




SECONDARY DWELLING UNITS

This document is a guide, not a legal or policy document. Developers must contact the Development Services Department to ensure compliance with all policies and legislative requirements.

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What is a Secondary Dwelling Unit?

A Secondary Dwelling Unit is a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping area(s).

Adding a Secondary Dwelling Unit can provide many benefits for homeowners and the community including:

- Independent living for a family member;
- Rental Income; and
- Providing homes in areas where municipal services, schools and transit already exist.

A Secondary Dwelling Unit must meet the requirements of the Municipality's Official Plan and Zoning By-law, Ontario's Building Code, as well as other relevant policy and legislative requirements. For more information, contact the Development Services Department.



What is an Accessory Dwelling Unit?

An Accessory Dwelling Unit is a Dwelling Unit located within a non-residential building or a building accessory to a non-residential use.

An example of Accessory Dwelling Unit is an apartment on the second floor of a commercial building.

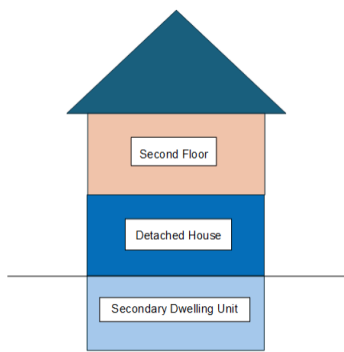
Accessory Dwelling Units must meet the requirements of the Municipality's Official Plan and Zoning By-law, Ontario's Building Code, as well as other relevant policy and legislative requirement.

Types of Secondary/Accessory Dwelling Units

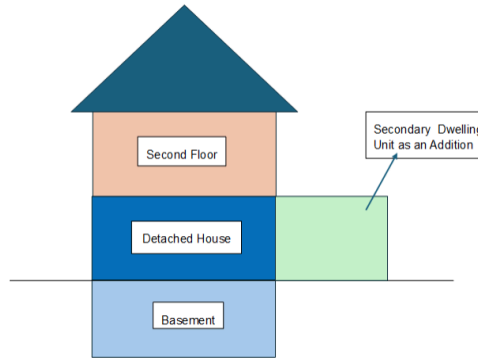
There are three types of Secondary/Accessory Dwelling Units in accordance with the Municipal Zoning By-law:

Secondary Dwelling Unit within a Principal Dwelling Unit

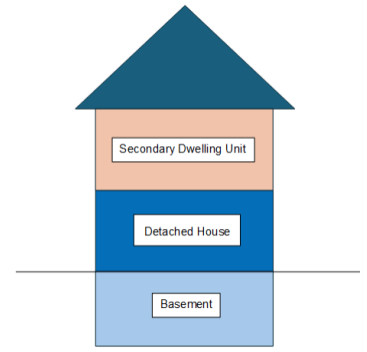
A Secondary Dwelling Unit within a Principal Dwelling Unit may be developed in the following ways:



Conversion of basement into a dwelling unit

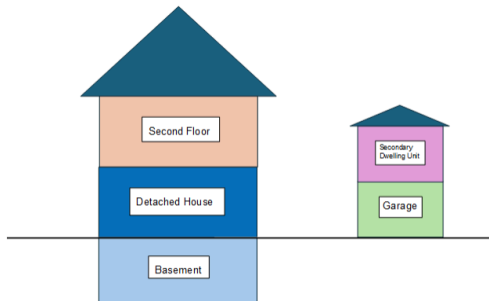


Addition onto an existing principal dwelling

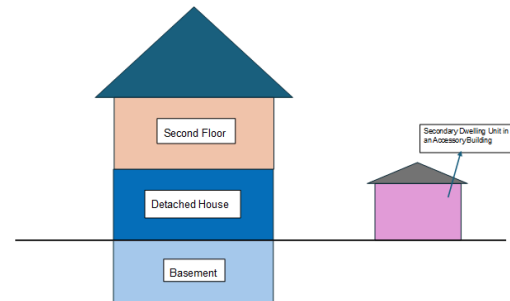


Retrofitting the second floor of a dwelling to include separate kitchen and hygiene facilities

