



**City of Kingston  
Administrative Policies Committee  
Meeting Number 09-2017  
Agenda  
Thursday, November 9, 2017 at 5:30 p.m.  
Council Chamber, City Hall**

Please provide regrets to Derek Ochej, Committee Clerk at 613-546-4291, extension 1219 or dochej@cityofkingston.ca

**Committee Composition**

Councillor Candon; Chair  
Councillor Osanic; Vice-Chair  
Councillor Boehme  
Councillor Oosterhof  
Councillor Schell  
Councillor Stroud

**1. Public Meeting**

The Administrative Policies Committee will host a public meeting at 5:30 p.m. on November 9, 2017 to consider Tax Write Offs Pursuant to Sections 357 and 358 of the *Municipal Act, 2001*.

**2. Meeting to Order**

**3. Approval of the Agenda**

**4. Confirmation of Minutes**

- a) **That** the Minutes of Administrative Policies Committee Meeting Number 08-2017 held September 14, 2017 be approved.

Distributed on November 3, 2017

**5. Disclosure of Pecuniary Interest**

**6. Delegations**

**7. Briefings**

**8. Business**

**a) Tax Write Offs Pursuant to the *Municipal Act, 2001***

The Report of the Chief Financial Officer and City Treasurer (AP-17-035) is attached.

Schedule Pages 1 – 6

Recommendation:

**That** Council approve the cancellation, reduction or refund of taxes pursuant to applications made under Section 357 and 358 of the *Municipal Act, 2001* totaling \$57,988.65 of which \$39,860.51 is the City's portion and the amount charged back to the school board is \$18,128.14 as listed in Exhibit A attached to Report AP-17-035.

**b) 2017 External Audit Plan**

The Report of the Chief Financial Officer and City Treasurer (AP-17-036) is attached.

Schedules Pages 7 – 41

Recommendation:

**That** the 2017 audit plan, as presented by KPMG, be received for information purposes.

**c) Commercial and Industrial Vacancy Rebate Program**

The Report of the Chief Financial Officer and City Treasurer (AP-17-021) is attached.

Schedules Pages 42 – 56

Recommendation:

**That** Council approve the recommendations outlined in the Administrative Policies Committee Report Number AP-17-021 dated November 09, 2017 as follows:

- a) **That** Council considers the options available in this report.
- b) **That** staff consult with the general public, including the business community, and report back to Council on the final recommendation as a result of these consultations by the second quarter of 2018.

**d) Uncollectible Tax Write-offs and Tax Sale Provisions under the  
*Municipal Act, 2001***

The Report of the Chief Financial Officer and City Treasurer (AP-17-028) is attached.

Schedules Pages 57 – 64

Recommendation:

**That** Council hereby authorizes the City Treasurer to write-off uncollectible taxes in the amount of \$250,620.33 of which \$212,320.37 is the City's portion and the amount charged back to the school boards is \$38,299.96, for the properties listed in Exhibit A attached to this Report AP-17-028.

**That** the City Treasurer is authorized to begin the tax sale process when a property has reached two years of tax arrears and where it is determined that the risk of collection is high and starting an earlier tax process could increase the chance of recovery.

**e) Bi-Monthly Scheduling of Meetings**

The Report of the Commissioner of Corporate & Emergency Services (AP-17-034) is attached.

Schedules Pages 65 – 69

Recommendation:

**That** commencing in the 2018 calendar year, Administrative Policies Committee meetings be scheduled every two months, with the option for additional meetings at the call of the Chair.

**f) Review of Building By-Law**

The Report of the Commissioner of Community Services (AP-17-033) is attached.

Schedules Pages 70 – 114

Recommendation:

**That** it be recommended to Council that the draft by-law, attached as Exhibit B to Report Number AP-17-033 be presented to Council to amend By-Law Number 2005-99, A By-Law to Provide for the Construction, Demolition, Change of Use and Transfer of Permits and Inspections; and

**That** the proposed amendments to Building By-Law Number 2005-99 be implemented January 1, 2018 to align with the annual Fees and Charges By-Law update in Q4 of 2017.

**g) Business Licensing By-Law Review – Alarm Installation and Alarm Monitoring**

The Report of the Commissioner of Community Services (AP-17-037) is attached.

Schedules Pages 115 – 151

Recommendation:

**That** it be recommended to Council that the draft by-law, attached as Exhibit A to Report Number AP-17-037, be presented to Council to amend By-Law Number 2006-213, A By-Law to License, Regulate and Govern Certain Businesses; and

**That** the proposed amendments to By-Law Number 2006-213 take effect January 1, 2018 to align with the annual Fees and Charges By-Law update; and

**That** the proposed amendments to By-Law Number 2006-213 be presented to Council to receive all three readings to allow for the amended by-law to take effect January 1, 2018.

**h) Access Without Fear Policy**

The Report of the Commissioner of Community Services (AP-17-038) is attached.

Schedules Pages 152 – 162

Recommendation:

**That** the Administrative Policies Committee recommend that City Council approve the “Access without Fear” Policy, attached as Exhibit B to Report Number AP-17-038.

**i) Rideaucrest Home Board of Management**

Moved by  
Seconded by

**That** the Administrative Policies Committee resolve itself into the Board of Management for Rideaucrest Home.

**i. Rideaucrest Home Report for August - September 2017**

The Report of the Commissioner of Community Services (AP-17-039) is attached.

Schedule Pages 163 – 172

Recommendation:

This report is for information purposes only.

Moved by  
Seconded by

**That** the Administrative Policies Committee rise from the Board of Management for Rideaucrest Home.

**9. Motions**

**a) Proposed motion regarding the intentional release of balloons in Kingston**

Moved by Councillor Osanic  
Second by Councillor Stroud

**Whereas** some ceremonies in Kingston intentionally release latex or Mylar/foil balloons outside into the sky as a symbolic action; and

**Whereas** when a balloon reaches a certain level of height and pressure, the balloon will burst into small little fragments and fall from the sky; and

**Whereas** balloon fragments can be spotted on the shoreline in the Kingston area; and

**Whereas** there is scientific proof that marine life assumes these balloons are a source of food and fragments of balloons have been found in the stomachs of marine life and balloon fragments and string has been found wrapped around marine life; and

**Therefore Be It Resolved That** staff prepare a report by the end of Q1 2018 to recommend to the Administrative Policies Committee how the city bylaw(s) and corresponding policies, if applicable, can be amended to ban the intentional or ceremonial release of latex and Mylar/foil balloons in the outdoors in the municipality of Kingston.

**10. Notices of Motion**

**11. Other Business**

**12. Correspondence**

**13. Date and time of Next Meeting**

The next meeting of the Administrative Policies Committee is to be determined.

**14. Adjournment**