
ADMINISTRATION COMMITTEE
AGENDA
MEETING NO. 3

Date of Meeting: Friday, February 6, 2004 **Enquiry:** Christine Archibald
and Administrator
Monday, February 9, 2004 416-392-7039
(if required) carchiba@toronto.ca

Time: 9:30 a.m.

Location: Committee Room No. 1
2nd Floor, City Hall
100 Queen Street West
Toronto

Declarations of Interest Pursuant to the Municipal Conflict of Interest Act

Confirmation of January 9, 2004 Minutes

(Paper copies of the minutes are distributed with the agenda to members of the Committee and attached to the back of the agenda material package. Other Members of Council and staff may access electronic copies in q:\qry\2004\Standing\Administration\Minutes.)

Communications/Reports:

1. 2004 Operating and Capital Budgets

(9:30 a.m. Deputation Item)

2004 Operating Budget respecting:

Corporate Services:

- City Clerk's;
- Corporate Communications;
- Court Services;
- Facilities & Real Estate;
- Fleet Services;

- Human Resources;
- Information & Technology;
- Legal; and
- Service Improvement & Innovation.

Finance

Other:

- Chief Administrator's Office;
- Council; and
- Mayor's Office.

2004 Capital Budget respecting:

Corporate Services:

- City Clerk's;
- Court Services;
- Facilities and Real Estate;
- Fleet Services;
- Information and Technology;
- Union Station; and
- End of Lease Strategy.

Finance

Note: Members of the Administration Committee are requested to bring their copies of the 2004 Operating and Capital Budget material to the meeting)

2. City Sponsored Pension Plan

(11:45 a.m. Presentation)

(No written material.)

3. Apportionment of Property Taxes

(2:00 p.m. Statutory Meeting under the Municipal Act)

Report (January 20, 2004) from the Chief Financial Officer and Treasurer requesting approval for the apportionment of property taxes pertaining to properties listed in the attached document entitled "TMACS Apportionment Report (Jan. 14, 2004)" and to report on the estimated amount of grant funding required to off-set the penalty/interest charges associated with these properties.

Recommendations:

- (1) Administration Committee approve the apportionment of property taxes as identified in columns “Apron Tax” and “ Apron Phase In/Capping” for the properties listed in the “TMACS Apportionment Report (Jan. 14, 2004)” attached hereto as Appendix A; and,
- (2) the appropriate City officials be authorized and directed to take the necessary actions to give effect thereto.

4. Declaration as Surplus - Parcels of Vacant Land on Hymus Road, Adjacent to Nos. 53 and 62 Hymus Road (Ward 35 - Scarborough Southwest)

Report (January 15, 2004) from the Commissioner of Corporate Services requesting that the property be declared surplus to municipal requirements.

Recommendations:

- (1) The parcels of vacant land adjacent to Nos. 53 and 62 Hymus Road, being part of Lot 33, Concession C and designated as Parts 1, 3 and 4 on Reference Plan 64R-12037, be declared surplus to municipal requirements and the Commissioner of Corporate Services be authorized to invite an offer to purchase Part 1 from the owner of 62 Hymus Road and invite an offer to purchase Parts 3 & 4 from the owner of 53 Hymus Road, subject to the reservation of an easement for City sewer/watermain purposes over all Parts, 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.

5. Declaration as Surplus - Vacant Land Between Nos. 194 and 202 Maplehurst Avenue (Ward 23 - Willowdale)

Report (January 22, 2004) from the Commissioner of Corporate Services requesting that the subject property be declared surplus to municipal requirements.