Secondary Dwelling Unit within an Accessory Building



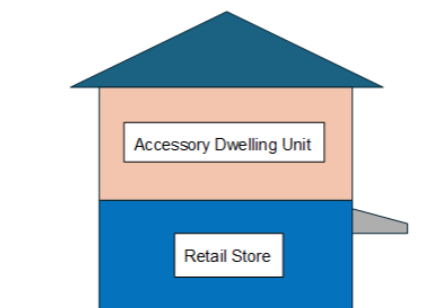
A Secondary Dwelling Unit may be attached to an accessory building (such as a garage)



A Secondary Dwelling Unit may occupy the entire area of an accessory building

Accessory Dwelling Unit within a Non-Residential Building

This type of Dwelling Unit may occupy the same building as a commercial, institutional, and other non-residential use buildings; and must have an entrance separate from the main entrance of the principal non-residential use.



Can I build A Secondary Dwelling Unit on My Land?

Planning Act

Currently, the Planning Act permits up to three dwelling units on all urban residential lands with access to municipal water and sewage. In Sioux Lookout, urban residential lands include all residential lands within the Urban Sioux Lookout Settlement Area with direct access to municipal water and sewage. This means that all residential lands with access to municipal water and sewage in the Urban Sioux Lookout Settlement Area can be developed with a maximum of three dwelling units.

The three dwelling units can be a combination of the following:

- Two dwelling units in a detached house, semi-detached house or townhouse, and one dwelling unit in an accessory building;
- Three dwelling units in a detached house, semi-detached house or townhouse, provided no accessory building contains a dwelling unit; or
- One dwelling unit in an accessory building provided the detached house, semi-detached house or townhouse contains no more than two dwelling units and no other accessory building contain any dwelling unit.

Zoning By-law

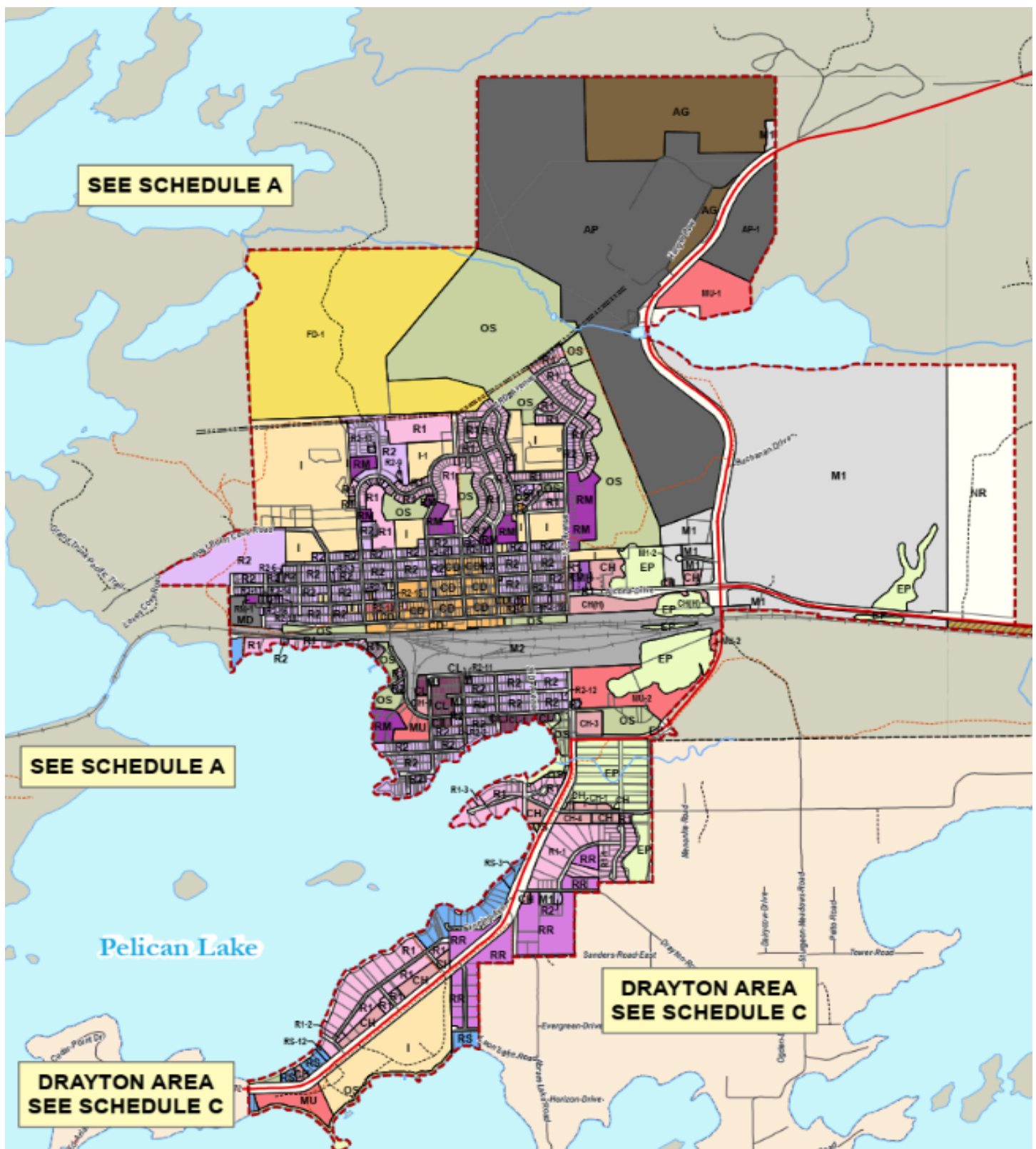
The Municipal Zoning By-law is a legal document that sets out how you can develop your land in the municipality.

