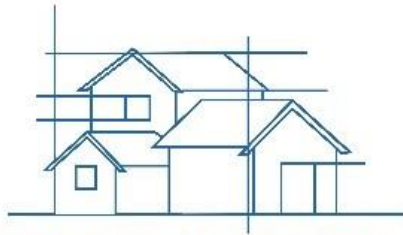
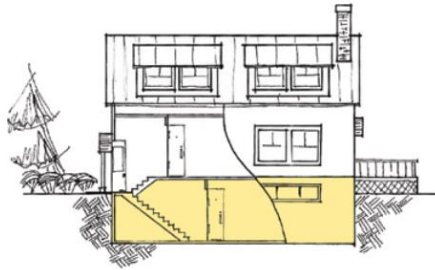


SECONDARY SUITES

Detached and Attached
(Zoning and Construction Requirements)



TANNER'S CROSSING
PLANNING DISTRICT

What Are Secondary Suites?

Secondary suites are a type of rental housing located on a property that would normally accommodate a single-family detached home. The definition of secondary suite is inherent in its name; that is, it is not the primary dwelling on a property, but rather a dwelling unit accessory (secondary) to an existing primary dwelling unit. A secondary suite is required to have its own entrance, kitchen, bathroom and living area and can take a variety of forms. These suites are typically located within the primary dwelling but can also exist within a separate detached building on the property.

A secondary suite can also be located above a property's principal dwelling area, such as on the second floor of a house, though this is less common. In these Guidelines, the term secondary suite encompasses basement suite, garden suite, coach house, granny flat and accessory apartment. A secondary suite is a dwelling unit that is accessory to and smaller than a primary use as indicated in a zoning bylaw. A duplex should not be confused with a house containing a secondary suite. A duplex is a building with two units attached to one another forming one building, with neither unit being considered individually as the primary use. A duplex is in itself a principal building that may be considered in a zoning bylaw.

Why Guidelines?

The Government of Manitoba is faced with ongoing low vacancy rates and increasing demands for affordable rental housing. Encouraging secondary suites is one approach Manitoba communities can use to increase affordable housing options and better allow people to age in place. In addition, it is likely that unregulated secondary suites, which do not comply with building and fire codes, already exist in many municipalities. Local bylaws and regulations dealing with secondary suites can be a tool to assist municipalities in legalizing these suites and bringing them up to code. For this

to occur, local governments need to allow secondary suites as a legitimate form of housing.

NB: In the spirit of the Provincial Planning Regulation, secondary suites are generally intended for cities and rural settlement centres such as towns, villages and local urban districts. Some forms of secondary suites will not be appropriate in agricultural, rural residential (non-farm) or seasonal residential areas.

Benefits to Owners, Tenants and Communities

Benefits to Owners

- *Help with Mortgage* - Secondary suites offer homeowners extra income to help cover mortgage payments. Additional income from secondary suites may also help new homebuyers qualify for a mortgage in cases where their regular income alone does not.
- *Accommodate Extended Family* - Secondary suites may help homeowners accommodate elderly parents, adult children or other family members, offering companionship while preserving independence and privacy. In many instances, accommodating elderly family members will allow them to remain in the community (age in place) rather than find accommodations elsewhere.
- *Offer Support to Seniors and other Fixed-Income Earners* - Additional income from secondary suites can help senior citizens and other fixed-income homeowners keep up with the costs of maintaining their homes.
- *Increase Resale Value of Property* - Secondary suites and the potential rental income they provide may add resale value to a property
- *Improved Insurance Coverage* - Regulating secondary suites helps to ensure that units are built to code and allows owners and tenants to purchase appropriate and adequate insurance coverage. This can help

homeowners avoid liability issues and reduce the incidence of poor and sometimes dangerous housing conditions.

Benefits to Tenants

- *Increase Affordable Housing* - Secondary suites may increase the supply of lower cost housing available within a community.
- *Improve Housing Choice* - Secondary suites create a rental opportunity where a renter can live in a low-density neighbourhood with access to a yard, rather than in a higher density apartment or other forms of housing.
- *Contribute to Safer Living Conditions* - Regulating secondary suites helps ensure that units are built to code, improving tenant safety.