Recommendations:

- (1) The parcel of vacant land located between Nos. 194 and 202 Maplehurst Avenue, being part of Lot 94 on Registered Plan M-372, be declared surplus to the City’s requirements and the Commissioner of Corporate Services be authorized to invite offer(s) to purchase the entire property from the owners of 194 Maplehurst Avenue and 202 Maplehurst Avenue, and if in the opinion of staff, no

recommendable offer is received, then the Commissioner of Corporate Services be authorized to invite offer(s) to purchase for any part(s) of the property from either or both owners, as deemed appropriate by the Commissioner of Corporate Services;

- (2) any offer to purchase from the owner of 202 Maplehurst Avenue be invited on the basis that the offer must contain a provision requiring the registration on title on closing of a restrictive covenant prohibiting the use of the property for any purpose other than as an accessory use to the use and enjoyment of 202 Maplehurst Avenue and, without limiting the generality of the foregoing, prohibiting the use of the property for the purpose of a separate building lot, either by itself or together with a portion of the adjoining lands at 202 Maplehurst Avenue;
- (3) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

6. Declaration as Surplus - 117 Fermanagh Avenue (Ward 14 - Parkdale-High Park)

Report (January 21, 2004) from the Commissioner of Corporate Services requesting that the subject property be declared surplus to municipal requirements.

Recommendations:

- (1) The property municipally known as 117 Fermanagh Avenue, being Part of Lot 29 on Plan 697, be declared surplus to the City's requirements and be listed for sale on the open market, 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.

7. Declaration as Surplus - Vacant Land Between 144 & 148 Eastwood Avenue (Ward 36 - Scarborough Southwest)

Report (January 21, 2004) from the Commissioner of Corporate Services requesting that the subject property be declared surplus to municipal requirements.

Recommendations:

- (1) The vacant parcel of land located between 144 and 148 Eastwood Avenue, described as Lot 85 on Plan 1812, be declared surplus to the City's requirements and be listed for sale on the open market, and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken;
- (2) City Council approve, as the approving authority under the provisions of the *Expropriations Act*, the disposal of the land identified above without giving the original owners from whom the lands were expropriated the first chance to repurchase the land; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

8. Expropriation of 1505 Bayview Avenue - Toronto Parking Authority (Ward 26 - Don Valley West)

Report (January 23, 2004) from the Commissioner of Corporate Services seeking approval for the expropriation of all property interests at 1505 Bayview Avenue for the purpose of establishing a municipal parking lot to be operated by the Toronto Parking Authority.

Recommendations:

- (1) City Council, as approving authority consider the report of the Inquiry Officer as detailed herein;
- (2) City Council, as approving authority, approve the expropriation of all property interests at 1505 Bayview Avenue for establishing a municipal parking lot, for the reasons outlined herein and based on the recommendations of D.F. Meyrick, Q.C. the Inquiry Officer;
- (3) authority be granted to take all steps necessary to comply with the Expropriations Act, including but not limited to, the preparation and registration of an Expropriation Plan and the service of Notices of Expropriation, Notices of Election as to a Date for Compensation and Notices of Possession;
- (4) the Executive Director of Facilities and Real Estate be authorized to sign the Notices of Expropriation and Notices of Possession on behalf of the City;
- (5) leave be granted for introduction of the necessary Bill in Council to give effect thereto; and
- (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect hereto.

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

- 9. Negotiated Settlement - Expropriation of the tenant at 1505 Bayview Avenue 2000454 Ontario Inc. operating as the Boar & Firkin (the "Boar & Firkin") Ward 26 - Don Valley West**

Confidential report (January 20, 2004) from the President, Toronto Parking Authority to be considered in-camera having regard that the subject matter relates to proposed or pending acquisition of land for municipal or local board purposes

In-Camera

- 10. Purchase of 34 Hanna Avenue for Municipal Parking Purposes - Ward 19 Trinity-Spadina**

Confidential report (January 20, 2004) from the President, Toronto Parking Authority to be considered in-camera having regard that the subject matter relates to proposed or pending acquisition of land for municipal or local board purposes

In-Camera

- 11. Acquisition of No. 39 Olive Avenue for the North York Centre Plan Service Road (Ward 23 - Willowdale)**

Confidential report (January 23, 2004) from the Commissioner of Corporate Services to be considered in-camera having regard that the subject matter relates to proposed or pending acquisition of land for municipal or local board purposes

- 12. Ongoing Use of East York Civic Centre as a Civic Building Providing Services to the Public (Ward 29 - Toronto-Danforth)**

Report (January 23, 2004) from the Commissioner of Corporate Services reporting on the use of the East York Civic Centre as a civic building that will continue to provide services to the public and retain Councillors' office space and community access to public meeting room space and the Council Chamber.