The Zoning By-law includes provisions on:

- Permitted uses;
- Lot coverage;
- Building Height;
- Parking requirements;
- Setback requirements, etc.

In some cases, the Municipal Zoning By-law permits more than three (3) dwelling units on a residential land within the Urban Sioux Lookout Settlement Area. Review the Municipal Zoning By-law for specific provisions that apply to your land.

Figure 1: Urban Sioux Lookout Settlement Area



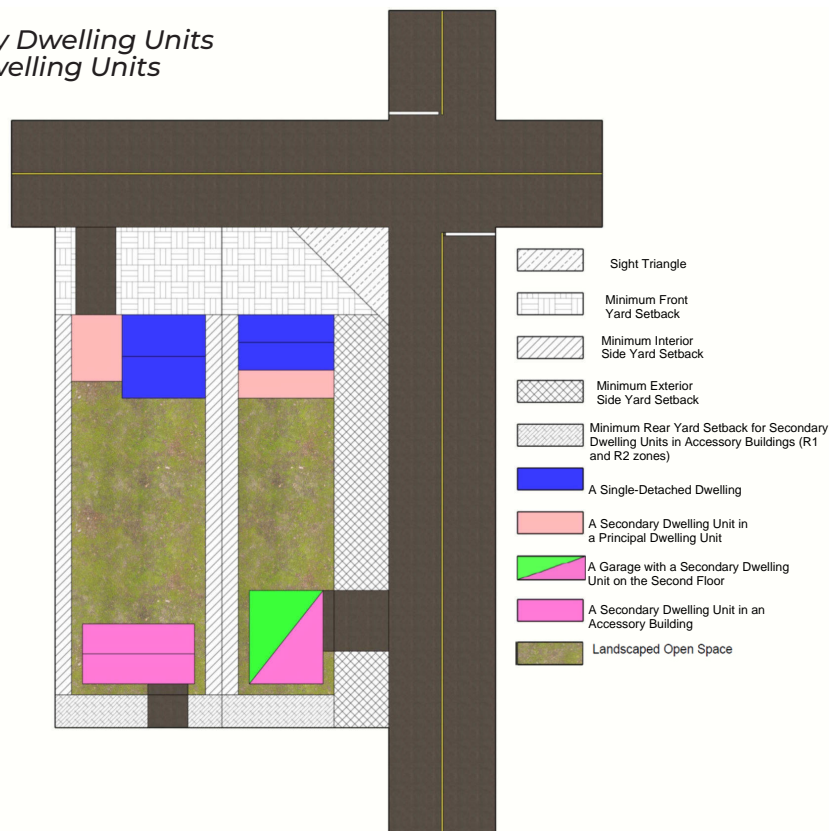
The Municipal Zoning By-law contains provisions for the development of the three types of Secondary/Accessory Dwelling Units:

Secondary Dwelling Unit within a Principal Dwelling Unit

The Municipal Zoning By-law permits one Secondary Dwelling Unit within a Principal Dwelling Unit (such as single-detached dwelling, semi-detached dwelling, and townhouse dwelling) in all residential zones, including land outside of the Urban Sioux Lookout Settlement Area. The Municipal Zoning By-law contains provisions for developing a Secondary Dwelling Unit within a Principal Dwelling Unit; some of the prominent provisions are as follows:

- I. A maximum of one (1) Secondary Dwelling Unit within a Principal Dwelling Unit is permitted in all residential zones.
- II. One parking space must be provided for each Secondary Dwelling Unit; the parking space may be stacked behind existing/required parking for the Principal Dwelling Unit.
- III. The Secondary Dwelling Unit shall not exceed 56.0 square metres. However, a Secondary Dwelling Unit may occupy the entire basement of a Principal Dwelling Unit regardless of size.
- IV. Secondary Dwelling Units developed on lands that are not fully serviced by municipal water and sewage require applicable approvals from the Northwestern Health Unit.

Figure 2: Secondary Dwelling Units within Principal Dwelling Units

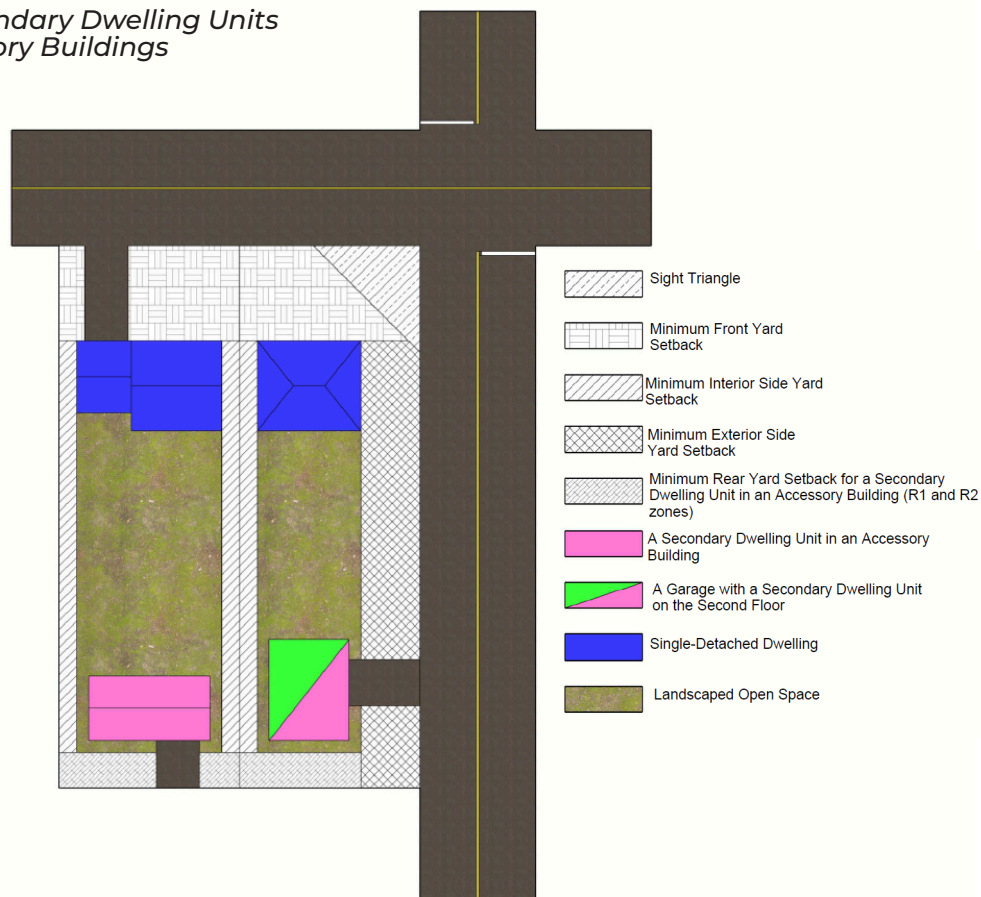


Secondary Dwelling Unit within An Accessory Building

The Municipal Zoning By-law permits a Secondary Dwelling Unit within an accessory building (such as a garage). The Municipal Zoning By-law contains provisions for developing a Secondary Dwelling Unit within an accessory building; some of the prominent provisions are as follows:

- I. A Secondary Dwelling Unit within an accessory building shall not exceed 40% of the gross floor area of the Principal Dwelling Unit up to a maximum of 56.0 square metres.
- II. A Secondary Dwelling Unit shall only be permitted in an accessory structure/building that complies to the minimum setback requirements for the Principal Dwelling.
- III. Within the Residential Type 1 and Residential Type 2 zones, the minimum rear yard setback requirement for an accessory building containing a Secondary Dwelling Unit is 3.0 metres.
- IV. A Secondary Dwelling Unit may occupy part of a private garage to a maximum of 56.0 square metres; or the upper storey of a one and one half storey private garage.
- V. One additional parking space must be provided for the Secondary Dwelling Unit
- VI. A Secondary Dwelling Unit within an accessory building that is not serviced by municipal water and sewage requires applicable approvals from the Northwestern Health Unit

Figure 3: Secondary Dwelling Units within Accessory Buildings



Secondary Dwelling Units on Rural Lands

All lands outside of the Urban Sioux Lookout and Hudson Settlement Areas are considered rural lands. This includes lands in the Drayton and Alcona areas.

Most of the residential lands in these areas are located in the Rural (RU), Rural Residential (RR) and Residential Shoreline (RS).

Secondary Dwelling Units are permitted in the RU, RR and RS zones, subject to certain provisions in the Municipal Zoning By-law.

Some of the prominent provisions that apply to developing a Secondary Dwelling Unit on rural lands include:

- I. A maximum of one (1) Secondary Dwelling Unit is permitted within a single-detached dwelling, semi-detached or a townhouse dwelling.
- II. A maximum of one (1) Secondary Dwelling Unit within an accessory building is permitted per lot, provided that an existing principal dwelling does not contain a Secondary Dwelling Unit.
- III. A Secondary Dwelling Unit within a principal dwelling must not exceed 56.0 square metres. However, a Secondary Dwelling Unit may occupy the entire basement of a principal dwelling unit regardless of size.
- IV. A Secondary Dwelling Unit within an accessory building must not exceed 40% of the gross floor area of the principal dwelling unit up to a maximum of 56.0 square metres.
- V. A Secondary Dwelling Unit within an accessory building in the RR, RU and RS zones are only permitted on lands with a minimum lot area of 0.8 hectares.

