

THE CITY OF TORONTO

City Clerk's Office

Minutes of the Administration Committee

Meeting No. 4

Friday, February 13, 2004

The Administration Committee met on February 13, 2004, in Committee Room No. 1, City Hall, Toronto, commencing at 9:30 a.m.

* Councillor	9:30 a.m.	2:00 p.m.
Councillor Michael Walker, Chair	X	X
Councillor Janet Davis, Vice-Chair	X	X
Councillor Shelley Carroll	X	X
Councillor Frank Di Giorgio	X	X
Councillor Rob Ford	X	X
Councillor Doug Holyday	X	X
Councillor Frances Nunziata	X	X
Councillor Sylvia Watson	X	X

* Members were present for all or part of the meeting.

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

None declared.

4.1 2004 Operating Budget and 2004-2013 Capital Budget - Final Budget Review and Recommendations

The Administration Committee gave consideration to the following:

2004 Operating Budget respecting:

Corporate Services:

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

Administration Committee Minutes
Friday, February 13, 2004

- 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 Office;
- Court Services;
- Facilities and Real Estate;
- Fleet Services;
- Information and Technology;
- Union Station; and
- End of Lease Strategy.

Finance

The Administration Committee also had before it the following material:

- 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 and recommending that this report be received for information;
- communication (February 12, 2004) from Mayor David Miller recommending that the access and equity grants budget for 2004 be increased by \$1,00,000; and
- communication (February 10, 2004) from Bill Guthrie, Vice President, Toronto Civic Employees' Union, Local 416 CUPE.

The Administration Committee at its meetings on February 6 and February 13, 2004 reviewed the 2004 Operating

Budget and the 2004-2013 Capital Budget and took the following action:

2004 Operating Budget

(1) Corporate Services Department

(A) Legal Services

On motion by Councillor Davis recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for Legal Services; and

(B) Corporate Communications

The Administration Committee recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for Corporate Communications.

(C) Service Improvement and Innovation

On motion by Councillor Carroll recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for Service Improvement and Innovation.

(D) Human Resources

The Administration Committee recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for Human Resources.

On motion by Councillor Nunziata, the Administration Committee also requested the Chief Administrative Officer to submit her report on Alternative Service Delivery to

Administration Committee Minutes
Friday, February 13, 2004

the May 6, 2004 meeting of the Policy and Finance Committee.

A motion by Councillor Ford to refer a further motion to reduce the number of City of Toronto full time employees, excluding employees from Police, Fire and Emergency Services, by 1%, to the Budget Advisory Committee for consideration during the 2004 budget process was voted on and lost on the following division of votes:

Yeas: Councillors Ford, Holyday,
Nunziata - 3

Nays: Councillors Davis, Carroll, Di
Giorgio, Walker, Watson - 5

(E) Fleet Services

On motion by Councillor Walker, with Councillor Davis in the Chair, recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for Fleet Services.

(F) City Clerk's Office

On motion by Councillor Nunziata, recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for City Clerk's Office;

(G) Facilities and Real Estate

On motion by Councillor Nunziata, the Administration Committee:

- (1) recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for Facilities and Real Estate.

Administration Committee Minutes
Friday, February 13, 2004

- (2) requested the Commissioner of Corporate Services to consult with Councillor DiGiorgio and Councillor Nunziata before a decision on the use of the York Hydro Building is made; and

(H) Court Services

On motion by Councillor Nunziata recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for Court Services.

(I) Information & Technology

On motion by Councillor Davis, recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for Information & Technology.

(J) City Council

On motion by Councillor Carroll, the Administration Committee:

Recommended:

- (1) to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for City Council; and
- (2) that City Council's existing policy that the Councillor's Office Budget be disclosed on an annual basis and given a wide circulation of the line by line expenses, be reaffirmed.

