

Schedule "B"

2026 APPLICATION FOR SUITE EXEMPTION

I, _____, am the registered owner of the property located at _____

and I hereby apply for exemption of the water levies for the reason that the SUITE:

- Does not exist (effective date _____).
- Has not and will not be rented or occupied at any time during this calendar year. *(Additional dwelling unit/suite means one or more rooms forming a single unit that is used or intended to be used as a residence and contains cooking, eating, sleeping, and sanitary facilities).*
- Is occupied by my parent(s) or grandparent(s) and I occupy the other residence on the property as my principal residence. (Please Note: parent(s) or grandparent(s) must be related by blood, marriage, or adoption). The exemption for parent(s) and grandparent(s) will be equal to 50% of the levy charged for the additional dwelling unit/suite.
- Is occupied by a caregiver who is providing extensive physical assistance for a fee (minimum \$150 per month) to me or to my spouse, parent or child (circle as applicable), and I occupy one the other residence on the property as my primary residence and the person receiving such assistance occupies one of the residences on the property as his or her primary residence. *(Please note: parent(s) or grandparent(s) or child must be related by blood, marriage, or adoption).*

I hereby declare the above to be true and I further understand that pursuant to the relevant Bylaw, any person who signs an untrue declaration is guilty of an offence and shall be liable to additional levies equal to the sum of the exemption amount plus twice the initial levy amount. A physical inspection by a bylaw officer of the City may be required.

IT IS AN OFFENCE TO MAKE A FALSE APPLICATION

Print Name _____ Signature of Registered Owner _____

Date _____, 2026 Phone Number _____

THIS APPLICATION MUST BE COMPLETED ANNUALLY AND SUBMITTED TO CITY HALL NO LATER THAN DECEMBER 31st OF EACH YEAR. IF SITUATIONS CHANGE AND THE SUITE IS RENTED OR OCCUPIED, PLEASE NOTIFY THE CITY HALL AT WHICH TIME ADDITIONAL CHARGES AND PENALTIES IF APPLICABLE WILL BE LEVIED.

OFFICE USE

ROLL NO: