

THE CITY OF TORONTO

City Clerk's Division

Minutes of the Administration Committee

Meeting No. 3

Tuesday, July 13, 1999

The Administration Committee met on Tuesday, July 13, 1999, in Committee Room 1, 2nd Floor, City Hall, Toronto, commencing at 9:55 a.m.*

Attendance

Members were present for some or all of the time periods indicated.

	9:55 a.m. to 12:30 p.m.	In Camera Session 2:20 p.m. to 2:55 p.m.	2:56 p.m. to 4:59 p.m.	In Camera Session 5:00 p.m. to 6:00 p.m.	6:00 p.m. to 6:57 p.m.
Councillor Lorenz Berardinetti (Chair)	X	X	X	X	X
Councillor John Adams	X	X	X	X	X
Councillor Gerry Altobello	X	X	X	X	X
Councillor Bas Balkissoon	X	X	X	X	X
Councillor Sandra Bussin (Vice Chair)	X	X	X	X	X
Councillor Doug Holyday	X	X	X	X	X
Councillor Doug Mahood	X	X	X	X	X
Councillor David Miller	-	-	-	-	-
Councillor Denzil Minnan-Wong	X	X	X	X	X
Councillor Ron Moeser	X	X	X	X	X

* The Administration Committee was unable to convene its meeting within fifteen minutes of the scheduled time due to an emergency fire alarm.

Confirmation of Minutes.

On motion by Councillor Moeser, the minutes of the meetings of the Administration Committee held on May 11, 1999, and June 15, 1999, were confirmed.

3-1. Toronto Police Benefit Fund - Benefit Improvements And 1999 Police Bargaining (Pension Issues).

The Administration Committee had before it the following communications:

- (i) (June 9, 1999) from the President, Toronto Police Association, advising that the Toronto Police Association has tabled a pension proposal requesting that the Pension Benefit Fund be amended to provide for mandatory indexation of pension benefits; that the Trustees of the Police Benefit Fund are proposing various initiatives, including a contribution holiday for active members of the Fund and an increase in the spousal benefit; that the Association has been informed that the initiatives being proposed by the Trustees cannot be implemented while the Association's indexing proposal remains on the bargaining table; and advising that at the last bargaining meeting on May 25, 1999, the Association told the Police Services Board's bargaining committee that it would withdraw its proposal, subject to the contribution holiday and other improvements in fact being implemented; that the proposal has been withdrawn and if the contribution holiday and other initiatives are for some reason not implemented, the Association will retable its indexation proposal; and
- (ii) (June 17, 1999) from the City Clerk enclosing, for information and any attention deemed necessary, Clause No. 28 contained in Report No. 6 of the Corporate Services Committee, headed "Actuarial Valuation Results - Metropolitan Toronto Pension Plan and the Metropolitan Toronto Police Benefit Fund", which was adopted, as amended, by City Council on June 9, 10 and 11, 1999; and advising that City Council amended the aforementioned Clause by striking out and referring Recommendations Nos. (2) and (3) embodied in the report dated May 11, 1999, from the Chief Financial Officer and Treasurer, to the Toronto Police Services Board for consideration and report thereon to Council, through the Administration Committee, viz.:
 - "(2) an employee and employer contribution holiday be granted in the Metropolitan Toronto Police Benefit Fund for the period January 1, 1999, to December 31, 2000, with the plan to review and report annually on the feasibility of extending the contribution holiday; and

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- (3) the basic percentage for spousal survivor pensions in the Metropolitan Toronto Police Benefit Fund be increased to 66 2/3 percent from 60 percent for all active members, effective July 1, 1998;”.

On motion by Councillor Minnan-Wong, the Administration Committee referred the foregoing communications to the Chief Financial Officer and Treasurer for report thereon to the September 7, 1999, meeting of the Administration Committee.

(Chief Financial Officer and Treasurer; c. Mr. Craig Bromell, President, Toronto Police Association - July 13, 1999)

(Clause No. 26(a) - Report No. 2)

**3-2. Cost of Possible Plan Upgrades,
Metropolitan Toronto Police Benefit Fund.**

The Administration Committee had before it a communication (June 1, 1999) from the City Clerk advising that the Board of Trustees of the Metropolitan Toronto Police Benefit Fund on May 28, 1999, recommended to the Administration Committee that the following plan upgrades be considered:

- (1) refund of Member Contributions made to the Fund after 35 years of service has been credited, for active members and retired members and spouses, for which the cost is expected to be \$3.50 million, similar to what OMERS has proposed;
- (2) change in the offset when Canada Pension Plan starts from a three-year average calculation to a five-year calculation, for active members and retired members and spouses under 65 years of age, for which the cost is expected to be \$1.80 million, similar to what OMERS has proposed;
- (3) extension of the survivor continuation percentage to 100%, as long as no current member is adversely affected, for which the cost is expected to be \$0.05 million, as follows:

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one survivor	66.67 per cent
two survivors	80.00 per cent
three survivors	90.00 per cent
four or more survivors	100.00 per cent

- (4) the authority be granted for the introduction in Council of the necessary Bills to give effect to Recommendations No. (1), (2) and (3); and

the Board of Trustees also:

- (i) requested the City Solicitor to draft the appropriate amending by-law respecting Recommendations No. (1), (2) and (3), and submit such draft by-law directly to the Administration Committee for consideration with this matter; and
- (ii) requested Mr. Robert Camp, William M. Mercer Limited, to provide a formal costing if the minimum pension was increased and include the figure for that costing in his Year 2000 Actuary Report.

On motion by Councillor Minnan-Wong, the Administration Committee referred the foregoing communication to the Chief Financial Officer and Treasurer for report thereon to the September 7, 1999, meeting of the Administration Committee.

(Chief Financial Officer and Treasurer; c: Board Secretary, Board of Trustees, Metropolitan Police; Benefit Fund and Metropolitan Toronto Pension Plan - July 13, 1999)

(Clause No. 26(c) - Report No. 2)

**3-3. Cost of Possible Plan Upgrades
Metropolitan Toronto Pension Plan.**

The Administration Committee had before it a communication (June 1, 1999) from the City Clerk advising that the Board of Trustees of the Metropolitan Toronto Pension Plan on May 28, 1999, recommended to the Administration Committee that the following plan upgrades be considered:

- (1) refund of Member Contributions made to the Fund after 35 years of service has been credited, for active members and retired members and spouses, for which the cost is expected to be \$2.65 million, similar to what OMERS has proposed;

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- (2) change in the offset when Canada Pension Plan starts from a three-year average calculation to a five-year calculation, for active members and retired members and spouses under 65 years of age, for which the cost is expected to be \$1.95 million, similar to what OMERS has proposed;
- (3) extension of the survivor continuation percentage to 100%, for which the cost is expected to be \$0.05 million, as follows:

one survivor	66.67 per cent
two survivors	80.00 per cent
three survivors	90.00 per cent
four or more survivors	100.00 per cent

- (4) the authority be granted for the introduction in Council of the necessary Bills to give effect to Recommendations No. (1), (2) and (3); and

that the Board of Trustees also requested that:

- (i) the City Solicitor draft the appropriate amending by-law respecting Recommendations No. (1), (2) and (3), and submit such draft by-law directly to the Administration Committee for consideration with this matter.
- (ii) the Actuary, Mr. Robert Camp, of William M. Mercer Limited, obtain the approval of the Financial Service Commission of Ontario, for the authority to pay a one-time lump sum payment to retirees equal to an active member's contribution holiday in a calendar year, through the distribution of pension fund surplus, for which the cost is expected to be \$11.80 million, prior to submitting a recommendation to Administration Committee.

On motion by Councillor Minnan-Wong, the Administration Committee referred the foregoing communication to the Chief Financial Officer and Treasurer for report thereon to the September 7, 1999, meeting of the Administration Committee.

(Chief Financial Officer and Treasurer; c: Board Secretary, Board of Trustees, Metropolitan Police; Benefit Fund and Metropolitan Toronto Pension Plan - July 13, 1999)

(Clause No. 26(b) - Report No. 2)

3-4. 1999 Allocations: Access and Equity Grant Program.

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The Administration Committee had before it a report (June 25, 1999) from the Chief Administrative Officer recommending that:

- (1) grants totalling \$439,000.00 be approved as outlined in Appendix 1, 1999 Grants Allocations;
- (2) the \$5,000.00 balance be held in reserve for appeals subject to a further report recommending the allocation of this reserve; and
- (3) the appropriate City of Toronto officials be authorized to take the necessary action to give effect thereto.

Ms. Lisa Cherniak, Artists Against Racism, appeared before the Administration Committee in connection with the foregoing matter, and filed a written submission in regard thereto.

Mr. Phillip Tsui, President, Chinese Canadian National Council, Toronto Chapter; and Mr. Ali Mohamud, Dejinta Beesha, who were unable to remain for the duration of the meeting, filed written submissions in connection with the foregoing matter.

On motion by Councillor Mahood, the Administration Committee:

- (1) recommended to Council the adoption of the report (June 25, 1999) from the Chief Administrative Officer; and
- (2) referred the submissions made by the deputants to the Chief Administrative Officer for consideration in his forthcoming report to the Administration Committee respecting the reserves held for appeals.

(Chief Administrative Officer - July 13, 1999)

(Clause No. 7 - Report No. 2)

3-5. Review of Sub-Committees, Special Committees and Task Forces.

The Administration Committee had before it a report (June 28, 1999) from the City Clerk providing for the information of the newly-formed Standing Committees, a list of the various sub-committees, special committees, advisory committees and task forces, which were formed under the previous Council-Committee structure and are now grouped under each Standing Committee in accordance with the new Committee Structure; and recommending that the Standing Committees:

- (1) determine whether the mandate and membership of those sub-committees listed under the column "Sub-Committees" in Schedule 1 attached should be continued; and
- (2) receive for information the balance of Schedule 1 regarding special committees, advisory committees and task forces established by Council.

