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**ADMINISTRATION COMMITTEE  
AGENDA  
MEETING NO. 4**

<b>Date of Meeting:</b>	<b>Tuesday, April 29, 2003</b>	<b>Enquiry:</b>	<b>Patsy Morris</b>
<b>Time:</b>	<b>9:30 a.m.</b>		<b>Administrator</b>
<b>Location:</b>	<b>Committee Room 1</b>		<b>392-9151</b>
	<b>2nd Floor, City Hall</b>		<b>pmorris@city.toronto.ca</b>
	<b>100 Queen Street West</b>		
	<b>Toronto</b>		

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**DECLARATIONS OF INTEREST PURSUANT TO  
THE MUNICIPAL CONFLICT OF INTEREST ACT**

**CONFIRMATION OF MINUTES.**

**COMMUNICATIONS/REPORTS**

**1. Snapshot on City Services**

***Presentation Item***

Presentation respecting the Records and Archives Division of the Corporate Services Department.

**2. Harmonization of Compensation Related Policies – Non-Union**

**Deferred from the Meeting held on March 25, 2003**

Communication (March 25, 2003) from the City Clerk advising that the Administration Committee on March 25, 2003:

- (1) deferred consideration of a communication (February 18, 2003) from the City Clerk, Personnel Sub-Committee respecting Harmonization of Compensation Related Policies – Non-Union, until its meeting scheduled to be held on April 29, 2003; and

(2) requested the Commissioner of Corporate Services to submit a report to the aforementioned meeting of the Administration Committee, through the Personnel Sub-Committee, on the issue of mileage allowance and how it is linked to public and private indices (Runzheimer Index).

**2(a).** Communication (April 8, 2003) from the City Clerk, Personnel Sub-Committee, advising that the Personnel Sub-Committee at its meeting held on April 8, 2003, received the report (April 4, 2003) from the Commissioner of Corporate Services reporting further, as requested by the Administration Committee on March 25, 2003, on the issue of mileage allowance and how it is linked to public and private indices; and that the Personnel Sub-Committee directed that a copy thereof be forwarded to the Administration Committee for information.

**3. Former City of Toronto Role in Leasing of Danforth Garage Site (Ward 32 – Beaches-East York)**

**Deferred from the Meeting held on March 25, 2003**

Report (March 3, 2003) from the City Solicitor responding to a request made by the Administration Committee at its March 26, 2002 meeting for the City Solicitor to submit a report on what role, if any, the former City of Toronto Council may have played in the 1987 lease agreement and other related matters with respect to the Danforth Garage site (the “Danforth Garage Site”); advising that there are no financial implications; that as the Danforth Garage Site was vested in the TTC, all business negotiations and all approvals of the business transaction relating to the lease agreement for the site were undertaken exclusively by the Toronto Transit Commission; that the role of the former City of Toronto in the Danforth Garage Site was restricted to those regulatory applications and approvals over which the City had jurisdiction (eg. building, zoning, etc.); that accordingly, further inquiries relating to past property dealings on this site would best be directed to the TTC; and recommending that this report be received for information.

**4. Elected Officials Pension**

Report (April 17, 2003) from the Chief Financial Officer and Treasurer providing further information on the changes to the Elected Officials pensions as a result of the elimination of the OMERS Type 6 Supplementary Pension Benefit as at December 31, 2002; recommending the establishment of a transitional allowance for elected officials who retire during the five year period beginning January 1, 2003; advising that this transitional allowance would ensure that their pension benefit plus this transitional allowance would be equivalent to a pension based on five year average earnings of their fully taxable salary; and further recommending that:

(1) if an eligible elected official should become eligible for a benefit under the OMERS Act during the transitional period, the municipality shall pay to the

retired elected official, a transitional allowance on the same terms and conditions as benefits paid under the OMERS Act;

- (2) the transitional allowance under subsection (1) shall be calculated as outlined in Appendix A; and
- (3) authority be granted to introduce the necessary bills and the appropriate City officials be authorized to take the necessary action to give effect thereto.

