

---

**ADMINISTRATION COMMITTEE  
AGENDA  
MEETING NO. 6**

<b>Date of Meeting:</b>	<b>Wednesday, June 2, 2004</b>	<b>Enquiry:</b>	<b>Christine Archibald</b>
<b>Time:</b>	<b>9:30 a.m.</b>		<b>Committee Administrator</b>
<b>Location:</b>	<b>*Committee Room 2</b>		<b>416-392-7039</b>
	<b>2nd Floor, City Hall</b>		<b>admc@toronto.ca</b>
	<b>100 Queen Street West</b>		
	<b>Toronto</b>		

**\*Please note room change to Committee Room 2.**

---

**Under the *Municipal Act, 2001*, the Administration Committee must adopt a motion to meet in-camera (privately), and the reason must be given.**

**Declarations of Interest under the *Municipal Conflict of Interest Act***

**Deputations/Presentations - A complete list will be distributed at the meeting.**

11.00 p.m.    Item 1  
2:00 p.m.    Item 11  
2:00 p.m.    Item 12

**1.    2004 Access and Equity Grants Allocations**

**(11.00 a.m.    Deputations)**

**(Report from the Chief Administrative Officer is not yet available and will be included on the supplementary agenda.)**

**2.    Declaration as Surplus - Strip of Land Fronting 3857-3865 Lake Shore Boulevard West (Ward 6 - Etobicoke-Lakeshore)**

Report (May 12, 2004) from the Commissioner of Corporate Services declaring the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the strip of land fronting 3857-3865 Lake Shore Boulevard West, being part of Lots 303 to 307, inclusive and part of Unnamed Road (Closed) on Plan 2172, also being part of Lot 11, Broken Front Concession and designated as Parts 8 and 10 on Reference Plan 64R-9386 (the "Property"), be declared surplus to the City's requirements, subject to the retention of an easement over Part 10 for watermain purposes, and the Commissioner of Corporate Services be authorized to invite an offer to purchase from the owner of 3857-3865 Lake Shore Boulevard West;
- (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.

**3. Declaration as Surplus - Parcel of Vacant Land on the South Side of Taysham Crescent, Between 215 and 219 Taysham Crescent (Ward 1 - Etobicoke North)**

Report (May 12, 2004) from the Commissioner of Corporate Services declaring the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the parcel of vacant land located on the south side of Taysham Crescent, between 215 and 219 Taysham Crescent being Lot 66 on Plan 5475 (the "Property"), be declared surplus to the City's requirements, subject to the retention of a permanent easement for storm and sanitary sewers over the entire Property, and the Commissioner of Corporate Services be authorized to invite an offer to purchase the west half from the owner of 215 Taysham Crescent and invite an offer to purchase the east half from the owner of 219 Taysham Crescent, and if, in the opinion of staff, recommendable offers are not received in respect of both halves of the Property, then the Commissioner of Corporate Services be authorized to invite offer(s) to purchase for any or all of the Property from either or both owners, as deemed appropriate by the Commissioner of Corporate Services;
- (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.

**4. 2398 Yonge Street - New Lease and Sublease Agreement between the City of Toronto and The Anne Johnston Health Station (Ward 16 - Eglinton-Lawrence)**

Report (April 6, 2004) from the Commissioner of Corporate Services authorizing a new lease and sublease for the property located at 2398 Yonge Street.

Recommendations:

It is recommended that:

- (1) authority be granted to enter into a new lease between the City, as Lessor, and The Anne Johnston Health Station, as Lessee, as set out in the body of this report;
- (2) authority be granted to enter into a new sublease between The Anne Johnston Health Station as Sublessor, and the City as the Sublessee, as set out in the body of this report;
- (3) the Commissioner of Corporate Services shall administer and manage the lease agreements including the provision of any consents, approvals, notices and notices of termination provided that the Commissioner may, at any time, refer consideration of such matter (including their content) to City Council for its determination and direction; and
- (4) appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**5. St. Lawrence Hall - proposal to lease 161 King Street East (Ward 28 - Toronto Centre-Rosedale)**

Report (May 13, 2004) from the Commissioner of Corporate Services securing approval of an agreement between Backs Etc. Holdings Inc. or a corporation to be designated by it, ("Backs Etc.") and the City of Toronto, to lease part of the main floor of 161 King Street East, a City-owned property known as the St. Lawrence Hall.