Administration Committee Minutes
Friday, February 13, 2004

Recommendation (1) above carried on the following division of votes:

Yeas: Councillors Walker, Davis, Carroll, DiGiorgio, Watson – 5

Nays: Councillors Ford, Holyday, Nunziata - 3

The following additional motion by Councillor Carroll was ruled out of order by the Chair:

"and that the official job descriptions of the three office staff positions recommended for each city councillor be attached to the disclosure"

Councillor Davis asked for the names of the Council Members who had not reimbursed overspending. The Chair advised that these names should not be divulged. Councillor Ford raised a point of order that it was in order for these names to be made known. The Chair ruled that the Council Members names not be made known. The Chair's ruling was challenged and upon a vote by the Committee, the Chair's ruling was upheld.

The following motions were voted on and lost on the following divisions of votes:

On motion by Councillor Ford, that the Council Member's Office Budget be reduced to \$20,000.

Yeas: Councillors Ford, Holyday, Nunziata - 3

Nays: Councillors Walker, Davis, Carroll, DiGiorgio, Watson - 5

On motion by Councillor Ford, that the food and refreshment budget be eliminated.

Yeas: Councillor Ford - 1

Nays: Councillors Walker, Davis, Carroll, DiGiorgio, Holyday, Nunziata, Watson - 7

Administration Committee Minutes
Friday, February 13, 2004

On motion by Councillor Ford, that the number of representatives attending AMO and FCM conferences be restricted to no more than two and all other travel for Council Members be frozen.

Yeas: Councillors Ford Holyday, Nunziata - 3

Nays: Councillors Walker, Davis, Carroll, DiGiorgio, Watson - 5

On motion by Councillor Ford, that the following categories within the Council Members Budget be deleted:

- newspapers, books and magazines
Yeas: Councillors Ford, Nunziata - 2
Nays: Councillors Walker, Davis, Carroll, DiGiorgio, Holyday, Watson - 6
- conference travel
Yeas: Councillors Ford, Holyday, Nunziata - 3
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Watson - 5
- seminars
Yeas: Councillors Ford, Nunziata - 2
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Holyday, Watson - 6
- tickets for community events
Yeas: Councillors Ford, Holyday, Nunziata - 3
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Watson - 5
- courier services
Yeas: Councillors Ford, Nunziata - 2
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Holyday, Watson - 6
- meal allowances and business expenses
Yeas: Councillors Ford, Holyday, Nunziata - 3
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Watson - 5
- metered parking
Yeas: Councillors Ford, Nunziata - 2
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Watson - 5

- transit passes
Yeas: Councillors Ford, Holyday, Nunziata - 3
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Watson - 5

- long distant telephone calls
Yeas: Councillors Ford, Nunziata - 2
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Holyday, Watson - 6

- cell phones, pagers and blackberries
Yeas: Councillors Ford, Nunziata - 2
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Holyday, Watson - 6

- taxis
Yeas: Councillors Ford, Nunziata - 2
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Holyday, Watson - 6

- donations
Yeas: Councillors Ford, Holyday, Nunziata - 3
Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Watson - 5

On motion by Councillor Ford, that Council decide to discontinue the use of the box at Skydome by March 31, 2005, and that notice of Council's intent be provided to Skydome by December 31, 2004.

Yeas: Councillors Walker, Ford, Holyday - 3

Nays: Councillors Davis, Carroll, Di Giorgio, Nunziata, Watson - 5

On motion by Councillor Ford, that the total budget for Council Member's staff be reduced by \$50,000.

Yeas: Councillors Ford, Holyday, Nunziata - 3

Nays: Councillors Walker, Davis, Carroll, Di Giorgio, Watson - 5

On motion by Councillor Ford, that agencies such as the CNE, the Parking Authority, Casa Loma, Toronto Zoo and the TTC be requested to discontinue providing passes to Council Members.

Yeas: Councillors Walker, Ford, Nunziata - 3

Nays: Councillors Davis, Carroll, Di Giorgio, Holyday, Watson - 5

Administration Committee Minutes
Friday, February 13, 2004

On motion by Councillor Nunziata, that the Council Member's Office budget be reduced to \$35,000.

