



## **Staff Report for Committee of the Whole Meeting**

**Date of Meeting:** May 22, 2018

**Report Number:** SRCFS.18.024

**Department:** Corporate and Financial Services

**Division:** Financial Services

**Subject:** **SRCFS.18.024 Treasurer Write Off, Municipal Act, 2001 Section.354**

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### **Purpose:**

To obtain Council approval to adjust taxes and penalties, pursuant to the provision of Section 354 of the Municipal Act, 2001.

### **Recommendation(s):**

- a) That taxes amounting to \$8,288.45 be written off pursuant to the provisions of Section 354 of the Municipal Act, 2001;
- b) That applicable penalty and interest be adjusted accordingly; and
- c) That the Treasurer be directed to adjust the applicable property tax roll accordingly.

### **Contact Person:**

Cedric Stone, Manager, Revenue Services

### **Report Approval:**

**Submitted by:** Mary-Anne Dempster, Commissioner of Corporate and Financial Services

**Approved by:** Neil Garbe, Chief Administrative Officer

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), Town Solicitor (as required), Commissioner, and Chief Administrative Officer. Details of the reports approval are attached.

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### Background:

Section 354 of the Municipal Act, 2001, provides for the removal of unpaid taxes from the tax roll if the Council of the local municipality, on the recommendation of the Treasurer, writes off the taxes as uncollectible. The local municipality may write off taxes after an unsuccessful tax sale, or if the recommendation of the Treasurer includes an explanation of why conducting a tax sale would be ineffective or inappropriate.

Staff has determined that taxes billed on two properties are uncollectible or no longer payable and should be written off. Details of the properties including the reason the amounts are being recommended for write off are provided below.

<u>Roll No.</u>	<u>Address</u>	<u>Tax Year</u>	<u>Amount</u>
19-38-06-0-040-36516	0 Clinton Drive	2012 – 2017	\$4,651.69

This property is vested to the Town after an unsuccessful tax sale. Outstanding taxes receivable to date are uncollectible and should be written off.

<u>Roll No.</u>	<u>Address</u>	<u>Tax Year</u>	<u>Amount</u>
19-38-06-0-110-20200	71 Regent Road	2017	\$3,631.76

This property is acquired by the Town effective February 10, 2017. Outstanding January 2017 taxes receivable are uncollectible and should be written off.

### Financial/Staffing/Other Implications:

A total amount of \$8,288.45 representing Richmond Hill, Region, and School Board portion of taxes is being submitted for approval to be removed from the accounts receivable pursuant to Section 354 of the Municipal Act, 2001. Of this total, Richmond Hill's share of the taxes is estimated at \$1,800. Richmond Hill's 2018 budget includes a provision for such adjustments for \$375,000. Richmond Hill will also bear full responsibility for the penalties being reversed on cancelled taxes. Subheading

### Relationship to the Strategic Plan:

The report is required to meet the statutory obligations of Richmond Hill under the Municipal Act, 2001. Writing off uncollectable receivables in a timely manner meets the Strategic Plan goal of Wise Management of Resources through the commitment to maintain sound fiscal management.

### Conclusion:

Based on the recommendations of Staff, a net amount of **\$8,288.45** is recommended to be removed from the accounts receivable and allocated to Richmond Hill, Region, and School Boards.

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### Report Approval Details

Document Title:	SRCFS.18.024 Treasurer Write Off, Section 354 Municipal Act, 2001.docx
Attachments:	
Final Approval Date:	Apr 30, 2018

This report and all of its attachments were approved and signed as outlined below:

**David Dexter - Apr 27, 2018 - 4:47 PM**

**MaryAnne Dempster - Apr 30, 2018 - 10:09 AM**

**Neil Garbe - Apr 30, 2018 - 2:27 PM**