

THE CITY OF TORONTO

City Clerk=s Division

Minutes of the Administration Committee

Meeting No. 2

Tuesday, February 8, 2000.

The Administration Committee met on Tuesday, February 8, 2000, in Committee Room 1, 2nd Floor, City Hall, Toronto, commencing at 9:42 a.m.

Attendance

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

	9:45 a.m. – 12:30 p.m.	12:30 p.m. - 3:50 p.m.
Councillor Lorenzo Berardinetti (Chair)	X	X
Councillor John Adams	X	X
Councillor Gerry Altobello	X	X
Councillor Bas Balkissoon	---	---
Councillor Sandra Bussin (Vice Chair)	X	X
Councillor Doug Holyday	X	X
Councillor Doug Mahood	X	X
Councillor David Miller	X	X
Councillor Denzil Minnan-Wong	---	---
Councillor Ron Moeser	X	X

Confirmation of Minutes.

On motion by Councillor Moeser, the Administration Committee confirmed the minutes of its meeting held on January 11, 1999.

2-1. Expenses of Members of Council.

The Administration Committee had before it a joint report (November 29, 1999) from the City Clerk and the City Auditor recommending that:

- (1) business travel expenses incurred by Councillors acting in their capacity as a chair or vice-chair of an agency, board or commission be processed through the Council Services Unit of the Clerk's Division and charged to the business travel account in the Council budget, and that the Council business travel budget and the travel budgets of the respective agencies, boards and commissions be adjusted to reflect this change in policy;
- (2) all business meeting, entertainment or other general expenses incurred by Councillors as Council appointees of an agency, board, commission or other body, be charged directly to the respective Councillor's global budget, and that the City Clerk advise all agencies, boards, commissions and other bodies accordingly;
- (3) the current practice of allowing Councillors to spend \$100 annually for sponsorships and donations per organization be formally included in the Councillors' Expense Policy;
- (4) payments by Councillors of expenses incurred by an outside party (e.g., outreach groups) not be eligible for reimbursement through the Councillors' global budget;
- (5) with respect to Councillors paying for City souvenirs for community groups promoting the City, that only gifts available in the City's Protocol office or the City Hall Gift Shop be reimbursed with the limitation that the unit cost cannot exceed \$50 per item and that the total amount expended per annum cannot exceed \$1,000;
- (6) the receipt of donations of cash, goods, services, gifts and other benefits by Councillors be restricted to those allowed under the Code of Conduct Policy for Members of Council, as approved by City Council on September 28, 1999;
- (7) if a Councillor wishes to use an outside company for printing services that quotes, including one from the City's internal printing function be obtained, and the Council Services Unit be advised accordingly;
- (8) the Commissioner of Corporate Services report to the Administration Committee by June 30, 2000 on an office space charge back policy for Councillors, which takes into account the constituency needs of Councillors and any applicable budgetary implications, and ensures the optimal use of office space across the City;

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- (9) the establishment of a charge back policy for Councillors who occupy office space in the former civic centres be reviewed in a corporate context, in terms of the office space requirements of all departments in the City, and be consistent with the city-wide policy currently being developed by the Corporate Services and Finance Departments in this regard;
- (10) the Chief Financial Officer and Treasurer follow up with the Province on the status of the City's request that the City of Toronto Act, 1997 be amended to delete the provision that Members of Toronto City Council receive a third of their salary tax-free, take any appropriate action to expedite the handling of this request by the Province and report to the Audit Committee by February 28, 2000 on the Province's response; and
- (11) the Office Administration and Expense Policy for Members of Council be amended to reflect the changes recommended in this report, as adopted by Council, and that the City Clerk advise all Councillors and their staff accordingly.

The Administration Committee also had before it a communication (February 4, 2000) from the City Clerk advising that City Council on February 1, 2 and 3, 2000, had before it Clause No. 5 contained in Report No. 1 of The Audit Committee, entitled "Expenses of Members of Council", and directed that this Clause be struck out and referred to the Administration Committee for further consideration at its meeting on February 8, 2000.

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

- A. Councillor Miller moved that the Administration Committee recommend to Council that Recommendations Nos (1) and (2) be struck out and the following new Recommendation No. (1) be inserted in lieu thereof:

"(1) that all Agencies, Boards and Commissions be requested to report on an annual basis, all of the business travel expenses of any member of Council appointed to that Agency, Board or Commission." **(Carried)**

- B. Councillor Bussin moved that the Administration Committee recommend to Council that Recommendation No. (5) be deleted. **(Carried)**
- C. Councillor Moeser moved that the Administration Committee recommend to Council the adoption of the report subject to:

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- (i) amending Recommendation No. (3) to read as follows:
 - “(3) Councillors be permitted to spend \$600 annually for sponsorships and donations per organization and be included in the Councillors’ Expense Policy;”;
(Carried)
 - (i) deleting from Recommendation No. (5) the figure of “\$50.00” and inserting thereof the figure of “\$100.00”; and deleting the figure of “\$1,000.00” and inserting in lieu thereof, the figure of “\$3,000.00”; and **(Redundant)**
 - (iii) striking out Recommendations Nos (8) and (9) having regard that Council has already deferred the issue to 2001.
(Carried)
- D. Councillor Adams moved that the foregoing motion C. by Councillor Moeser be amended by:
 - (i) adding after the words “Vice-Chair” the words “or a member”; and
 - (ii) deleting Recommendation No. (2). **(Withdrawn)**

The decision of the Administration Committee therefore is as follows:

The Administration Committee recommended to Council the adoption of the Recommendations of the Audit Committee embodied in the aforementioned communication (February 4, 2000) from the City Clerk subject to:

- (I) striking out the following Recommendations Nos. (1) and (2):
 - (1) business travel expenses incurred by Councillors acting in their capacity as a chair or vice-chair of an agency, board or commission be processed through the Council Services Unit of the Clerk’s Division and charged to the business travel account in the Council budget, and that the Council business travel budget and the travel budgets of the respective agencies, boards and commissions be adjusted to reflect this change in policy; and

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- (2) business meeting, entertainment or other general expenses incurred by Councillors as Council appointees of an agency, board, commission or other body, be charged directly to the respective Councillor's global budget, and that the City Clerk advise all agencies, boards, commissions and other bodies accordingly;"

and inserting in lieu thereof the following new Recommendation No. (1):

- "(1) all Agencies, Boards and Commissions be requested to report on an annual basis to the Administration Committee all business travel expenses of any Member of Council appointed to that Agency, Board or Commission;"

(II) amending Recommendation No. (3) to read as follows:

- "(3) Councillors be permitted to spend \$600 annually for sponsorships and donations per organization and be included in the Councillors' Expense Policy;"

(III) striking out the following Recommendation No. (5):

- "(5) with respect to Councillors paying for City souvenirs for community groups promoting the City, that only gifts available in the City's Protocol office or the City Hall Gift Shop be reimbursed with the limitation that the unit cost cannot exceed \$50 per item and that the total amount expended per annum cannot exceed \$1,000;" and

(IV) striking out the following Recommendations Nos. (8) and (9) having regard that Council has deferred consideration of the issue until 2001:

- (8) the Commissioner of Corporate Services report to the Administration Committee by June 30, 2000 on an office space charge back policy for Councillors, which takes into account the constituency needs of Councillors and any applicable budgetary implications, and ensures the optimal use of office space across the City; and

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- (9) the establishment of a charge back policy for Councillors who occupy office space in the former civic centres be reviewed in a corporate context, in terms of the office space requirements of all departments in the City, and be consistent with the city-wide policy currently being developed by the Corporate Services and Finance Departments in this regard;”;

so that the Recommendations embodied in the aforementioned report now read as follows:

“It is Recommended that:

- (1) all Agencies, Boards and Commissions be requested to report on an annual basis to the Administration Committee all business travel expenses of any Member of Council appointed to that Agency, Board or Commission;”
- (2) Councillors be permitted to spend \$600 annually for sponsorships and donations per organization and be included in the Councillors’ Expense Policy;
- (3) payments by Councillors of expenses incurred by an outside party (e.g., outreach groups) not be eligible for reimbursement through the Councillors’ global budget;
- (4) the receipt of donations of cash, goods, services, gifts and other benefits by Councillors be restricted to those allowed under the Code of Conduct Policy for Members of Council, as approved by City Council on September 28, 1999;
- (5) if a Councillor wishes to use an outside company for printing services that quotes, including one from the City’s internal printing function be obtained, and the Council Services Unit be advised accordingly;
- (6) the Chief Financial Officer and Treasurer follow up with the Province on the status of the City’s request that the City of Toronto Act, 1997 be amended to delete the provision that Members of Toronto City Council receive a third of their salary tax-free, take any appropriate action to expedite the handling of this request by the Province and report to the Audit Committee by February 28, 2000 on the Province’s response; and

- (7) the Office Administration and Expense Policy for Members of Council be amended to reflect the changes recommended in this report, as adopted by Council, and that the City Clerk advise all Councillors and their staff accordingly.”

(Clause No. 2 – Report No. 4)

2-2. Reporting Relationship of the City Solicitor and City Clerk.

The Administration Committee had before it a report (October 15, 1999) from the Chief Administrative Officer recommending that:

- (1) the reporting relationship of the City Clerk and City Solicitor as approved by Toronto City Council on February 4, 1998, be reaffirmed;
- (2) all organizational charts representing the City of Toronto=s administrative structure reflect the dual reporting relationship of the Solicitor and City Clerk;
- (3) during the recruitment process for the Commissioner of Corporate Services, the role of the Commissioner be clarified with respect to the City Clerk and City Solicitor. The role of the Commissioner is to provide administrative direction and coordination;
- (4) the Chief Administrative Officer report during the next term of Council on the need, timing, and scope of a review of the City=s administrative structure, giving consideration to the completion of the transition process; and
- (5) 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 report (January 26, 2000) from the Chief Administrative Officer clarifying the reporting relationships of the City Clerk and the City Solicitor in the cities of Vancouver and Montreal, as requested by the Administration Committee on November 2, 1999; advising that the examination of various cities in Canada, including Vancouver and Montreal, illustrates that there are almost as many models for the reporting relationship of the City Clerk and City Solicitor as there are cities; that no clear pattern was evident as to why a city chose one reporting structure over another; that with these other jurisdictions, a decision on the reporting relationship of the Clerk and Solicitor in the City of Toronto must reflect the unique management and political complexity of the environment; and recommending that this report be received for information.

On motion by Councillor Holyday the Administration Committee recommend to Council the adoption of the aforementioned report.

(Clause No. 14 – Report No. 4)

2-3. Amending Fair Wage Schedules and Related Items.