## **Hearing**

### **5. Tax Adjustment - *Municipal Act Sections 357 and 358***

**2:00 p.m.**

Report (April 17, 2003) from the Chief Financial Officer and Treasurer recommending that:

- (1) the individual appeal applications made pursuant to Section 357 of the new *Municipal Act* (s. 442 of the old Act) totalling \$1,634,984.49 (excluding phase-in/capping), as provided in the detailed hearing report to be circulated at Committee and as summarized in Schedule "A" attached, be approved; and
- (2) the individual appeal applications made pursuant to Section 358 of the new *Municipal Act* (s. 443 of the old Act) totalling \$1,599,785.88 (excluding phase-in/capping) as provided in the detailed hearing report to be circulated at Committee and as summarized in Schedule "B" attached, be approved.

### **6. Taxes Collected by Bailiffs - Non-Residential Properties**

Report (April 17, 2003) from the Chief Financial Officer and Treasurer responding to a request made by the Administration Committee for information regarding the amount of outstanding taxes collected by the City's bailiffs in 2002 and advisability of issuing unpaid interim taxes to the bailiff; advising that if Council adopts a policy of issuing overdue interim taxes, for non-residential properties, to the bailiff for collection, the City can expect a decrease in net revenues given that the current annual interest that the City earns on its investments is lower than the penalty/interest rate (15 percent per annum) charged by the municipality on overdue taxes; and recommending that this report be received for information.

### **7. Collection Procedures on Property Tax Arrears for Owner-Occupied Residential Properties**

Report (April 17, 2003) from the Chief Financial Officer and Treasurer reporting on procedures employed in the collection of tax arrears for owner-occupied residential properties; advising that assuming that the tax arrears for owner-occupied residential

properties will be collected faster if the City engages the services of a bailiff agency, the penalty/interest revenue the City realizes on these tax arrears (1.25 percent per month or 15 percent per year) may decrease at a faster rate than the interest the Corporation will realize on investing the cash received; and recommending that the enhanced collection procedures for owner-occupied residential properties, as outlined in Appendix E of this report, be endorsed, including the use of bailiff services to collect upon outstanding residential property taxes that are at least 1-½ years in arrears.

## **8. 291 George Street Loan Renewal**

Report (April 17, 2003) from the Chief Financial Officer and Treasurer recommending that:

- (1) the City grant to Toronto Housing Corporation Inc. (THCI) and to Toronto Community Housing Corporation (TCHC) as THCI's pending successor in title to the property at 291 George Street, a retroactive renewal (the Renewal), as of October 31, 2001, of the 1986 loan (the Loan) to the Metropolitan Toronto Singles Housing Corporation\*, in the amount of \$ 3,374,001.17, for a further Ten (10) Years, on the terms set forth in Recommendations (2) and (3);
- (2) the Loan as so renewed bear interest from October 30, 2001, at an annual rate, subject to Recommendation No. (3), of 5.875 percent calculated half-yearly not in advance, as well after as before maturity and both before and after default, and be repaid:
  - (a) in instalments of
    - (i) \$31,365.41 each, on the 30th day of each month beginning in October, 2001, continuing until and including the month preceding that in which City Council adopts this report; and thereafter;
    - (ii) \$23,794.11 each, on the 30th day of each subsequent month, continuing until and including September, 2011,  
  
each such instalment to be applied firstly in payment of the interest due at the time of its payment, and the remainder to be applied in reduction of the principal sum; followed by
  - (b) payment of the balance on October 30, 2011, together with interest thereon from September 30, 2011;
- (3) if the City issues any debentures whose proceeds are used for the purpose of financing the Renewal, the interest rate provided for in Recommendation No. (2) be non-retroactively replaced, effective as of the month next following the date of receipt of such proceeds by the City, by the rate payable under such debentures (or

as of that date itself if it is the first day of a month), but without any change in the instalments provided for in subclause (a)(ii) of Recommendation No. (2);

- (4) an agreement be entered into between the City and TCHC documenting the terms of Recommendations Nos (1) to (3) in a manner satisfactory to the Chief Financial Officer and Treasurer, the City Solicitor, and the Chief Executive Officer of TCHC;
- (5) TCHC be directed to advise Canada Mortgage and Housing Corporation of the Renewal following the execution of such agreement by both parties;
- (6) THCI be released, effective as of January 1, 2002, from any and all liability for repayment of the Loan; and
- (7) these appropriate officials of the City be authorized to take the necessary action to give effect to Recommendations.