On motion by Councillor Moeser, the Administration Committee deferred consideration of the aforementioned report until its special meeting scheduled to be held on July 21, 1999; and referred the following motion to the Chief Administrative Officer for report thereon, in consultation with the City Clerk, to the aforementioned special meeting of the Committee:

Moved by Councillor Moeser:

"The Committee recommends to Council that:

- (A) the following Sub-Committees, Special Committees and Task Forces listed below be disbanded;
- (B) the Chief Administrative Officer, in consultation with the City Clerk, be requested to review any reports or initiatives that may be underway and report to the Administration Committee on the status of such reports or review; and
- (C) the City Clerk, in conjunction with the Chief Administrative Officer, be requested to report on a schedule to disband the following Sub-Committees, Special Committees and Task Forces appearing in Schedule 1 attached to the aforementioned report:

- (1) School Tax Sub-Committee (Page 1);

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- (2) Toronto Hydro Electric Commission Steering Committee (Page 2);
- (3) Municipal Grants Review Committee (Page 3);
- (4) Special Committee to Consider the Issue of Pay Duty Policing (Page 4);
- (5) User Fee Committee (Page 5);
- (6) Task Force on Community Safety (Original - Page 5);
- (7) Caribana Festival Support Group (Page 7);
- (8) Special Committee to Develop Public Education Campaign Outlining the Impacts on Provincial Downloading on the City of Toronto (Page 8);
- (9) Personnel Sub-Committee (Page 10);
- (10) Task Force to Examine Implications Inherent to Bill 108 (Page 10);
- (11) Task Force on Community Access and Equity (Page 11);
- (12) Office Consolidation Sub-Committee (Page 12); (Report to Administration Committee directly);
- (13) Seniors Task Force - after Final Report is presented to Council (Page 14);
- (14) Sub-Committee on Social Housing Program Reform (Page 16);
- (15) Working Group on Fire and Ambulance Service Issues (Page 22);
- (16) Soccer and Amateur Sports Needs Committee to Review (Page 30);
- (17) Sub-Committee on Pro Transit Initiatives (Page 32);

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- (18) Sub-Committee on Gambling (Page 32);
- (19) Task Force to Review the Taxi Industry (Page 32);
- (20) Working Group on the Spadina Streetscape Design (Page 33);
- (21) Steeles Avenue Sub Committee (Page 34);
- (22) Two Working Groups to Monitor the Work of the Service Review Teams (Page 36);
- (23) Budget Working Group of the Emergency and Protective Services Committee Toronto Licensing Commission (Page 39);
- (24) Pedestrian Working Group (Page 40);
- (25) Parking Committee (Page 40);
- (26) Staff Working Group on the Ward Boundary Review Process (Page 42);
- (27) Advisory Group on Planning Issues (Page 47);
- (28) Road Allowance Sub-Committee (Page 52);
- (29) Biosolids Multi-Stakeholder Committee (Page 53);
- (30) Biosolids Independent Review Committee (Page 55);
- (31) Keele Valley Landfill Site Liaison Committee (Page 59).

(Administration Committee; Chief Administrative Officer; City Clerk - July 13, 1999)

(Clause No. 26(d) - Report No. 2)

On motion by Councillor Adams, in accordance with subsection 55(7) of The Municipal Act, the Administration Committee, met privately to give

consideration to the following Item No. 3-6, having regard that there may be proprietary rights and legal issues pertaining thereto.

3-6. Request for Proposal No. 3412-99-01464 for the Acquisition of 2000 Optical Scan Vote Tabulators and 100 Touch Screen Voting Units.

The Administration Committee had before it the following:

- (i) joint report (June 15, 1999) from the Chief Administrative Officer and Acting Commissioner, Corporate Services, the Chief Financial Officer and Treasurer and the City Clerk recommending that:
 - (1) the City Clerk be given authority to enter into a contract with Election Systems and Software Inc., being the proponent with the highest evaluated score, for the acquisition of the necessary optical scan vote tabulators and touch screen voting units, including all necessary support and service agreements, at a capital cost not to exceed \$13.05 million (\$1.0 million in 1999 and \$12.05 in 2000), such contract to be in accordance with the Request for Proposal and the Proposal submitted, and on terms and conditions satisfactory to the City Clerk, and in a form satisfactory to the City Solicitor; and
 - (2) the appropriate City officials be authorized to take the necessary action to give effect thereto; and
- (ii) report (June 28, 1999) from the City Clerk responding to a request by the Administration Committee on the possibility of Elections Ontario and Elections Canada cost sharing the purchase of the City of Toronto's vote tabulators and touch screen voting units; advising that at this time there is no interest at either Elections Ontario or Elections Canada to cost share the purchase of vote counting equipment with the City of Toronto; that Federal election legislation does not permit the use of equipment and Ontario's provincial election legislation currently only permits equipment to be used in by-elections; that should either of these jurisdictions choose in the future to use vote counting equipment, the City of Toronto could contract with the jurisdiction to rent the City's equipment; and recommending that this report be received for information.
- (iii) communication (July 9, 1999) from Mr. Clinton H. Rickards, Director, Canadian Sales Global Election Systems Inc., expressing disappointment that his request to

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participate in the presentation of electronic voting machines to the Administration Committee has been refused.

The City Clerk, and the following officials from the Clerk's Division, gave a presentation to the Administration Committee during the lunch recess respecting the foregoing matter, and filed a copy of their presentation material:

- Mr. John Hollins, Director of Elections;
- Ms. Janet Andrews, Senior Elections Consultant and Co-Chair of the Evaluation Committee;
- Mr. Stephen Miller, Senior Elections Consultant; and
- Mr. Greg Essensa, Senior Elections Consultant.

The following persons appeared before the Administration Committee in connection with the foregoing matter:

- Mr. Jamie Aiello, t.e.s.t.;
- Mr. John Meraglia, Co-Chair of the Evaluation Committee;
- Mr. Bob Urosevich and Mr. Clint Rickards, Global Election Systems Inc.;
- Mr. Dan McGinnis, Vice President of Sales, Election Systems and Software;
- Councillor Michael Walker; North Toronto;
- Councillor Mario Silva, Trinity Niagara;
- Councillor Mario Giansante, Kingsway Humber; and
- Councillor Bob Davis, York Eglinton.

- A. Councillor Minnan-Wong moved on behalf of Councillor Davis that the Administration Committee refer the foregoing joint report (June 15, 1999) from the Chief Administrative Officer, the Acting Commissioner of Corporate Services, the Chief Financial Officer and

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Treasurer and the City Clerk, to the Chief Administrative Officer for report to the September 7, 1999, meeting of the Administration Committee:

- (i) on the various other options, including leasing and rental, in consultation with the proponents who submitted this as part of their proposal, such report to include financial comparisons to the purchasing options; and
- (ii) including information on the feasibility of borrowing this equipment from other jurisdictions. **(Carried)**

B. Councillor Moeser moved that the foregoing motion by Councillor Minnan-Wong be amended to provide that the Chief Administrative Officer also report on the ongoing cost of maintenance of the batteries used for these voting units. **(Carried)**

C. Councillor Bussin moved that:

- (1) the City Auditor be requested to:
 - (i) review the business case and the financial and technical evaluation of the proposals, including a rent-to-buy option, where included as part of the proposals;
 - (ii) review and evaluate the systems used in Vancouver, Ottawa, Chicago, Cook County, Philadelphia and Seattle,

and submit a report thereon to the aforementioned meeting of the Administration Committee;

- (2) the appropriate staff be requested to provide to the Members of the Committee and Councillors, this week on a confidential basis, additional information on the evaluation criteria, weighting and ranking, including copies of the resultant independent testing authority for compliance with the standards of the U.S. and Federal Elections Commission; and
- (3) the City Clerk be requested to:

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- (i) give consideration to and report on providing orientation sessions for candidates, agents and scrutineers; and
- (ii) report to the aforementioned meeting of the Administration Committee on the option of using a non-composite ballot, and on the option of requesting a change in Provincial legislation to allow a ballot design based upon the Provincial ballot. **(Carried)**

D. Councillor Mahood moved that the report (June 28, 1999) from the City Clerk be received. **(Carried)**

The decision of the Administration Committee, therefore, is as follows:

The Administration Committee:

- (1) referred the foregoing joint report (June 15, 1999) from the Chief Administrative Officer, the Acting Commissioner of Corporate Services, the Chief Financial Officer and Treasurer and the City Clerk, to the Chief Administrative Officer for report to the September 7, 1999, meeting of the Administration Committee:
 - (i) on the various other options, including leasing and rental, in consultation with the proponents who submitted this as part of their proposal, such report to include financial comparisons to the purchasing options;
 - (ii) including information on the feasibility of borrowing this equipment from other jurisdictions; and
 - (iii) on the ongoing cost of maintenance of the batteries used for these voting units;
- (2) requested the City Auditor to:
 - (i) review the business case and the financial and technical evaluation of the proposals, including a rent-to-buy option, where included as part of the proposals;
 - (ii) review and evaluate the systems used in Vancouver, Ottawa, Chicago, Cook County, Philadelphia and Seattle,

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and submit a report thereon to the aforementioned meeting of the Administration Committee;

- (3) requested the appropriate staff to provide to the Members of the Committee and Councillors, this week on a confidential basis, additional information on the evaluation criteria, weighting and ranking, including copies of the resultant independent testing authority for compliance with the standards of the U.S. and Federal Elections Commission;
- (4) requested the City Clerk to:
 - (i) give consideration to and report on providing orientation sessions for candidates, agents and scrutineers; and
 - (ii) report to the aforementioned meeting of the Administration Committee on the option of using a non-composite ballot, and on the option of requesting a change in Provincial legislation to allow a ballot design based upon the Provincial ballot; and
- (5) received the report (June 28, 1999) from the City Clerk.

(Chief Administrative Officer; City Clerk; City Auditor - July 13, 1999)

(Clause No. 26(e) - Report No. 2)

3-7. Ballot Design for the 2000 Municipal Election.