Figure 4: Secondary Dwelling Units in Rural Lands

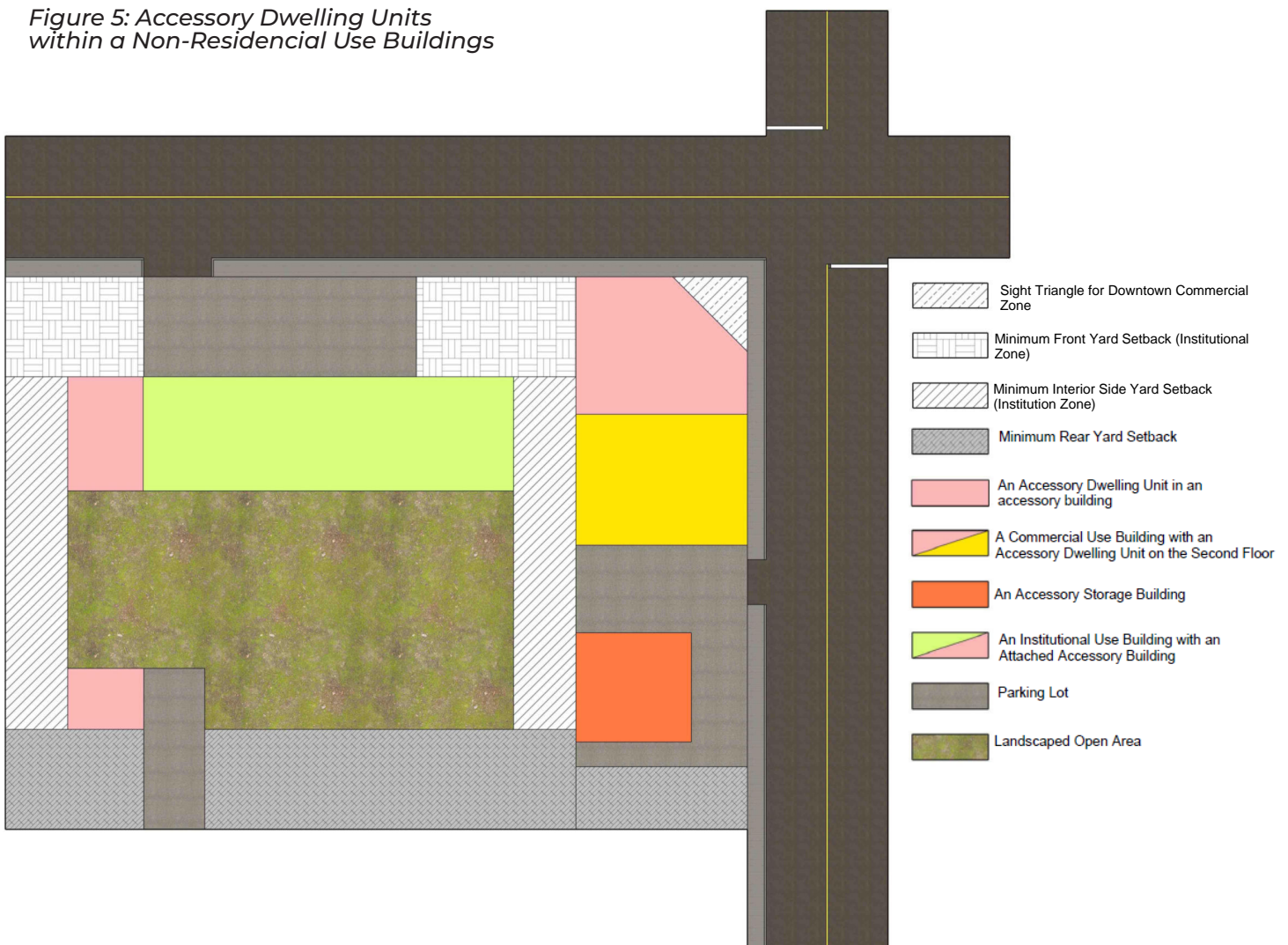


Accessory Dwelling Unit within a Non-Residential Use

The Municipal Zoning By-law permits Accessory Dwelling Units within non-residential buildings, specifically commercial and institutional buildings in the Commercial (CL, CD, CH and CT), Institutional (I), and Airport Industrial Groundside (AG) zones. Some of the prominent Zoning By-law provisions that apply to developing an Accessory Dwelling Unit within non-residential use buildings include:

- I. The Accessory Dwelling Unit must have a means of access to the outside that is separate from the access of another Accessory Dwelling Unit, and the non-residential use.
- II. Within Commercial and Airport Industrial Groundside zones, Accessory Dwelling Units are only permitted within the same building as the principal use.
- III. Within the Institutional zone, an Accessory Dwelling Unit is permitted in an accessory building and the principal institutional use building.
- IV. An accessory building containing an Accessory Dwelling Units shall not exceed the size of the principal building on a lot containing an institutional use.