Recommendation:

That this report be received for information.

13. Process for Arms-Length City Organizations in the Internal Review Process for City-owned Property (All Wards)

Report (December 22, 2003) from the Commissioner of Corporate Services responding to City Council's request to submit a report on a formal process to explicitly consider the requirements of arms-length City organizations, such as Toronto Artscape, in the internal review process for the sale of land.

Recommendation:

That this report be received.

14. Amendment of Contract No. 47007857 with Bowdens Media Monitoring Limited, for the provision of a daily print and electronic media clipping package and media monitoring services

Report (January 19, 2004) from the Commissioner of Corporate Services requesting authority to to amend the existing contract with Bowdens Media Monitoring Limited.

Recommendations:

- (1) Contract # 47007857 with Bowdens Media Monitoring Limited, for supply of a daily print and electronic media clipping package and media monitoring services be amended by adding \$60,000 to the contract, raising the contract from \$40,000 to a total of \$100,000, including all taxes and charges, for the period ending March 31, 2004; and
- (2) the appropriate City officials be authorized to take the necessary action to give effect thereto.

15. Microsoft Select Licence Agreement Large Account Reseller - Request for Quotation No. 3405-02-3505

Joint report (January 21, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer advising on the results of the Request for Quotation and seeking authority to enter into a Microsoft Select Agreement with the contracting Microsoft affiliate, MSLI, GP, or Microsoft Inc.) and ASAP Software as the Large Account Reseller. ASAP Software submitted the lowest priced quotation meeting specifications.

Recommendations:

(1) the appropriate City officials be authorized to enter into an agreement(s) with the contracting Microsoft affiliate, MSLI, GP (or Microsoft Inc.) and ASAP Software for the period ending September 30, 2004 to acquire licences under the approved Corporate Technology Acquisition process, such agreement to contain the following terms and conditions:

(a) the total estimated amount of the contract not exceed \$2,000,000.00, including all taxes and charges, for the period ending September 30, 2004,

provided that any payments to be made under the agreement(s) by the City which require funding from the 2004 budget, will be subject to approval by Council; and,

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

16. Request for Authority to Amend Contract No. 47005313 for the Rental and Cleaning of Work Garments to various City of Toronto Locations - Request for Quotation (RFQ) No. 0102-02-0173

Report from the Chief Financial Officer and Treasurer.

(Report not yet available - will be included on the supplementary agenda.)

17. Energy and Water Efficiency Improvements in City's Arenas

Joint report from the Commissioner of Corporate Services; Commissioner of Economic Development, Culture and Tourism and the Chief Financial Officer and Treasurer.

(Report not yet available - will be included on the supplementary agenda.)

18. Moving Forward with SAP

Report from the Commissioner of Corporate Services.

19. Technology End of Lease Strategy

Report from the Commissioner of Corporate Services.

(Report not yet available - will be included on the supplementary agenda.)

20. Fleet Service - Green Fleet Transition Plan

Report from the Commissioner of Corporate Services.

(Report not yet available - will be included on the supplementary agenda.)

21. Standing Authority Required to Assist in Collecting Provincial Offences Fines

Report (January 12, 2004) from the Commissioner of Corporate Services requesting standing authority from Council for the Commissioner of Corporate Services or his/her designate to enter into agreements with officials of the Province of Ontario when considered necessary to facilitate the collection of fines owing to the City of Toronto, with authority to appoint such officials and solicitors/agents they retain as agents of the City of Toronto

Recommendations:

- (1) Standing authority be given to the Commissioner of Corporate Services or his/her designate to approve and execute, on behalf of the City of Toronto, agreements with various officials of the Province of Ontario, from time to time, when
 - (a) it is considered appropriate to obtain their assistance in order to collect outstanding fines; and
 - (b) the expense to be incurred will not exceed the fines thereby recovered;
- (2) the standing authority include authority to appoint officials of the Province of Ontario and other solicitors or agents they retain as agents of the City; and
- (3) the standing authority includes authority to obtain any approvals required under the terms of the Provincial Offences Transfer Agreement between the City of Toronto and the Ministry of the Attorney General.