Recommendations:

It is recommended that:

- (1) authority be granted to enter into a new lease between the City, as Landlord, and Backs Etc., as Tenant, as set out in the body of this report;

- (2) the Commissioner of Corporate services shall administer and manage the lease agreement, including the provision of any consents, approvals, notices and notices of terminations, provided that the Commissioner may, at any time, refer consideration of such matter (including their content) to City Council for its determination and direction; and
- (3) appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**6. East York Civic Centre Wedding Chamber Proposal (Ward 29 - Toronto-Danforth)**

Report (May 19, 2004) from the Commissioner of Corporate Services responding to Senior Rev. Rabbi Paul Sheldon's lease proposal to establish a wedding chamber at the East York Civic Centre.

Recommendation:

It is recommended that this report be received for information.

**7. Proposed Closing of a Portion of Bush Drive and Surplus Land Declaration of the Portion of Bush Drive to be Closed, the Adjoining Reserve Strip and the Vacant Parcel of Land on the East Side of Bush Drive, at the rear of 306 Morrish Road (Ward 44 - Scarborough East)**

Report (May 12, 2004) from the Commissioner of Works and Emergency Services and the Commissioner of Corporate Services relating to the closing of a portion of Bush Drive.

Recommendations:

It is recommended that:

- (1) subject to compliance with the requirements of the *Municipal Act, 2001*, the Highway be permanently closed as a public highway;
- (2) notice be given to the public of a proposed by-law to permanently close the Highway, in accordance with the requirements of Chapter 162 of the City of Toronto Municipal Code and the Toronto East Community Council hear any member of the public who wishes to speak to this matter;
- (3) following the closure of the Highway, easements be granted to any affected utility companies for any existing utilities plant located in the Highway or with the consent of the companies, the utilities plant be relocated, adjusted or abandoned,

at the sole cost of the purchaser of the Highway, with such costs to be determined by the appropriate utility companies;

- (4) the Highway and the Property be declared surplus to the City's requirements, and the Commissioner of Corporate Services be authorized to list the Highway and the Property for sale on the open market;
- (5) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (6) the appropriate City Officials be authorized and directed to take all necessary action to give effect thereto, including the introduction in Council of any bills necessary to give effect thereto.

**8. Proposed Closing of the Unopened Portion of Alcide Street and Surplus Land Declaration of the Unopened Portion of Alcide Street to be Closed and Vacant Parcels of Land on the North Side of Albion Road between Codlin Crescent and Steeles Avenue West (Ward 1 - Etobicoke North)**

Report (May 12, 2004) from the Commissioner of Works and Emergency Services and the Commissioner of Corporate Services recommending that the unopened portion of Alcide Street and neighbouring properties be permanently closed as a public highway and be declared surplus to municipal requirements and advising that the vacant parcels of land shall be collectively referred to as the "Property".

Recommendations:

It is recommended that:

- (1) subject to compliance with the requirements of the *Municipal Act, 2001*, the Highway be permanently closed as a public highway;
- (2) notice be given to the public of a proposed by-law to permanently close the Highway, in accordance with the requirements of Chapter 162 of the City of Toronto Municipal Code and the Toronto West Community Council hear any member of the public who wishes to speak to this matter;
- (3) following the closure of the Highway, easements be granted to any affected utility companies for any existing utilities plant located in the Highway or with the consent of the said utility companies, the utilities plant be relocated, adjusted or abandoned, at the sole cost of the purchaser of the Highway, with such costs to be determined by the appropriate utility companies;
- (4) the Highway and the Property be declared surplus to the City's requirements and the Commissioner of Corporate Services be authorized to list Parts 2, 3, 4 and 5

on Sketch No. PS-2004-061 for sale on the open market, subject to an easement over a portion of Part 3 on Sketch No. PS-2004-061, designated as Part 1 on Reference Plan 66R-14799, for watermain purposes;

- (5) the Commissioner of Corporate Services be authorized to invite an offer to purchase Part 1 on Sketch No. PS-2004-061 from the owner of 2095 Codlin Crescent, and if in the opinion of staff, a recommendable offer is not received, then Part 1 be listed for sale on the open market together with Parts 2, 3, 4 and 5 on said Sketch;
- (6) the Commissioner of Corporate Services be authorized to invite an offer to purchase Parts 6 on said Sketch from the owner of 2107 Codlin Crescent and to invite an offer to purchase Part 7 on said Sketch from the owner of 2117 Codlin Crescent, and if recommendable offers are not received in respect of both Parts, then the Commissioner of Corporate Services be authorized to invite offer(s) to purchase for any or all of Parts 6 and 7 from either or both owners or to list any or all of Parts 6 and 7 for sale on the open market, together with Parts 2, 3, 4 and 5 on said Sketch as deemed appropriate by the Commissioner of Corporate Services;
- (7) 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;
- (8) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (9) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto, including the introduction in Council of any bills necessary to give effect thereto.

