



**City of Kingston
Administrative Policies Committee
Meeting Number 07-2018
Agenda
Thursday, November 8, 2018 at 5:30 p.m.
Council Chamber, City Hall**

Please provide regrets to Derek Ochej, Committee Clerk at 613-546-4291, extension 1219 or dochej@cityofkingston.ca

Committee Composition

Councillor Holland; Chair
Councillor Boehme
Councillor Candon
Councillor Osanic
Councillor Schell
Councillor Stroud

1. Public Meeting

The Administrative Policies Committee will host a public meeting at 5:30 p.m. on November 8, 2018 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 Committee Meeting Number 06-2018, held Thursday September 13, 2018, be approved.

Distributed November 2, 2018

5. Disclosure of Pecuniary Interest

6. Delegations

- a) Phillip Brown, resident, will be present to speak to the Committee regarding hours of operation of the Gord Edgar Downie Pier and seasonal closure.

- b) Shawn Leclaire and Gary Kembel, Kingston Rental Property Owners Association, will be present to speak to the Committee regarding Residential Rental Licensing.

7. Briefings

- a) Paige Agnew, Director, Planning, Building & Licensing Services, will be present to speak to the Committee regarding Residential Rental Licensing.

8. Business

a) Tax Write Offs Pursuant to the *Municipal Act, 2001*

The Report of the Chief Financial Officer and City Treasurer (AP-18-023) is attached.

Schedules Pages 1 – 6

Recommendation:

That the Administrative Policies Committee recommend 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 \$13,408.72 of which \$9,402.01 is the City's portion and the amount charged back to the school boards is \$4,006.71, as listed in Exhibit A attached to Report Number AP-18-023.

b) 2018 External Audit Plan

The Report of the Chief Financial Officer and City Treasurer (AP-18-022) is attached.

Schedules Pages 7 – 47

Recommendation:

That the 2018 audit plan, as presented by KPMG, be received for information purposes.

c) Residential Rental Licensing

The Report of the Commissioner of Community Services (AP-18-016) is attached.

Schedules Pages 48 – 115

Recommendation:

That it be recommended to Council that a licensing program be established for short-term rentals; and

That staff be directed to report back with a short-term rental licensing by-law in 2019; and

That staff be directed to report back in 2019 with amendments to the Municipal Accommodation Tax By-Law to include short-term rentals; and

That it be recommended to Council that a licensing program be established for properties containing 1-3 residential rental units, boarding, rooming and lodging houses, and those containing 4 or more rental units that do not have a registered Site Plan Control agreement in place; and

That staff be directed to report back with a residential rental licensing by-law in 2020; and

That staff be directed to include the costs associated with implementing a short-term rental licensing program and a residential rental licensing program in the 2019 budget deliberations; and

That a Residential Licensing Working Group be established in accordance with the composition and mandate as outlined in Exhibit A of Report Number AP-18-016; and

That the City Clerk be directed to invite the public to submit applications to participate on the Residential Rental Licensing Working Group; and

That the applications received for the Residential Rental Licensing Working Group be forwarded to the Nominations Advisory Committee for consideration and recommendation to Council for final approval.

d) Vacant Unit Rebate and Subclass Reduction Programs

The Report of the Chief Financial Officer and City Treasurer (AP-18-024) is attached.

Schedules Pages 116 – 202

Recommendation:

That Council approve the phase out of the current Vacant Unit Rebate program over a two year period such that for the 2018 taxation year (applications due by February 28, 2019), the existing vacant unit rebate will continue to be available, for the 2019 taxation year (applications due by March 2, 2020) the rebate rate will be reduced to 15% for commercial and 17.5% for industrial vacant units, and for the 2020 taxation year (applications due by March 1, 2021) the rebate will be fully eliminated.

That Council endorse the continued review by staff of the subclass reductions for vacant and excess land property tax subclasses for possible changes to align with the changes being made at the provincial level for the education property tax portion of these programs.

e) Minor Amendments to the Flag Display Policy for Downtown Gateway Project

The Report of the Commissioner of Community Services (AP-18-019) is attached.

Schedules Pages 203 – 213

Recommendation:

That the Administrative Policies Committee recommends that Council approve the removal of section 3.1.9 from the Flag Display Policy and the renumbering of the subsequent sections and that the Policy as amended, attached as Exhibit A to Report Number AP-18-019, be approved.

f) Rideaucrest Home Board of Management

Moved by
Seconded by

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

i. Rideaucrest Home Report for August 2018 – September 2018

The Report of the Commissioner of Community Services (AP-18-025) is attached.

Schedule Pages 214 – 218

Recommendation:

This report is for information purposes only.

Moved by
Seconded by

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

9. Motions

10. Notices of Motion

11. Other Business

12. Correspondence

- a) Correspondence received from Jane McFarlane, dated October 31, 2018, regarding Breakwater Park and the Gord Edgar Downie Pier.

Schedule Pages 219 – 220

13. Date and time of Next Meeting

The next meeting of the Administrative Policies Committee is Thursday February 14, 2019.

14. Adjournment