

SECONDARY DWELLING UNIT GOALS

The City of Mission has undertaken a project to identify homes with secondary dwelling units (suites).

The goal of the City of Mission's secondary dwelling unit program is to ensure the consistency and fairness of utility fees among the residents of our community.

Where an owner of a property has a secondary dwelling unit, utility charges for that property will be based on two single dwelling units in order to capture the increase in consumption. This billing is intended to reflect on the use of the land from a utility *consumption standpoint only*.

Owners who have been misidentified as having a secondary dwelling unit must request an inspection. No charge will be applied if a secondary dwelling unit never existed.



SECONDARY DWELLING UNIT REQUIREMENTS

Parking: The principal residence must have two off-street parking spaces. Secondary dwelling units must have one additional off-street parking space.

Dogs: Only three dogs are allowed per property. The total number of dogs between the primary and secondary dwelling units may not exceed this number.

The City is aware that many SDUs, may not be consistent with the City's Zoning Bylaw, Building Bylaw, or the British Columbia Building Code. The City maintains the right to enforce those bylaws where necessary.

For Information on Bylaw Enforcement:

Tel: 604-820-3727
Email: bylaw@mission.ca

For Information on Utility Billings & Exemptions

Tel: 604-820-3718
Email: utilityfees@mission.ca

mission.ca/secondary-dwellings



SECONDARY DWELLING UNIT PROGRAM

A secondary dwelling unit (SDU) is a unit, used or capable of being used as an independent residence by one or more persons, and may contain cooking, eating, living, sleeping, and sanitary facilities. The existence of a SDU is not determined by the payment of rent nor is it negated by occupancy of family members. If the facilities for an independent residence exists, then a secondary dwelling exists.

Occupants of SDUs burden the provision of water, sewer, garbage, recycling, and compost services as well as other services such as bylaw enforcement and parks and recreation.

For fairness, it is important that these occupants pay their fair share of this burden.



CURRENT UTILITY USER FEES

Utility user fees are comprised of Water, Sewer, Garbage and Recycling/Compost services. The 2023 user fee for each service is:

Water	\$523.44
Sewer	\$544.08
Garbage	\$104.52
Recycling/Compost	\$186.96
Total	\$1,359.00

**For properties outside the garbage pick-up area, the recycling/compost fee is \$18.00*

Currently, property owners with occupied SDUs are charged additional utility fees to cover the additional burden on utilities. There are two situations whereby property owners can avoid paying secondary dwelling unit charges:

1. Exemptions

A property owner may be exempt from secondary dwelling utility billing if:

- > The property owner currently resides on the property *and*
- > The SDU is not rented/leased nor will be rented/leased in the current year; *and*
- > The property owner uses the secondary unit for their personal use;

OR

- > The second dwelling is occupied by a person listed on the title of the property.

To apply for an exemption, the home owner must complete a SDU Application for Exemption form (available at Municipal Hall or online at:

mission.ca/secondary-dwellings

pay the application fee of \$80.85, and have the property inspected. If approved by the City, the SDU exemption will apply from the date of the application to December 31 of that year.

Exemptions expire on December 31.

It is the homeowner's responsibility to renew the exemption each year that the SDU remains unoccupied. The exemption renewals are due January 31st. Any renewal applications received after May 15th will be charged an administration fee of \$50.00. All exemption applications received after June 30th will have the secondary dwelling exemption prorated from the date of submission.

Sale of a Home with an Exemption

The exemption is provided to the property owner, not the property itself. Any existing exemption is void at date of the sale. It is the seller's responsibility to inform any potential buyers of the conditions of the exemption. It is the new homeowner's responsibility to apply for the utility exemption if they qualify. The new home owner's application is considered a new application and an inspection and the exemption application fee are applicable.

2. Decommissioning a Secondary Dwelling Unit

To decommission a SDU, the home owner must complete the decommissioning a SDU form, pay the corresponding application fee of \$80.85, and have the property inspected.

The home owner must remove from the secondary dwelling unit:

- > Cooking facilities (stove and vent) and any electrical wiring, including removal of outlets; and
- > Any locks from doors between the suite and the main dwelling.

OR

- > Remove the door(s) separating the main dwelling from the SDU, along with the door frame, and refinish (drywall) the three sides of the opening. This would then appear as an open entrance to the SDU and will no longer be considered an independent space.



Once the SDU has been decommissioned and inspected, the SDU utility billing will be removed and prorated from the date the decommission inspection was applied for.