
**ADMINISTRATION COMMITTEE
AGENDA**

Date of Meeting:	Tuesday, June 13, 2000	Enquiry:	Patsy Morris
Time:	9:30 a.m.		Administrator
Location:	Committee Room 1		392-9151
	2nd Floor, City Hall		
	100 Queen Street West		
	Toronto		

**DECLARATIONS OF INTEREST PURSUANT TO
THE MUNICIPAL CONFLICT OF INTEREST ACT.****DEPUTATIONS/PRESENTATIONS.****COMMUNICATIONS/REPORTS.****1. ESTABLISHING NEW COMMUNITY COUNCILS
IN THE CITY OF TORONTO – ALL WARDS. 2:00 P.M.****(DEPUTATION ITEM.)**

City Clerk.
(June 5, 2000)

Recommending that:

- (1) the Administration Committee consider the Options Paper (May 2000), as compiled by the City Clerk, as the basis for recommending to City Council the number and configuration of Community Councils for the City;
- (2) City Council, to facilitate a decision on new Community Councils, undertake the following two-step decision-making process:
 - (a) first, decide on the appropriate number of Community Councils for the City;
and

- (b) second, decide on the configuration and boundaries of the new Community Councils; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

(NOTE: A COPY OF THE COMPANION DOCUMENT, ENTITLED “ESTABLISHING NEW COMMUNITY COUNCILS – OPTIONS PAPER” DATED MAY, 2000, WAS DISTRIBUTED TO ALL MEMBERS OF COUNCIL AND A COPY THEREOF IS ALSO ON FILE IN THE OFFICE OF THE CITY CLERK.)

2. THE IMPACT OF A 45 MEMBER CITY COUNCIL ON THE SIZE OF STANDING COMMITTEES OF COUNCIL.

Chief Administrative Officer.
(May 9, 2000)

Reviewing the implications of a smaller City Council for the size of Council’s standing committees; and recommending that:

- (1) beginning in the new term of Council, the membership of the Administration Committee, Community Services Committee, Economic Development and Parks Committee, Planning and Transportation Committee and the Works Committee be established at eight members for each committee;
- (2) the relevant amendments to the Procedural By-law be drafted for Council approval; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

3. AN OFFICIAL TOWN CRIER FOR THE CITY OF TORONTO (ALL WARDS).

City Clerk.
(May 30, 2000)

Responding to the request by the Administration Committee, at its meeting on March 21, 2000, to report on the Notice of Motion regarding the appointment of an Official Town Crier for the City of Toronto; and recommending that:

- (1) an Official Town Crier not be appointed; and

(2) the City of Toronto utilize the services of a Town Crier on an as needed basis from the Ontario Guild of Town Criers or affiliated organization.

3(a) Mr. Bill McKee, The Official Town Crier of Uxbridge
and President of the Ontario Guild of Town Criers.
(March 24, 2000)

Advising, amongst other things, that the Ontario Guild of Town Criers is serious about the art of Town Criers and want to ensure that the image of the profession and the image of the community are best represented; and that he would be pleased to forward suggestions and the Guild Competitions Rules should the City wish to pursue the appointment of an official Town Crier.

3(b) Mr. John D. Webster, The Official Town Crier of Markham and
President, Town Crier Hospitality and Convention Services.
(March 24, 2000)

Advising that the Town Crier Hospitality and Convention Services is already performing many of the services of a Town Crier for the City of Toronto; and will fill the City's needs by supplying a professional and respected Town Crier as needed and on short notice if necessary, at an affordable, published fee to help control costs.

3(c) Ms. Dianne M. Williams.
(Undated)

Writing in opposition to the appointment of Mr. Frank Knight as the Town Crier for the City of Toronto.

