

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

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



Updated November 2022

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
- Procedures to be followed in establishing and registering a Supportive Housing Residence.

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 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.

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

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

3.0 ZONING REQUIREMENTS

All Supportive Housing Residencies in the City must comply with the Zoning By-law. 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 Zoning Department);
2. Supportive Housing Residence Type 2 is a permitted use in some residential, commercial, agricultural, and institutional zones (confirm specific zoning with Zoning Department);

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 steps:

- All supportive housing residence inquiries and completed applications for the registration of supportive housing residences are to be referred to Planning staff, Planning, Building and Growth Management Department;
- City staff will advise the proponent of the City's 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 application for registration of the specific property at which the proposed supportive housing residence is to be operated. 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.

Once a property selected has been confirmed to comply with the Zoning By-laws, the proponent is advised to submit a completed application form. A completed application form 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), and whether the program and attributes are suitable for the proposed location;
- An approved Change of Use permit application from the Building Department;
- An outline of the programming for the house (e.g. type and age of residents, rules and regulations, daily routines, etc.);
- A complete set of floor plans for the building (3 copies required);
- A copy of the business registration;
- A copy of the insurance certificate in the name of the business 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 Councillors about the proposed Supportive Housing Residence Type 1 or Supportive Housing Residence Type 2.

5.0 FOLLOW UP 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, 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.

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;
- The most recent license from the licensing body (i.e. Ministry of Children, Community and Social Services, or Ministry of Health, or the Retirement Home Regulatory Authority);
- 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 Operators

- Prepare a comprehensive plan of approach on how to License and Register the Supportive Housing Residence with the relevant Ministry and City respectively.
- Contact City staff to discuss the proposed supportive housing residence with respect to the kind of supportive housing residence, its proposed location and compliance with by-law provisions.
- Submit a complete application for Supportive Housing Residence Registration which must include the following:
 - Completed application form (with a signed affidavit).
 - Application fee in cheque or money order.
 - 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.
- The Supportive Housing Residence must provide the following:
 - A complete set of floor plans of the building (three (3) copies required for final submission to the **Building Department**).
 - A notice of approval from the **Fire Prevention Division** confirming that the property meets fire codes (**dated within three (3) months of the Application Form submittal**). (Contact **Divisional Fire Prevention** at (905) 874-2740 to arrange 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 three (3) months of the Application Form submittal**). (Property Standards/By-Law Officer can be reached at 905-458-3424 to arrange an inspection of the proposed supportive housing residence).
 - Approved **Change of Use** application from the **Building Department** (Building Department can be reached at 905-874-2401 or email at **Building.Inquiries@brampton.ca**);
 - A copy of your business registration and certificate of insurance in the name of the supportive housing residence.

Once all the information has been received, reviewed and considered to be satisfactory by City staff, a letter will be sent to the Licensing Body notifying them that the City is ready to register the supportive housing residence. A Supportive Housing Residence shall NOT operate in the City unless it is **REGISTERED**.