**9. Report on the Status of Preferred Vendor Awards Resulting From RFP #2104-01-3175 - Cellular Voice and Data Service and RFP #2104-01-3174 - Pager Services and Two-Way Text Messaging Services Awarded in May 2002 and Recommendations for the Optional Extension of the Awards for One (1) Additional Year.**

Report (April 14, 2004) from the Commissioner of Corporate Services on the performance of vendors under the Preferred Vendor awards for cellular and pager services awarded in May 2002 and advising that, at the time of the awards, Council directed staff to report back on the status of the contracts prior to the expiry of the initial 2 year term, prior to exercising the optional third year available under the awards.

Recommendations:

It is recommended that:

- (1) the City not proceed with the optional third year extension for both the cellular services and pager services awards, due to changes in vendor pricing strategies, available services and new technological developments that are not adequately addressed by the current awards;
- (2) the Telecommunications Services, of the Corporate Services Information and Technology Division, prepare a new Request for Proposal (RFP) for Wireless Telecommunications Services for immediate release. The new RFP should integrate the requirements and specifications for all cellular, paging, wireless messaging, wireless data and hybrid cellular/radio services a single multi-part call to leverage the City's purchasing power when dealing with vendors capable of providing more than one type of service;
- (3) upon expiry of the current City Preferred Vendor of Record agreements, the City purchase cellular voice data service, pager services and two-way text messaging services from the Province of Ontario, Management Board Secretariat Vendor of Record agreements until such time that the City can award new contracts for these services or until the expiry of the MBS agreements on Dec. 19, 2004. The amount of services purchased from the MBS agreements shall not exceed \$2.1 million over a maximum six (6) month period;
- (4) the Telecommunications Services, of the Corporate Services Information and Technology Division and Purchasing and Materials Management Division of Finance investigate the potential for cooperation and partnership with the Ontario Management Board Secretariat for future calls for wireless telecommunication services;
- (5) the appropriate City Officials be authorized and directed to take any necessary action to give effect thereto.

**10. 290 Old Weston Road (Ward 17 - Davenport)**

Report (May 18, 2004) from the Chief Financial Officer and Treasurer providing information on the tax arrears for the property known municipally as 290 Old Weston Road.

Recommendation:

It is recommended that this report be received for information.

## 11. Apportionment of Property Taxes

**(2:00 p.m. Statutory Meeting under the *Municipal Act, 2001*)**

Report (May 18, 2004) from the Chief Financial Officer and Treasurer recommending approval for the apportionment of taxes relating to properties listed in Appendix A and to report on the estimated amount of grant funding required to off-set the penalty/interest charges associated with these properties.

### Recommendations:

It is recommended that:

- (1) The apportioned property taxes as identified in Appendix A, columns entitled “Apportioned Taxes” and “ Apportioned Phase In/Capping”, be approved; and,
- (2) the appropriate City officials be authorized and directed to take the necessary actions to give effect thereto.

## 12. Tax Adjustment - *Municipal Act, 2001 Sections 357 & 358*

**(2:00 p.m. Statutory Meeting under the *Municipal Act, 2001*)**

Report (May 14, 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 section 442 and 443 under the old *Municipal Act*).

### Recommendation:

It is recommended that:

- (1) the individual tax appeal applications made pursuant to section 357 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$250,639.11 (excluding phase-in/capping), as provided in the detailed hearing report attached as Appendix C, be approved;
- (2) the individual tax appeal applications made pursuant to section 358 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$166,690.28 (excluding phase-in/capping), as provided in the detailed hearing report attached as Appendix D, be approved; and,
- (3) the appropriate City Officials be authorized and directed to take the necessary actions to give effect thereto.



### 13. Overpayment of Property Taxes

**(Note: The following report was deferred from the Committee's last meeting on April 29, 2004 and the Chief Financial Officer and Treasurer was requested to report to this meeting – see item 11(a))**

Report (March 30, 2004) from the Chief Financial Officer and Treasurer providing information and statistical data regarding the tax refund process administered by staff of the Finance Department and recommending new operational and process improvements to the tax refund process.