4. PURCHASING POLICIES AND BY-LAW.

Chief Administrative Officer, Chief Financial Officer and Treasurer, and
Commissioner, Economic Development , Culture and Tourism.
(May 29 , 2000)

Responding to the Administration Committee request of March 21, 2000, for further reports on the new proposed Purchasing Policies and By-law; and recommending that:

- (1) the Policy for the Purchase of Products Manufactured in Factories where Children are used as Slave Labour or Other Exploitative Circumstances which Impedes Child Development, as outlined in Appendix "D" of this report, be adopted;
- (2) the Canadian Content Policy as outlined in Appendix "A" of the February 3, 2000, report from the Chief Financial Officer and Treasurer, be adopted;

- (3) the Live Animal Testing Policy, as outlined in Appendix “E” of this report be adopted;
- (4) the Policy on the Purchase of Coffee, as outlined in Appendix “F” of this report, be adopted;
- (5) the Departmental Direct Purchase Limit in the final Purchasing by-law contained in Appendix “G” read as follows:

“Departmental Direct Purchase Limit” means the maximum dollar amount that any Department head may expend to procure goods and services directly rather than through the offices of the Purchasing Agent, such amount not to exceed \$5,000.00 or such increased amount as approved by the Chief Administrative Officer in accordance with subsection 5(2)”;

- (6) the City not adopt a lobbyist registry policy applicable to all competitive calls issued by the City, but tailor the policy as outlined in recommendation (7);
- (7) the following procedures in regard to lobbying be applied:
 - (a) the Purchasing and Materials Management Division in consultation with other City officials, as required, identify criteria to manage lobbying on those competitive calls characterized by special circumstances including high-value contracts, high profile contracts, long-term contracts, and/or the likelihood of intense lobbying jeopardizing objective decision-making, and apply such criteria on a one-year trial basis to such competitive calls;
 - (b) during the trial period the Purchasing and Materials Management Division in consultation with other City officials, as required, apply either of the following methods as deemed appropriate by the Purchasing Agent for departments to manage lobbying activities in their competitive calls that are characterized by special circumstances:
 - (i) a “disclosure” mechanism which includes:
 - (1) provision in the call that a bidder/proponent is required to ensure that no communication is made by the bidder/proponent or its representatives, including a third party representative employed or retained by it to promote or oppose any bid/proposal unless such communication, relating to all meetings, written correspondence and telephone discussions that the representative has had with any Member of Council, City official, appointed member of any City board, agency, commission, task force, or related

organization, is disclosed to the contact party identified in the competitive call document;

- (2) such disclosures to be submitted up to the time of award of the competitive call; and
 - (3) the Purchasing and Material Management Division be required to provide the disclosure information upon request; or
- (ii) a “prohibition” mechanism which includes:
- (1) a “no Lobbying” provision is implemented where a bidder/proponent and representatives employed or retained by them can only present their arguments advancing or opposing a bid/proposal in a public forum of Council (Committees, Task Forces, Boards of City agencies, boards or commissions, or the Boards of City owned organizations) or the media; and the contact party identified in the competitive call;
- (8) the term “Lobbyist” continue to be defined by the three categories used in the City of Toronto Code of Conduct for Council Members, and by the Province of Ontario;
 - (9) “Lobbying activities” around competitive calls issued by the City be defined as: “communications by bidder/proponent and/or a representative with members of Council, City officials, and/or appointed members of City agencies, boards and commissions, task forces and other related organizations, to promote or oppose any bidder proponent;
 - (10) the Purchasing Policies and By-law be reviewed annually by the Chief Financial Officer and Treasurer, in consultation with the City Auditor and City departments, and report to Committee and Council only if additions or revisions are required to ensure that best practices are being applied in City purchasing;
 - (11) authority be granted for the introduction of a bill in Council in the form of the draft by-law, attached as Appendix “G”, to establish procedures and authority for the Procurement of Goods and Services once Council has approved the final Departmental Direct Purchase Limit, Bid Committee Award Limit, and Standing Committee Award Limit;
 - (12) the Economic Development, Culture and Tourism Business and Local Partnership section of the Economic Development Office, and the Finance Department Purchasing and Materials Management Division undertake a consultation process with business representatives and report to the Administration Committee on

recommendations to improve purchasing practices and remove barriers to small and medium sized businesses; and

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

4(a). City Clerk.
(March 21, 2000)

Advising that the Administration Committee on March 21, 2000, during its consideration of the Purchasing Policies By-law, amongst other things, deferred consideration of the following motion until such time as the matter is again being considered by the Committee:

Moved by Councillor Holyday:

“That the Committee recommend to Council that the Section pertaining to Departmental Direct Purchase Limit contained in Appendix B embodied in the report (February 3, 2000) from the Chief Financial Officer and Treasurer read as follows:

“Departmental Direct Purchase Limit” means the maximum dollar amount that any Department Head may expend to procure goods and services directly rather than through the offices of the Purchasing Agent, such amount not to exceed \$5,000.00 or such increased amount as approved by the Chief Administrative Officer in accordance with subsection 5.(2);”.