The Administration Committee had before it a report (June 28, 1999) from the City Clerk responding to a request from City Council to research ways in which candidates may be more easily identified on the ballot, such as including numbers or pictures beside the candidates' names; advising that the cost of ballot production will be part of the budget submission to be presented during the Year 2000 Operating Budget review; that the ballot is a provincially regulated form; that any proposed changes to the format of the City of Toronto's ballot would need to comply with what is permissible under the regulation; that the design of the ballot is at the discretion of the City Clerk, subject to the rules contained in subsection 41(2) of the *Municipal Elections Act, 1999*; submitting a list of methods used in other jurisdictions to identify candidates on a ballot; and recommending that the City Clerk use her authority under the *Municipal Elections Act, 1996* to number the candidates on the ballot.

On motion by Councillor Mahood, the Administration Committee recommended to Council the adoption of the foregoing report.

(Clause No. 6 - Report No. 2)

**3-8. Review of Former City of York
Employees' Pension Plan Financial Status.**

The Administration Committee had before it the following:

- (i) report (June 3, 1999) from the Chief Financial Officer and Treasurer reporting as requested by Council on December 16 and 17, 1998, on how the City of York Employees' Pension Plan came to be in its current negative financial situation; advising that the current financial situation of the York Pension Plan can in large part be traced to the minimum funding strategy adopted by the former City of York; that pension and benefit improvements which substantially increased the liabilities of the Plan were not funded or provided for at the time they were granted; that it appears that there was an expectation that benefit improvements would be funded by future plan surpluses which did not materialize; that in effect, the former City of York followed a pay as you go practice; that the York Pension Plan is now virtually fully retired with only five active members remaining; that future actuarial gains or losses will arise primarily through investment performance, pensioner increases and pensioner mortality; that the actuarial assumptions of the plan should be reviewed and updated to reflect plan provisions and current economic conditions; that recommendations in this regard will be brought forward with the results of the December 31, 1998 actuarial review; and recommending that this report be received for information; and
- (ii) communication (July 8, 1999) from Councillor Bruce Sinclair, Rexdale Thistletown, recommending that:
 - (1) the Actuary, Robert Camp, be requested to prepare a list of caveats and recommendations as soon as possible, for all trustees and staff who have any connection with the other four pension funds; and
 - (2) the Chief Financial Officer and Treasurer be requested to report to the Administration Committee within six months on:
 - (a) the progress made in the implementation of the actuary's recommendations; and

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- (b) the progress toward harmonization in the City's five funds, from a "best practices" point of view.

On motion by Councillor Mahood, the Administration Committee deferred consideration of the foregoing report and communication until its Special Meeting scheduled to be held on July 21, 1999.

(Chief Financial Officer and Treasurer; c. Councillor Bruce Sinclair, Rexdale Thistle town - July 13, 1999)

(Clause No. 26(f) - Report No. 2)

**3-9. Late Agenda Items for
Committee and Council Meetings.**

The Administration Committee had before it a communication (June 17, 1999) from the City Clerk advising that City Council on June 9, 10 and 11, 1999, struck out and referred Clause No. 4 of Report No. 6 of The Corporate Services Committee, headed "Late Agenda Items for Committee and Council Meetings", to the Administration Committee for further consideration.

On motion by Councillor Adams, the Administration Committee:

- (1) referred the foregoing communication to the City Clerk for further consideration and report thereon to the Administration Committee for its meeting scheduled to be held on September 7, 1999; and
- (2) requested the City Clerk to write to each Member of Council inviting comments respecting this matter and report thereon to the aforementioned meeting of the Administration Committee.

(City Clerk - July 13, 1999)

(Clause No. 26(g) - Report No. 2)

3-10. Harmonization of Severance Provisions - Council Members.

The Administration Committee had before it the following reports:

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- (i) (June 28, 1999) from the Executive Director of Human Resources recommending that:
 - (1) the severance remuneration provisions for Council Members as described in this report be approved;
 - (2) authority be granted for the introduction of any Bills necessary to give effect to the foregoing; and
 - (3) the appropriate City officials be authorized and directed to take all steps necessary to give effect to the foregoing matter; and

- (ii) (July 12, 1999) from the Executive Director of Human Resources recommending that:
 - (1) the proposed severance remuneration provisions as contained in this report be adopted;
 - (2) funds be included in the 2000 budget to provide for an allowance of up to \$3,500 for outplacement, transition or retirement counseling for members who retire, or who are not re-elected to office, or who resign from office. Funds can only be provided if the member accesses the counseling; and
 - (3) the appropriate City officials be authorized and directed to take the necessary steps to give effect to the foregoing matter.

- A. Councillor Holyday moved that the Administration Committee recommend to Council:
 - (1) that the report (June 28, 1999) from the Executive Director of Human Resources be adopted; and
 - (2) the report (July 12, 1999) from the Executive Director of Human Resources be received. **(Lost)**

- B. Councillor Bussin moved that the Administration Committee recommend to Council:
 - (1) the adoption of the report (July 12, 1999) from the Executive Director of Human Resources; and

- (2) that the report (June 28, 1999) from the Executive Director of Human Resources be received. **(Carried)**

(Clause No. 2 - Report No. 2)

**3-11. Long Term Disability and Sick Day Usage
1997 - 1998 City Programs for Employees.**

The Administration Committee had before it a report (June 25, 1999) from the Executive Director of Human Resources providing information on City programs available to assist employees dealing with the impact of changes resulting from amalgamation, including the impact of downsizing; providing information on long term disability and sick day usages for employees for 1997 and 1998, as potential indicators of the stressful effects of downsizing; advising that sick day usage and LTD claims will continue to be closely monitored; that programs that have been initiated to help deal with the impact of change resulting from amalgamation and downsizing will be maintained and supported; that additional supports and programs under development as a longer-term strategy will maintain a high priority in 1999; and recommending that this report be received for information.

On motion by Councillor Mahood, the Administration Committee:

- (1) deferred consideration of the foregoing report until its Special Meeting to be held on July 21, 1999; and
- (2) requested the Acting Commissioner of Corporate Services to submit a further report to the aforementioned Special Meeting of the Committee on the sick day usage by other employees e.g., the Toronto Police, the Toronto Transit Commission and the Toronto Firefighters.

(Acting Commissioner of Corporate Services - July 13, 1999)

(Clause No. 26(h) - Report No. 2)

3-12. Conditions of Employment - Council Staff Members.

The Administration Committee had before it a report (June 29, 1999) from the Executive Director of Human Resources recommending that:

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- (1) the Hay Group Management Consultants be authorized to determine a rate of pay for the positions of Executive Assistant and Constituency Assistant through a salary survey study;
- (2) the evaluation results of the Hay Group Management Consultants be reported to the Administration Committee for approval;
- (3) funding for salary reviews for council staff members be derived from the corporate contingency account for 1999; and
- (4) staff be authorized to take whatever steps necessary to implement the foregoing.

(Councillor Mahood declared his interest in the foregoing matter, in that his daughter is employed by the City of Toronto as his Administrative Assistant.)

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing report (June 29, 1999) from the Executive Director of Human Resources; and, further, that the Acting Commissioner of Corporate Services be requested to submit a report to the October 5, 1999, meeting of the Administration Committee, or sooner if possible, on the evaluation results of the Hay Group Management consultants.

(Clause No. 3 - Report No. 2)

3-13. Corporate Occupational Health and Safety Policy and Program.

The Administration Committee had before it a report (June 24, 1999) from the Executive Director of Human Resources providing an updated Corporate Occupational Health and Safety Policy in compliance with the legal requirement to review such policies annually and details of a proposed Corporate Occupational Health and Safety Program; advising that adoption of the updated Corporate Occupational Health and Safety Policy and the proposed Corporate Occupational Health and Safety Program, together with the establishment of a central Occupational Health and Safety Co-ordinating Committee, will demonstrate the City's commitment to the occupational health and safety of its employees and to a strong internal responsibility system, while achieving compliance with key provisions of the Occupational Health and Safety Act; and recommending that:

- (1) the updated Corporate Occupational Health and Safety Policy be endorsed; and

- (2) the new Corporate Occupational Health and Safety Program be endorsed.

On motion by Councillor Mahood, the Administration Committee recommended to Council the adoption of the foregoing report (June 24, 1999) from the Executive Director of Human Resources.

(Clause No. 21 - Report No. 2)

3-14. Temporary Employees with Length of Service from Two to Ten Plus Years.

The Administration Committee had before it a report (June 22, 1999) from the Executive Director of Human Resources reporting on the issue raised by Councillor Howard Moscoe respecting the large number of temporary employees employed by the former Area Municipalities; advising that information on the number of temporary employees with length of service from two to 10 plus years as of February, 1999, is presented in Appendix 1; that this information raised questions as to the reasons the former Area Municipalities had temporary positions and employees, the reason for the large numbers with long service and plans to address the issue of employee status; that the combination of budget pressures, restructuring, establishment freezes and uncertainty leading up to amalgamation have contributed to the large number of temporary positions and employees; that employment status issues will be dealt with as part of the collective bargaining process; and recommending that this report be received for information.

The following persons appeared before the Administration Committee in connection with the foregoing matter:

- Mr. Bill Crangle and filed a written submission; and
- Councillor Howard Moscoe, North York Spadina.

On motion by Councillor Mahood, the Administration Committee received the foregoing report.

(Executive Director of Human Resources; c. Mr. Bill Crangle - July 13, 1999)

(Clause No. 26(i) - Report No. 2)

3-15. Relocation of Lottery Licensing Staff (Scarborough) to York Civic Centre.