#### Recommendations:

It is recommended that:

- (1) all credit balances on property tax accounts resulting from assessment appeals shall be credited or refunded directly to whoever the Tribunal directs in its decision, and if no payee is named in the decision, to the current assessed owner, in accordance with section 341 of the *Municipal Act, 2001*; and where there has been a change in the assessed owner(s) since the date the decision was released by the Tribunal, the Director, Revenue Services, will require an executed Indemnification Agreement in a form satisfactory to the City Solicitor before any refund shall be made;
- (2) credit balances on all tax accounts of less than one hundred dollars (\$100) shall be applied as a credit to the tax account of the current assessed owner of said property, and, where requested in writing, credit amounts between fifteen dollars (\$15) and one hundred dollars (\$100) will be refunded directly to the current assessed owner by way of a cheque;
- (3) for residential tax accounts with credit balances between one hundred dollars (\$100) and one thousand dollars (\$1,000) inclusive, credit amounts shall be credited or refunded to the current assessed owner of the property, upon receipt by the City of a written refund request signed by the current assessed owner, together with an Indemnification Agreement in a form satisfactory to the City Solicitor;
- (4) for all other tax accounts, credit amounts shall be credited or refunded to the individual who made the overpayment, provided the City is in receipt of a written refund request signed by the claimant, together with an Indemnification Agreement in a form satisfactory to the City Solicitor, and proof in a form satisfactory to the Director, Revenue Services or a designate, that the said owner made the payment for which the refund is requested;
- (5) in the event that the City has not received a request for a refund, or a signed Indemnification Agreement and/or proof that the said owner made the payment for which the refund is requested, and no refund is issued by the City, all credit

balances shall be transferred to the City's Tax Repayment Account, (re: Account No. 215161); and,

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

**13(a).** Report from the Chief Financial Officer and Treasurer reporting as requested by the Administration Committee at its last meeting on April 29, 2004, on:

- (1) the City paying the same interest rate on overpaid taxes as it charges on unpaid taxes; and
- (2) the requirement for proof of overpayment be abandoned and the overpayment be credited to the tax account within one month of being discovered by the City less a reasonable processing fee on accounts over \$100.00.

**(Note: This report is not yet available and will be included on the supplementary agenda)**

**14. Toronto Fire Department Superannuation and Benefit Fund - Preliminary Valuation Results as at December 31, 2003**

**(Report from the Chief Financial Officer and Treasurer is not available and will be included in the supplementary agenda)**

**15. Toronto Civic Employees' Pension and Benefit Fund (the Civic Plan) - Preliminary Valuation Results as at December 31, 2003.**

**(Report from the Chief Financial Officer and Treasurer is not available and will be included in the supplementary agenda)**

**16. Parking Tag Activity Report - 2003**

Report (May 18, 2004) from the Chief Financial Officer and Treasurer reporting on the number and breakdown of parking infraction notices issued in the City of Toronto in 2003.

Recommendation:

It is recommended that this report be received for information.

**17. A Managed Intrusion Detection System - Request for Proposal No. 9144-03-7407**

Communication (May 19, 2004) from the e-City Committee forwarding actions taken by the Committee at its meeting held on May 19, 2004.

Recommendations:

- (1) supported, in general, the recommendations of the report (April 13, 2004) from the Commissioner of Corporate Services and Chief Financial Officer and Treasurer; and
- (2) requested the Commissioner of Corporate Services, in consultation with the Chief Financial Officer and Treasurer, to report to the June 2, 2004 meeting of the Administration Committee with a detailed tabulation of the criteria, scores and evaluation for the proponents who were shortlisted.

**18. Progress Report on the Development of a Future Strategy for Outsourced Mainframe Services**

Communication (May 19, 2004) from the E-City Committee forwarding action taken by the Committee at its meeting on May 19, 2004.

Recommendations:

The e-City Committee recommends to the Administration Committee:

- (1) the adoption of the following recommendations contained in the report (April 19, 2004) from the Commissioner of Corporate Services:
  - “(1) the strategy for the identified mainframe applications be adopted as outlined in this report and departments be directed to decommission inactive applications, archive the relevant data in accordance with legislated requirements and data retention policies, and develop and implement long-term application lifecycle strategies for the remaining operationally active mainframe applications;
  - (2) the Information & Technology Division works with departments to complete and implement the development of such application lifecycle strategies for each of the remaining operationally active mainframe applications and provides a progress report in early 2005;
  - (3) the expiration date of the current mainframe services contract with E.D.S. be recognized to be October 14, 2004, per the provisions of Work Plan No. 1 of the Master Services Agreement; and