The Administration Committee had before it a report (December 22, 1999) from the Manager, Fair Wage and Labour Trades Office submitting various options for consideration and a decision respecting which method to use in establishing new Fair Wage rates and Schedules applicable to suppliers of goods and services engaged in work with the City of Toronto and related matters; advising that the construction industry and the relevant affected City Agencies, Boards and Commissions will be notified of this report, and will have the opportunity to make depositions to the Administration Committee with respect to the establishment of new fair wage rates and schedules; and recommending that:

- (1) the Administration Committee choose one of the options discussed in the report on the method to use in establishing fair wage rates and schedules;
- (2) if Option One, Two or Three is chosen as the recommended option for establishing fair wage rates and schedules, the Manager, Fair Wage and Labour Trades Office prepare and file with the City Clerk, the following Fair Wage Schedules for 2000-2001. (These new Schedules will replace 1995-97 schedules currently on file with the City Clerk):
 - Road Building Construction
 - Sewer and Watermain Construction
 - Heavy Construction
 - Industrial Commercial Institutional Construction
 - Residential Construction
 - General Classifications
 - Utilities Construction
- (3) all subsequent future fair wage rates and schedules be prepared using the recommended option and be filed with the City Clerk; and then be made available to contractors and be posted on the City of Toronto's website;
- (4) the Fair Wage and Labour Trades Office make a request on the possibility of participating on any provincial or federal government committees charged with establishing or updating fair wage schedules in the Greater Toronto area;

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- (5) the Manager, Fair Wage and Labour Trades Office review whether or not “stabilization funds” are being used on city projects, and report back to committee on any necessary fair wage policy amendments;
- (6) the Executive Director of Human Resources report to the Administration Committee during the 2000 budget process, on the Fair Wage and Labour Trades Office’s additional resource requirements; and
- (7) subject to approval during the 2000 budget process for additional staff resources, the Fair Wage and Labour Trades Office begin to concentrate on garment and printing workers to see how the Fair Wage Policy is impacting their wage and benefits, and report its findings to committee.

The Administration Committee also had before it the following communications:

- (i) January 25, 2000) from Mr. Barry L. Brown, General Manager, The Utility Contractors’ Association of Ontario advising that the members of the Utility Contractors Association of Ontario (UCA) are in support of Option No. (2) embodied in the report (December 22, 1999) from the Manager, Fair Wage and Labour Trades Office, respecting the Fair Wage Policy for the City of Toronto;
- (ii) February 3, 2000) from Mr. E. Lewis, President, The Heavy Construction Association of Toronto advising that the Heavy Construction Association of Toronto favours the adoption of Option No. (2) embodied in the report (December 22, 1999) from the Manager, Fair Wage and Labour Trades Office, respecting the Fair Wage Policy for the City of Toronto” which includes the “apprenticeship training portion as part of the workers overall wages”;
- (iii) (January 26, 2000) from Mr. Salvatore Morra, P. Eng., Executive Director, Greater Toronto Sewer and Watermain Contractors Association, advising that The Greater Toronto Sewer and Watermain Contractors Association (GTSWCA) supports the City of Toronto’s Fair Wage Policy, and wants to see it continue and remain effective;
- (iv) (December 8, 2000) from Mr. Arthur Potts, Executive Director, The Independent Contractors Association, responding to the City of Toronto’s review of its Fair Wage Policy and submitting recommendations in regard thereto for consideration by the Administration Committee;
- (v) (December 24, 1999) from Mr. Donald J. Cameron, President, Ontario General Contractors Association, respecting the review of the City of Toronto’s Fair Wage Policy and submitting recommendations in regard thereto for consideration by the Administration Committee;

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- (vi) (January 25, 2000) from Mr. Barry L. Brown, General Manager, The Utility Contractors' Association of Ontario, advising that the Utility Contractors' Association of Ontario supports Option No. (2) embodied in the report (December 22, 1999) from the Manager, Fair Wage and Labour Trades Office, in that it "includes the apprenticeship training portion as part of the worker's overall wages when establishing fair wage rates and schedules"; and
- (vii) (February 4, 2000) from Mr. Mike O'Connor, Executive Director, Toronto and Area Road Builders Association, advising that the Toronto and Area Road Builders Association (TARBA) at its January 26, 2000 meeting, unanimously recommended the adoption of Option 2 embodied in the report (December 22, 1999) from the Manager, Fair Wage and Labour Trades Office respecting the City of Toronto's Fair Wage Policy.

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

- Mr. Ray Penning, Public Relations Director, Christian Labour Association, and filed a written submission in regard thereto and a publication, entitled "Buying a Labour Monopoly, a copy of which is on file in the office of the City Clerk;
- Mr. Arthur Potts, Executive Director, The Independent Contractors Association;
- Mr. Dave MacDonald, Kenaidan Contracting Ltd., and filed a written submission in regard thereto;
- Mr. Cosmo Manella, Director, LIUNA Canadian Tri-Fund;
- Mr. Roger Quinn, President, Universal Workers Union, Local 183;
- Mr. John Cartwright, Construction Trades Council, and filed a written submission in regard thereto;
- Mr. Mike Yorke, Carpenters and Allied Workers, Local 27;
- Mr. Wm. Nicholls, International Brotherhood of Painters and Allied Trades, and filed a written submission in regard thereto;
- Mr. Cameron Forbes, VP/General Manager, Heather & Little Limited;
- Mr. Joe Fashion, Business Manager/Financial Secretary, International Brotherhood of Electrical Workers, Local 353, and filed a written submission in regard thereto;
- Councillor Joe Mihevc – York – Eglinton; and