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The Administration Committee had before it the following communications:

- (i) (June 29, 1999) from the City Clerk advising that the Scarborough Community Council on June 22, 1999, approved, a request by Councillor Bas Balkissoon that the City Clerk report to the Administration Committee, as soon as possible, respecting the reorganization of the Clerk's Department, specifically the intention to relocate the Scarborough Lottery Licensing function and staff to the York Civic Centre; and that, in the interim, no action be taken on this relocation until this report is provided; and
- (ii) (July 7, 1999) from the City Clerk responding to the request of the Scarborough Community Council on proposed changes to the organizational structure of the Legislative Services Unit; advising that centralization of the lottery licensing and birth registration processes will not only eliminate current workload demands on the customer service staff, but would ensure consistency and standardization of service delivery across the City, and better utilize human resources; that centralizing the gaming function at the York Civic Centre and birth registration at the East York Civic Centre will alleviate the issue of providing full Legislative Services' functions with only two staff; that in order to provide efficient and effective customer services at Toronto City Hall and the five Civic Centres it is necessary to reallocate staff and functions, specifically the centralization of lottery licence processing in York and the processing of birth registrations in East York; that the reorganization will improve the current level of service and maximize the use of available resources; and recommending that this report be received for information.

On motion by Councillor Balkissoon, the Administration Committee deferred consideration of the foregoing communications until the meeting of the Administration Committee scheduled to be held on September 7, 1999.

(City Clerk; c. Committee Administrator, Scarborough Community Council - July 13, 1999)

(Clause No. 26(j) - Report No. 2)

3-16. Proposed Transfer of CN Land North of Fort York to the City of Toronto (Ward 20 - Trinity-Niagara).

The Administration Committee had before it a report (June 28, 1999) from the Commissioner of Urban Planning and Development Services reporting, as directed by City Council at its meeting on June 10, 1999, on what lands west of Bathurst Street and north of Fort York are not needed for railway purposes and can be conveyed for park purposes

attached to the Fort York Historical District, and on the possibility of including the surplus rail lands north of Fort York in the purchase of Union Station and related Toronto Terminal Railway lands; that the transfer to the City of the CN land immediately north of Fort York which has been determined by the Railway to be surplus to its needs would enhance the grounds of Fort York and the potential to make connections to the Fort York grounds from parks and neighbourhoods, east, west and north of the Fort; and recommending that City Council request the Minister of Transportation to assist in expediting the transfer of surplus CN land on the north side of Fort York to the City of Toronto.

On motion by Councillor Altobello, the Administration Committee recommended to Council the adoption of the foregoing report.

(Clause No. 8 - Report No. 2)

3-17. Selection and Recruitment Process for Commissioner of Corporate Services and Commissioner of Urban Planning and Development Services.

The Administration Committee had before it the following:

- (i) communication (June 18, 1999) from the City Clerk advising that City Council on June 9, 10 and 11, 1999, during its consideration of a confidential report (June 9, 1999) from the Chief Administrative Officer, entitled "Position of Commissioner of Corporate Services", amongst other things, adopted the following:
 - "(4) a selection panel, consisting of the members of the Administration Committee, and Councillors Disero, Jakobek, Layton and O'Brien, be established, and the quorum of the selection panel be 50 percent of the membership of the Administration Committee;
 - (5) the recommendations of the selection panel be submitted to the Administration Committee and Council;
 - (6) in the interim, the Chief Administrative Officer take responsibility for the Corporate Services Department until such time as a recommendation on the appointment of an Acting Commissioner of Corporate Services is made to City Council for approval;"
- (ii) report (July 2, 1999) from the Chief Administrative Officer describing the process to recruit and select candidates for two vacant senior executive positions; and recommending that:

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- (1) the selection panel established by Council on June 9, 1999, be expanded to include the Chair of the Planning and Transportation Committee; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Adams, the Administration Committee deferred consideration of the foregoing communication and report until its Special Meeting scheduled to be held on July 21, 1999.

(Chief Administrative Officer - July 13, 1999)

(Clause No. 26(k) - Report No. 2)

3-18. Property Houses Transfer.

The Administration Committee had before it a report (June 24, 1999) from the Chief Executive Officer, Toronto Housing Company, advising that the Board of the Toronto Housing Company Inc., at its meeting of June 24, 1999, during its consideration of a report (June 21, 1999) from the Chief Executive Officer, entitled "Property Houses Transfer", adopted the following resolutions with respect to the aforementioned report:

- “(1) That the Board of Directors forward this report to the Administration Committee and City Council with the recommendation that Council grant approval of the changes to the transaction outlined in this report, that Council declare all of the property houses surplus in accordance with such changes and that the appropriate city officials carry out whatever actions are necessary to give effect to Bylaw No. 551-1998;
- (2) that the Toronto Housing Company accept a conveyance of the Property Houses upon the terms set out in Clause 3 of the Corporate Services Committee Report No. 4 as amended, of the Property House portfolio, except for the 15 properties required to be sold as described in the said clause (“the Sale Properties”);
- (3) that, subject to City Council’s concurrence, the Toronto Housing Company through the Chief Executive Officer, offer for sale and accept offers to purchase respecting the Sale Properties, on the City’s behalf;
- (4) that the Toronto Housing Company accept from the City the proceeds from the sale of the Sale Properties;

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- (5) that the Toronto Housing Company continue to manage the Sale Properties under the Property House Leases until each Sale Property is sold, respectively; and
- (6) that the appropriate Toronto Housing Company Officials be authorized to take the necessary actions to give effect thereto.”

Mr. Sydney Brooker, appeared before the Administration Committee in connection with the foregoing matter.

On motion by Councillor Bussin, the Administration Committee deferred consideration of the foregoing report until the meeting of the Administration Committee scheduled to be held on September 7, 1999.

(Chief Executive Officer, Toronto Housing Company - July 13, 1999)

(Clause No. 26(l) - Report No. 2)

**3-19. Proposed Land Exchange - South-West Corner of
Eglinton Avenue West and Black Creek Drive
(Ward 27 - York Humber).**

The Administration Committee had before it the following:

- (i) joint report (June 22, 1999) from the Chief Administrative Officer and Commissioner of Corporate Services recommending that:
 - (1) the portions of Keele Road and Photography Drive forming part of the proposed land exchange be declared surplus to municipal requirements, and staff proceed with the exchange of lands with Rutledge Development Corporation (the developer), or its permitted assigns, at the south-west quadrant of the intersection of Eglinton Avenue West and Black Creek Drive, based on the following terms and conditions, together with any others deemed appropriate by the City’s solicitors to protect the City’s interests:
 - (a) the land exchange proceed for a nominal sum of \$1.00;
 - (b) the acquisition by the City of Areas 4, 5, 6 and 7 on Plan SYE2917 subject to an access easement for the developer;
 - (c) the conveyance by the City of Areas 1, 2, and 3 on Plan SYE2917 subject to the reservation of necessary easements for municipal

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services and public utilities, and the grant of an access easement to the developer across parts of Area 8 on Plan SYE2917;

- (d) permission to enter and occupy the future transitway facility lands be granted to the developer during the construction phase of the project together with permission for the developer to proceed with any environmental testing and remediation work on lands owned or to be owned by the City, and for purposes of constructing the access road, provided the developer indemnifies and holds the City harmless from any losses, damages, claims or suits;
 - (e) both parties to be responsible for their own closing and legal costs;
 - (f) the developer to provide a survey of the lands being conveyed to and by the City;
 - (g) the developer to be responsible for any required cleanup of the lands and the developer to provide the City with evidence from its environmental consultants satisfactory to the Acting Commissioner of Corporate Services that the lands being conveyed to the City meet the Ministry of Environment and Energy guidelines for commercial/industrial use; and
 - (h) a "release" of the 1992 Memorandum of Understanding between the City, Daimios Real Estate North America Inc. and the Ministry of Transportation of Ontario be executed;
- (2) the Chief Administrative Officer and Acting Commissioner of Corporate services or the Executive Director of Facilities and Real Estate be authorized to execute any necessary agreements, and/or amendments or extensions related thereto;
 - (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto; and
- (ii) communication (June 28, 1999) from the City Clerk advising that York Community Council on June 22, 1999, during its consideration of reports and communications respecting an Official Plan and Zoning By-law Amendment Application by Rutledge Development Corporation, recommended to the Administration Committee that consideration be given to the request from Rutledge Development Corporation that:

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- (1) any surplus from the exchange of lands with the City be applied as a credit towards the two percent cash-in-lieu of parkland calculation; and
- (2) credit for any other municipal charges be applied to ensure an equal value exchange.

Councillor Howard Moscoe, North York Spadina, appeared before the Administration Committee in connection with the foregoing matter.

On motion by Councillor Bussin, on behalf of Councillor Moscoe, the Administration Committee:

- (1) submitted the foregoing joint report to Council, without recommendation; and
- (2) requested the Chief General Manager, Toronto Transit Commission, to submit comments thereon directly to Council for its meeting scheduled to be held on July 27, 1999.

(Chief General Manager, Toronto Transit Commission; c. Chief Administrative Officer; Acting Commissioner of Corporate Services - July 13, 1999)

(Clause No. 9 - Report No. 2)

**3-20. 114 Bernard Avenue - Encroachment Agreement
(Ward 23 - Midtown).**

The Administration Committee had before it a report (June 23, 1999) from the Chief Administrative Officer and Acting Commissioner of Corporate Services recommending that approval be given to enter into an encroachment agreement with the owners of 114 Bernard Avenue for the encumbrances on PART 2, Plan D-905 upon such terms and conditions that the City Solicitor and the Acting Commissioner of Corporate Services shall deem necessary in the interests of the City, including indemnifying the City against all actions, suits, claims or demands and from all loss, costs, damages, charges and expenses from such encroachment agreement being granted.

The Administration Committee recommended to Council the adoption of the foregoing report.

(Clause No. 10 - Report No. 2)

**3-21. Phase 1 Renovation in Toronto City Hall - Recommended
Actions in Response to Office Consolidation Sub-committee
Motions and Additional Budget Requirements.**

The Administration Committee had before it a communication (June 16, 1999) from the City Clerk advising that the Office Consolidation Sub-Committee on June 9, 1999, during its consideration of a communication (May 28, 1999) from the City Clerk, addressed to the Policy and Finance Committee regarding Phase 1 Renovation in Toronto City Hall, and a communication (May 5, 1999) from the City Clerk addressed to the Commissioner of Corporate Services advising of the action taken by the Strategic Policies and Priorities Committee on May 4, 1999:

- (1) received the foregoing communications;
- (2) forwarded the matter to the Administration Committee for consideration;
- (3) requested the Commissioner of Corporate Services to respond to the recommendations of the Strategic Policies and Priorities Committee on May 4, 1999, in the aforementioned communication, directly to the Administration Committee;
- (4) requested the Commissioner of Corporate Services also to prepare a report directly to the Administration Committee in response to the Budget Committee's request for additional information; and
- (5) requested that the foregoing information be sent to all members of the Office Consolidation Sub-Committee.