4(b). PROCEDURES UNDER THE LOBBYISTS REGISTRATION ACT, 1998

City Solicitor.
(April 28, 2000)

Reporting on the Provincial process for the registration of lobbyists under the Lobbyists Registration Act, 1998 including the definitions of categories of lobbyists and how successful the Province has been in dealing with Lobbyists; and recommending that this report be received for information.

**5. CORPORATE IDENTITY PROGRAM PRINCIPLES
FOR THE USE OF THE CITY OF TORONTO CORPORATE LOGO,
COAT OF ARMS AND OFFICIAL FLAG**

Commissioner of Corporate Services.
(June 2, 2000)

Outlining general principles for the use of the City of Toronto Corporate Logo, Coat of Arms and Official Flag; and recommending that:

- (1) the City of Toronto adopt the Corporate Identity Program principles and forms as outlined in this report; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto and that any necessary bills be introduced.

(NOTE: A COPY OF APPENDIX “A”, ENTITLED “CITY OF TORONTO CORPORATE SYMBOLS” WHICH WAS ATTACHED TO THE FOREGOING REPORT WAS FORWARDED TO MEMBERS OF COUNCIL AND SELECT OFFICIALS ONLY; AND A COPY THEREOF IS ALSO ON FILE IN THE OFFICE OF THE CITY CLERK.)

**6. ETHICS STEERING COMMITTEE,
RECOMMENDED TERMS OF REFERENCE.**

Chief Administrative Officer.
(June 2, 2000)

Recommending that:

- (1) the Terms of Reference in Appendix A, inclusive of composition and reporting relationship, be adopted to guide the operations of the previously established Ethics Steering Committee; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**7. SHEPPARD SUBWAY – BESSARION STATION
INITIATION OF CIVIL LAWSUIT TO RECOVER
CONTAMINATION COSTS**

City Solicitor.
(May 31, 2000)

Recommending that:

- (1) the City Solicitor be authorized to commence proceedings against Petro-Canada, Shell Canada Limited and/or any other parties that may be implicated in respect of contamination encountered during the excavation of the Bessarion Station of the Sheppard Subway system and that such authority include authority to recommend a settlement of any such lawsuits on terms satisfactory to the City Solicitor, in consultation with the TTC, or to appeal such proceedings, or to take any such steps as may be necessary in the opinion of the City Solicitor in respect of the matter; and
- (2) the appropriate staff be authorized to take such action as is required to give effect to these recommendations.

8. STATE OF GOOD REPAIR – ENERGY EFFICIENCY – CIVIC CENTRES.

Commissioner, Corporate Services.
(May 30, 2000)

Responding to Council's request, on behalf of the Chief Administrative Officer, for a report to be sent to the Administration Committee regarding the feasibility of incorporating energy efficiency retrofits in the building upgrades of the civic centres and other major civic office buildings; and recommending that this report be received for information.

**9. DECLARATION AS SURPLUS -VACANT PARCEL OF LAND,
KNOWN MUNICIPALLY AS NOS. 16 AND 20 KEELE STREET
(WARD 19 – HIGH PARK).**

Commissioner of Corporate Services.
(May 29, 2000)

Recommending that:

- (1) the properties located between Keele Street and Mountview Avenue, known municipally as Nos. 16 and 20 Keele Street and identified as Lots 54, 55, 57, 58,

59 and 60 on Plan 980, also designated as PARTS 1 to 16 on Plan 63R-4084 be declared surplus to the City's requirements and offered for sale to the open market, subject to the retention of permanent easements over PARTS 2, 4, 6, 8, 14 and 16 on Plan 63R-4084, and all steps necessary to comply with By-law 551-1998 be taken;