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- Councillor Mario Silva – Trinity Niagara.
- A. Councillor Miller moved that the Administration Committee recommend to Council the adoption of the report (December 22, 1999) from the Manager, Fair Wage and Labour Trades Office, subject to:
- (i) striking out Recommendation No. (1); and
 - (ii) renumbering Recommendation No. (2) as Recommendation No. (1) and amending it to read as follows:
 - “(1) Option 2 be approved as the recommended option for establishing fair wage rates and schedules, the Manager, Fair Wage and Labour Trades Office prepare and file with the City Clerk, the following Fair Wage Schedules for 2000-2001. (These new Schedules will replace 1995-97 schedules currently on file with the City Clerk):
 - Road Building Construction;
 - Sewer and Watermain Construction;
 - Heavy Construction;
 - Industrial Commercial Institutional Construction;
 - Residential Construction;
 - General Classifications; and
 - Utilities Construction;”;
- B. Councillor Miller, on behalf of Councillor Mihevc, moved that:
- (1) the Administration Committee recommend to Council that when the fair wage rate is being established for non-construction classifications such as janitorial workers and office cleaners, the existing CUPE base wage rate be considered the fair wage rate for those classifications; and
 - (2) the Manager, Fair Wage and Labour Trades Office be requested to submit a report directly to Council for its meeting scheduled to be held on February 29, 2000, outlining the financial implications with respect to the foregoing Part (1). **(Carried)**

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- C. Councillor Holyday moved that the Administration Committee recommend to Council the adoption of the aforementioned report and Option No. (3) embodied therein. **(Redundant)**

The decision of the Administration Committee therefore is as follows:

The Administration Committee:

(A) recommended to Council:

- (I) the adoption of the report (December 22, 1999) from the Manager, Fair Wage and Labour Trades Office, subject to:
- (i) striking out Recommendation No. (1); and
- (iii) renumbering Recommendation No. (2) as Recommendation No. (1) and amending it to read as follows:
- “(1) Option 2 be approved as the recommended option for establishing fair wage rates and schedules, the Manager, Fair Wage and Labour Trades Office prepare and file with the City Clerk, the following Fair Wage Schedules for 2000-2001. (These new Schedules will replace 1995-97 schedules currently on file with the City Clerk):
- Road Building Construction;
 - Sewer and Watermain Construction;
 - Heavy Construction;
 - Industrial Commercial Institutional Construction;
 - Residential Construction;
 - General Classifications; and
 - Utilities Construction;”;

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so that the Recommendations embodied in the
aforementioned report now read as follows:

“It is recommended that:

- (1) Option 2 be approved as the recommended option for establishing fair wage rates and schedules, the Manager, Fair Wage and Labour Trades Office prepare and file with the City Clerk, the following Fair Wage Schedules for 2000-2001. (These new Schedules will replace 1995-97 schedules currently on file with the City Clerk):
 - Road Building Construction;
 - Sewer and Watermain Construction;
 - Heavy Construction;
 - Industrial Commercial Institutional Construction;
 - Residential Construction;
 - General Classifications; and
 - Utilities Construction;
- (2) all subsequent future fair wage rates and schedules be prepared using the recommended option and be filed with the City Clerk; and then be made available to contractors and be posted on the City of Toronto’s website;
- (3) the Fair Wage and Labour Trades Office make a request on the possibility of participating on any provincial or federal government committees charged with establishing or updating fair wage schedules in the Greater Toronto area;
- (4) the Manager, Fair Wage and Labour Trades Office review whether or not “stabilization funds” are being used on city projects, and report back to committee on any necessary fair wage policy amendments;
- (5) the Executive Director of Human Resources report to the Administration Committee during the 2000 budget process, on the Fair Wage and Labour Trades Office’s additional resource requirements; and

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- (6) subject to approval during the 2000 budget process for additional staff resources, the Fair Wage and Labour Trades Office begin to concentrate on garment and printing workers to see how the Fair Wage Policy is impacting their wage and benefits, and report its findings to committee;” and
- (II) that when the fair wage rate is being established for non-construction classifications such as janitorial workers and office cleaners, the existing CUPE base wage rate be considered the fair wage rate for those classifications; and
- (B) requested the Manager, Fair Wage and Labour Trades Office to submit a report directly to Council for its meeting scheduled to be held on February 29, 2000, outlining the financial implications with respect to the foregoing Recommendation No. (II) of the Administration Committee.

(Manager, Fair Wage and Labour Trades Office – February 10, 2000)

(Clause No. 3 – Report No. 4)

2-4. Liquor Licensing.

The Administration Committee had before it a communication (January 27, 2000) from the City Clerk and Acting Commissioner of Corporate Services providing recommendations to ensure that all applications for liquor licences are processed in a timely, consistent and harmonized manner promoting a one-stop shopping and customer service concept at the City of Toronto; and recommending that:

- (1) Council approve the one-stop shopping procedure for processing liquor licence applications as described in this report;
- (2) authority be granted to introduce the necessary bill in Council to provide for the fees for the Clerk’s Division (\$100.00) and Urban Development Services (\$100.00) for processing liquor licences;
- (3) the fees for processing liquor licences as outlined in Recommendation No. (2) above be approved for implementation no later than June 1, 2000;

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- (4) the financial implications, together with the proposed hiring of one staff person (one FTE) as proposed in this report be referred to the Budget Advisory Committee for consideration during the 2000 Operating Budget process; and
- (5) the appropriate City officials be authorized and directed to take the necessary action to give effect to this report.

The Administration Committee also had before it a communication (February 7, 2000) from Councillor Kyle Rae, Ward 24, Downtown respecting the joint report from the City Clerk and the Acting Commissioner of Corporate Services regarding the one stop shopping procedure for processing liquor licence applications and requesting that the Police Service, specifically the local division, be added to the list of written approvals required for each liquor license in order to provide valuable input with respect to the impact of a license in a certain area.

