



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

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

Please provide regrets to Christine O'Connor, Committee Clerk at 613-546-4291, extension 1219 or cloconnor@cityofkingston.ca

Committee Composition

Councillor Ridge, Chair
Councillor Amos
Councillor Chaves
Councillor Glenn
Councillor Hassan
Councillor McLaren

- 1. Meeting to Order**
- 2. Approval of the Agenda**
- 3. Confirmation of Minutes**
 - a) 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.
- 4. Disclosure of Pecuniary Interest**
- 5. Delegations**
- 6. Briefings**

7. Business

a) Rideaucrest Home Board of Management

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

i. Rideaucrest Home Report for November 2023 – January 2024

The Report of the Commissioner of Community Services (AP-24-008) is attached.

Schedule Pages 1 – 6

Recommendation:

This report is for information only.

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

b) 2024 Tax Ratios

The Report of the Chief Financial Officer & City Treasurer (AP-24-007) is attached.

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Recommendation:

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.

c) Administrative Monetary Penalties – Business Licensing

The Report of the Commissioner of Growth & Development Services (AP-24-009) is attached.

Schedule Pages 19 –31

Recommendation:

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.

d) Surety Bond and Front Ending Policies

The Report of the Commissioner of Growth & Development Services (AP-24-010) is attached.

Schedule Pages 32 - 49

Recommendation:

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*.

8. Motions

9. Notices of Motion

10. Other Business

11. Correspondence

12. Date of Next Meeting

The next meeting of the Administrative Policies Committee is a Special Meeting scheduled for Thursday, February 29, 2024 at 6:00 p.m.

13. Adjournment