(\*Note: Metropolitan Toronto Singles Housing Corporation is a corporate predecessor of THCI (as renewed in 1991 in favour of the borrower under its new name, Metropolitan Toronto Housing Development Corporation)

#### **9. External Legal Firms Retained for Insurance Claim Defence Contract Extension Option**

Report (April 17, 2003) from the Chief Financial Officer and Treasurer requesting approval to exercise the contract extension option contained in the Request For Proposals (RFP) for external legal firms for insurance claim defence as approved by City Council at its June 2000 meeting; and recommending that:

- (1) the City exercise the original RFP option to extend the contract term for two years, from June 2003 to June 2005;
- (2) a request for proposals for external legal services be conducted before June 2005, with the selection results reported to City Council for approval to enter into retention agreements; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

#### **10. Supply and Delivery of Unshrinkable Fill Concrete Mix, Request for Quotation No. 3919-03-0017**

Communication (April 2, 2003) from the City Clerk, Bid Committee, advising that on April 2, 2003 the Bid Committee had before it a report (March 24, 2003) from the Director of Purchasing and Materials Management, headed "Supply and Delivery of

Unshrinkable Fill Concrete Mix, Request for Quotation No. 3919-03-0017”, recommending that:

- (1) the quotation submitted by Industrial Aggregates and Ready Mix Inc., be accepted for the supply and delivery of Unshrinkable Fill Concrete Mix as required for various City of Toronto programs in the amount of \$327,366.64 including all applicable taxes and charges for the portion of the contract in 2003, being the lowest Quotation received;
- (2) the balance of the award in the amount of \$409,208.30 including all applicable taxes and charges for the 2004 portion of the contract to Industrial Aggregates and Ready Mix Inc., be referred to Administration Committee and Council for approval; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto; and

that the Bid Committee adopted the aforementioned report.

#### **11. Results for the Request for Quotation (RFQ) No. 0114-03-0001 for Safety Footwear for Various City of Toronto Departments**

Joint report (March 20, 2003) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer, recommending that:

- (1) the quotations submitted by Collins Safety O/A 3077225 Canada Inc. and Gordon Contract for the supply and delivery of Safety Footwear used by various City of Toronto departments for the period from July 1, 2003 to June 30, 2005, be accepted as the two lowest acceptable quotations received meeting specifications and service requirements as follows:
  - (a) Collins Safety O/A 3077225 Canada Inc. for approximately \$994,622.00 including all charges and applicable taxes, for the supply of safety footwear by truck service supplemented by their Mississauga store when required; and
  - (b) Gordon Contract for approximately \$1,151,431.00 including all charges and applicable taxes, for the supply of safety footwear by store service in the City of Toronto; and
- (2) the appropriate City officials be authorized and directed to take the necessary actions to give effect thereto.

**12. Declaration as Surplus - Parcel of Vacant Land  
East Side of Meadowvale Road, North of Sheppard Avenue East  
(Ward 42 - Scarborough Rouge-River)**

Report (April 10, 2003) from the Commissioner of Corporate Services recommending that:

- (1) the parcel of vacant land located on the east side of Meadowvale Road, north of Sheppard Avenue East, more particularly described as being Part of Lot 5 on Concession 3 and Part of Kirkham Road Closed and designated as Parts 1 to 6, inclusive, on Reference Plan 64R-12635, be declared surplus to the City's requirements, subject to the reservation of an easement over Part 4 for municipal services including a watermain;
- (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;
- (3) a permanent easement over Parts 3 and 4 on Registered Plan 64R-12635 be granted to Toronto Hydro for the protection of hydro services, for nominal consideration and on such terms and conditions as are satisfactory to the Commissioner of Corporate Services;
- (4) the Commissioner of Corporate Services be authorized to invite an offer to purchase from the owner of 1381 Meadowvale Road, subject to the easement for municipal services including a watermain and the easement in favour of Toronto Hydro; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**13. Declaration as Surplus - Parcel of Land at the Rear of 160 Symes Road  
(Ward 11 - York South-Weston)**

Report (April 11, 2003) from the Commissioner of Corporate Services recommending that:

- (1) the parcel of land at the rear of 160 Symes Road, being Block 3 and part of Block 1 on Plan 66M-2324 and shown as Parts 3 and 6 on the attached Sketch No. PMC 2000-100, be declared surplus to the City's requirements, subject to the retention of an existing sewer and watermain easement and the Commissioner of Corporate Services be authorized to invite an offer to purchase from the owner of No. 160 Symes Road, and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and

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

**14. Application for Approval to Expropriate Interest in Land,  
Rear Portion of 45 Montye Avenue (Ward 13 - Parkdale - High Park)**