The following Members of Council appeared before the Administration Committee in connection with the foregoing matter:

- Councillor Frances Nunziata – York Humber;
 - Councillor Kyle Rae – Downtown; and
 - Councillor Sherene Shaw – Scarborough Agincourt.
- A. Councillor Miller, on behalf of Councillor Rae, moved that the Administration Committee recommend to Council the adoption of the aforementioned joint report, subject to the inclusion of the Toronto Police Service, specifically the local division, being requested to comment on the location as part of the liquor license approval process. **(Carried)**
 - B. Councillor Miller further moved that:
 - (i) the Alcohol and Gaming Commission of Ontario be requested to amend its procedures respecting the regulating of licenses so that:
 - (a) notice of applications and hearings to local residents is provided in a manner similar to that required by the Planning Act; and

- (b) disclosure is provided to objectors as well as applicants; and
 - (ii) the Province of Ontario be requested to amend the Liquor License Act to provide that:
 - (a) the issuance of licenses be a privilege and not a right; and
 - (b) donut shops be removed from the class of businesses that can obtain a liquor license.
- (Carried)**

The decision of the Administration Committee therefore is as follows:

The Administration Committee recommended to Council:

- (1) the adoption of the joint report (January 27, 2000) from the City Clerk and the Acting Commissioner of Corporate Services, subject to the inclusion of the Toronto Police Service, specifically the local division, being requested to comment on the location as part of the liquor license approval process;
- (2) that the Alcohol and Gaming Commission of Ontario be requested to amend its procedures respecting the regulating of licenses so that:
 - (i) notice of the applications and hearings to local residents is provided in a manner similar to that required by the Planning Act; and
 - (ii) disclosure is provided to objectors as well as applicants; and
- (3) that the Province of Ontario be requested to amend the Liquor License Act to provide that:
 - (i) the issuance of licenses be a privilege and not a right; and
 - (ii) that donut shops be removed from the class of businesses that can obtain a liquor licenses.

(Clause No. 11 – Report. No. 4)

2-5. Councillor's Use of Corporate Vehicles.

The Administration Committee had before it the report (January 26, 2000) from the City Clerk reporting, as requested by the Administration Committee on January 11, 2000, respecting Councillors' Use of Corporate Vehicles; and recommending that Council consider options in regard thereto.

The Administration Committee also had before it a communication (February 7, 2000) from Councillor Brad Duguid, Ward 15, Scarborough City Centre providing his analysis of the report (January 26, 2000) from the City Clerk respecting the Councillor's Use of Corporate Vehicles for consideration by the Administration Committee.

The Administration Committee also had before it the following communications respecting the use of Corporate Vehicles:

- (i) (February 7, 2000) from the President, Canadian Union of Public Employees (CUPE) Local 79, and
- (ii) (December 24, 1999) and (February 8, 2000) from the Beacon Hill Tenants Association.

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

- Mr. Robert Feeney, Board Member, CUPE Local 79;
- Councillor Brad Duguid - Scarborough City Centre; and
- Councillor Howard Moscoe – North York Spadina.
 - A. Councillor Moeser, on behalf of Councillor Moscoe, moved that this matter be referred back to the City Auditor with a request that he consult with the affected drivers respecting this service and submit a further report thereon to the Administration Committee, such report to include a calculation as to the actual cost for the operation of this service. **(Lost)**
 - B. Councillor Moeser moved that the Administration Committee recommend to Council the adoption of Option 2 embodied in the report (January 26, 2000) from the City Clerk. **(Lost)**
 - C. Councillor Bussin moved that the foregoing Motion B by Councillor Moeser be amended to provide that the service be eliminated as the drivers are placed in alternative positions. **(Lost)**

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- D. Councillor Mahood, on behalf of Councillor Duguid, moved that the Administration Committee recommend to Council:
- (1) the adoption of Option No. 4 embodied in the report (January 26, 2000) from the City Clerk;
 - (2) that every effort be made to provide the current staff members affected by reducing this program with alternative suitable positions, and that staff report back to the Administration Committee in regard thereto;
 - (3) that no further additional increases to Councillor's Global Office Budget be supported;
 - (4) that the City Clerk's Office be requested to research appropriate arrangements and alternatives to utilize private limousine services on those occasions when protocol requires such a service and report thereon to the Administration Committee on her findings; and
 - (5) that staff make every effort to implement these recommendations as soon as possible to ensure maximum savings from the discontinuation of this program. **(Lost)**
- E. Councillor Adams moved that the Administration Committee recommend to Council the adoption of Option No. (1) embodied in the report (January 26, 2000) from the City Clerk. **(Lost)**
- F. Councillor Holyday moved that the City Clerk be requested to submit a report directly to Council for its meeting scheduled to be held on February 29, 2000, on the amount of funds that would be required for the use of taxi cabs by Members of Council should this program be eliminated. **(Lost)**

Councillor Berardinetti appointed Councillor Bussin Acting Chair and vacated the Chair.

- G. Councillor Berardinetti moved that the Administration Committee recommend to Council the adoption of Option No. (3) embodied in the report (January 26, 2000) from the City Clerk. **(Lost)**

Councillor Berardinetti resumed the Chair.

Having regard that all motions voted on with respect to the foregoing matter lost, the Administration Committee submitted to Council, without

recommendation, the aforementioned report (January 26, 2000) from the City Clerk.

(Clause No. 1 – Report No. 4)

2-6. Remuneration and Expenses of Members of Council and of Council Appointees to Local Boards and Other Special Purpose Bodies for the period January 1 to December 31, 1999.

The Administration Committee had before it a report (January 26, 2000) from the Chief Financial Officer and Treasurer reporting on the status of the 1999 report on Councillors' remuneration and expenses; advising that legislation requires that this Statement be presented to Council by the end of February; that due to year end processing schedules and information gathering from the City Boards and Agencies, the report will not be available for submission prior to that date; that the report will be forwarded to the Administration Committee meeting on March 21, 2000, and subsequently to Council on April 12, 2000; and recommending that this report be received for information and forwarded to Council for information.

