing Residence, Registration Process

Step 1 Contact the Building Department

Contact the Building Department to set up a meeting to discuss the subject property and its capacity to support a Supportive Housing Residence, Type 1 or Type 2. The Building Department will help determine if your property requires a Change of Use permit application. You will have to provide the Building Department with a detailed Letter of Use. The Building Department will assist you in your Letter of Use and permit application.

The Building Department will verify any possible issues, prior to purchasing a property. If you have already purchased a property to operate a Supportive Housing Residence, you must still contact with the Building Department. Contacting the **Building Department** should be your **priority**, to help speed up the registration process. For example, if you have a finished basement, even if it was built before you own the property, a finished

basement permit is required. If you have a secondary suite (basement suite), or additional residential unit (ARU) then the Building Department will require you to apply to remove the secondary suite and ARU permissions from your property.

To determine if a **Change of Use Permit** is required, you must make an appointment with the Building Department. Please use the link below to book an appointment.

- To book an appointment visit www.brampton.ca/skiptheline.
- Building Permit Application and Inspection Services are also being offered on-line at <https://www.brampton.ca/EN/residents/Building-Permits/Pages/welcome.aspx>.

All potential Supportive Housing Residence operators must provide a **Letter of Use**, to be reviewed by the Building Department, for the subject property outlining the following:

- Preferably on the organizations Letter Head.
- Details of the proposed operation (who are you providing care to adults, senior or children, what type of care services are being provided, who is providing funding, do you have a Federal or Provincial license and Funding agreement via a Transfer Payment Agency (TPA) to operate a Supportive Housing Residence in your care, etc.).
- The total number of residents receiving care, staff, beds, what each floor will be used for etc.
- The number of occupants requiring assistance to evacuate the residence, including those with cognitive disabilities.
- How many staff are there going to be during the morning, evening and overnight, as you must be providing 24 hours of care and support.

The Building Department will help you with your Letter of Use.

Once the subject property receives clearance from the Building Department then you may move forward to Step 2.

Step 2 Discuss your Fire Plan with Fire & Emergency Services

Next, you will have to contact **Fire & Emergency Services** at (905) 874-2740 to inquire about your Fire Inspection and the need to hire a Fire consultant to arrange your Fire Plan. This is the same Fire Plan required by Federal or Provincial Ministries/Agencies, such as, but not limited to the following: the Ministry of Children Community and Social Services (MCCSS), Development Services Ontario (DSO), Children's Aid Society (CAS) or the Retirement Home Regulatory Authority (RHRA), Ministry of Health (MOH) etc.

Please Note: if you will be providing care to five (5) or more individuals, you will be required to install an indoor sprinkler system. For more information contact Fire & Emergency Services and the Building Department.

Step 3 Property Standard and Fire & Emergency Services Inspection

Next, you will have to contact **Property Standards** at 905-458-3424 or enforcementclerks@brampton.ca to conduct your Property Standard Investigation as a Supportive Housing Residence Type 1 or Type 2. Also, contact **Fire & Emergency Services** to initiate your Fire inspection. I require clearance from the Property Standards Department and Fire & Emergency Services, as part of the process to be considered for Supportive Housing Residence registration.

Please Note: You can set-up both Fire and Property Standard inspections at the same time. **Inspections are to be dated within three (3) months of the Application Form and Application Package submittal.** If dated past three (3) months, reinspection of the subject property will be required.

Step 4 Application Fee

Payment should be done prior to submitting your Registration Application Form. Please cut and paste the following and email it to cashiersoffice@brampton.ca.

“Hello Cashiers Office,

Please process the payment details below for renewal of the Supportive Housing Registration application for **(address)**, Brampton.

Organization Name –

Name of Payee –

Phone Number –

GL Account Number - 601427 001 0412 0001

Amount to be paid - \$100/application.”

Please forward a copy of the receipt to supportive.housing@brampton.ca.”

The Cashiers Office will send you a reply with a Secured Payment Link for your payment. Please ensure the email address you provided is correct, as this is where the Cashiers Office will contact you. The Secured Payment Link will expire at 11:59 pm, on the same day you receive the link. Once the payment is completed (or if the link expires with no payment), an update will be sent back to you on the following business day to advise of the outcome. The Cashiers Office will not contact you via phone, only by email.

Step 5 Registration Application Form

Next, you are to submit a completed and signed Registration Application Form, including an Affidavit (to be signed under oath to a Commissioner, Notary Public etc.). All forms and document can found here at the “[Supportive Housing](#)” website, or by copy and pasting the following link into a web-browser:

- <https://www.brampton.ca/EN/Business/planning-development/projects-studies/Pages/Supportive-Housing.aspx>

Step 6 Complete Application Package

Ensure you have submitted the necessary, letters, funding agency information, insurance, documents, forms, training, Ontario business license certificate, charity or non-for-profit certificate, Fire and Property Standard inspection clearance letters, and Federal or Provincial licence and/or funding agreement, including Transfer Payment Agency (TPA).

All documents are to be submitted in a digital PDFs format.

- Please send each document as separate file and include a file name for example, “insurance and date” or “fire inspection and date.”