22. Collection Agency Services for Outstanding Pre-Transfer Provincial Offences Act Fines - Request for Proposal No. 9138-03-7481

Joint report (January 20, 2004) from the Commissioner, Corporate Services and the Chief Financial Officer and Treasurer advising on the results of Request for Proposal (RFP) No.

9138-03-7481 for collection agency services for outstanding pre-transfer Provincial Offences Act (POA) fines and requesting authorization to enter into agreements with the recommended proponents for one (1) year with an option to renew the agreements, subject to successful performance reviews, for one (1) additional year.

Recommendations :

- (1) Canadian Bonded Credits Limited (CBCL), Collectcorp Inc. and Accounts Recovery Corporation (A.R.C.), being the three highest overall scoring proponents meeting the requirements, be authorized to provide collection services for outstanding pre-transfer POA fines at agency commission fees of 14.9 %, 15.9% and 17.0% respectively;
- (2) approval be granted for the Director, Court Services, the Commissioner of Corporate Services, the Chief Financial Officer and Treasurer and the City Solicitor to negotiate and enter into agreements with CBCL, Collectcorp Inc. and A.R.C. to provide commission-based collection services for one (1) year in accordance with the terms and conditions set out in the RFP;
- (3) the agreements referred to in the above recommendation No. 2 shall contain terms and conditions satisfactory to the Director, Court Services, the Commissioner of Corporate Services, the Chief Financial Officer and Treasurer and the City Solicitor and be in a form satisfactory to the City Solicitor;
- (4) the option to renew the agreements for an additional one (1) year period under the same terms and conditions be subject to performance reviews to be completed by the Director, Court Services, Commissioner of Corporate Services and the Chief Financial Officer and Treasurer;
- (5) provided that there is a favourable review, in accordance with Recommendation No. 4, the Commissioner of Corporate Services be delegated the authority to exercise the renewal options on the same terms and conditions and be authorized to instruct the Purchasing Agent to process the necessary contracts; and
- (6) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

23. 2004 New Finance Department Administrative Fees

Report (January 22, 2004) from the Chief Financial Officer and Treasurer seeking authority to implement new fees for non-mandatory services related to producing overdue tax statements and processing tax appeal and tax apportionment applications.

Recommendations :

- (1) Effective June 1st 2004, the Finance Department be authorized to introduce a \$50.00 administrative fee for each tax apportionment application submitted to the municipality/treasurer;
- (2) effective June 1st 2004, the Finance Department be authorized to introduce a \$50.00 administrative fee for each Section 357 (*Municipal Act, 2001*) tax appeal application and/or assessment roll number submitted to the municipality/treasurer;
- (3) effective June 1st 2004, the Finance Department be authorized to introduce a \$5.00 administrative fee on tax statements, excluding the January tax statements, for accounts with an overdue balance greater than \$99.99;
- (4) authority be granted for the introduction of the necessary bills to give effect thereto, and that the appropriate City staff be authorized and directed to take the necessary action to give effect thereto; and
- (5) a copy of this report be forward to Budget Advisory Committee for their information.

24. Accounts Receivable - Largest Debtors with Tax Arrears Greater than \$500,000

Report (January 22, 2004) from the Chief Financial Officer and Treasurer providing information on property tax accounts with outstanding receivables of \$500,000 or more as at December 31, 2003.

Recommendation:

That this report be received for information.

(Note: Appendix B, titled "Tax Debtors Greater than \$500,000 (property owned by individual) is distributed to Members of Council as confidential material because it contains personal information which is subject to privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act.)

25. Increasing Fire-Hydrant Parking Fines

Report (January 12, 2004) from the Chief Financial Officer and Treasurer recommending an increase in the fine structure for Fire Hydrant related parking offences in order to address life safety concerns and to bring this offence in line with other municipalities and with the City's fine for Fire Route parking offences.