Councillor Moeser moved that the Administration Committee recommend to Council the adoption of the recommendations embodied in the aforementioned report. **(Carried)**

Councillor Adams moved that the Chief Financial Officer and Treasurer be requested to include in her forthcoming report information respecting business travel expenses for Members of Council travelling on matters related to Economic Development, Telecommunication Steering Committee, Agencies, Boards and Commission and Special Purpose Bodies and any other source of business travel. **(Carried)**

(Chief Financial Officer and Treasurer – February 8, 2000)

(Clause No. 18 – Report No. 4)

2-7. Cost Benefit Analysis of the Telephone Systems Available to the City, In Particular, the Centrex system vs. the PBX System.

The Administration Committee had before it a communication (January 21, 2000) from the City Clerk advising that the Telecommunications Steering Committee on January 21, 2000, recommended to the Administration Committee the adoption of the report (December 13, 1999) from the Acting Commissioner of Corporate Services, wherein it is recommended that:

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- (1) the existing PBX systems be phased to the Centrex telephone system; and
- (2) the Commissioner of Corporate Services be authorized and directed to take the necessary action to give effect thereto.

Mr. Brian Grantham, Mitel Communications Solutions, appeared before the Administration Committee in connection with the foregoing matter, and filed a written submission in regard thereto, a copy of which is on file in the office of the City Clerk.

Council Moeser moved that the Administration Committee recommend to Council the adoption of the Recommendation of the Telecommunications Steering Committee embodied in the aforementioned communication. **(Carried)**

Councillor Adams moved that the Administration Committee recommend to Council that the Acting Commissioner of Corporate Services, after consultation with the City Solicitor, be directed, if at all possible, to share the entire consultants report, or as much of it as is legally possible with Mitel Communications Solutions. **(Carried)**

(Clause No. 4 – Report No. 4)

2-8. Tax Adjustment – Municipal Act Section 442 and 443.

The Administration Committee had before it a report (January 20, 2000) from the Chief Financial Officer and Treasurer advising that City Council on December 16, and 17, 1998, adopted a report authorizing the Administration Committee to hear and make recommendations on tax appeals, other than poverty appeals, pursuant to sections 442 and 443 of the *Municipal Act* for cancellation, reduction or refund of taxes due to vacancy, out of business, demolition, etc.; and in accordance with that decision, recommending that:

- (1) the individual appeal applications made pursuant to Section 442 of the *Municipal Act* totalling \$4,417,294.38 as summarized in Schedule “A”, be approved; and
- (2) the individual appeal applications made pursuant to Section 443 of the *Municipal Act* totalling \$187,846.42 as summarized in Schedule “B”, be approved.

Councillor Miller moved that the Administration Committee recommend to Council the adoption of the aforementioned report; and further, that the Chief Financial Officer and Treasurer in future, be authorized, upon the request of the applicant, in writing, to provide the amount of the actual taxes that would be payable if the appeal was successful. **(Carried)**

Councillor Adams moved that the Administration Committee refer the aforementioned communication from Mr. Michelangelo Fazzari, submitted by Councillor John Adams, respecting tax account number 05 1 070 0240 0000 9 City Ward 13, to the Chief Financial Officer and Treasurer for report thereon directly to Council for its meeting scheduled to be held on February 29, 2000. **(Carried)**

(Chief Financial Officer and Treasurer; c: Mr. Michaelangelo Fazzari – February 10, 2000)

(Clause No. 16 – Report No. 4)

2.9 Declaration as Surplus and Sale of Rail Corridor Lands to GO Transit as part of the Purchase of Union Station by the City of Toronto from Toronto Terminals Railway Company Limited (Trinity Niagara, Downtown, Don River).

The Administration Committee had before it a report (January 26, 2000) from the Acting Commissioner of Corporate Services requesting authority to declare portions of the rail corridor being acquired by the City of Toronto as part of its purchase of Union Station surplus to municipal requirements in order that the rail corridor can then be transferred to GO Transit; and recommending that:

- (1) part of the CP Express lands and portions of the lands comprising the rail corridor between the Don River and Strachan Avenue, as illustrated on the attached maps be declared surplus to the City's requirements, all steps necessary to comply with By-law No. 551-1998 be taken and the lands transferred to GO Transit; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Miller the Administration Committee recommended to Council the adoption of the aforementioned report.

(Clause No. 9 – Report No. 4)

2-10. F. G. Gardiner Expressway East Dismantling Project, Request for Authority to Acquire Property – Ward 25 – Don River.

The Administration Committee had before it a report (January 19, 2000) from the Acting Commissioner of Corporate Services requesting authority to negotiate for the acquisition of additional property required for the F.G. Gardiner Expressway East Dismantling Project and to initiate the expropriation process for such lands; and recommending that:

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- (1) staff of the Corporate Services Department be authorized to negotiate with the affected owner(s) for the acquisition of the necessary lands or interests in land required for the F.G. Gardiner Expressway East Dismantling Project;
- (2) authority be granted to initiate the expropriation process for the property interests detailed in this report;
- (3) authority be granted to serve and publish Notices of Applications for Approval to Expropriate said property interests, to forward to the Chief Inquiry Officer any requests for hearings that are received and to report the Inquiry Officer's recommendations to Council for its consideration; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Miller the Administration Committee recommended to Council the adoption of the aforementioned report.