On motion by Councillor Moeser, the Administration Committee received the foregoing communication.

(Clause No. 26(m) - Report No. 2)

3-22. Corporate Records Management Program.

The Administration Committee had before it a joint report (June 29, 1999) from the City Clerk and the Chief Administrative Officer seeking Council approval for a Corporate Records Management Program that will harmonize the programs of the former municipalities with respect to policies, standards and services for the corporate management of the records of the City of Toronto, in accordance with the statutory responsibilities of the City as outlined in the *Municipal Act* and the *Municipal Freedom of Information and*

Protection of Privacy Act; and recommending that the objectives and policy statements of the Corporate Records Management Program to govern the creation, maintenance, organization, retention and disposition of all records generated or acquired by the City, attached as Appendix 1 to this report, be adopted.

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing joint report.

(Clause No. 5 - Report No. 2)

3-23. Acquisition Policy for Toronto Archives.

The Administration Committee had before it a joint report (June 30, 1999) from the City Clerk and the Chief Administrative Officer seeking Council approval for a policy that will govern the disposition of departmental records that possess archival value, as well as the acquisition of non-government records that promote an understanding of the historical development of the City of Toronto; advising that Appendix 1 provides appraisal criteria for the review of records to determine archival value, and Appendix 2 lists a glossary of archival terms used throughout this report; and recommending that:

- (1) the following mandate be adopted for the Archives program operated by the City Clerk's Division:

“The City of Toronto Archives preserves and provides access to records of enduring value regardless of media or format, that provide evidence of the decisions, policies, and activities of the City of Toronto, its predecessor municipalities, and its agencies, boards, and commissions which do not have their own archival programs. The Archives also acquires, preserves, and provides access to non-government records that make a significant contribution to an understanding of the development of the City, its natural and built environment, and the people who lived, worked, or had an impact upon Toronto.”;

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- (2) records of the City of Toronto and its predecessor municipalities that possess archival value shall be transferred to the custody and control of the City Clerk's Division when the records have reached the end of their inactive period of retention according to schedules set out in municipal by-laws, or in the case of unscheduled records, when a review by staff of the City Clerk's Division has demonstrated that the records possess archival significance according to the appraisal criteria set out in Appendix 1 and the records are no longer required to support operational requirements of the City's departments;
- (3) personal papers of former Members of Council that are deemed to possess archival value according to the appraisal criteria set out in Appendix 1 shall be acquired as a donation to the City, subject to approval by the Director, Corporate Records Systems and City Archivist, in accordance with the policies set out in this report, and to the terms of an agreement satisfactory to the City Clerk and City Solicitor;
- (4) Members and former Members of Council shall be permitted to store in the City's Records Centre, at no cost, inactive records created as a Member of Council during the Members' terms of office plus three years from the date of leaving office, under the same policies and procedures applicable to departmental records;
- (5) Members and former Members of Council storing inactive records in the City's Records Centre shall control access and use of such records;
- (6) in the case of agencies, boards, and commissions and other special purpose bodies (that do not provide archival services), records that possess archival value according to retention schedules passed by Council or the appraisal criteria in Appendix 1, shall be transferred to the custody and control, for archival purposes, of the City of Toronto Archives, subject to legal limitations and to the terms of an agreement satisfactory to the City Clerk and City Solicitor;
- (7) with respect to formal access requests pursuant to the Municipal Freedom of Information and Protection of Privacy Act for records of special purpose bodies managed by the City of Toronto Archives, responding to such requests shall be the responsibility of the special purpose body that is a separate institution for the purposes of this Act;

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- (8) non-government records and collections of documents that meet the terms of the Archives' mandate and are deemed to possess archival value according to the appraisal criteria set out in Appendix 1 shall be acquired as a donation to the City, subject to approval by the Director, Corporate Records Systems and City Archivist in accordance with the policies set out in this report, and to the terms of an agreement satisfactory to the City Clerk and City Solicitor;
- (9) non-government records and collections of documents that meet the terms of the Archives' mandate and are deemed to possess archival value according to the appraisal criteria set out in Appendix 1, but are available for acquisition only through sale, may be purchased by the City Clerk's Division, subject to funds being designated and approved in the annual budget process;
- (10) authority be granted to enter into agreements:
 - (a) with former Members of Council in accordance with the policy under Recommendation No. (3) above;
 - (b) with local boards and special purpose bodies of the City of Toronto in accordance with the policy under Recommendation No. (6) above; and
 - (c) with persons or corporations in accordance with the policy under Recommendation No. (8) above;
- (11) non-government records and collections of documents may be loaned to the City by persons or organizations on a temporary basis for the purposes of copying or display, but material of this nature shall not be acquired as a permanent loan to the Archives, or placed on deposit with the Archives without the transfer of ownership to the City;
- (12) the City Clerk shall submit to Council an annual report for the City of Toronto Archives which will describe the activities of the program, including a list of the acquisitions made under the terms of this policy;
- (13) the City of Toronto Archives shall be located at 255 Spadina Road, which shall be the sole storage facility for the City's archival holdings unless, in the opinion of the Director, Corporate Records Systems and City Archivist, storage in other facilities is necessary in order to preserve the records;

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- (14) the Director, Corporate Records Systems and City Archivist shall be authorized to provide temporary storage at the City of Toronto Archives for records that may meet the terms of the Archives' mandate but are at risk of loss or destruction, pending a review and determination of the final disposition of this material at the earliest possible opportunity;
- (15) archival records and collections of documents transferred to the City of Toronto Archives shall not circulate beyond the building, unless removal of this material is required as evidence in litigation or to support pressing operational needs of the City, or in order to preserve, reproduce, or temporarily display the material in a secure facility that meets archival standards, subject to the approval of the Director, Corporate Records Systems and City Archivist; and
- (16) the appropriate City officials be authorized and directed to give effect thereto including, the introduction into Council of any necessary bills to implement the policy under Recommendation No. (6) above and a bill under paragraph 24 of section 207 of the Municipal Act to implement the policy in Recommendation No. 8).

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing joint report; and, further that the mandate for the Archives program operated by the City Clerk's Division, also include all Special Purpose Bodies.

(Clause No. 4 - Report No. 2)

3-24. Authority During Absence of Chief Administrative Officer.

The Administration Committee had before it a report (June 30, 1999) from the Chief Administrative Officer seeking authority for the appointment of alternates to stand in the place and stead of the Chief Administrative Officer during his absence from duty due to travel, illness or otherwise; and recommending that:

- (1) authority be granted for the period ending at 12:00 midnight on the 2nd day of March, 2000, to each of the Commissioners of Community and Social Services, Works and Emergency Services, Corporate Services, Economic Development, Culture and Tourism, Urban Planning and Development Services and the Chief Financial Officer and Treasurer to exercise as may from time to time be designated in writing by the; Chief Administrative Officer for such period as may be specified in the designation, the authority of the Chief Administrative Officer during his absence due to travel, illness or otherwise; and

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- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect to the foregoing.

On motion by Councillor Balkissoon, the Administration Committee recommended to Council the adoption of the foregoing report subject to amending Recommendation No. (1) by deleting the following word and date “ the 2nd day of March, 2000”, and inserting in lieu thereof the date “January 31, 2001”, so that Recommendation No. (1) now reads as follows:

- “(1) authority be granted for the period ending at 12:00 midnight on January 31, 2001, to each of the Commissioners of Community and Social Services, Works and Emergency Services, Corporate Services, Economic Development, Culture and Tourism, Urban Planning and Development Services and the Chief Financial Officer and Treasurer to exercise as may from time to time be designated in writing by the Chief Administrative Officer for such period as may be specified in the designation, the authority of the Chief Administrative Officer during his absence due to travel, illness or otherwise;”.

(Clause No. 22 - Report No. 2)

3-25. Alternate for the Commissioner of Corporate Services to Approve Certain Delegated Real Estate Matters.

The Administration Committee had before it a report (June 30, 1999) from the Chief Administrative Officer seeking authority for the Commissioner of Corporate Services to exercise delegated authority over certain real property matters; and recommending that:

- (1) for the purpose of exercising the authority, as same may be amended from time to time, delegated to the Commissioner of Corporate Services by Clause No. 1 of Report No. 11 of The Corporate Services Committee adopted as amended on July 29, 30, 31, 1999, authority be granted to the Executive Director of Facilities and Real Estate; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect to the foregoing.

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing report.

(Clause No. 23 - Report No. 2)

**3-26. Retention of Former Employees as Expert
Witnesses at Ontario Municipal Board Hearings.**

The Administration Committee had before it a report (June 25, 1999) from the City Solicitor advising that in situations where Council does not adopt the recommendations of Planning Division staff with respect to development applications and the matter is appealed to the Ontario Municipal Board, internal planning staff are unable to provide evidence at the Board at the hearing of the matter; that in these circumstances, the City Solicitor is required to retain the services of an outside planning consultant to provide expert evidence at the Board; that outside consultants are retained on a short term basis from one week to several months depending on the particular file; that they are paid for the number of hours worked on the file based on an estimate provided at the time they are retained; that the City Solicitor determines the most appropriate outside consultant to retain based on among other matters, the issues raised by the particular file, the expertise of the consultant, the consultant's perceived credibility before the Board and their previous Board experience; and recommending that the City Solicitor be authorized to retain former employees who received a termination package from the City on a short term basis as may be required from time to time, to provide evidence at Ontario Municipal Board hearings in support of Council's position where staff are unable to provide evidence in support of Council's position.