Recommendations :

- (1) Council endorse increasing the fine structure for all Fire Hydrant type parking offences from \$20/\$30 (Voluntary Payment/Set Fine Amount) to \$75/\$100 (Voluntary Payment/Set Fine Amount); and,
- (2) the City Solicitor be directed to apply to the Senior Regional Justice of the Ontario Court of Justice to increase the fine for all “Fire Hydrant” type parking offences to a Set Fine of \$100.00 and a Voluntary Payment of \$75.00.

26. Lobbying Disclosure Policy for Certain Competitive Calls/Requests - Amended to Apply to all City Tender/Quotation Calls or Requests for Proposals

Joint report (January 20, 2004) from the Chief Administrative Officer and the Chief Financial Officer and Treasurer reporting further on enhancing transparency in competitive procurement awards at the City of Toronto by amending, as directed, the current Lobbying Disclosure Policy for Certain Competitive Requests for Proposals and, Tender and Quotation Calls, and recommending that the Lobbying Disclosure Policy (now only applicable to purchases above \$2.5 million), be applied in the future to all City purchases with the exception of Departmental Purchase Orders, or Sole-Source procurements that meet other approval processes.

Recommendations :

- (1) The “Lobbying Disclosure Policy for Requests for Proposals and Tender/Quotation Calls” contained in Appendix A of this report, be adopted as amended and made applicable to all City calls and requests issued by the City after March 31, 2004;
- (2) the Chief Financial Officer and Treasurer ensure Departments are aware of the need to comply with the amended policy;
- (3) City Agencies, Boards and Commissions, Council established Task Forces and City-controlled organizations, be requested to adopt and apply the amended policy, with disclosure criteria modified if necessary, in consultation with the Purchasing and Materials Management Division, City Clerk and the City Solicitor; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect hereto.

27. Retaining Control over the Re-development of Surplus City Properties

Communication (January 21, 2004) from Councillor Michael Walker recommending that the Commissioner of Corporate Services in consultation with the Commissioner of Urban Development Services be directed to report to the Administration Committee on mechanisms to retain control of the re-development process on surplus City properties.

28. Approval of the new members and renewal of the mandate of former members of the City of Toronto French Committee

Communication (December 2, 2003) from the City of Toronto French Committee requesting City Council approval of new members and renewal of the mandate of former members for the City of Toronto French Committee (Comite francais de la ville de Toronto).

Recommendations:

- (1) City Council approve the appointment of the following persons as members of the City of Toronto French Committee/Comite francais de la ville de Toronto. The name of the sector or area of residence being represented is indicated in parentheses:
 - David Leitch (former City of Toronto);
 - Monique Divert (former City of Scarborough);
 - Helene Roussel (charities and volunteering);
 - Karine Barrass (economy);
 - Ariane Laplante-Levesque (community and social services/social housing/services for the handicapped);
- (2) City Council approve the re-appointment of the following former members:
 - Dan Brignoli (culture, recreation and heritage); and
 - Antonio Dos Ferros (ethno-cultural groups);
- (3) the term of office of the above Committee members be for a period of two years expiring in November 2005, and until their successors are appointed; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.



**ADMINISTRATION COMMITTEE
SUPPLEMENTARY AGENDA
MEETING NO. 3**

Date of Meeting: Friday, February 6, 2004 **Enquiry:** Christine Archibald
and
Monday, February 9, 2004 **Administrator**
(if required) **416-392-7039**
Time: 9:30 a.m. **carchiba@toronto.ca**
Location: Committee Room No. 1
2nd Floor, City Hall
100 Queen Street West
Toronto

1. 2004 Operating and Capital Budgets

1(a). Consolidated Grants Budget - Administration Committee Grants Service Envelope

Report (February 2, 2004) from the Chief Administrative Officer providing information to the Administration Committee regarding the 2004 budget request for the Access and Equity Grant Program.

Recommendation:

That this report be received for information.

