

City of Kingston By-Law Number 2026-XX

A By-Law to Amend By-Law No. 2004-30, “A By-Law to Establish a Scale of Costs to be Charged for Work Undertaken for the Sale of Land for Tax Arrears”

Whereas:

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

Subsection 5 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”) provides that the powers of a municipality must be exercised by its council.

Subsection 5 (3) of the *Municipal Act, 2001* provides that a municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise.

Pursuant to subsection 10 (1) of the *Municipal Act, 2001*, a single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

On February 3, 2004, council for the *City* enacted *City of Kingston By-Law Number 2004-30*.

Therefore, council enacts:

1. Amendment

- 1.1 By-Law Number 2004-30 of The Corporation of the City of Kingston entitled “A By-Law to Establish a Scale of Costs to be Charged for Work Undertaken for the Sale of Land for Tax Arrears”, as amended, is hereby further amended as follows:
- 1.2 Schedule A, a Scale of Costs for Work Undertaken for Properties Subject to Sale of Land for Tax Arrears, is amended as per the attached.

Schedule A

Scale of Costs for Work Undertaken for Properties Subject to
Sale of Land for Tax Arrears

Work	Costs
<p>Preliminary work - prepare the file to engage professional services</p>	<p>\$ 500.00</p>
<p>ENGAGE PROFESSIONAL SERVICES</p> <p>Includes Notices under the Farm Debt Mediation Act</p> <p><i>Engage professional services, advice and communications. Set up file and mirror file. Enter data. Initialize system for tracking documents and statutory deadlines.</i></p>	<p>Actual cost incurred</p>
<p>TAX REGISTRATION – PART 1</p> <p>Includes Print Parcel Register, conduct execution searches</p> <p><i>Obtain and analyze title search and execution search; prepare report on searches, list of interested parties and tax arrears certificate.</i></p>	<p>Actual cost incurred</p>
<p>TAX REGISTRATION – PART 2</p> <p>Includes Update searches, conduct corporate search if necessary, print First Notices, mail if necessary</p> <p><i>Register tax arrears certificate. Register cancellation certificate, tax deed, or notice of vesting when required. Update title search, prepare first notices, prepare treasurer’s statutory declaration</i></p>	<p>Actual cost incurred</p>
<p>TAX REGISTRATION – PART 3 FINAL NOTICES</p> <p>Includes Update searches, print Final Notices, mail if necessary</p>	<p>Actual cost incurred</p>

Exhibit B to Report Number 26-071

Extension Agreement	\$ 250.00
TAX SALE Preliminary work - prepare file for tax sale	\$1,000.00
TAX SALE Includes Update title search, execution search and corporate search when necessary, prepare and mail Form 5 if necessary <i>Advertisement, paper tender packages, tender opening checklist, notices to higher and lower tenderer, tender rejection form, payment into court requisition and statement of facts (if needed). Tax sale day phone support, post-tax sale day phone support and administration.</i>	Actual cost incurred
Advertisement - local paper, Ontario Gazette, other	Actual cost incurred
Survey - if required to register on title	Actual cost incurred
Property Appraisal - if required	Actual cost incurred
Readvertised Sale - Prepare and send Form 10's, plus fee per notice as shown below	Actual cost incurred
Postponed Tax Sale	Actual cost incurred

2. Coming into Force

2.1 This by-law will come into force and take effect on the day it is passed.

1 st Reading	March 10, 2026
2 nd Reading	March 10, 2026
3 rd Reading	March 10, 2026
Passed	March 10, 2026

Janet Jaynes
City Clerk

Bryan Paterson
Mayor