Figure 5: Accessory Dwelling Units within a Non-Residential Use Buildings



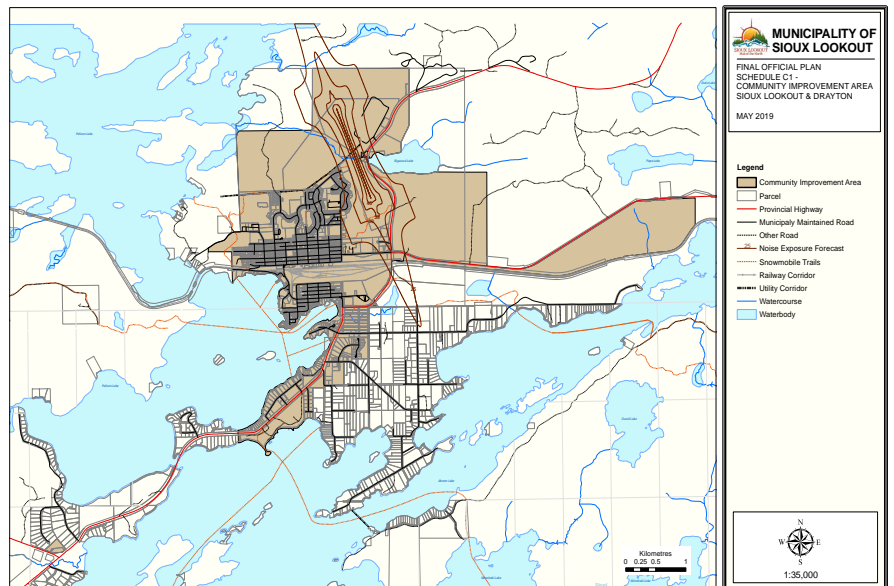
Municipal Incentives for Secondary Dwelling Units

The Municipality, through the Community Improvement Plan (CIP), has established financial incentives to promote residential intensification within the municipality.

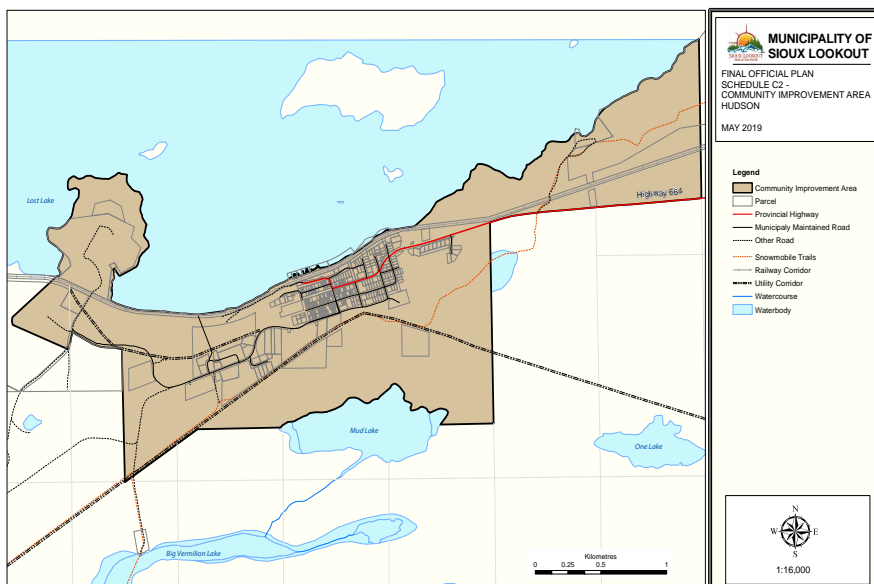
You may be eligible for grants under the CIP if your land is on municipal water and sewage, already developed with residential buildings and you intend to add more residential dwellings or units on the same land/building. Residential development projects on vacant lots with potential to connect to municipal services are also eligible for grants.