(Clause No. 10 – Report No. 4)

**2-11. Completion of Statutory Project:
Easement Statute Law Amendment Act, 1990.**

The Administration Committee had before it a report (January 24, 2000) from the City Solicitor and Commissioner of Works and Emergency Services respecting the completion, within required statutory deadlines, of the Project resulting from the Easement Statute Law Amendment Act, 1990; and recommending that the authority contained in Recommendation No. (6) of Clause No. 45 of Report No. 17 of the Executive Committee adopted by the Council of the former Corporation of the City of Toronto at its meeting held on August 30, 1993, be rescinded retroactively to its date of adoption.

On motion by Councillor Miller the Administration Committee recommended to Council the adoption of the aforementioned joint report (January 24, 2000) from the City Solicitor and the Commissioner of Works and Emergency Services; and further that the City Solicitor be requested to report annually to the Administration Committee prior to the expiry of that years rights as to what rights have been registered.

(Clause No. 12 – Report No. 4)

2-12. Toronto Public Library Board Building Projects.

The Administration Committee had before it a report (January 25, 2000) from the City Librarian recommending that:

- (1) subject to the necessary funding being approved by City Council in the Library Board's capital budget, Council consent, pursuant to Section 19 of the *Public Libraries Act*, to the Library Board proceeding with building projects having a maximum cost of \$10.0 million per project; and
- (1) in those cases where the City is the owner of the land and/or building that is the subject of the building project, that the Commissioner of Community and Neighbourhood Services be authorized to execute on behalf of the City any necessary Committee of Adjustment or similar applications that are required in connection with the building project.

On motion by Councillor Miller the Administration Committee:

- (i) recommended to Council the adoption of the aforementioned report; and
- (ii) requested the City Librarian to submit a report directly to Council for its meeting scheduled to be held on February 29, 2000, on which libraries are involved in the building projects, identifying the wards in which they are located.

(City Librarian – February 10, 2000)

(Clause No. 15 – Report No. 4)

**2-13. 1999 Parking Tag Issuance to September –
1999 Third Quarter Report.**

The Administration Committee had before it a report (January 5, 2000) from the Chief Financial Officer and Treasurer advising that this report reflects parking enforcement and collection activities of the Corporation for the period ending September 30, 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; and

Schedule 5 Parking Tags Issued by former Municipal By-law Group; and

recommending that this report be received for information.

On motion by Councillor Altobello the Administration Committee receive the aforementioned report.

(Clause No. 19(a) – Report No. 4)

2-14. Toronto Police Service Response to the Recommendations of the Coroner's Inquest into the Death of Edmond Wai-Kong Yu.

The Administration Committee had before it a report (January 6, 2000) from the Chairman, Toronto Police Services Board providing a copy of the Toronto Police Service response to the recommendations of the Coroner's Inquest into the death of Edmond Wai-Kong Yu; and recommending that the Administration Committee receive the report for information

On motion by Councillor Miller the Administration Committee:

- (i) received the aforementioned report; and
- (ii) requested the Chair of the Toronto Police Service to submit a report directly to Council for its meeting scheduled to be held on February 29, 2000, on the number of crisis resolution sessions that are occurring monthly and the number of police officers attending these sessions.

(Chair, Toronto Police Services – February 8, 2000)

(Clause No. 17 – Report No. 4)

On motion by Councillor Moeser the Administration Committee meet privately to discuss the following items Nos. 2-15, 2-16 and 2-17, having regard that the subject matter relates to the acquisition and sale of property and legal matters, in accordance with the Municipal Act.

2-15. Acquisition of CN Belt Line Railway in the Former City of York (Ward 28 – York Eglinton).

The Administration Committee had before it a confidential report (January 26, 2000) from the Acting Commissioner of Corporate Services respecting the acquisition of CN Belt Line Railway.

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

The Administration Committee recommended to Council the adoption of the aforementioned confidential report, which was forwarded to Members of Council under confidential cover.

(Clause No. 5 – Report No. 4)

2-16. Property Damage Claim.

The Administration Committee had before it a confidential report (January 13, 2000) from the City Solicitor respecting a property damage claim.

On motion by Councillor Altobello the Administration Committee recommend to Council the adoption of the aforementioned confidential report which was forwarded to Members of Council under confidential cover.

(Clause No. 8 – Report No. 4)

2-17. Purchase of Land - Eglinton Avenue West (Ward 28 – York Eglinton).

The Administration Committee had before it a confidential report (January 24, 2000) from the President, Toronto Parking Authority forwarding recommendations with respect to the purchase of 1533 Eglinton Avenue West.

On motion by Councillor Holyday the Administration Committee recommend to Council the adoption of the aforementioned confidential report which was forwarded to Members of Council under confidential cover.

(Clause No. 6 – Report No. 4)

The Administration Committee convened in public session.

2-18. Harmonization of Lieu Time Policy (Non-Union).

The Administration Committee had before it a communication (February 7, 2000) from the City Clerk, advising that the Personnel Sub-Committee, at its meeting on February 7, 2000, amongst other things, recommended to the Administration Committee the adoption of the report (January 28, 2000) from the Executive Director of Human Resources wherein it is recommended that:

- (1) the proposed Lieu Time Policy for Non-union staff be approved; and
- (2) the proposed Lieu Time Policy replace all existing policies and by-laws relating to lieu time/pay.

The Administration Committee also had before it a communication (February 7, 2000) from the President, City of Toronto Administrative, Professional Supervisory Association, Incorporated (COTAPSAI) forwarding recommendations respecting the proposed Lieu Time policy.

