



Secondary Suite Utility Billing Policies

Suite utility charges include flat rate water, sewer and refuse (garbage and recycling pickup) charges that are exactly half the associated single detached dwelling charges. Suite utility charges relate strictly to the use of the property (i.e. as a “house with suite”). They do not imply any legality or “grandfathering” of a suite that was not created with permits.

1. Single Detached Dwelling (SDD)- and duplex-zoned properties with SDDs containing one or more secondary suites are subject to suite utility billing. *Note below special billing policies for duplex-zoned properties.*
2. If a property has one secondary suite, and it is not being occupied as a separate unit, the property is eligible to be exempted from suite utility billing. The exemption is accomplished by means of a brief inspection by the Single Detached Dwelling Coordinator who confirms the suite has the appearance of not being occupied separately, followed by an owner swearing an affidavit (Statutory Declaration) regarding the occupancy of the suite. For further information on this policy see the “Exemption for Secondary Suite Utility Billing” handout.
3. If a property has more than one illegal secondary suite and none of the suites are occupied separately the property is not eligible to be exempted from suite utility billing.

Duplex Properties and Flat Rate Utility Billing

4. If a building was erected as a duplex with a Building Permit *or* it is stratified as a duplex then it is billed for two Single Detached Dwelling charges, regardless of what the property is zoned.

5. If:

- a) the building is a house with a suite, and
- b) the property is zoned (RT-1) or (RT-1A) Duplex, and
- c) the property *is large enough* to contain a duplex (i.e. it has an area of 6,000 sq. ft./557 sq. m. or larger), and
- d) the suite *was not* created with a Building Permit (i.e. it is an illegal suite)

Then: the property will be billed as a duplex (i.e. two Single Detached Dwelling charges).

If, on the other hand:

- a, b, and c above are true, but
- the suite *was* created with a Building Permit (i.e. it is a legal suite)

Then: the property will be billed as a house with a suite (i.e. one Single Detached Dwelling charge and one Secondary Suite charge).

6. If:

- a) the building is a house with a suite, and
- b) the property is zoned (RT-1) Duplex, and
- c) the property *is not large enough* to contain a duplex (i.e. it has an area of less than 6,000 sq. ft./557 sq. m.),

Then: the property will be billed as a house with a suite (i.e. one Single Detached Dwelling charge and one Secondary Suite charge).