Applications for grants are typically opened from January to the end of February every year. Call for applications are advertised on all municipal platforms including social media and website.

**Figure 6:
Community
Improvement
Area Sioux
Lookout and
Drayton**



**Figure 7:
Community
Improvement
Area Hudson**



Federal Incentives for Residential Development/ Secondary Dwelling Units

The table below contains some federal funding opportunities to promote affordable housing within communities across Canada. The items included in the table do not represent an exhaustive list, for more information, visit <https://www.cmhc-schl.gc.ca/>

Incentive	Description	Benefits	Eligibility	Link
Apartment Construction Loan Program	Low-cost loans to encourage the development of standard rental housing, seniors' rental housing, and on- and off-campus student housing across Canada where there is a demonstrated need for supply.	Provides low-cost funding to eligible borrowers during the riskiest phase of development; construction through to stabilized operations.	<ul style="list-style-type: none"> • Private Developer/Builder • Non-profit housing organization • Rental co-operative • Other levels of government • Minimum number of units: <ul style="list-style-type: none"> - Standard rental units - 5 units - Seniors housing - 50 units 	http://cmhc.ca/ACLP
Affordable Housing Fund	Low-interest repayable loans, forgivable loans and/or contributions to create new or repair existing affordable and community housing that covers a broad range of housing needs	Offers a variety of funding options which provide either long-term, low interest repayable loans, and/or contributions to ensure that existing rental housing is not lost to disrepair and to ensure that new affordable housing is built for those in greatest need	<ul style="list-style-type: none"> • Community housing sector • Private developers/builders • Indigenous governments and organizations • Other levels of government including their agencies <p>Other partners are required to contribute to the project. In addition, projects must have a form of investment from another level of government.</p>	http://cmhc.ca/AHF
Co-op Housing Development Program	Funding to support the construction of new co-op housing projects	Forgivable loans and low-interest repayable loans to build rental co-operative housing to support a new generation of non-profit co-operative housing	<ul style="list-style-type: none"> • Non-profit housing co-operatives • Land trusts* • Indigenous housing co-operatives • Indigenous governments and organizations • Minimum number of units – 5 <p>*Land trusts are only eligible when partnered with a non-profit housing co-operative and the developing project is a non-profit co-operative.</p>	http://cmhc.ca/chdp
Seed Funding	Interest-free loans and non-repayable contributions to develop affordable housing	New construction: supports costs for completing predevelopment activities related to the construction of new affordable housing supply	<ul style="list-style-type: none"> • Community Housing Sector • Private developers/builders • Other levels of government including their agencies • Indigenous government and organizations • Minimum number of units – 5 	http://cmhc.ca/seedfunding

Contact Municipal Staff to discuss an upcoming project

Topic/Question	Contact (807-737-2700)	Role
Zoning regulations, lot eligibility, or Official Plan policies	Planning Coordinator (ext. 2234)	Provides guidance on land use permissions and site-specific zoning requirements
Building code, permits, inspections, or technical construction requirements	Chief Building Official (CBO) (ext. 2244)	Reviews building plans, issues permits, and conducts inspections for compliance with the Ontario Building Code
Property standards, by-law enforcement, or existing compliance issues	Property Compliance Supervisor (ext. 2246)	Addresses concerns related to property standards and enforcement of municipal by-laws
Grant funding, pilot programs, or strategic ADU initiatives	Strategic Initiatives Manager (ext. 2228)	Provides information on available funding programs and municipal support for ADU development
Servicing availability (water, sewer), driveway access, or drainage requirements	Public Works Department (807-737-3436)	Advises on infrastructure capacity, connections, and municipal servicing requirements

