



# Secondary Suite Non-Use Declaration

Please complete, sign and submit this declaration to Black Mountain Irrigation District. When Secondary Suites are developed, Development Charges are assessed to account for the extra demand on the system. Toll charges are collected to account for the operations and maintenance of the system and extra water usage. Please read the declaration carefully to acknowledge the current use and status of your Secondary Suite.

- Email to: [info@bmid.ca](mailto:info@bmid.ca) or
- Mail / Drop off to: Black Mountain Irrigation District  
285 Gray Road  
Kelowna, BC, V1X 1W8

**NOTE – Submissions via email will receive a response. Please retain the response as proof of submission. For inquiries please contact [info@bmid.ca](mailto:info@bmid.ca) or call 250-765-5169.**

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## Definitions:

“Suite” means one or more habitable rooms constituting one self-contained unit with a separate entrance and containing a kitchen or set of cooking facilities, all of which are accessory to a single family dwelling, whether or not such “suite” complies with other bylaws.

## Development Charges:

- 1) In 2022, the Capital Expenditure Charge is **\$1,340.00** per Secondary Suite. As per BMID’s Capital Expenditure Charge (CEC) Bylaw, CECs are collected from every person who develops property that would create an additional demand on the water supply. These funds are held separately from operating funds and are used to augment the system as required, for building reservoirs or transmission mains or similar infrastructure.
- 2) In 2022, the Latecomer Fee is **\$221.10**, based on 16.5% of the \$1,340.00 CEC Fee. As per BMID’s Latecomer Agreement Bylaw, Latecomer Fees are collected from every person who develops property that receives their water supply from Mission Creek. Latecomer Fees are monies that are collected to repay the developer who built an \$8,000,000 Transmission Main for system redundancy, and who is entitled to collect payment from BMID as properties are developed, in accordance with the *Local Government Act*.
- 3) In 2022, Secondary Suites are charged a connection fee of **\$100.00** to connect to the BMID Water System, as per BMID’s Connection Fee Bylaw.

## Toll Charges:

- 1) In 2022, the Single Family Dwelling flat rate is \$53.50/month (\$160.50 for 3 months). A Single Family Dwelling with a Suite is a flat rate of \$80.25/month, i.e. **an additional \$26.75/month**. The quarterly rate, which includes both the home and the suite, is \$240.75 for 3 months.
- 2) In accordance with BMID’s Toll Bylaw, **the District retains the right to review or re-assess properties as required**, to determine the appropriate billing category. Suite Tolls are comprised of an additional flat rate water charge equivalent to ½ of a Single Family Dwelling. Residential Water Tolls are charged on a quarterly basis. Toll Rates may increase or change with each new Toll Bylaw passed, generally on an annual basis.

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## **IMPORTANT INFORMATION**

The Black Mountain Irrigation District is collecting the information in this declaration under s. 26 of the Freedom of Information and Protection of Privacy Act. The purpose of declaring suites is to assist BMID with ensuring water demand is allocated appropriately, and that costs for the provision of water are equitable between customer categories.

Please note that BMID recommends that when selling your home, the owner should accurately disclose the active / inactive status of the Secondary Suite to the purchaser, as the additional fees identified above may be applicable if the suite is utilized / occupied.



# Secondary Suite Non-Use Declaration

This form is to be used for Single Family Dwellings within the Black Mountain Irrigation District. Where there may be a Secondary Suite, you must complete this declaration if there has been a change in the status of your dwelling (**occupancy / rental use / suite addition or removal**) or if you have not previously submitted a form. **An updated declaration form must be submitted within 30 days of any change.**

This declaration will determine the water utility fees payable for the property. Please check one:

- This is a new Declaration
- This Declaration relates to a change in status.

## SECTION 1: OWNER INFORMATION

Person making this declaration must be a current owner or hold Power of Attorney for a current owner. For multiple owners, **only one declaration is required by one owner on behalf of all owners.**

UTILITY ACCOUNT #: EXAMPLE - (000 ABC123 000) <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div>	LAST NAME	FIRST NAME
NAME(S) OF ADDITIONAL OWNER(S), IF APPLICABLE:		
CIVIC ADDRESS		
CITY  Kelowna, BC	POSTAL CODE	
TELEPHONE	EMAIL	

## SECTION 2: DECLARATION

I make the following declaration as the current owner and on behalf of any additional owners. By signing this form, I acknowledge the following:

- 1) My property has been designated as having a Secondary Suite by BC Assessment, OR, my property has been designated as having a Secondary Suite by BMID. I understand that BMID's Toll Bylaw requires that I pay an **additional \$26.75/month** (2022 rate) for the extra costs caused by this suite. \_\_\_\_\_ *Initial*
- 2) **The suite is NOT used as an actively occupied separate dwelling** and I request to be exempt from the additional BMID Water Tolls for Secondary Suites. \_\_\_\_\_ *Initial*
- 3) There is an existing exemption currently in place in 2022 for older, existing Secondary Suites, currently totaling \$1,661.10 in Development Charges. By requesting this exemption for the Water Tolls, I acknowledge that Development Charges may apply if the Secondary Suite is utilized in the future. \_\_\_\_\_ *Initial*
- 4) I acknowledge if exempted now for an inactive suite, that in the future when the suite becomes an Active Suite, i.e. an occupied separate dwelling, **I will pay the Development Charges owing for the Active Secondary Suite** in accordance with BMID's Bylaws in place at that time. I will also incur the quarterly Secondary Suite Toll Charges in accordance with the Toll Bylaw. \_\_\_\_\_ *Initial*

SIGNATURE:	DATE SIGNED:
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### OFFICE USE ONLY:

RATE CODE:	DATE CHANGED:	NOTES?	INITIALS:
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