

SUPPORTIVE HOUSING RESIDENCE - PROCESS CHART

Interest in opening a Supportive Housing Residence (SHR) Type 1 or Type 2

Contact the City of Brampton at Supportive.Housing@Brampton.ca for information on guidelines and regulations. The City of Brampton requires all Supportive Housing Residencies to be registered with the City.

Contact the Building Department at Building.Inquiries@brampton.ca or (905) 874-2401.

Preferably, prior to acquiring the property to conduct a:

- Property Review as a potential Supportive Housing Residence Type 1 or Type 2.
- Letter of Use, and Change of Use Permit (if required).
- Clearance to proceed to the registration review and inspection process (See SHR Guide).

Contact Federal or Provincial sponsoring Ministry or TPA to verify interest in funding and licensing a Supportive Housing Residence under your care.

Obtain Federal or Provincial Approval from sponsoring Ministry/Agency, or Transfer Payment Agency (TPA), not limited to the following:

- Ministry of Children, Community, and Social Services (MCCSS),
- Development Services Ontario (DSO), Ministry of Health (MOH),
- Retirement Home Regulatory Authority (RHRA), or
- another Sponsoring Agency, or TPA, verifying that they will be licensing and or funding the type of SHR you will be operating.

Contact the Zoning Department at ZoningInquiries@brampton.ca to verify:

- That the zoning permits a Supportive Housing Residence Type 1 or Type 2.
- Federal or Provincial Ministry/Agency, or TPA requirement for Zoning Clearance for Supportive Housing Residence Type 1 or Type 2

Proponent acquires Property for the Supportive Housing Residence and submits a Registration Application Form, including, a complete Submission Package in PDF format.

Provide the City with the following information along with your application:

- Letter outlining the programming of the Supportive Housing Residence Type 1 or Type 2, and
- Letter from approving Federal or Provincial Ministry/Agency or TPA, not limited to (MCCSS, RHRA, DSO, MOH, Children's Aid Society etc.) verifying they will be licensing/funding the SHR you propose to operate.

The Supportive Housing Residence Operator is encouraged to meet with and inform the area Ward Councillor about the proposed Supportive Housing Residence.

Letter sent to the Ministry/Agency or TPA verifying that the Supportive Housing Residence has met all City requirements, and that the City is ready to register the Supportive Housing Residence Type 1 or Type 2.

Supportive Housing Residence is registered

The Supportive Housing Residence Operator provides the following as a complete Submission Package, in PDF format:

- Building Department clearance that the proposed property may proceed to the registration and inspection process.
- A fire inspection confirming the property meets fire regulations (***dated within 3 months of Application Package submittal***).
- A property standard inspection confirming that the property meets the minimum property standards (***dated within 3 months of Application Package submittal***).
- A copy of the business registration and a certificate of insurance (\$1 million liability).
- A copy of the license (if required) and funding agreement from the approving Provincial or Federal Ministry/Agency, or TPA.
- Three copies of the floor plans showing the uses in the house.
- Registration Form, Letter of Use and \$100 registration fee.
- **Applicant must follow SHR Registration By-law 254-2021.**