



**City of Kingston
Administrative Policies Committee
Meeting Number 01-2024
Minutes**

**Thursday, December 14, 2023 at 6:00 p.m.
Hosted at City Hall in Council Chamber**

Committee Members Present

Councillor Ridge, Chair
Councillor Amos
Councillor Chaves
Councillor Hassan
Councillor McLaren

Regrets

Councillor Glenn

Staff Members Present

Lana Foulds, Director, Financial Services
Desiree Kennedy, Chief Financial Officer & City Treasurer
Casie Keyes, Administrator, Rideaucrest
Christine O'Connor, Committee Clerk
Iain Sullivan, Committee Clerk
Jeff Walker, Manager, Taxation & Revenue

This is not a verbatim report.

Public Meeting

Councillor Ridge, the Chair, called the Public Meeting to consider Tax Write Offs Pursuant to Sections 357 and 358 of the Municipal Act, 2001 to order at 6:00 p.m.

There were no comments from members of the public.

The Chair closed the public meeting at 6:01 p.m.

Meeting to Order

The Chair called the meeting to order at 6:01 p.m.

Approval of the Agenda

Moved by Councillor Amos

Seconded by Councillor Chaves

That the agenda be approved.

Carried

Confirmation of Minutes

Moved by Councillor Amos

Seconded by Councillor McLaren

That the minutes of the Administrative Policies Committee Meeting Number 03-2023, held on Thursday, October 5, 2023, be approved.

Carried

Disclosure of Pecuniary Interest

There were none.

Delegations

There were none.

Briefings

There were none.

Business

- a) **Rideaucrest Home Board of Management**

Moved by Councillor McLaren

Seconded by Councillor Chaves

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

Carried

i) Rideaucrest Home Report for September – November 2023

Ms. Keyes introduced the report.

Councillor Amos asked for elaboration on the incident involving a resident who went missing and returned to the home. Ms. Keyes stated that staff are required to report any individual who has left the home for more than three hours if they are unsure of the individuals' whereabouts. She explained that the individual mentioned in this incident had left the home to visit her son but her whereabouts were unknown for more than three hours, and staff completed a report as required.

Councillor Amos pointed to the Direct Hours of Care (DHOC) budget line and indicated that this line seems to be getting worse over time. He asked if there is any concern for resident care knowing that staffing shortages are contributing to this budget line. Ms. Keyes stated that they are no staff concerns about resident care in this regard. She added that some of the underspent funds are related to additional revenues received this year that were not anticipated and that this budget is based on the assumption that they are fully staffed every day which does not take into account sick days.

Councillor Chaves referred to the chart on page five of the report and asked why Rideaucrest numbers are higher than the other long-term care homes in Kingston and the provincial average. Ms. Keyes explained that these quality indicator numbers are based on the charting of the staff that is provided from each shift, and the quality indicator numbers are provided back to the home based on the quarter in which they are reporting. She added that the resident population at the time of reporting can have a significant impact on these numbers. She provided an example of the change in restraints from July 1 to September 30 of the previous year to the same time this year. She noted the change from 3.4% to 1.2% in that time was based only on one resident who had to be restrained.

Councillor Chaves asked for a definition of delirium. Ms. Keyes defined delirium as the acute onset of confusion. She added that approximately 70% of Rideaucrest residents are diagnosed with some form of dementia. She stated that delirium would be different

from the normal confusion that is displayed and is often a result of an underlying infection. She noted that delirium is a relatively new indicator and other homes are not using it as a quality indicator. She added that staff are being educated on the difference between delirium and dementia as they can often be confused. Councillor Chaves asked if delirium can be treated, as he knows dementia cannot. Ms. Keyes stated that delirium can often be treated when the underlying issue is treated.

Councillor Chaves asked about a statement on page five of the report regarding staff hours. He asked whether staff were being paid for all their hours. Ms. Keyes clarified that the staffing report provided quarterly to the province focuses on DHOC because that is what is funded by the province, therefore hours worked and hours paid differ as it would not take into account leaves of absence such as vacations or sick leave. She assured the Committee that all hours worked are paid.

Moved by Councillor Chaves

Seconded by Councillor Amos

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

Carried

b) Tax Write Offs Pursuant to the Municipal Act, 2001 (2023-4)

Ms. Kennedy introduced the report.

Councillor Chaves asked if the City collects levies on behalf of the Downtown Kingston Business Improvement Area (BIA). Ms. Kennedy stated that the City does collect a levy on behalf of the BIA as a business improvement area. She added that the BIA submits their budget each year during budget time, and that budget is then assessed against commercial industrial properties within the downtown business area. She noted that the BIA has write offs and supplementary taxes that are adjusted each year, similar to the municipal levy.

Councillor Amos asked if there were any implications on the budget. Ms. Kennedy confirmed there were no implications on the budget and stated that this amount would be charged to the 2023 account for write offs.

Moved by Councillor McLaren

Seconded by Councillor Amos

That the Administrative Policies Committee recommend as follows:

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 \$113,198.80 of which \$85,840.56 is the City's portion and the amount charged back to the school boards is \$27,358.24, for the properties listed in Exhibit A to Report Number AP-24-004.

Carried

c) Uncollectable Tax Write-offs and Tax Sale Provisions under the Municipal Act, 2001

Ms. Kennedy introduced the report.

The Chair afforded Committee members the opportunity to asks questions.

There were no questions from Committee members.

There were no members of the public present.

Moved by Councillor Chaves

Seconded by Councillor Amos

That the Administrative Policies Committee recommends to Council:

That Council authorize the City Treasurer to write-off uncollectible taxes in the amount of \$663.85, of which \$556.47 is the City's portion and the amount charged back to the school boards and Downtown Kingston Business Improvement Association (DBIA) is \$99.18 and \$8.20 respectively, for the properties listed in Exhibit A to Report Number AP-24-002.

Motions

There were none.

Notices of Motion

There were none.

Other Business

There was none.

Correspondence

There was none.

Date and time of Next Meeting

The next meeting of the Administrative Policies Committee is a Special Meeting scheduled for Wednesday, January 24, 2024 at 6:00 p.m.

Adjournment

Moved by Councillor McLaren

Seconded by Councillor Chaves

That the meeting of the Administrative Policies Committee adjourn at 6:18 p.m.

Carried