On motion by Councillor Miller the Administration Committee recommend to Council:

- (1) the adoption of the Recommendation of the Personnel Sub Committee embodied in the communication (February 7, 2000) from the City Clerk;
- (2) that Council adopt the following guiding principles respecting the proposed lieu Time Policy for Non-Union staff:
 - (i) the lieu time policy compensates employees for additional hours worked in excess of the employee's regularly scheduled work week, subject to the restrictions in the policy, and recognizes that this forms an important part of an employee's overall compensation; and
 - (ii) the lieu time policy is introduced in a work environment that recognizes the importance of maintaining a healthy balance between an employee's work and family\personal life;
- (3) that implementation of the lieu time policy include a mechanism and timeframe for monitoring and reporting on the amount of annual overtime/lieu time accumulated and taken; and, if necessary, strategies to reduce the amount of overtime use; and

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- (4) that the Executive Director of Human Resources be requested:
- (i) to review, during the upcoming job evaluation process, whether the cut off for payment of overtime for supervisory positions is too restrictive at grade 7 range, and that should this review determine the cutoff should be more properly placed at a higher level the policy be amended accordingly;
 - (ii) to provide periodic reports to the Personnel Sub-Committee on the implementation and monitoring of the lieu time policy for non-union staff; and
 - (iii) to report to the meeting of the Personnel Sub-Committee scheduled to be held in May, 2000, on issues arising, if any, from the adoption of this policy; and
- (5) that the following guiding principle, as proposed by COTAPSAI in their communication dated February 7, 2000, be referred to the Executive Director of Human Resources for report thereon to the Personnel Sub-Committee on potential operational and implementation issues:

“Unless a previous agreement exists, no employee is obliged to work additional hours in excess of the regularly scheduled work week.”

(Clause No. 13 – Report No. 4)

2-19. Hiring of Support Staff by Members of Council.

The Administration Committee had before it a communication (February 3, 2000) from Councillor David Soknacki, Scarborough Highland Creek submitting the following for consideration by the Administration Committee:

“that the Administration Committee request that the Chief Administrative Officer report to the Administration Committee prior to May 1, 2000 on various options Council may wish to adopt on the issue of hiring support staff in Council offices. These options may include:

- (a) being in conformance with Federal and Provincial guidelines;
- (b) allowing for the retention of existing staff; and
- (c) coming into force on December 1, 2000.”

Councillor David Soknacki – Scarborough Highland Creek, appeared before the Administration Committee in connection with the foregoing matter.

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

The Administration Committee concurred with the request embodied in the aforementioned communication that the Chief Administrative Officer report to the Administration Committee prior to May 1, 2000, on various options Council may wish to adopt on the issue of hiring support staff in Council offices which may include:

- (a) being in conformance with Federal and Provincial guidelines;
- (b) allowing for the retention of existing staff; and
- (c) coming into force on December 1, 2000.”

(Chief Administrative Officer – February 10, 2000)

(Clause No. 19(b) – Report No. 4)

On motion by Councillor Moeser the Administration Committee meet privately to discuss the following Item No. 2-20, having regard that the subject matter relates to the acquisition of property.

2-20. Authority to Acquire Property for the Relocation of 51 Police Division (Ward 25 – Don River).

The Administration Committee had before it a confidential report (February 4, 2000) from the Acting Commissioner of Corporate Services requesting authority to acquire property for the relocation of 51 Police Division.

On motion by Councillor Miller the Administration Committee recommend to Council the adoption of the Recommendations of the Administration Committee embodied in the confidential communication (February 8, 2000) from the City Clerk which was forwarded to Members of Council under confidential cover.

(City Council; c: Budget Advisory Committee; Acting Commissioner of Corporate Services; and Chair, Toronto Police Services Board – February 10, 2000)

(Clause No. 7 – Report No. 4)

The Administration Committee convened in public session.

2-21. Pay Equity for Toronto Public Library Workers.

The Administration Committee had before it a communication (February 7, 2000) from the City Clerk, advising that the Personnel Sub-Committee at its meeting on February 7, 2000, during its consideration of a confidential report (February 4, 2000) from the Executive Director of Human Resources respecting Pay Equity for Toronto Public Library Workers:

- (1) requested the Executive Director of Human Resources to meet again with CUPE Local 416 in an effort to resolve the outstanding issues and reach a settlement, with a goal that the settlement would reasonably withstand a challenge by individual employees that it is not in compliance with the Pay Equity Act, and to report back to the Personnel Sub-Committee either at its meeting on March 20, 2000, or its meeting on April 10, 2000;
- (2) requested that the negotiations consider the male comparators necessary in order to reach a negotiated settlement; and
- (3) directed that the foregoing action of the Sub-Committee be forwarded to the Administration Committee for information.

On motion by Councillor Miller the Administration Committee receive the aforementioned communication.

(Clause No. 19c – Report No. 4)

2-22. Benefit Premium Rates – Former North York Retirees.

The Administration Committee had before it a communication (February 7, 2000) from the City Clerk advising that the Personnel Sub-Committee at its meeting on February 7, 2000, during its consideration of a report (January 24, 2000) from the Chief Financial Officer and Treasurer respecting the Benefit Premium Rates – Former North York Retirees:

- (1) requested the Chief Financial Officer and Treasurer to meet with Ms. Catherine Hamilton and Mr. Alan Greenwood to discuss the issue respecting the benefit premium rates; and to report back to the meeting of the Personnel Sub-Committee scheduled to be held on April 10, 2000; and
- (2) directed that the foregoing action of the Sub-Committee be forwarded to the Administration Committee for information.

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On motion by Councillor Miller the Administration Committee receive the
aforementioned communication.

(Clause No. 19(c) – Report No. 4)

The Committee adjourned its meeting at 3:50 p.m.

Chair