Report (April 11, 2003) from the Commissioner of Corporate Services recommending that:

- (1) authority be granted to initiate the expropriation process for the fee simple interest in the rear lands at 45 Montye Avenue as detailed in the body of this report;
- (2) authority be granted to serve and publish Notices of Application for Approval to Expropriate property interests herein detailed, 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
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**15. Toronto Olympic Plebiscite**

Communication (April 17, 2003) from the City Clerk advising that City Council, at its meeting held on April 14, 15 and 16, 2003, had before it deferred Clause No. 27a of Report No. 2 of The Administration Committee, headed "Other Items Considered by the Committee"; and that Council directed that the aforementioned Clause be received as information, subject to striking out and referring Item (c), entitled "Toronto Olympic Plebiscite", embodied therein, back to the Administration Committee for further consideration.

**16. Chief Administrative Officer's Workplan and  
Finance Department Workplan – 2003 – All Wards**

Communication (April 22, 2003) from the City Clerk advising that City Council, at its meeting held on April 14, 15 and 16, 2003, had before it Clause No. 19 contained in Report No. 3 of The Policy and Finance Committee, headed "Other Items Considered by the Committee" and that Council directed that the aforementioned Clause be received, as information, subject to referring a copy of Items (a) and (b), entitled "Chief Administrative Officer's Workplan" and "Finance Department Workplan – 2003 – All Wards", respectively to the Administration Committee for information.



**17. Aboriginal Cultural Centre**

Communication (April 8, 2003) from the City Clerk, Aboriginal Affairs Committee, advising that at its meeting held on March 26, 2003, the Aboriginal Affairs Committee gave consideration to a communication (January 9, 2003) from the City Clerk, Aboriginal Affairs Committee forwarding, for the Committee's consideration, a motion respecting the establishment of an Aboriginal Cultural Centre which was deferred from the Committee's meeting on December 4, 2002 for further consideration at its next meeting; and stated its support for the establishment of an Aboriginal Cultural Centre in the City of Toronto and requested that the Chief Administrative Officer, in consultation with appropriate City officials and community representatives, review the list of surplus City of Toronto owned buildings in the City with a view to identifying an appropriate building which could be used for an Aboriginal Cultural Centre.

**18. Bike Week Group Commute**

Communication (April 1, 2003) from the City Clerk, Toronto Cycling Committee, requesting the Administration Committee to request Toronto City Council, where operationally feasible, to permit managers, throughout the City of Toronto, to allow their employees to participate in the Bike Week Group Commute and free Pancake Breakfast on May 26, 2003, and if Toronto City Council endorses this matter, that a communication be forwarded to all Commissioners advising their staff accordingly.

**19. Amendment to City of Toronto Municipal Code, Chapter 950 – Parking Lots Customer Parking Invoices**

Report (April 15, 2003) from the President, Toronto Parking Authority, establishing regulations to address the payment of parking invoices issued at off-street municipal parking facilities under the jurisdiction of the Toronto Parking Authority; and recommending that:

- (1) the City of Toronto Municipal Code Chapter 950, Article VI – Parking Lots, be amended to introduce regulations to address the issue of unpaid customer parking invoices issued to vehicles parked at off-street municipal parking facilities under the jurisdiction of the Toronto Parking Authority;
- (2) subject to Council's approval of this amendment, the City Solicitor be authorized to submit a set fine application to the Ministry of the Attorney General for Ontario for approval with respect to offence created under this amendment;
- (3) the amendment not come into force until the set fine application has been approved; and

- (4) that City officials take all necessary steps to give effect to the foregoing, including the introduction in Council of any bills which may be necessary.

**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**

**20. Acquisition of 34 Holmes Avenue  
for the North York Centre Plan Service Road  
(Ward 23 - Willowdale)**

Confidential report (April 7, 2003) from the Commissioner of Corporate Services respecting the acquisition of property located at 34 Holmes Avenue for the North York Centre Plan Service Road, Ward 23 – Willowdale, such report to be considered in-camera having regard that the subject matter relates to the acquisition of property.

**In-camera**

**21. Legal Proceedings to Recover Amounts Owing on Overpayment to Former City Employee**

Confidential report (April 15, 2003) from the City Solicitor regarding Legal Proceedings to Recover Amounts Owing on Overpayment to Former City Employee, such report to be considered in-camera having regard that the subject matter relates to personal matters about an identifiable individual.