On motion by Councillor Mahood, the Administration Committee deferred consideration of the foregoing report until its Special Meeting scheduled to be held on July 21, 1999.

(City Solicitor - July 13, 1999)

(Clause No. 26(n) - Report No. 2)

3-27. Public Access Defibrillation Program.

The Administration Committee had before it the following reports:

- (i) (June 28, 1999) from the Commissioner of Corporate Services reporting, as requested by City Council on June 9, 1999, on the reasons for the delay in the start-up of the Public Access Defibrillation Program at Toronto City Hall and Nathan Phillips Square, and the steps being taken to ensure Council's policy for a quick start of this program no later than September 1, 1999; advising that the Commissioner of Works and Emergency Services has provided a report to the Administration Committee detailing the reasons for the delay and the steps being taken to ensure implementation no later than September 1, 1999; that it is expected that the Public Access Defibrillation Pilot Project and City Hall and Nathan Phillips Square will be fully implemented in accordance with Council's revised amendment to have the program fully operational by September 1, 1999; and recommending that this report be received for information; and
- (ii) (June 28, 1999) from the Commissioner of Works and Emergency Services reporting on the current status of the implementation of the Public Access Defibrillation Program pilot project at City Hall, Nathan Phillips Square and Metro Hall; advising that Toronto Ambulance had taken the lead role in promoting the cardiac safe city concept for the City of Toronto; that during the process of implementing the project a number of delays were encountered, which made it difficult to achieve the January 1, 1999, deadline; that while delays have been encountered involving the implementation of the pilot program, other initiatives had taken place in order to expand the concept of public access defibrillation throughout the City; that in June, 1999, all members of the Toronto Police Services Marine Unit were trained to perform defibrillation and the primary response boats were equipped with defibrillators to ensure immediate response to waterfront emergencies; that it is expected that the Public Access Defibrillation Pilot Project at Nathan Phillips Square and City Hall will be fully implemented in accordance with Council's revised amendment to have the program fully operational by September 1, 1999; and recommending that this report be received for information.

On motion by Councillor Adams, the Administration Committee received, with thanks, the foregoing reports.

(Acting Commissioner of Corporate Services; Commissioner of Works and Emergency Services - July 13, 1999)

(Clause No. 26(o) - Report No. 2)

3-28. Lien For Repairs - 433 Wellesley Street East.

The Administration Committee had before it a report (June 7, 1999) from the Commissioner of Urban Planning and Development Services requesting approval of the total expenditure of \$5,875.73 to be paid to Trio Roofing Systems Inc. and AAA Wildlife Control, for work undertaken to carry out repairs necessary to address Property Standards By-law deficiencies as cited in outstanding orders issued to the property owner, such costs to be applied, with interest, to the tax rolls and collected in the same manner as real property taxes; and recommending that:

- (1) the lowest quotations submitted by Trio Roofing Systems Inc. and AAA Wildlife Control at the total cost of \$5,875.73 be accepted;
- (2) the total amount expended by the City in making the required repairs plus an administration fee of 10 percent of such amount be added to the collector's roll and collected in the same manner as real property taxes for the year in which the work is completed and until it is so added, shall bear an interest rate of 9 per cent per annum; and
- (3) a one year period be permitted for the recovery of money expended.

On motion by Councillor Holyday, the Administration Committee recommended to Council the adoption of the foregoing report.

(Clause No. 11 - Report No. 2)

3-29. Review of Corporate Fleet and Garage Operations.

The Administration Committee had before it a report (June 30, 1999) from the Chief Administrative Officer recommending that:

- (1) Council adopt, in principle, the recommendations of the KPMG Fleet Review outlined in Appendix One of this report;
- (2) Council approve the closure of the following six garages by December 31, 1999: (1) Merton; (2) Emery; (3) Murray Road; (4) Bermondsey; (5) Symes; and (6) Eastern Grounds Keeping Garage;

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- (3) Fleet Management Services jointly with the Commissioners of Works and Emergency Services and the Economic Development Culture and Tourism report by December 31, 1999, on the findings and recommendations of the fleet zero base review;
- (4) the Commissioners of Corporate Services, Works and Emergency Services and Economic Development Culture and Tourism jointly report by June 30, 2000, on the findings of the yards rationalization study and where appropriate, recommend additional garages and yards for closure;
- (5) the Commissioners of Corporate Services, Works and Emergency Services and Economic Development Culture and Tourism report by September 30, 2000, on the feasibility of adopting the four garage model as identified by KPMG;
- (6) the Commissioner of Corporate Services report to the Administration Committee by March 31, 2000, on a strategy for closing fuels sites, including recommendations on sites that are to close, and those that should remain open for operational reasons, timelines, cost implications of decommissioning tanks, and options for alternative fuel supply;
- (7) the Commissioner of Corporate Services and the Commissioner of Works and Emergency Services report by September 30, 2000, on the efficiencies of further consolidation between emergency services fleet and corporate fleet in relation to fleet management, maintenance and garage facilities;
- (8) the Commissioner of Corporate Services and the Commissioner of Works and Emergency Services report to the Administration Committee by September 30, 2000, on the garage facilities requirements of Fire and Ambulance Services, taking into consideration the findings of the KPMG Fleet Review, the KPMG Fire and Ambulance Services Facilities Study, and the final model adopted for garage consolidation for the City of Toronto;
- (9) the City adopt the M4 fleet systems (formerly used in North York), as the corporate wide fleet information system including maintenance and performance standards;
- (10) Fleet Management Services achieve by December 31, 2000, a five percent efficiency gain in labour hours productivity, to make it consistent with the industry benchmark of 75 percent;
- (11) effective January 1, 2000, Fleet Management Services establish and communicate to users standards labour hours for fleet maintenance, flat rate job rates, and hourly garage rates that are consistent with industry standards and full cost recovery;

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- (12) effective January 1, 2000, FMS establish appropriate systems to enable the monitoring of productivity and effective charge cost rate for each garage based on standard labour hours output and work orders in relation to total available hours; and
- (13) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

The Administration Committee also had before it a communication (July 12, 1999) from Ms. Anne Dubas, President, CUPE Local 79, advising that she is pleased that no job loss will result from the six garage closures recommended for the Fleet Management Services Division; that Local 79 believes that the Division will find it economical and wise to bring most of the fleet maintenance work that is currently contracted out to the private sector back in house; and expressing disappointment with the recommendation in the KPMG report that foreperson positions be eliminated and replaced with a new "work unit structure" made up of supervisors, lead hands, mechanics and helpers.

The Chief Administrative Officer, and Mr. Richard Harris, Representative of KPMG, gave a presentation to the Administration Committee in connection with the foregoing matter and filed a copy of their presentation material.

The following persons appeared before the Administration Committee in connection with the foregoing matter:

- Mr. Fred Taylor, Executive Board Member, CUPE Local 79; and
 - Councillor Jane Pitfield, East York.
- A. Councillor Minnan-Wong moved that the Administration Committee recommend to Council the adoption of the report (June 30, 1999) from the Chief Administrative Officer subject to adding to Recommendation No. (8) after the words "requirements of Fire and Ambulance Services", the words "Toronto Police, Exhibition Place, Library Boards, other ABC's and Toronto Hydro", so that Recommendation No. (8) now reads as follows:
- "(8) the Commissioner of Corporate Services and the Commissioner of Works and Emergency Services report to the Administration Committee by September 30, 2000, on the garage facilities requirements of Fire and Ambulance Services, Toronto Police, Exhibition Place, Library Boards, other ABC's and Toronto Hydro, taking into consideration the findings of the KPMG Fleet Review, the KPMG Fire and

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Ambulance Services Facilities Study, and the final model adopted for garage consolidation for the City of Toronto;”.
(Carried)

B. Councillor Mahood moved, on behalf of Councillor Balkissoon, that the report (June 30, 1999) from the Chief Administrative Officer be amended by:

(i) adding to Recommendation No. (6) after the word “Services”, the words “in consultation with the City Auditor”, and adding to the end thereof the words “and no action be taken to implement any of the strategies until the report is brought back to the Administration Committee”, so that Recommendation No. (6) shall now read as follows:

“(6) the Commissioner of Corporate Services, in consultation with the City Auditor, report to the Administration Committee by March 31, 2000, on a strategy for closing fuels sites, including recommendations on sites that are to close, and those that should remain open for operational reasons, timelines, cost implications of decommissioning tanks, and options for alternative fuel supply, and no action be taken to implement any of the strategies until the report is brought back to the Administration Committee;”;

(ii) adding thereto the following new Recommendation No. (13).

“(13) that the implementation Team and the staff Advisory Committee include a representative from the City Auditor’s Department;” and

(iii) renumbering the existing Recommendation No. (13) as Recommendation No. (14). **(Carried)**

C. Councillor Holyday moved that the Recommendations embodied in the aforementioned report be implemented, and following implementation, the appropriate staff be requested to review the actual cost to operate the fleet services and compare these costs with other municipalities and organizations. **(Carried)**

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- D. Councillor Moeser moved that the Chief Administrative Officer be requested to report further to the Administration Committee as quickly as possible, outlining an implementation plan and providing information on the fleet reserves of the former municipalities and how they are being utilized at this time. **(Carried)**
- E. Councillor Mahood moved that Recommendation No. (5), embodied in the report (June 30, 1999) from the Chief Administrative Officer, be amended by adding after the words “identified by KPMG”, the words “Option No. 3”, so that Recommendation No. (5) shall now read as follows:
- “(5) the Commissioners of Corporate Services, Works and Emergency Services and Economic Development Culture and Tourism report by September 30, 2000, on the feasibility of adopting the four garage model as identified by KPMG, Option 3;”. **(Carried)**

Councillor Berardinetti appointed Councillor Minnan-Wong Acting Chair and vacated the Chair.

