



**City of Kingston
Administrative Policies Committee
Meeting Number 03-2024
Minutes**

**Thursday, February 8, 2024 at 6:00 p.m.
Hosted at City Hall in Council Chamber**

Committee Members Present

Councillor Ridge, Chair
Councillor Amos
Councillor Chaves
Councillor Glenn
Councillor McLaren
Councillor Hassan (joined at 6:02 p.m.)

Regrets

There were none.

Staff Members Present

Garret Hoegi, Manager, Development Engineering
Desiree Kennedy, Chief Financial Officer & City Treasurer
Casie Keyes, Administrator, Rideaucrest
Christine O'Connor, Committee Clerk
Tim Park, Director, Planning
Iain Sullivan, Committee Clerk

This is not a verbatim report.

Meeting to Order

The Chair called the meeting to order at 6:00 p.m.

Approval of the Agenda

Moved by Councillor Glenn
Seconded by Councillor Amos

That the agenda be amended to include the addendum, and as amended, be approved.

Carried

Confirmation of Minutes

Moved by Councillor Glenn
Seconded by Councillor Amos

That the minutes of Special Administrative Policies Committee Meeting Number 04-2023, held on Thursday, November 9, 2023 and the minutes of Administrative Policies Committee Meeting Number 01-2024, held on Thursday, December 14, 2023, be approved.

Carried

Disclosure of Pecuniary Interest

Councillor Hassan declared a pecuniary interest with respect to Business Item 7 c) as he owns a small business that requires business license.

Delegations

There were none.

Briefings

There were none.

Business

a) Rideaucrest Home Board of Management

Moved by Councillor Chaves
Seconded by Councillor McLaren

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

Carried

i) Rideaucrest Home Report for November 2023 – January 2024

Ms. Keyes provided an overview of the report.

Councillor Amos asked for clarification on hours of care funding. He asked if the underspent amount would have to be given back to the Ministry. Ms. Keyes explained that any given year there is staff vacancy and added that at present the health care system is stressed due to a lack of nurses. Ms. Kennedy noted that a surplus would go back into the Working Fund Reserve.

Councillor Glenn asked whether the number of people on the waiting list are on multiple lists or if they are only on a waitlist for Rideaucrest Home. She asked if there is any concern regarding staff burnout. Ms. Keyes explained that residents on a waitlist are given the option to choose up to five long-term care homes and are on a waiting list for each. She stated that the work environment is very physical and emotional for staff. She added that administration works with human resources and occupational health to offer resources to employees to prevent burnout.

Councillor Chaves asked if residents could transfer between homes if they are placed in a home that is not their top choice. Ms. Keyes explained that internal waitlists do exist for home of choice, but these transfers may take a long time.

Moved by Councillor Chaves
Seconded by Councillor Amos

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

Carried

b) 2024 Tax Ratios

Ms. Kennedy provided an overview of the report.

Councillor Amos asked if it would be useful for the City of Kingston to send a letter expressing concern on the delay of the Municipal Property Assessment Corporation provincial assessment. Ms. Kennedy stated that more lobbying would not hurt but noted that there are organizations doing this on their behalf.

Moved by Councillor Amos
Seconded by Councillor McLaren

That the Administrative Policies Committee recommend as follows:

That Council approve the 2024 tax ratios as follows:

- a) the residential property class be set at 1.00;
- b) the new multi-residential property class be set at 1.00;
- c) the multi-residential property class be set at 1.70;
- d) the commercial property class be set at 1.98;
- e) the industrial property class be set at 2.63;
- f) the pipeline property class be set at 1.1728;
- g) the farm property class be set at 0.20; and
- h) the managed forests property class be set at 0.25.

That the by-law, attached as Exhibit A to Report Number AP-24-007, be presented to Council in order to establish the 2024 tax ratios.

Carried

c) Administrative Monetary Penalties – Business Licensing

Mr. Smith provided an overview of the report.

Councillor Amos asked for clarification regarding the penalty amount indicated for section 4.22 of the by-law in Exhibit C. He noted that the penalty amount is usually less than the current set fine but that in this case it is significantly more. Mr. Smith explained that this is part of the modernization process noting that the set fine was set 15 years ago.

Councillor Glenn asked for the rationale behind which businesses the penalties would apply. She commented that she's looking forward to the new list. Mr. Smith explained that the businesses chosen represent the scope of the by-law at this time. He added that they are reviewing this quite closely as a part of the modernization of the Administrative Monetary Penalties. He stated that it is a substantial revamp that staff are undertaking.

Moved by Councillor Amos

Seconded by Councillor Chaves

That the Administrative Policies Committee recommends to Council:

That By-Law Number 2020-69, “A By-Law to Establish a Process for Administrative Penalties”, as amended, be further amended, as per Exhibit A to Report Number AP-24-009; and

That By-Law Number 2006-213, “A By-Law to License, Regulate and Govern Certain Businesses”, be amended as per Exhibit B to Report Number AP-24-009.

Carried

d) Surety Bond Policy

Mr. Hoegi provided an overview of the report.

Councillor Glenn asked what kind of cost there would be for developers in receiving the surety bond. She asked if the municipalities offering sureties already have seen an increase in developers being able to build. She further asked how many providers are offering these sureties. Mr. Hoegi stated that there is no fee associated with cash. He stated that there is a fee associated with credit but no cash required up front from the developers. He stated that he does not have the number on hand, but that there is a list of municipalities offering sureties that he can provide to Committee members. Mr. Park explained that the cities using it at present were using it prior to the changes in the provincial legislation. He stated that theoretically it could speed up the process as it frees up capital for the developer but added that in practice they will have to see.

Councillor Chaves expressed an understanding that this works well for the developers and asked what would occur if the surety became bankrupt. Mr. Hoegi noted that the process involved in acquiring the surety would make it very unlikely that this would occur. Ms. Kennedy added that there is fairly low risk to the City.

Councillor Amos expressed some concern for this policy. He asked what the legal opinion was on the risk associated with these sureties. He noted that in the report it states they will not consider anything below A+ credit for sureties. Ms. Morley expressed confidence in the extensive due diligence given to ensuring a property owner’s good credit prior to entering into an agreement.

Moved by Councillor Chaves
Seconded by Councillor Hassan

That the Administrative Policies Committee recommends to Council:

That Council adopt the Surety Bond Policy, attached as Exhibit A to Report Number AP-24-010, to allow City staff to accept surety bonds as securities; and

That Council authorize the Chief Financial Officer & City Treasurer to make any amendments required to the Surety Bond Policy to comply with the provisions of the *Planning Act*.

Carried

Motions

There were no motions.

Notices of Motion

There were no notices of motion.

Other Business

There was no other business.

Correspondence

There was no correspondence.

Date and time of Next Meeting

The next meeting of the Administrative Policies Committee is scheduled for Thursday April 11, 2024 at 6:00 p.m.

Adjournment

Moved by Councillor Hassan
Seconded by Councillor Amos

That the meeting of the Administrative Policies Committee adjourn at 6:40 p.m.

Carried