



**City of Kingston
Administrative Policies
Meeting Number 01-2024
Agenda**

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

Please provide regrets to Christine O'Connor, Committee Clerk at 613-546-4291, extension 1219 or cloconnor@cityofkingston.ca

Committee Composition

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

1. Public Meeting

The Administrative Policies Committee will host a public meeting at 6:00 p.m. on Thursday, December 14, 2023 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 Meeting Number 03-2023, held on Thursday, October 5, 2023 be approved.

5. Disclosure of Pecuniary Interest

6. Delegations

7. Briefings

8. Business

a) Rideaucrest Home Board of Management

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

i. Rideaucrest Home Report for September – November 2023

The Report of the Commissioner of Community Services (AP-24-005) is attached.

Schedule Pages 1 – 8

Recommendation:

This report is for information only.

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

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

The Report of the Chief Financial Officer & City Treasurer (AP-24-004) is attached.

Schedule Pages 9 – 13

Recommendation:

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.

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

The Report of the Chief Financial Officer & City Treasurer (AP-24-002) is attached.

Schedule Pages 14 – 19

Recommendation:

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.

9. Motions

10. Notices of Motion

11. Other Business

12. Correspondence

13. Date of Next Meeting

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

14. Adjournment