16. Request for Authority to Amend Contract No. 47005313 For the Rental and Cleaning of Work Garments to various City of Toronto Locations - Request for Quotation (RFQ) No. 0102-01-0173

Report (February 2, 2004) from the Chief Financial Officer and Treasurer requesting authority from Administration Committee and City Council, to increase the dollar value of the City's current contract No. 47005313 with Canadian Linen and Uniform Service, for the period ending September 2004, from \$912,075.75 up to a maximum of \$3.0 million including all charges and applicable taxes, and under the same terms and

conditions for the rental and cleaning of staff work garments in various program areas within the City of Toronto.

Recommendations:

- (1) The City's current contract with Canadian Linen and Uniform Service be increased from \$912,075.75 up to a maximum of \$3.0 million including all charges and applicable taxes, for the Rental and Cleaning of Work Garments to various locations within the City of Toronto for the period ending September 30, 2004 under the same pricing, terms and conditions;
- (2) the Chief Financial Officer and Treasurer report to the April 2004 Administration Committee on any additional blanket contracts that have or are projected to exceed the contract value by the end of the contract term due mainly to increased volume and where Council authority is required to increase the value of the contract; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

18. Moving Forward with SAP

Report (January 29, 2004) from the Commissioner, Corporate Services addressing the Auditor General's recommendation to develop a long term City-wide strategic plan relating to the future direction of the SAP information system to: maximize the City's investment in SAP; address the critical lack of internal capacity and staff resources to sustain basic SAP functionality; establish a governance structure for corporate management information systems with clearly defined roles, responsibilities and accountabilities; and implement a continuous improvement framework for corporate and administrative processes.

Recommendations:

- (1) Council endorse the strategic direction, governance structure and continuous service improvement framework and process for the future of the SAP information system as described in "Moving Forward with SAP at the City of Toronto";
- (2) Council authorize establishing a SAP Competency Centre, subject to 2004 budget approval;
- (3) annual reports be prepared by the Commissioner of Corporate Services to provide an update on SAP development and a summary of the activities of the SAP Competency Centre; and

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

19. Technology End of Lease Strategy

Note: This report will not be submitted to this meeting.

20. Fleet Service - Green Fleet Transition Plan

Note: This report will not be submitted to this meeting.

New Items

29. Declaration as Surplus - Portion of 1 Twenty Third Street And Parts of the Former Lakeshore Psychiatric Hospital Site (Ward 6 - Etobicoke Lakeshore))

Report (January 30, 2004) from the Commissioner of Corporate Services requesting that four parcels of City-owned land located at 1 Twenty Third Street and on the Lakeshore Grounds be declared surplus to municipal requirements.

Recommendations:

- (1) A portion of 1 Twenty Third Street, shown as Part 3 on Appendix A and described as part of Lot 6 in Concession 1, Broken Front Concession, and three parcels on the former Lakeshore Psychiatric Hospital Site, shown as Parts 1, 2, and 4 on Appendix A and described as part of Lots 4 and 6, Plan 66M-2319, be declared surplus to the City's requirements, with the intended method of disposal to be by way of long-term leases to the Toronto Catholic District School Board;
- (2) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

30. Sale of Part of the Public Lane Extending Southerly from Lombard Street, then Westerly, in the Block West of Church Street, between Lombard Street and Adelaide Street East in Exchange for Certain Lands for Public Lane Purposes (Ward 28 - Toronto Centre-Rosedale)

Report (February 3, 2004) from the Commissioner of Corporate Services recommending that part of the public lane described in this report be sold in exchange for certain lands to be conveyed to the City for public lane purposes.

