



**City of Kingston  
Report to Administrative Policies Committee  
Report Number AP-24-004**

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**To:** Chair and Members of the Administrative Policies Committee  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
Jeff Walker, Manager, Taxation and Revenue  
**Date of Meeting:** December 14, 2023  
**Subject:** Tax Write Offs Pursuant to the Municipal Act, 2001 (2023-4)

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**Council Strategic Plan Alignment:**

Theme: Regulatory & compliance

Goal: See above

**Executive Summary:**

The purpose of this report, in accordance with the provisions of Section 357 and 358 of the [Municipal Act, 2001](#), is to recommend that taxes in the amount of \$113,198.80 be written off and removed from the tax roll. The municipal portion of these write-offs are provided for in the annual operating budget estimates.

**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.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF FINANCIAL OFFICER & CITY TREASURER

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**Desiree Kennedy, Chief  
Financial Officer & City  
Treasurer**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Paige Agnew, Commissioner, Development & Growth Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required

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**Options/Discussion:****Background**

Pursuant to subsection 357(1) [(a) – (g)] of the [Municipal Act, 2001](#) (the Act), Council may cancel, reduce, or refund taxes for the following reasons:

- a) the property or a portion of the property is eligible to be reclassified in a different property class;
- b) the land has become vacant land or excess land;
- c) the property has become exempt from taxation;
- d) a building was destroyed or damaged;
- e) a mobile unit was removed from the property;
- f) a person was overcharged due to a clerical or factual error in the preparation of the assessment roll; or
- g) the property could not be used for at least three months due to repair or renovations.

In addition, under Section 358, Council may cancel, reduce, or refund taxes for a maximum of two years when the Municipal Property Assessment Corporation (MPAC) confirms that the person was overcharged due to a clerical or factual error in the preparation of the assessment roll.

The Act provides for the sending of notices of hearing and decision under each of Sections 357 and 358. The applicant may appeal Council's decision under Section 357 to the Assessment Review Board (ARB).

**Analysis**

Applications for tax write offs are received in the City's tax department and forwarded to the Municipal Property Assessment Corporation (MPAC) for review. Upon receiving comments from MPAC, tax department staff calculate the amount for tax cancellation, prepare the recommendation for the cancellation, and advise the applicant of the tax amount to be cancelled. Applicants have been provided notice of the recommendations, as listed in Exhibit A.

The Act requires that a hearing be held; accordingly, the Administrative Policies Committee will hear applicants and render its decision, which will be recommended to Council for approval. Applicants may wish to attend this meeting to represent their application. Once Council approves the cancellation, reduction or refund of taxes, tax department staff will notify applicants of Council's decision and process the applicable tax adjustments.

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For applications made under Section 357(1) of the Act, the applicant may, within 35 days of Council's decision, appeal to the Assessment Review Board.

All tax amounts approved for cancellation, reduction or refund will be charged back, where applicable, in proportion to the amounts levied on behalf of the City, relevant school boards and Downtown Kingston! Business Improvement Area, where applicable. In addition, late payment charges will be adjusted as required in accordance with subsection 345(7) of the Act.

**Public Engagement**

None.

**Climate Risk Considerations**

None.

**Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations**

None.

**Existing Policy/By-Law**

Section 357 and 358 of the [Municipal Act, 2001](#), S.O. 2001, c. 25, as amended, provides for the cancellation, reduction or refund of all or part of taxes levied for reasons as provided.

**Notice Provisions**

The *Municipal Act, 2001*, subsection 357(5) and subsection 358(9), requires that applicants receive 14 days' notice of meeting.

**Financial Considerations**

Tax write off provisions exist in the annual operating budget estimates. The 2023 operating results will reflect the tax adjustments as recommended in this report.

**Contacts:**

Jeff Walker, Manager, Taxation and Revenue, 613-546-4291 extension 2484

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

Exhibit A – Property Listing – Section 357(1) and Section 358 Tax Adjustments

**City of Kingston**

**Property Listing - Section 357(1) and Section 358(1) Tax Adjustments**

Application Number	Roll Number	Property Location	From	To	Reason for Adjustment	Property Tax Class	Assessed Value Change	Amount of Tax Cancellation
<b>Section 357(1) Applications</b>								
1863	050.140.15415.0000	1471 John Counter Boulevard	1-Apr-23	31-Dec-23	357(1)(c) Became Exempt	DTN	1,525,937	\$ 29,101.44
						CTN	(392,700)	-
						EN	(1,133,237)	-
1867	020.050.11800.0000	480 Albert Street	1-Jan-23	31-Dec-23	357(1)(f) Clerical Error	RTES	193,000	\$ 2,788.10
1869	020.050.11802.0000	482 Albert Street	1-Jan-23	31-Dec-23	357(1)(f) Clerical Error	RTES	299,000	\$ 4,319.39
1879	030.030.08100.0000	449 Princess Street	1-Jan-23	31-Dec-23	357(1)(f) Clerical Error	CTN	644,200	\$ 35,515.80
						DTN	397,800	-
<b>Section 358(1) Applications</b>								
1866	020.050.11800.0000	480 Albert Street	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTES	193,000	\$ 2,700.77
1868	020.050.11802.0000	482 Albert Street	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTES	299,000	\$ 4,184.11
1878	030.030.08100.0000	449 Princess Street	1-Jan-22	31-Dec-22	358(1) Clerical Error	CTN	644,200	\$ 34,589.19
						DTN	397,800	-
<b>Total</b>								\$ 113,198.80

**Distribution of Amounts**

Municipal Portion	\$ 85,840.56
School Portion	\$ 27,358.24
<b>Total</b>	<b>\$ 113,198.80</b>