- (2) City Council approve, as the approving authority under the provisions of the *Expropriations Act*, the disposal of the site without giving the original owners from whom the lands were expropriated the first chance to repurchase the lands; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

10. DECLARATION AS SURPLUS - NOS. 657 AND 659 NORTHCLIFFE BLVD. AND THE PARCEL TO THE NORTH (WARD 28 – YONGE- EGLINTON).

Commissioner of Community and Neighbourhood Services, and
Commissioner of Corporate Services.
 (May 29, 2000)

Recommending that:

- (1) Nos. 657 and 659 Northcliffe Boulevard and the parcel to the north, be declared surplus to the City's requirements, with the intended method of disposal to be by way of a long-term lease to the Toronto Housing Company Inc. for affordable housing;
- (2) all steps necessary to comply with By-law 551-98 be taken;
- (3) authority be granted to enter into negotiations with the Toronto Housing Company Inc. for a long term lease, loan and second mortgage generally in accordance with the terms and conditions outlined in the body of this report, and to report back on the results of such negotiations; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

11. ALLOCATIONS: 2000 ACCESS AND EQUITY GRANT PROGRAM. 10:00 A.M.

(DEPUTATION ITEM.)

Chief Administrative Officer.

(May 31, 2000)

Advising that funding for grants recommended in this report is available within the Consolidated Grants Budget which provides an allocation of \$470.4 thousand for the 2000 Access and Equity Grant Program; that the Chief Financial Officer and Treasurer has reviewed this report and concurs with the financial impact statement; and recommending that:

- (1) grants totalling \$465.4 thousand be approved as outlined in Appendix 1– 2000 Access and Equity Grant Allocations;
- (2) \$5.0 thousand be held in reserve for appeals subject to the submission of a 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.

(NOTE: A COPY OF APPENDIX 3 WHICH SUMMARIZES THE GRANT APPLICATIONS WAS FORWARDED TO MEMBERS OF COUNCIL AND SELECT OFFICIALS ONLY AND A COPY THEREOF IS ALSO ON FILE IN THE OFFICE OF THE CITY CLERK.)

12. BILL C-31 – THE IMMIGRATION AND REFUGEE PROTECTION ACT.

Chief Administrative Officer.

(June 1, 2000)

Recommending that:

- (1) Council request that Bill C-31 be amended:
 - (a) to make provision for the Government of Canada to formally consult with municipalities receiving large numbers of immigrants and refugees on relevant policy and program issues, specifically by including municipalities in the sections on “Objectives and application” and “Consultations with the provinces” (Section 3(1)(c)&(f); Section 3(3)(c); Section 10(1)&(2));

- (b) to maintain a strong emphasis on providing support for the settlement and integration of immigrants and refugees and recognizing their contribution to Canadian society while acknowledging the need to address the abuse of the immigration and refugee system;
- (c) to reflect Canadian core values, democratic principles and human rights standards, specifically:
 - (i) to allow persons convicted of crimes as a result of engaging in lawful advocacy, protest or dissent and prisoners of conscience to gain access to Canada and make a refugee claim (Section 3 (1)(i) and (2)(h))
 - (ii) to define “gender” as one of the grounds of persecution (Section 3(2)(d))
 - (iii) to limit the powers given to immigration officers to detain people on the basis of identity as genuine refugees are often forced to flee without proof of identity (Sections 50 – 55)
 - (iv) to respect the status and rights of permanent residents as in the current Immigration Act (Sections 2, 27, 42 and 58).
- (2) Council request the Minister of Citizenship and Immigration to establish immediately a formal process to include the City of Toronto and other affected municipalities as full participants in the development of regulations to Bill C-31;
- (3) Council request that the Government of Ontario facilitate federal consultation with municipal governments on immigration and refugee matters affecting large urban centres;
- (4) Council request the Government of Canada to reimburse municipalities regarding:
 - (i) public health expenditures related to refugees;
 - (ii) social assistance and hostel costs provided to refugees;
 - (iii) social assistance to immigrants because of sponsorship breakdown.
- (5) Council request the Government of Canada to explicitly address and support federal-provincial agreements related to public health, social assistance and hostel costs for newcomers;
- (6) Council support the requests made by the School Boards in the Toronto District:

- (i) to the Governments of Canada and Ontario to provide assistance regarding language training needs of immigrant and refugee children and adults; and
 - (ii) to the Minister of Citizenship and Immigration that undocumented refugee children and youngsters under the age of 19, as per the Ontario Education Act (Section 49A[1]), be admitted to schools without authorization by Citizenship and Immigration Canada.
- (7) Council request the Government of Canada:
 - (i) to consult with professional and technical associations to identify measures to accelerate the professional recognition and skills upgrading of foreign-trained workers;
 - (ii) to include the City of Toronto in the consultations;
 - (iii) to increase funding and support to enhance the skills upgrading and employment-related language training programs for newcomers.
- (8) this report be forwarded to the Federal Ministers of Citizenship and Immigration and Human Resource Development, and the Ontario Ministers of Citizenship, Culture and Recreation; Education; Community and Social Services; Health; Training, Colleges and Universities; and Economic Development and Trade;
- (9) this report be incorporated in the City of Toronto's submission to the House of Commons Standing Committee on Citizenship and Immigration;
- (10) this report be forwarded to the Federation of Canadian Municipalities and Association of Municipalities in Ontario to further the development of an urban policy framework and best practices that address immigrant and refugee issues and involve all orders of government;
- (11) Council encourage the Government of Canada to conduct broad and public consultation on Bill C-31 to ensure all relevant stakeholders have an opportunity for input;
- (12) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**13. RECIPIENTS - 2000 CITY OF TORONTO
CONSTANCE E HAMILTON AWARD**

Selection Committee (Women Members of Council)
For the Constance E. Hamilton Award.
(May 30, 2000)

Advising Council of the result of the nomination process for the City of Toronto Constance E. Hamilton Award; that funds are provided for the award presentations within the 2000 Operating Budget for Protocol Services in City Clerk's; that the Chief Financial Officer and Treasurer has reviewed this report and concurs with the financial impact statement; and recommending that:

- (1) City Council endorse the selection of Rose Cunha, Raheel Raza and Jean Small as recipients of the City of Toronto Constance E. Hamilton Award for 2000; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto

14. DISPOSITION OF TRANSITORY AND DUPLICATE RECORDS .

City Clerk.
(May 30, 2000)

Advising the Committee of the current burden on City storage space for paper-based, electronic working files; and back-up tapes; seeking Council approval for the destruction of transitory and duplicate records in accordance with federal and provincial statutory requirements; and recommending that:

- (1) the attached draft by-law, to define, establish criteria, and enable the destruction transitory and duplicate records, regardless of media, no longer required for the City's purposes or to meet legal requirements, be approved;
- (2) the City Solicitor be authorized to introduce a bill into Council substantially in the form of the draft by-law attached; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

15. QUOTATION FOR TWENTY-NINE REFUSE PACKER TRUCKS

Commissioner of Corporate Services
Chief Financial Officer and Treasurer.
(May 15, 2000)

Advising the Committee of the results of the request for Quotation for supply and delivery of Twenty-nine Refuse Packer Trucks used for garbage collection throughout the City of Toronto in accordance with the specifications as required by the Corporate Services Department, Fleet Management Services Division; requesting authority to issue a purchase order to the recommended bidder; advising that funds in the amount of \$4,512,337.80, including all taxes and charges have been provided for in the Consolidated Vehicle Equipment Reserve Account; and recommending that the quotation submitted by Freightliner Mid-Ontario Inc. - alternate bid 'A' be accepted for the supply and delivery of Twenty-nine Refuse Packer Trucks used for garbage collection in the City of Toronto in accordance with specifications, at a total price of \$4,512,337.80 including all taxes and charges, being the lowest quotation received.

