

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

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



Updated February 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.
- Registration Process (Five Step Process).
- Follow-Up Procedure for Annual Registration Renewal.

## **2.0 DEFINITION**

Brampton Zoning By-laws define a Supportive Housing Residence Type 1 and Supportive Housing Residence Type 2, 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) (ARUs), 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 primarily 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. A Supportive Housing Residence Type 1 shall not include a residence defined as a Supportive Housing Residence Type 2, Residential Care Home, Lodging House, or Foster Home.

**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) (ARUs), 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. A Supportive Housing Residence Type 2 shall not include a residence defined as a Supportive Housing Residence Type 1, Residential Care Home, Lodging House or Foster Home.

**3.0 ZONING REQUIREMENTS**

All Supportive Housing Residencies in the City must comply with the Zoning Bylaw. If you require **Zoning Clearance** for a Supportive Housing Residence Type 1, as a requirement for provincial/federal license or funding, contact [Supportive.Housing@brampton.ca](mailto:Supportive.Housing@brampton.ca) for clearance to be sent to the Ministry of Children, Community and Social Services (MCCSS).

If you require **Zoning Clearance** for a Supportive Housing Residence Type 2, or any other provincial or federal ministry for a Supportive Housing Residence Type 1, please contact the zoning department at [ZoningInquiries@brampton.ca](mailto:ZoningInquiries@brampton.ca).

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

1. Supportive Housing Residence Type 1 is permitted as-of-right in 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 Residence Type 1 or Supportive Housing Residence 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-law.
4. If the Supportive Housing Residence Type 1 or Supportive Housing Residence Type 2 is not located within a mixed-use development, the Supportive Housing Residence Type 1 or 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 and Supportive Housing Residence Type 2 may have a maximum of ten (10) residents exclusive of staff or receiving family.
7. 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 or agricultural zone category in which they are located (i.e., building setbacks, maximum coverage, building height, etc.)
8. Additional Residential Units (ARUs) such as secondary suites (basement suites) or garden suites are not permitted within a Supportive Housing Residence Type 1 or Supportive Housing Residence Type 2.

To ensure compliance with the City’s Zoning By-law, applicants must follow the process outlined under Section 4.0.

#### 4.0 REGISTRATION PROCESS

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 packages for the registration of supportive housing residences are to be referred to Integrated City Planning, Planning, Building and Growth Management Department by email at [Supportive.Housing@brampton.ca](mailto:Supportive.Housing@brampton.ca).
- Contact City staff to discuss the proposed Supportive Housing Residence with respect to the type of programming, location and compliance with by-law provisions.
- 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 if the proposed Supportive Housing Residence is either a Type 1 or Type 2, within the Application Form.
- The Supportive Housing Type 2 is checked for compliance with the distance separation criteria from another Supportive Housing Residences Type 2.
- A Supportive Housing Residence Type 1 and Supportive Housing Residence Type 2 proponent must follow the Five (5) Step Registration Process.
- 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.

A Supportive Housing Residence Type 1 or Supportive Housing Residence Type 2 **shall not** operate in the City unless it is **registered**, as per the *Supportive Housing Residence Registration By-law 254, 2021*. A copy for the Registration By-law can be found at the Supportive Housing Residence website.

- Any contravention of the By-law is subject to **Part VII – Offences and Penalties** and may be liable to a minimum fine of \$500 to a maximum fine of \$100,000.

## ***SUPPORTIVE HOUSING RESIDENCE FIVE (5) STEP 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 Supportive Housing Residence 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 verify any possible issues, prior to purchasing a property. If you have already purchased a property to operate a Supportive Housing Residence, you are still required to contact the Building Department. Contacting the **Building Department** should be your **first priority**, to help speed up the registration process. For example, if you have a finished basement, even if it was built before you purchased the property, a finished basement permit is required. If you have an ARU such as secondary suite (basement suite) or garden suite, these units are not permitted within a Supportive Housing Residence. As a result, the Building Department will require you to apply to remove the 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](http://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 provincial license to operate etc.).
- The total number of residents receiving care, staff, beds, what each floor will be used for, where is medication kept, etc.
- The number of occupants requiring assistance to evacuate the residence, including those with cognitive disabilities.
- The number of staff during the morning, evening and overnight, as you must be providing 24 hours of care and support.

**Once the subject property receives clearance from the Building Department, only then may an applicant proceed 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 or email at [Fire.Prevention@brampton.ca](mailto:Fire.Prevention@brampton.ca) 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 provincial agencies such as the Ministry of Children Community and Social Services (MCCSS), Childrens Aid Society (CAS) or the Retirement Home Regulatory Authority (RHRA) etc.

**Please Note:** If a Supportive Housing Residence will be providing care to five (5) or more individuals, the subject property will be required to install a 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](mailto:EnforcementClerks@brampton.ca) to conduct your Property Standard Investigation as a Supportive Housing Residence Type 1 or Supportive Housing Residence 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:** An applicant may set-up both Fire and Property Standard inspections at the same time. **Inspections are to be dated within three (3) months of the 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](mailto: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 –

Email Address –

Phone Number –

GL Account Number – 601427 001 0412 0001

Amount to be paid – \$100/application.

Once processed, please forward the receipt to [Supportive.Housing@brampton.ca](mailto:Supportive.Housing@brampton.ca) as proof of payment.”

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 by phone, only by email.

## **Complete Application Package**

Next, you are to submit a completed and signed Registration Application Form as part of a complete Application Package. You can download the required forms and documents, from the Supportive Housing Residence website "[here](#)" and submit a complete Application Package to [Supportive.Housing@brampton.ca](mailto:Supportive.Housing@brampton.ca).

**All documents are to be submitted in a digital PDF format.** Please send each document as separate file and include a file name for example, "address and insurance" or "address and fire inspection."

### **A Complete Application Package consists of:**

- An application fee for the registration of the supportive housing residence.
- A signed affidavit (included in the application form).
- A letter from the sponsoring agency 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), the number of persons to be accommodated at any one time (exclusive of staff), whether the program and attributes are suitable for the proposed location, and if required proof of Quality Assurance Measures ([O.Reg 299/10](#)) training/certification.
- An approved Change of Use permit from the Building Department, if required.
- Final clearance from the Building Department that there is nothing preventing your application from moving forward in the application review and inspection process.
- A letter outlining the programming for the supportive house (e.g., Provincial license, funding and statute, type of physical or developmental disability, including required support and age of residents, rules and regulations, daily routines, where is medication kept, number of staff for 24 hours of care, etc.).
- A complete set of floor plans (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 (3) months of the Application Package submittal**); and
- A copy of the property standards inspection verifying that the property meets the minimum property standards requirements (**dated within (3) months of the Application Package submittal**).

Once the Application Package 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 PROCEDURE – ANNUAL REGISTRATION**

A Supportive Housing Residence Type 1 or Supportive Housing Residence Type 2 must be **renewed every year**, prior to the registration expiry date, as per the *Supportive Housing Residence Registration By-law 254, 2021*. Any contravention or offence to the Registration By-law is subject to **Part VII – Offences and Penalties**, and may be liable to a fine.

All supportive housing residence operators are required to notify in writing, the City of Brampton City 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.

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 provincial license is required when an OPR is caring for Children or Seniors.

### **Each year the applicant will be required to submit:**

- A registration renewal fee.
- A completed renewal application form.
- 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 (e.g., Ministry of Children, Community, and Social Services, or Ministry of Health, or the Retirement Home Regulatory Authority and/or Quality Assurance Measures (QAM) training/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**).