- F. Councillor Berardinetti moved that Recommendation No. (2), embodied in the report (June 30, 1999) from the Chief Administrative Officer, be amended to read as follows:
- “(2) (a) Council approve the closure of the five garages by December 31, 1999: (1) Merton; (2) Emery; (3) Murray Road (4) Bermondsey; and (5) Symes; and
- (b) Council approve the closure of the Eastern Groundskeeping Garage subject to the relocation of Fire Services, currently located at 843 Eastern Avenue, to another facility;”. **(Carried)**

Councillor Berardinetti resumed the Chair.

- G. Councillor Moeser moved, on behalf of Councillor Pitfield, that:
- “(1) that the City Auditor be requested to complete a checklist showing the extent to which the deliverables have been received by the City;

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- (2) the Chief Administrative Officer be requested to report to the Administration Committee by September, 1999, that there are sufficient staff and data to complete the zero base review;
 - (3) that the Chief Administrative Officer be requested to report to the Administration Committee by September, 1999, that there is a methodology, data and resources to complete the Yards Rationalization Study;
 - (4) that the Commissioner of Corporate Services, Works and Emergency Services and Economic Development, Culture and Tourism be requested to report by October, 1999, on the plan for adopting the four garage model as identified by KPMG and the implementation of that model by December, 2000;
 - (5) that the Chief Administrative Officer be requested to report to the Administration Committee, by September, 1999, and confirm the adoption of the M4 fleet systems by the City to enable tracking of monthly expenditures, maintenance, parts, and fuel; to track monthly garage output, to issue invoices to each client department and link the financial data to the City's SAP accounting system;
 - (6) that Fleet Management Services achieve a five percent efficiency gain based on standard hours by December, 1999, and the resulting savings be reflected in the year 2000 budget for garage operations;
 - (7) that the attached tables for year 1997 and year 1999, entitled "City of Toronto - Financial Summary of Fleet Operations - Table 1 and 2", be used to summarize garage operations; and
 - (8) that the Chief Administrative Officer be requested to report to the Administration Committee by September, 1999, on the financial summary of fleet and garage operations for 1997 and 1999 and establish the estimated savings of \$2.6 million identified in this report." **(Referred)**
- H. Councillor Altobello moved that the foregoing motion G. by Councillor Moeser, on behalf of Councillor Pitfield, be referred to the

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Chief Administrative Officer for report thereon to the Administration Committee for its meeting scheduled to be held on September 7, 1999. **(Carried)**

The decision of the Administration Committee, therefore, is as follows:

The Administration Committee recommended to Council:

(A) the adoption of the report (June 30, 1999) from the Chief Administrative Officer subject to:

(i) amending Recommendation No. (2) to read as follows:

“(2) (a) Council approve the closure of the five garages by December 31, 1999: (1) Merton; (2) Emery; (3) Murray Road (4) Bermondsey; and (5) Symes; and

(b) Council approve the closure of the Eastern Groundskeeping Garage subject to the relocation of Fire Services, currently located at 843 Eastern Avenue, to another facility;”;

(ii) adding to Recommendation No. (5) after the words “identified by KPMG”, the words “Option No. 3”, so that Recommendation No. (5) shall now read as follows:

“(5) the Commissioners of Corporate Services, Works and Emergency Services and Economic Development Culture and Tourism report by September 30, 2000, on the feasibility of adopting the four garage model as identified by KPMG, Option 3;”;

(iii) adding to Recommendation No. (6) after the word “Services”, the words “in consultation with the City Auditor”, and adding to the end thereof the words “and no action be taken to implement any of the strategies until the report is brought back to the Administration Committee”, so that Recommendation No. (6) shall now read as follows:

“(6) the Commissioner of Corporate Services, in consultation with the City Auditor, report to the Administration Committee by March 31, 2000, on a strategy for closing fuels sites, including recommendations on sites that are to close, and

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those that should remain open for operational reasons, timelines, cost implications of decommissioning tanks, and options for alternative fuel supply, and no action be taken to implement any of the strategies until the report is brought back to the Administration Committee;”;

- (iv) adding to Recommendation No. (8) after the words “requirements of Fire and Ambulance Services”, the words “Toronto Police, Exhibition Place, Library Boards, other ABC’s and Toronto Hydro”, so that Recommendation No. (8) now reads as follows:

“(8) the Commissioner of Corporate Services and the Commissioner of Works and Emergency Services report to the Administration Committee by September 30, 2000, on the garage facilities requirements of Fire and Ambulance Services, Toronto Police, Exhibition Place, Library Boards, other ABC’s and Toronto Hydro, taking into consideration the findings of the KPMG Fleet Review, the KPMG Fire and Ambulance Services Facilities Study, and the final model adopted for garage consolidation for the City of Toronto;”;

- (v) adding thereto the following new Recommendation No. (13).

“(13) that the implementation Team and the staff Advisory Committee include a representative from the City Auditor’s Department;” and

- (vi) renumbering Recommendation No. (13) as Recommendation No. (14), so that the Recommendations embodied in the aforementioned report now read as follows:

“(1) Council adopt, in principle, the recommendations of the KPMG Fleet Review outlined in Appendix One of this report;

(2) (a) Council approve the closure of the five garages by December 31, 1999: (1) Merton; (2) Emery; (3) Murray Road (4) Bermondsey; and (5) Symes; and

(b) Council approve the closure of the Eastern Groundskeeping Garage subject to the

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relocation of Fire Services, currently located at 843 Eastern Avenue, to another facility;

- (3) Fleet Management Services jointly with the Commissioners of Works and Emergency Services and Economic Development Culture and Tourism report by December, 31, 1999, on the findings and recommendations of the fleet zero base review;
- (4) the Commissioners of Corporate Services, Works and Emergency Services and Economic Development Culture and Tourism jointly report by June 30, 2000, on the findings of the yards rationalization study and where appropriate, recommend additional garages and yards for closure;
- (5) the Commissioners of Corporate Services, Works and Emergency Services and Economic Development Culture and Tourism report by September 30, 2000, on the feasibility of adopting the four garage model as identified by KPMG, Option 3;
- (6) the Commissioner of Corporate Services, in consultation with the City Auditor, report to the Administration Committee by March 31, 2000, on a strategy for closing fuels sites, including recommendations on sites that are to close, and those that should remain open for operational reasons, timelines, cost implications of decommissioning tanks, and options for alternative fuel supply, and no action be taken to implement any of the strategies until the report is brought back to the Administration Committee;
- (7) the Commissioner of Corporate Services and the Commissioner of Works and Emergency Services report by September 30, 2000, on the efficiencies of further consolidation between emergency services fleet and corporate fleet in relation to fleet management, maintenance and garage facilities;

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- (8) the Commissioner of Corporate Services and the Commissioner of Works and Emergency Services report to the Administration Committee by September 30, 2000, on the garage facilities requirements of Fire and Ambulance Services, Toronto Police, Exhibition Place, Library Boards, other ABC's and Toronto Hydro, taking into consideration the findings of the KPMG Fleet Review, the KPMG Fire and Ambulance Services Facilities Study, and the final model adopted for garage consolidation for the City of Toronto;
- (9) the City adopt the M4 fleet systems (formerly used in North York), as the corporate wide fleet information system including maintenance and performance standards;
- (10) Fleet Management Services achieve by December 31, 2000, a 5 per cent efficiency gain in labour hours productivity, to make it consistent with the industry benchmark of 75 per cent;
- (11) effective January 1, 2000, Fleet Management Services establish and communicate to users standard labour hours for fleet maintenance, flat rate job rates, and hourly garage rates that are consistent with industry standards and full cost recovery;
- (12) effective January 1, 2000, FMS establish appropriate systems to enable the monitoring of productivity and effective charge cost rate for each garage based on standard labour hours output and work orders in relation to total available hours;
- (13) that the implementation Team and the staff Advisory Committee include a representative from the City Auditor's Department; and
- (14) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.”;

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- (B) that the Recommendations embodied in the aforementioned report be implemented, and following implementation, the appropriate staff be requested to review the actual cost to operate the fleet services and compare these costs with other municipalities and organizations; and
- (C) that the Chief Administrative Officer be requested to report further to the Administration Committee as quickly as possible, outlining an implementation plan and providing information on the fleet reserves of the former municipalities and how they are being utilized at this time.

The Administration Committee also referred the following motion to the Chief Administrative Officer for report thereon to the Administration Committee for its meeting scheduled to be held on September 7, 1999:

Moved by Councillor Bussin on behalf of Councillor Pitfield:

- “(1) that the City Auditor be requested to complete a checklist showing the extent to which the deliverables have been received by the City;
- (2) the Chief Administrative Officer be requested to report to the Administration Committee by September, 1999, that there are sufficient staff and data to complete the zero base review;
- (3) that the Chief Administrative Officer be requested to report to the Administration Committee by September, 1999, that there is a methodology, data and resources to complete the Yards Rationalization Study;
- (4) that the Commissioner of Corporate Services, Works and Emergency Services and Economic Development, Culture and Tourism be requested to report by October, 1999, on the plan for adopting the four garage model as identified by KPMG and the implementation of that model by December, 2000;
- (5) that the Chief Administrative Officer be requested to report to the Administration Committee, by September, 1999, and confirm the adoption of the M4 fleet systems by the City to enable tracking of monthly expenditures, maintenance, parts, and fuel; to track monthly garage output, to issue invoices to each client department and link the financial data to the City’s SAP accounting system;

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- (6) that Fleet Management Services achieve a five percent efficiency gain based on standard hours by December, 1999, and the resulting savings be reflected in the year 2000 budget for garage operations;
- (7) that the attached tables for year 1997 and year 1999, entitled "City of Toronto - Financial Summary of Fleet Operations - Table 1 and 2", be used to summarize garage operations; and
- (8) that the Chief Administrative Officer be requested to report to the Administration Committee by September, 1999, on the financial summary of fleet and garage operations for 1997 and 1999 and establish the estimated savings of \$2.6 million identified in this report."