Yeas: Councillors Ford, Holyday, Nunziata - 3

Nays: Councillors Walker, Davis, Carroll, DiGiorgio, Watson - 5

On motion by Councillor Nunziata that the food and refreshment budget be reduced to \$50,000.

Yeas: Councillors Ford, Holyday, Nunziata - 3

Nays: Councillors Walker, Davis, Carroll, DiGiorgio, Watson - 5

On motion by Councillor Holyday, that the Council Member's Office budget be eliminated.

Yeas: Councillors Ford, Holyday, Nunziata - 3

Nays: Councillors Walker, Davis, Carroll, DiGiorgio, Watson - 5

On motion by Councillor Ford, that the Council Member's Office budget not be used to pay for additional staff.

Yeas: Councillors Ford, Holyday, Nunziata - 3

Nays: Councillors Walker, Davis, Carroll, DiGiorgio, Watson - 5

(K) Mayor's Office

The Administration Committee recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended Operating Budget for the Mayor's Office.

A motion to reduce the 2004 Operating Budget for the Mayor's office by \$50,000 was voted on and lost.

(L) Chief Administrator's Office

On motion by Councillor Watson:

(1) recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended

Operating Budget for the Chief Administrator's Office; and

- (2) requested the Chief Administrative Officer, in consultation with Commissioners, to report to the Budget Advisory Committee on the possibility of reducing the budget for Strategic and Corporate Policy and the impact such a reduction would have, and also report on those departments and ABCs which have, within its program area, a function whose work is similar to that of Strategic and Corporate Policy and advise how each function might be integrated across the Corporation

(M) Consolidated Grants

The Administration Committee recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended 2004 Operating Budget for Consolidated Grants subject to increasing the Access and Equity Grants budget to \$1M.

A motion by Councillor Walker, with Councillor Davis in the chair, to increase the Access and Equity Grants budget by \$1,000,000 was voted on and lost.

A motion by Councillor Holyday to decrease the Access and Equity Grants budget by 10% was placed and deemed redundant.

(N) Finance Department

On motion by Councillor Nunziata recommended to the Budget Advisory Committee the adoption of the 2004 EMT

recommended 2004 Operating Budget for Finance Department.

(O) General

On motion by Councillor Watson, the Administration Committee requested the Commissioner of Corporate Services to report to the Budget Advisory Committee indicating how her Department's 2004 Budget, being the 2003 Budget + 1%, could be met in the following divisions:

- Human Resources
- Legal Services
- Information and Technology
- Service Improvement and Innovation
- Facilities and Real Estate
- Corporate Communications
- City Clerk's Office

and to specifically identify further service level adjustments other than those included in her Department's Operating Budget.

Capital Budget

Corporate Services Department

(A) Fleet Services

On motion by Councillor Nunziata recommended to the Budget Advisory Committee the adoption of the 2004-2013 EMT recommended Capital Budget for Fleet Services.

(B) City Clerk's

On motion by Councillor Carroll recommended to the Budget Advisory Committee the adoption of the 2004-2013

EMT recommended Capital Budget for City Clerk's Office

(C) Facilities and Real Estate

on motion by Councillor Walker, with Councillor Davis in the Chair, recommended to the Budget Advisory Committee the adoption of the 2004-2013 EMT recommended Capital Budget for Facilities and Real Estate.

On motion by Councillor Davis, the Administration Committee referred the Briefing Note relating to the property located at 40-50 Toryork Drive to the Budget Advisory Committee for its consideration during its deliberations of this matter.

On motion by Councillor Di Giorgio, consideration of the Capital Budget for Facilities and Real Estate was re-opened for further consideration

On motion by Councillor Watson, the Administration Committee also:

- (1) requested the Commissioner of Corporate Services to report to the Budget Advisory Committee explaining why:
 - (a) renovations proposed under the 2004 MAP capital project, at an estimated cost of \$5.0 million, need to be undertaken this year; and
 - (b) renovations proposed to the lobby of City Hall, at an estimated cost of \$2.7

million, have to be undertaken this year.