- (4) staff be authorized to continue the existing mainframe services with E.D.S. after October 14, 2004, and to enter into a contract on a sole sourced month-by-month basis with E.D.S. to a maximum term of 12 months after October 14, 2004 with negotiated terms for early termination at the City's option and advanced notice, while transitioning services to the successful proponent to a Request for Proposal for future mainframe services.""; and
- (2) that the Commissioner of Corporate Services be requested to submit a report to the e-City Committee on the City's overall information technology road map to enable a greater understanding of the existing environment, such report to also include a detailed inventory of the different information technology systems and the degree of integration within these systems.

**19. Metropolitan Toronto Pension Plan - Actuarial Report and Cost Certificate as at December 31, 2003**

Report (May 19, 2004) from the Chief Financial Officer & Treasurer providing Finance Department comments regarding the Plan's 2003 Actuarial Valuation, to request approval for the Consumer Price Index-based increase in payments to pensioners as of 2004 as recommended therein and to present information on the financial status of the Plan.

Recommendations:

It is recommended that:

- (1) the 2003 Actuarial Report for the Metropolitan Toronto Pension Plan be received;
  - (2) there be granted an increase of 2.80% in payments, effective as if in force on January 1, 2004, to pensioners of the Plan receiving benefits resulting from retirements prior to 2003, and for pensioners whose benefits arose from retirements in 2003, a proportionate increase at the rate of 0.2333% for each benefit month in that year;
  - (3) By-law No. 15-92 of the former Metropolitan Corporation governing the Metropolitan Toronto Pension Plan be amended accordingly and authority be granted to introduce the necessary bill in Council; and,
  - (4) the appropriate City officials be authorized to take the necessary action to give effect to the foregoing Recommendations.
- 19(a).** Communication (May 7, 2004) from the Board of Trustees of the Metropolitan Toronto Pension Plan at its meeting held on Friday, April 30, 2004, respecting the valuation report as at December 31, 2003.

Recommendations:

- (1) the recommendations contained in the report dated April 2004, titled "Report on the Actuarial Valuation for Funding Purposes as at December 31, 2003", be adopted, as follows:
  - (a) that no improvements be approved for active members for 2004; and
  - (b) that an increase of 2.80% be granted on pensions, effective January 1, 2004, to pensioners on benefit for more than one year and a proportionate increase of 0.2333% for each month of pension payment made in 2003 be granted for pensioners who retired during 2003 for which the estimated cost is \$16,380,000.
- (2) the process used in previous years to implement the proposed increase be confirmed.

*(The report titled "Metropolitan Toronto Pension Plan – Report on the Actuarial Valuation for Funding Purposes as at December 31, 2003" prepared by Mercer Human Resource Consulting is distributed to members of Council and key staff only)*

**20. Request for Review of Procedural By-law regarding referral motions**

Communication (May 2, 2004) the Procedural By-law as it relates to referral motions from Councillor Michael Walker requesting a review of

Recommendation:

That the City Solicitor and the City Clerk be requested to conduct a joint review of Council's Procedural By-law with respect to referral motions and report their findings to the next Administration Committee meeting.

**21. City of Toronto Interest in Potential Divestiture of the Liquor Control Board of Ontario (LCBO)**

Communication (May 1, 2004) from Councillor Michael Walker advising that if the province chooses to investigate its options relative to the ownership of the LCBO, the City should be in a position to propose the assumption of its operations within the City of Toronto.

Recommendation:

That the Commissioner of Corporate Services report to the Administration Committee on

the feasibility of the purchase or other means of acquisition of the LCBO stores, warehousing and testing and research facilities within the City of Toronto.

- 21(a).** Further report (May 20, 2004) from Councillor Michael Walker advising that it appears from the recently announced provincial budget that the province does not plan to dispose of the LLBO at this time.

Recommendation:

That the May 1, 2004 report from Councillor Walker on this matter be received.

**22. Provincial Riding Boundaries - Urban Under-Representation - Deficit in Democracy**

Communication (undated) from Alan Heisey and John Adams respecting urban voter under-representation in provincial ridings, requesting to speak to Committee, and seeking the Committee's support in requesting a report from the Chief Administrative Officer on this issue.

**23. Replacement Toner Cartridges**

Communication (May 18, 2004) from John Adams regarding procurement policies and practices of replacement cartridges for printers and requested to speak to the Committee.