



**City of Kingston  
Administrative Policies Committee  
Meeting Number 06-2018  
Agenda  
Thursday, September 13, 2018 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 Holland; Chair  
Councillor Boehme  
Councillor Candon  
Councillor Osanic  
Councillor Schell  
Councillor Stroud

**1. Public Meeting**

The Administrative Policies Committee will host a public meeting at 5:30 p.m. on September 13, 2018 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 04-2018, held Wednesday July 4, 2018, be approved.

b) **That** the minutes of Administrative Policies Committee Meeting Number 05-2018, held Thursday August 9, 2018, be approved.

Distributed September 7, 2018

**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-18-014) is attached.

Schedules Pages 1 – 8

Recommendation:

**That** the Administrative Policies Committee recommend that Council approve the cancellation, reduction or refund of taxes pursuant to applications made under Sections 357 and 358 of the *Municipal Act, 2001* totaling \$54,382.51 of which \$41,928.04 is the City's portion and the amount charged back to the school boards is \$12,454.47, as listed in Exhibit A attached to Report Number AP-18-014.

**b) Uncollectible Tax Write-offs and Tax Sale Provisions Under the *Municipal Act, 2001***

The Report of the Chief Financial Officer and City Treasurer (AP-18-015) is attached.

Schedules Pages 9 – 13

Recommendation:

**That** the Administrative Policies Committee recommend that Council hereby authorizes the City Treasurer to write-off uncollectible taxes in the amount of \$5,806.38 of which \$5,291.76 is the City's portion and the amount charged back to the school boards and DBIA are \$507.08 and \$ 7.54 respectively, for the properties listed in Exhibit A attached to Report Number AP-18-015.

**c) Balloon Release By-Law**

The Report of the Commissioner of Community Services (AP-18-017) is attached.

Schedules Pages 14 – 24

Recommendation:

**That** the Administrative Policies Committee recommend to Council that the draft by-law, attached as Exhibit A to Report Number AP-18-017, be approved; and

**That** pending Council's approval of the proposed by-law, attached as Exhibit A to Report Number AP-18-017, staff be directed to submit the required Set Fine Schedule to the Ministry of the Attorney General for approval.

**d) Extended Patio Season**

The Report of the President & CEO, Utilities Kingston (AP-18-018) is attached.

Schedules Pages 25 – 36

Recommendation:

**That** the Administrative Policies Committee recommend to Council that the draft by-law, attached as Exhibit “A” to Report Number AP-18-018, be approved; and

**That** the Administrative Policies Committee recommend to Council that the draft by-law, attached as Exhibit “B” to Report Number AP-18-018, be approved; and

**That** the amending by-laws be presented for all three readings to allow for the patio season extension to be implemented in 2018.

**e) Licensing Payday Loan Establishments**

The Report of the Commissioner of Community Services (AP-18-021) is attached.

Schedules Pages 37 – 53

Recommendation:

**That** it be recommended to Council that the draft By-Law, attached as Exhibit A to Report Number AP-18-021, 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, 2019 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, 2019.

**f) 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 June 2018 – July 2018**

The Report of the Commissioner of Community Services (AP-18-020) is attached.

Schedule Pages 54 – 58

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**

**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 Thursday November 8, 2018.

**14. Adjournment**