

### What are garden suites?

Garden suites are a one-unit detached residential structures containing bathroom and kitchen facilities that are ancillary to existing residential structures and that are designed to be portable. Garden suites are commonly known as granny flats. They provide an affordable housing option that supports changing demographics, allows for aging in place, and provides opportunities for some of the most reasonably priced accommodation.

Garden suites are temporary uses and as such must be portable. Typically, a mobile home is used as a garden suite.

### Temporary Use By-law

Garden suites are permitted through a temporary use by-law (zoning amendment). A temporary use by-law is specific to a property and outlines how long a use may occur. Under Section 39.1 of the Planning Act, garden suites are permitted for a maximum of 20 years with the ability to request extensions by 3 year increments. Council is the approval authority for temporary use by-laws.

### Garden Suite Agreement

After the temporary use by-law is approved by Council a garden suite agreement is required to be executed. The agreement will outline the terms and conditions of the garden suite including how and when it shall be removed.

### Funding Available

Canada Mortgage and Housing Corporation (CMHC) offers financial assistance for the creation of a garden suite for a low-income senior or adult with a disability. Visit the CMHC website at [www.cmhc-schl.gc.ca](http://www.cmhc-schl.gc.ca) for more details.



## For more information

Contact the Township of Wainfleet's  
Planning Department

### Office Hours:

Monday to Friday 8:30 a.m. – 4:30 p.m.  
\*closed on Statutory holidays

### Address:

31940 Highway #3  
P.O. Box 40  
Wainfleet, ON  
L0S 1V0

### Contact Information:

Phone: 905-899-3463  
Fax: 905-899-2340  
[www.wainfleet.ca](http://www.wainfleet.ca)

This brochure is intended to provide preliminary information only.

# GARDEN SUITES



**TOWNSHIP OF  
WAINFLEET**

*"Wainfleet - find your country side!"*

## Application Process

### 1. Pre-consultation

A pre-consultation meeting is mandatory and its purpose is to gather all of the applicable review agencies and Township departments to review development proposals and identify any studies or additional information required for a complete application.

### 2. Submit a Complete Application

In order for an application to be deemed complete it must include the record or pre-consultation, a completed application form, all required studies identified at the pre-consultation, a survey or sketch and the required fees.

### 3. Public Meeting

A public meeting is scheduled and notice of the meeting is given to all review agencies and Township departments as well as properties within 120m of the subject property. An information report will be presented at the public meeting and any member of the public may speak in favour or in opposition to the application. The public meeting is also a time to address any questions or concerns with the application.

### 4. Recommendation Report & Decision

The Planner will present a recommendation report to Council. The recommendation report will review all applicable planning policies as well as all comments received from review agencies and Township departments. Council will make a decision on the application.

### 5. Appeal Period

A "Notice of Passing" is mailed to the applicant, external agencies and those who requested to be notified of the decision within 15 days after the decision of Council. There is a 20 day appeal period on the decision and the date will be listed on the notice.

### 6. Decision in Effect

If there are no appeals, the applicant will receive a notice advising that the decision is in full force and effect. The applicant will then enter into a garden suite agreement with the Township which is to be authorized by Council in a by-law. Once the agreement is executed the applicant can then apply for the building permit.

If there is an appeal, the applicant will receive a notice advising that an appeal has been received and forwarded to the Local Planning Appeal Tribunal (LPAT), formerly known as the Ontario Municipal Board (OMB). The LPAT is an adjudicative tribunal that hears appeals in relation to municipal planning. More information about the LPAT and the appeal process can be found at <http://elto.gov.on.ca/tribunals/lpat/about-lpat/>.

The average time to process an application from start to finish is about 3 to 4 months.

## Building Permit

**\*information coming soon**