Benefits to Community

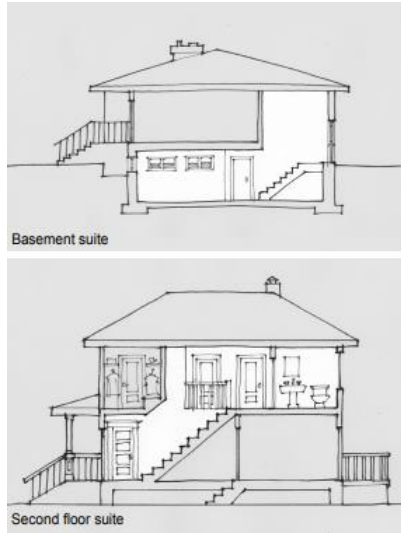
- *Make More Efficient Use of Municipal Infrastructure* - Secondary suites use existing housing, resulting in new development that makes efficient use of municipal infrastructure, such as transit, utilities, roads, recreation centres and parks. Benefits typically associated with this are:
 - Reduced pressure to develop on greenfield sites (undeveloped land, often at the edge of a community) which in turn helps to protect valuable farmland or wildlife habitat, and reduces the infrastructure construction and maintenance costs related to new development
 - An increase in population of existing neighbourhoods, which can enhance the viability of local schools, community centres, shops and other local businesses and services.
- *Maintain Neighbourhood Character* - Secondary suites, when compared to higher density apartment buildings, do not significantly change the form or character of lower-density residential neighbourhoods.

- *Contribute to Diverse Communities* - By providing affordable or specialized housing to renters, or mortgage help to first-time home buyers, secondary suites contribute to community diversity. The result is that citizens from a range of ages and incomes have the opportunity to live in the same neighbourhood.
- *Increase to Municipal Assessment* - An improvement in the proportionate assessed value of a property (due to the addition of a secondary suite), will result in an increase in taxes paid by the homeowner to the municipality.

ATTACHED SECONDARY SUITES

An attached secondary suite (also known as a basement suite or granny suite) is a self-contained living space added to, or created within, a single-family residence. It provides basic requirements for living, sleeping, cooking, and sanitation. It is considered an independent dwelling unit that has a separate entrance. Only one secondary suite is permitted on any single-family property.

An attached secondary suite can be occupied by your children or parent(s), or it can be used as a rental unit. It must be located within a single-family dwelling and is not permitted in a duplex or any other multi-family structure.



Approval Process – Zoning

A Conditional Use approval and/or a variance application are required if the following criteria are not met:

- Floor area* of the suite must be no larger than 33 percent of the combined floor area of the principal dwelling and the secondary suite, or 74 m² (800 ft²) whichever is less.
- Floor area of the secondary suite cannot be less than 32.5 m² (350 ft²).
- Only one entrance to the building may be located on the facade that faces the street unless the dwelling contained an additional street-facing entrance prior to the creation of the secondary suite.
- Secondary suites cannot be used as home-based businesses, care homes or neighbourhood rehabilitation facilities.
- Properties with secondary suites must provide a minimum of two off-street parking spaces.
- Attached secondary suites may be permitted in most zoning districts that allow single family dwellings.

Based on the requirements of the Town of Minnedosa Zoning By-law #2567 and RM Minto-Odanah Zoning By-law #04/20 which are more restrictive than the Manitoba Building Code. If you are proposing a suite larger than zoning allows, you will need to apply for a conditional use application and provide sound rationale for the increased size.

Approval Process – Building Permit

A building permit application is required to develop a secondary suite within a principal dwelling. Your application for a building permit and related trades permits needs to include two copies of:

- a site plan or Surveyor's Certificate of your property if the secondary suite will be located in an addition to the principal dwelling;
- detailed and dimensioned floor plans showing all door and window sizes and locations;
- sectional drawings and other construction drawings for all levels on the principal dwelling and the secondary suite, detailing how the sound and fire protection code requirements are being met;
- engineered (signed and sealed) drawings and details if structural work is part of the construction.

Homeowners are strongly encouraged to hire a design professional to help you design a suite that fits your space, is compatible with your neighbourhood, and satisfies applicable zoning and building code requirements

Building Code Regulations

Exits: A dwelling unit with a secondary suite must have at least one exit which leads directly outside. Both the primary and secondary units can share a common entrance/exit area provided that area is separated from the units by a 'smoke-tight barrier' with 'sound control' (see below).

Smoke-tight barrier: Separations from unit to unit are required to be a 'smoke-tight barrier'. Common walls are required to have a minimum ½" drywall board on either side, taped and sanded and sealed at junctions and penetrations. Floors must have a minimum ½" drywall board on the bottom finish, taped and sanded and a floor covering on top. Doors in 'smoke-tight barriers' must be a minimum 1¾" thick solid core wood door with an approved self-closing device.

Sound control: The Sound Transmission Classification (STC) between units is required to be rated at a minimum of 43. Common walls and ceilings are required to have min. ½" drywall, resilient sound channels and batt insulation. Alternatively, any wall/ceiling assembly that meets STC 43 (as prescribed by the code) is also acceptable.

Window egress: At least one egress window or exterior door leading directly outside of the home must be installed in each sleeping room. An egress window must have an openable area of 3.77 ft² with no dimension less than 15".

Ceiling height: A minimum 1.95 m (6'-5") floor-to-ceiling height is required.

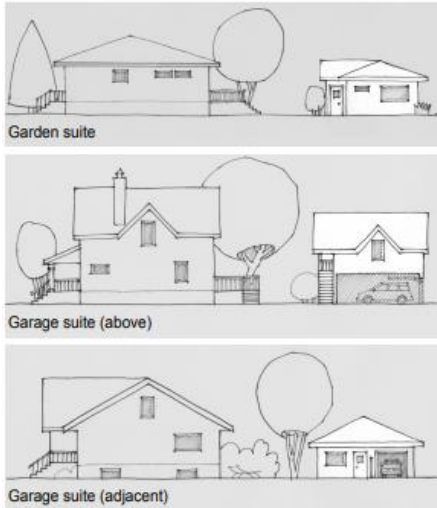
Smoke and carbon monoxide alarms: New smoke alarms are to be installed and interconnected in the primary and secondary units as per code, and in ancillary/common spaces not within the dwelling units.

Heating and ventilation: A secondary suite requires a dedicated heating system with controls, separate from the system serving the primary dwelling unit in the house. Shared ductwork is not allowed. An independent heat recovery ventilator (HRV) system is required in a newly created secondary suite.

Electrical: A secondary suite requires an accessible dedicated electrical panel, separate from the panel serving

the primary dwelling unit in the house so the occupants have access to all over current devices (breakers) that control the electrical distribution in the suite

DETACHED SECONDARY SUITES



A detached secondary suite (also known as a laneway house or granny flat) is a self-contained living space located adjacent to a single-family residence. It can be an independent structure or located over or attached to a detached garage. It provides the basic requirements for living, sleeping, cooking, and sanitation. Only one detached secondary suite is permitted on any single-family property.

A detached secondary suite can be occupied by a family member, or it can be used as a rental unit. It is only permitted on a property where the primary house is a single-family dwelling.

Approval Process – Zoning

A Conditional Use approval is required and a variance application may be required if the following criteria are not

met:

- The property must be a minimum of 5000 ft²
- The property must be a 'through lot', corner lot or abut an improved public lane.
- Floor area of the suite must be no smaller than 350 ft² and no larger than 800 ft²
- • The height of the secondary suite is limited to 4.57 m (15'-0").
- It can be no closer than 3.05 m (10'-0") from the primary dwelling.
- Minimum side yard must be the same as the primary dwelling and the rear yard setback must be no less than 1.5 m (5'-0").
- No roof decks are allowed above the floor area of a secondary suite.
- The maximum lot coverage of the property shall be no greater than the applicable zoning district allows.
- Accessory buildings on any residential zoned property are limited to a maximum of three. The maximum size of any one accessory building shall not exceed the lesser of 1000 ft² or 10% of the total site area.
- A secondary suite cannot be used as home-based business, care home or neighbourhood rehabilitation facility.
- Properties with detached secondary suites must provide a minimum of two off-street parking spaces. A secondary suite may not be subdivided from the principal building.

Approval Process – Building Permit

A building permit application is required to develop a detached secondary suite. Your application needs to include two copies of:

- a lot grading plan;
- a site plan or Surveyor's Certificate of your property detailing;
- the location and details of the proposed sewer and water connections;
- the location and design of the proposed secondary suite, including building elevations, floor plans, materials, exterior lighting, windows, doors, balconies, patios, outdoor space, fencing, parking and landscaping;
- detailed and dimensioned floor plans
- sectional drawings and other construction detail drawings for all levels of the secondary suite (and garage if attached to or situated over) showing how sound and fire protection code requirements are being met;
- structural engineering (signed and sealed) drawings.

Homeowners are encouraged to hire a design professional to help you design a suite that fits your space, is compatible with your neighbourhood, and satisfies applicable zoning and building code requirements.

Building Code Regulations

The building code does not differentiate between single family dwellings and detached secondary suites. As such, all current Manitoba Building Code, Municipal Building By-law, and Manitoba Plumbing Code requirements and regulations are applicable to the construction of detached secondary suites.

Contact Us

Tanner's Crossing Planning District

PO Box 1072
2nd Floor, Civic Centre
103 Main Street South
Minnedosa, MB R0J 1E0

Phone: 204.867.2364
Cell: 204.868.5973
Email: tcpd@mymts.net

www.discoverminnedosa.com/business/planning-development/

Find Us on Facebook 

Or contact the member jurisdictions of Tanner's Crossing Planning District:

Town of Minnedosa

103 Main Street South
Minnedosa, MB R0J 1E0
Phone: 204.867.2727

R.M. of Minto-Odanah

49 Main Street South
Minnedosa, MB R0J 1E0
Phone: 204.867.3282