(Chief Administrative Officer - July 13, 1999)

(Clause No. 1 - Report No. 2)

**3-30. 1999 Parking Tag Issuance -
January to March 1999.**

The Administration Committee had before it a report (June 3, 1999) from the Chief Administrative Officer and Treasurer reporting on parking tag issuance and other key indicators for the first quarter of 1999; advising that this report reflects parking enforcement and collection activities of the Corporation for the period ending March 31, 1999; attaching the following schedules:

- Schedule 1 Monthly Tag Issuance, Collection Rate and Revenue for 1999;
- Schedule 2 Collection Rate Activity for Tags Issued in Prior Years (1989-1998);
- Schedule 3 Parking Tag Receivables (1989-1998);
- Schedule 4 Summary of Trial Request, Conviction Rates, and Review Activity;
- Schedule 5 Summary of Expenditures for Parking Tag Operations; and
- Schedule 6 Parking Tags Issued by former Municipal By-Law Group;

and recommending that this report be received for information.

On motion by Councillor Mahood, the Administration Committee received the foregoing report.

(Clause No. 26(p) - Report No. 2)

**3-31. Code of Conduct for Members of Council
Inclusive of Lobbyist Provisions.**

The Administration Committee had before it a report (June 29, 1999) from the Chief Administrative Officer recommending that:

- (1) the Code of Conduct be used as the vehicle for Council members to deal with lobbyists since the City lacks the legal authority to enact and enforce an effective lobbyist registry system;
- (2) the Code of Conduct for Members of Council in Attachment 1 to this report be adopted;
- (3) the Code of Conduct apply in spirit and intent to Council appointees and others who serve on City agencies, boards, commissions and other bodies, subject to any necessary (legal) modification, as described in section XIII of the Code of Conduct;
- (4) an "Ethics" Steering Committee be created to recommend a process for monitoring the implementation of the Code of Conduct and to consider the additional policy matters raised in this report with the assistance of CAO, Legal, Clerk's and Audit staff as required; and
- (5) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

Councillor Howard Moscoe, North York Spadina, appeared before the Administration Committee in connection with the foregoing matter.

On motion by Councillor Adams, the Administration Committee deferred consideration of the foregoing report until its meeting scheduled to be held on September 7, 1999.

(Chief Administrative Officer - July 13, 1999)

(Clause No. 26(q) - Report No. 2)

3-32. Performance Management Process for Senior Executives.

The Administration Committee had before it a report (July 2, 1999) from the Chief Administrative Officer outlining the performance management process for the senior executives of the City of Toronto; advising that this process applies to the Chief Administrative Officer, City Auditor and Commissioners; and recommending that:

- (1) the performance management process for the Chief Administrative Officer and the City Auditor outlined in this report be approved;
- (2) the matter of pay for performance referenced in the employment contracts of the CAO, the City Auditor, and Commissioners be reviewed in the fall when Council considers Hay Management Consultants' compensation program for excluded staff; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing report; and, further, that the Chief Administrative Officer be requested to submit a report to Council forwarding comments, if any, after the annual performance evaluations.

(Clause No. 24 - Report No. 2)

On motion by Councillor Bussin, in accordance with subsection 55(7) of The Municipal Act, the Administration Committee met privately to give consideration to the following Items Nos. 3-33, 3-34, 3-35 and 3-36, having regard that the confidential reports deals with confidential property matters.

**3-33. Proposal to Sell City Owned Land
at 170 Plewes Road.
(Ward 8 - North York Spadina).**

The Administration Committee had before it a confidential joint report (June 25, 1999) from the Chief Administrative Officer and Acting Commissioner of Corporate Services, the Commissioner of Economic Development, Culture and Tourism and the Commissioner of Works and Emergency Services, respecting the proposal to sell City-owned land.

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Councillor Howard Moscoe, North York Spadina, appeared before the Administration Committee in connection with the foregoing matter.

On motion by Councillor Altobello, on behalf of Councillor Moscoe, the Administration Committee recommended to Council the adoption of the recommendation embodied in the confidential communication (July 13, 1999) from the City Clerk.

(City Council - Confidential - July 13, 1999)

(Clause No. 12 - Report No. 2)

**3-34. Purchase of 155, 157, 159 and 161 Beatrice Street
(Ward 20 - Trinity-Niagara).**

The Administration Committee had before it a confidential report (June 28, 1999) from the President, Toronto Parking Authority, respecting the purchase of 155, 157, 159 and 161 Beatrice Street.

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing confidential report; and requested the President, Toronto Parking Authority, to include site maps in any future reports.

(Mr. Maurice Anderson, President, Toronto Parking Authority - July 13, 1999)

(Clause No. 13 - Report No. 2)

**3-35. Purchase of 64 - 68 Sheppard Avenue West
(Ward 10 - North York Centre).**

The Administration Committee had before it a confidential report (June 28, 1999) from the President, Toronto Parking Authority, respecting the purchase of 64 - 68 Sheppard Avenue West.

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing confidential report.

(Clause No. 14 - Report No. 2)

3-36. Union Station Negotiations.

The Administration Committee had before it a confidential report (July 12, 1999) from the Chief Administrative Officer, respecting the Union Station Negotiations.

Councillor Howard Moscoe, North York Spadina, appeared before the Administration Committee in connection with the foregoing matter.

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing confidential report.

(Clause No. 15 - Report No. 2)

**3-37. Canada Mortgage and Housing Corporation
and Victoria Wood (Main Square) Inc.**

The Administration Committee had before it a report (July 9, 1999) from the Acting Commissioner of Corporate Services recommending that:

- (1) authority be granted to enter into a Lease Agreement as outlined herein with Victoria Wood (Main Square) Inc. as general partner of and on behalf of Victoria Wood (Main Square) Limited Partnership for the leased space described herein on the terms and conditions contained herein;
- (2) authority be granted to enter into a Cost Sharing Agreement with CMHC for 50 percent of the Capital Funding required to facilitate the construction of the new Community Centre, on the terms and conditions contained herein;
- (3) authority be granted to enter into a Construction Licence Agreement, which is a side agreement to the lease agreement to deal with specific issues related to the construction of the new Community Centre;
- (4) authority be granted to enter into any other ancillary agreements required in connection with the foregoing documents;

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- (5) the above noted lease and agreements be in a form acceptable to the City Solicitor;
- (6) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto; and
- (7) the Chief Financial Officer and Treasurer be requested to report directly to the July 27, 28 and 29, 1999 Council meeting on the award of the contract for the project.

On motion by Councillor Bussin, the Administration Committee recommended to Council the adoption of the foregoing report.

(Clause No. 19 - Report No. 2)

On motion by Councillor Bussin, in accordance with subsection 55(7) of The Municipal Act, the Administration Committee, met privately to give consideration to the following Items Nos. 3-38, 3-39 and 3-40 having regard that the confidential reports deals with confidential property and personnel matters.

3-38. Claim by the CBC Regarding 354 Jarvis Street.

The Administration Committee had before it a confidential report (July 8, 1999) from the City Solicitor, respecting a claim by the CBC regarding 354 Jarvis Street.

On motion by Councillor Moeser, the Administration Committee recommended to Council the adoption of the foregoing confidential report.

(Clause No. 16 - Report No. 2)

3-39. Claim by Vardin Et Al.

The Administration Committee had before it a confidential report (July 9, 1999) from the City Solicitor respecting a claim by Vardin et al.

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing confidential report.

(Clause No. 17 - Report No. 2)

3-40. Livent Inc.

The Administration Committee had before it a confidential joint report (July 12, 1999) from the Chief Financial Officer and Treasurer, the Acting Commissioner of Corporate Services, and the City Solicitor, respecting Livent Inc.

Councillor Kyle Rae, Downtown, appeared before the Administration Committee in connection with the foregoing matter.

On motion by Councillor Altobello, on behalf of Councillor Rae, the Administration Committee concurred with the Recommendations embodied in the foregoing confidential joint report.

(Chief Financial Officer and Treasurer - Confidential - July 13, 1999)

(Clause No. 18 - Report No. 2)

**3-41. Acquisition of 196 Manor Road East
(Ward 22 - North Toronto).**

The Administration Committee had before it a report (July 7, 1999) from the Chief Administrative Officer and Acting Commissioner of Corporate Services recommending that:

- (1) the City Solicitor, in consultation with the Executive Director of Facilities and Real Estate, be authorized to complete the acquisition of 196 Manor Road East, for a nominal consideration, in accordance with the terms and conditions set out in this report and in a form satisfactory to the City Solicitor;
- (2) 196 Manor Road East be placed under the jurisdiction of the Commissioner of Economic Development, Culture and Tourism; and
- (3) the appropriate City officials be authorized to take the necessary action to give effect thereto.

The Administration Committee recommended to Council the adoption of the foregoing report.

(Clause No. 20 - Report No. 2)

On motion by Councillor Bussin, in accordance with subsection 55(7) of The Municipal Act, the Administration Committee, met privately to give consideration to the following Item No. 3-42, having regard that the confidential report deals with a confidential legal matter.

3-42. Legal Challenge against City of Toronto and Toronto Transit Commission - Status Update.

The Administration Committee had before it a confidential report (July 6, 1999) from the City Solicitor on the status of the legal challenge against the Toronto Transit Commission and the City of Toronto.

On motion by Councillor Balkissoon, the Administration Committee received the foregoing confidential report.

(Clause No. 26(r) - Report No. 2)

3-43. Temporary Amendment to Interim Purchasing By-law.

The Administration Committee had before it a joint report (July 9, 1999) from the Commissioner of Works and Emergency Services and the Chief Financial Officer and Treasurer recommending that approval be given to amend the Interim Purchasing By-law No. 57-1998, to permit the Bid Committee to award lowest bid construction contracts less than or equal to \$2,500,000.00, during the period from July 14, 1999 to September 8, 1999.

On motion by Councillor Adams, the Administration Committee recommended to Council the adoption of the foregoing report; and further, that the City Clerk, in consultation with the Director of Purchasing and Materials Management, be requested to submit a report to the Administration Committee in October, 1999, respecting contracts awarded by the Bid Committee under this provision.

(Clause No. 25 - Report No. 2)

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The Committee adjourned its meeting at 6:57 p.m.

Chair