A completed application package consists of:

- An application fee for the registration of the supportive housing residence.
- A complete Application Form including a signed Affidavit (included in the application form) made under oath to a Commissioner, Notary Public etc.
- A letter from the Federal or Provincial sponsoring Ministry/Agency, or TPA confirming the proponent’s proposal as a bona fide Supportive Housing Residence. The letter must identify the funding, licensing or supervision authority (usually the statute), *O. Reg 299/10* Quality Assurance Measures compliance, the number of persons to be accommodated at any one time (exclusive of staff), and whether the program and attributes are suitable for the proposed location.
- If required, an approved Change of Use permit application from the Building Department.
- Final clearance from the Building Department that there is nothing preventing your application and subject property from moving forward in the review and inspection process.
- An outline of the programming for the supportive house (e.g., type and age of residents, rules and regulations, daily routines, what each floor will be used for, who is funding the supportive housing, number of staff for 24 hours of care, etc.).
- A complete set of floor plans for the building (3 copies required).
- A copy of the Ontario business registration or charity/non-for-profit certificate.
- A copy of the insurance certificate in the name of the business and address for the supportive housing residence, with a minimum of \$1 million liability.
- A copy of the fire inspection report confirming that the property meets the minimum fire standards **(dated within three (3) months of the Application Form submittal)**; and
- A copy of the property standards inspection verifying that the property meets the minimum property standards requirements **(dated within three (3) months of the Application Form submittal)**.

Once the application has been submitted, the person seeking to register a Supportive Housing Residence and City staff are encouraged to meet with and inform the area Ward Councillor about the proposed Supportive Housing Residence Type 1 or Supportive Housing Residence Type 2.

5.0 FOLLOW UP AND RENEWAL PROCEDURE

The registration of a Supportive Housing Residence with the City must be **renewed every year**.

All supportive housing residence operators are required to notify in writing, to City of Brampton staff, within a seven (7) day period and at the next registration renewal, of any change in ownership, programming, or the number of residents residing in the supportive housing.

The supportive housing residence operator may be required to re-apply for registration if operational changes are determined to be substantial, or if the operator has failed to provide a complete application form, prior to the municipal registration expiry date.

To qualify for renewal of registration, the supportive housing residence operator must submit to the City evidence that the residence is still licensed by a sponsoring government agency. If the Supportive Housing Residence is a for-profit-operator (Outside Paid Resource - OPR) then proof of Federal or Provincial license and/or funding including any agreement via a Transfer Payment Agency (TAP) is required when an OPR is caring for Children, Seniors or Adults.

Each year the applicant will be required to submit:

- A registration renewal fee.
- A completed renewal application form, submitted prior to the municipal registration expiration date.
- A copy of the insurance certificate in the name of the business and address of the Supportive Housing Residence.
- The most recent license from the licensing body, not limited to the following (e.g., Ministry of Children, Community, and Social Services, Ministry of Health, Development Services Ontario, or the Retirement Home Regulatory Authority, Children's Aid Society, Ministry of Health etc.) as well as a Quality Assurance Measures (*O. Reg. 299/10*) training and certification.
- A copy of the fire inspection report confirming that the property meets the minimum fire standards (**dated within three (3) months of the Application Form submittal**); and,
- A copy of the property standards inspection verifying that the property meets the minimum property standards requirements (**dated within three (3) months of the Application Form submittal**).

A Checklist for Potential Supportive Housing Residence (SHR) Operators

- Prepare a comprehensive plan of approach on how to obtain Federal or Provincial License and funding by a Transfer Payment Agency and Municipal Registration as a Supportive Housing Residence with the relevant Ministry and City respectively.
- Contact City staff to discuss the proposed Supportive Housing Residence with respect to the type of Supportive Housing Residence, its proposed location and compliance with by-law provisions.

Submit a complete Registration Application Form, which must include the following:

- Completed Application Form (signed affidavit under oath to a Commissioner, Notary Public etc.) and application fee.
- A letter outlining the specific programming of the Supportive Housing Residence, the type and age of the residents anticipated and the intended use of the property.
- A letter from the licensing body (the Ministry) confirming the type of Supportive Housing Residence you are proposing to register and that they will be providing funding for the supportive housing residence and proof of Quality Assurance Measures (*O. Reg 299/10*) inspections.
- The Supportive Housing Residence must provide the following:
 - Approved Change of Use permit application (if required) from the Building Department and clearance to move forward in the application process.
 - Letter of Use outlining the programming of the Supportive Housing Residence, to be submitted to the Building Department.
 - A complete set of floor plans of the building (three (3) copies required)
 - Once the Building Department provides clearance, you may proceed to set up your Fire and Property Standards inspections.
 - A notice of approval from Fire Prevention Division confirming that the property meets fire codes (**dated within (3) months of Application Form submittal**). Contact Divisional Fire Prevention to arrange a Fire Plan and an inspection of the proposed supportive housing residence.
 - A notice of approval from Property Standards Division confirming that the property meets minimum property standards (**dated within (3) months of Application Form submittal**). Contact Property Standards to arrange an inspection of the proposed supportive housing residence.
 - A copy of your business registration and certificate of insurance in the name of the supportive housing residence.
 - Submit Application Form, Registration fee and application package as PDFs.

Once all the information has been considered satisfactory by City staff, a letter will be sent to the Licensing Body notifying them that the City is ready to register the property.

A Supportive Housing Residence **shall not** operate in the City unless it is **registered**.