16. QUOTATION FOR THREE ARTICULATED LOADERS WITH TRADE-INS.

Commissioner of Corporate Services
Chief Financial Officer and Treasurer.
(May 29, 2000)

Recommending that the quotation submitted by Toromont – Division of Toromont Industries Limited be accepted for the supply and delivery of Three Articulated Loaders with Trade-ins, used in the processing of waste at various Works and Emergency Services Department, Solid Waste Management Services Division Sites, in accordance with specifications as required by the Corporate Services Department, Fleet Management Services Division at a total price of \$1,854,606.87 including all taxes and charges, being the lowest quotation received.

**17. SALE OF SURPLUS PROPERTY
LOCATED AT 15 HUBBARD BOULEVARD, TORONTO.**

Chief Executive Officer.
(June 1, 2000)

Advising that the Board of Directors of the Toronto Housing Company on May 29, 2000, recommended to the Administration Committee and Council the adoption of the report (May 16, 2000) from the Chief Executive Director, Toronto Housing Company, wherein it is recommended that:

- (1) the Board of Directors forward this report to the Administration Committee and to City Council with the recommendation that Council grant approval to the Offer to Purchase 15 Hubbard Boulevard, in the amount of \$ 690,000.00, that has been received from Hubbard Court Non-Profit Housing Co-operative as outlined in this Report;
- (2) Council approval of the sale of 15 Hubbard Boulevard be conditional upon the sale of the property closing by October 1, 2000;
- (3) in the event that the sale of the property is not completed by October 1, 2000, title to 15 Hubbard Boulevard be conveyed immediately to the Toronto Housing Company and that the Toronto Housing Company be authorized to determine the future use of the property for housing purposes;
- (4) the City Solicitor be directed to submit a report on the issue of structuring the real estate transaction in such a manner that that the City is able to recapture the Property should the housing co-op default on its financial obligations, surrender its interests in the property to another party, or otherwise cease to operate;
- (5) the net sale proceeds on closing be directed to the Toronto Housing Company, pursuant to the plan adopted by City Council "A Plan for the Property Houses – Maximizing housing opportunities for low-income tenants".
- (6) the City Solicitor and the Chief Executive Officer of THC be authorized and directed to take the appropriate action to complete the transaction on behalf of the City of Toronto and be further authorized to amend the closing date and any other terms of sale as are considered reasonable by them; and
- (7) the appropriate Toronto Housing Company and City officials be authorized and directed to take the necessary action to give effect thereto

18. CITY OF TORONTO BY-LAW GOVERNING RETENTION PERIODS FOR RECORDS IN THE CUSTODY AND CONTROL OF THE TORONTO POLICE SERVICES BOARD AND THE TORONTO POLICE SERVICE.

Chairman, Toronto Police Services Board.
(April 4, 2000)

Advising that at its meeting held on January 26, 2000, the Toronto Police Services Board adopted a report (Appendix "A"), dated December 31, 1999, from Chief of Police David J. Boothby, requesting the Board's approval of a new record retention schedule for records in the custody and control of the Toronto Police Service; and recommending that the Administration Committee forward this report to City Council recommending the

enactment of a by-law establishing retention periods for records in the custody and control of the Toronto Police Services Board and the Toronto Police Service.

IN CAMERA

In accordance with the Municipal Act, a motion is required for the Committee to meet privately and the reason must be stated.

IN CAMERA

**19. PURCHASE OF 935 EGLINTON AVENUE WEST,
(WARD 28 – YORK EGLINTON).**

President, Toronto Parking Authority.
(June 2, 2000)

Respecting the Purchase of 935 Eglinton Avenue West, such report to be considered in-camera having regard that the subject matter relates to the acquisition of property.

IN CAMERA

20. RECREATIONIST POSITIONS IN THE EAST DISTRICT.

Councillor Bas Balkissoon, Chair Scarborough Community Council.
(May 23, 2000)

Confidential communication from Councillor Bas Balkissoon, on behalf of the Members of the Scarborough Community Council respecting the recreationist positions in the East District, such communication to be considered in-camera having regard that the subject matters relates to labour relations issues.

(NOTE: THE RECOMMENDATIONS FROM THE PERSONNEL SUB COMMITTEE FROM ITS MEETING ON JUNE 12, 2000, WILL BE DISTRIBUTED AT THE MEETING.)

ANY OTHER MATTERS.