Recommendations:

- (1) Authority be granted for the City to enter into a Land Exchange Agreement with Context (St. James) Inc. (“Context”), pursuant to which the City will agree to convey part of the public lane extending southerly from Lombard Street, then westerly, in the block west of Church Street between Lombard Street and Adelaide Street East, designated as Parts 1, 2 and 3 on Plan 66R-20132, save and except the above grade strata designated as Part 6 on Plan 66R-20627 (the “City Lands”) to Context in exchange for certain lands to be conveyed to the City for a new north-south public lane to be constructed by Context (the “New Lane”) on the lands designated as Part 3 on Plan 66R-20807 and the above grade strata lands designated as Part 1 on Plan 66R-20627 and Part 1 on Plan 66R-20807 (the “New Lane Lands”) and the portion of the said lane designated as Part 6 on Plan 66R-20627, on the terms outlined in the body of this report;
- (2) the City Solicitor be authorized to complete the land exchange transaction on behalf of the City, including payment of any necessary expenses and amending the closing date to such earlier or later date as she considers reasonable;
- (3) following confirmation by the Commissioner of Works and Emergency Services that the New Lane has been constructed to City standards and expiration of the subsequent standard guarantee period, the New Lane be laid out and dedicated for public lane purposes; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect to the foregoing, including the introduction in Council of any bills necessary to give effect thereto.

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

31. **Extension to the closing date set out in an Agreement with 863880 Ontario Limited (Ward 19- Trinity Spadina)**

Confidential report (January 28, 2004) from the Commissioner of Corporate Services to be considered in-camera having regard that the subject matter relates to the proposed or pending acquisition of land for municipal or local board purposes.

32. **Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request**

Report (January 29, 2004) from the Chief Financial Officer and Treasurer recommending a policy to formalize the City of Toronto practice that restricts an external party from competing for, or being otherwise awarded, a contract on which the party has advised the City on a specific call/request or award content, format, or process. In this manner, the public, and eligible arms-length bidders/proponents are further assured of diligence in City procurement undertakings and the City mitigates its risk in terms of specification compliance.

Recommendations:

- (1) Current City practice be formalized by adopting Appendix A, the Policy to Exclude Bids from External Parties Involved in the Preparation or Development of a Specific Call/Request;
- (2) the Chief Financial Officer and Treasurer ensure Departments, vendors, consultant firms and other relevant parties are made aware of the formalized Policy;
- (3) City Agencies, Boards and Commissions, Council established Task Forces and City-controlled organisations, be requested to adopt the Policy; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

33. **2003 Fourth Quarter Status Report - Optimizing Revenue from Development Potential of TTC Properties (Various Wards)**

Joint report (January 30, 2004) from the Commissioner of Corporate Services and Chief General Manager, Toronto Transit Commission providing the quarterly update on the

review being undertaken with regard to optimizing revenue from the development potential of properties owned and/or operated by the TTC.

Recommendation:

That this report be received for information.

34. Supply, Delivery and Installation of New Artopex Imagine Series, Workstations to Various Locations throughout the City of Toronto, Request for Quotation No. 1004-003-3394

Communication (February 3, 2004) from the City Clerk, advising that City Council, at its meeting on January 27, 28 and 29, 2004, referred Clause No 28 of Report No. 1 of the Policy and Finance Committee, headed "Supply, Delivery and Installation of New Artopex Imagine Series, Workstations to Various Locations throughout the City of Toronto, Request for Quotation No. 1004-03-3394", back to the Administration Committee for further consideration, with a request that the Commissioner conduct a review of:

- (1) the most affordable office furniture options, comparing all manufacturer options available to the City of Toronto; and
- (2) the need to spend the total of \$4.4 million on new office furniture.

35. Supply, Delivery and Installation of New Haworth Premise Series Workstations to Various Locations throughout the City of Toronto, Request for Quotation No. 1004-03-3395

Communication (February 3, 2004) from the City Clerk, advising that City Council, at its meeting on January 27, 28 and 29, 2004, referred Clause No 29 of Report No. 1 of the Policy and Finance Committee, headed "Supply, Delivery and Installation of New Haworth Premise Series Workstations to Various Locations throughout the City of Toronto, Request for Quotation No. 1004-03-3395", back to the Administration Committee for further consideration, with a request that the Commissioner conduct a review of:

- (1) the most affordable office furniture options, comparing all manufacturer options available to the City of Toronto; and
- (2) the need to spend the total of \$4.4 million on new office furniture.