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**ADMINISTRATION COMMITTEE  
AGENDA  
MEETING NO. 4**

<b>Date of Meeting:</b>	<b>Friday, February 13, 2004</b>	<b>Enquiry:</b>	<b>Christine Archibald</b>
<b>Time:</b>	<b>9:30 a.m.</b>		<b>Administrator</b>
<b>Location:</b>	<b>Committee Room No. 1 2nd Floor, City Hall 100 Queen Street West Toronto</b>		<b>416-392-7039 carchiba@toronto.ca</b>

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**Declarations of Interest Pursuant to the Municipal Conflict of Interest Act**

**Communications/Reports:**

**1. 2004 Operating Budget and 2004-2013 Capital Budget - Final Budget Review and Recommendations**

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. Tax Adjustment - *Municipal Act Section 357 & 358***

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

Report (January 27, 2004) from the Chief Financial Officer and Treasurer recommending approval for the cancellation, reduction or refund of taxes pursuant to the provisions of sections 357 and 358 of the *Municipal Act, 2001* (formerly sections 442 and 443 under the old *Municipal Act*).

Recommendations:

- (1) The individual appeal applications made pursuant to Section 357 of the *Municipal Act, 2001* totalling \$3,894,403.94 (excluding phase-in/capping), as provided in the detailed hearing report to be circulated at Committee, be approved; and
- (2) the individual appeal applications made pursuant to Section 358 of the new *Municipal Act, 2001* totalling \$556,810.97 (excluding phase-in/capping), as provided in the detailed hearing report to be circulated at Committee, be approved.



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**ADMINISTRATION COMMITTEE  
SUPPLEMENTARY AGENDA  
MEETING NO. 4**

**Date of Meeting:** Friday, February 13, 2004    **Enquiry:** Christine Archibald  
**Time:** 9:30 a.m.    **Administrator**  
**Location:** Committee Room No. 1    **416-392-7039**  
2nd Floor, City Hall    **carchiba@toronto.ca**  
100 Queen Street West  
Toronto

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**1. 2004 Operating Budget and 2004-2013 Capital Budget - Final Budget Review and Recommendations**

**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.

**New Items**

**3. 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.**

**(Deferred from February 6, 2004 meeting)**

Report (January 19, 2004) from Commissioner of Corporate Services requesting authority 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.

**4. 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**

**(Deferred from February 6, 2004 meeting)**

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.

**4(a). Further information related to the supply, delivery and installation of Artopex and Haworth workstations to various locations throughout the City of Toronto, as requested by Administration Committee on January 9, 2004, and by Council on January 27, 2004.**

Joint report (February 9, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer providing additional information to both the staff report dated December 4, 2003 for Request for Quotation 1004-03-3394 issued to supply, delivery and installation of new Artopex Imagine series workstations to various locations throughout the City of Toronto, and to the staff report dated December 4, 2003 for Request for Quotation 1004-03-3395 issued to supply, delivery and installation of new Haworth Premise series workstations to various locations throughout the City of Toronto.

Recommendations:

That this report be received.

**5. 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**

**(Deferred from February 6, 2004 meeting)**

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.

**5(a). Further information related to the supply, delivery and installation of Artopex and Haworth workstations to various locations throughout the City of Toronto, as requested by Administration Committee on January 9, 2004, and by Council on January 27, 2004.**

See report listed as 4(a).