(D) Union Station

On motion by Councillor Watson recommended to the Budget Advisory Committee the adoption of the 2004 EMT recommended 2004-2013 Capital Budget for Union Station subject to it being a condition of agreement with Union Pearson Group that all of the repairs made or to be made by the City to Union Station from the date that Union Pearson Group was selected as the preferred proponent, being August 1, 2002, be paid entirely by Union Pearson.

Councillor Holyday voted in opposition to the foregoing motion.

A motion by Councillor Holyday to refer the following motion of Councillor Watson to the Negotiator was voted on and lost:

"That the 2004 EMT recommended 2004-2013 Capital Budget for Union Station be adopted subject to it being a condition of agreement with Union Pearson Group that all of the repairs made or to be made by the City to Union Station from the date that Union Pearson Group was selected as the preferred proponent, being August 1, 2002, be paid entirely by Union Pearson."

(E) Court Services

On motion by Councillor Nunziata recommended to the Budget Advisory Committee the adoption of the 2004-2013 EMT recommended Capital Budget for Court Services.

(F) Information & Technology

On motion by Councillor Davis recommended to the Budget Advisory Committee the adoption of the 2004-2013 EMT recommended Capital Budget for Information & Technology

(G) End of Lease Strategy

On motion by Councillor Watson recommended to the Budget Advisory Committee the adoption of the 2004-2013 EMT recommended Capital Budget for the End of Lease Strategy subject to Policy and Finance Committee considering the Strategy at its meeting on February 24, 2004 and Council's subsequent approval on March 1, 2004.

A motion by Councillor Davis to refer the proposed 2004-2013 Capital Budget for the End of Lease Strategy to the Policy and Finance Committee for its meeting on February 24, 2004, was placed and deemed redundant.

(H) Finance Department

On motion by Councillor Nunziata, recommended to the Budget Advisory Committee the adoption of the 2004-2013 EMT recommended Capital Budget for Finance Department.

(Budget Advisory Committee; Chief Administrative Officer; Commissioner of Corporate Services; Commissioner of Economic Development, Culture and Tourism; Commissioner of Urban Development Services; Commissioner of

Works and Emergency Services; Chief Financial Officer and Treasurer. cc: Administrator, Policy and Finance Committee - February 18, 2004)

(Clause No. 29(a), Report No. 2)

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

The Administration Committee gave consideration to a 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*) and recommending that:

- (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.

The Administration Committee also had before it the following material:

- City of Toronto Detail Hearing Report - 357 and 358 provided to members of the Committee and Chief Financial Officer and Treasurer. Copies are on file in the office of the City Clerk, City Hall; and
- communication (February 9, 2004) from Alex Fortais, Volunteer, Toronto Wildlife Centre.

The Administration Committee held a statutory meeting in accordance with the *Municipal Act* and Ms. Alex Fortais, Volunteer, Toronto Wildlife Centre addressed the Administration Committee.

On motion by Councillor Walker, with Councillor Davis in the Chair, the Administration Committee recommended that:

- (1) individual appeals pursuant to Section 357 and Section 358 of the *Municipal Act* as provided in the detailed hearing reports and

Administration Committee Minutes
Friday, February 13, 2004

as summarized in Schedule "A" and "B" of the report (January 27, 2004) from the Chief Financial Officer and Treasurer, be approved excluding the following applications to be heard at a future statutory meeting; and

- (2) appeal pursuant to Section 358 of the *Municipal Act* for 60 John Drury Drive be heard again at a statutory meeting of the Administration Committee on April 29, 2004 and that the Chief Financial Officer and Treasurer report to that meeting with a detailed report providing a year by year outline of the outstanding taxes, separating out interest charges, and clearly outlining the figures for 2003.

Section 357

Ward #	Appeal #	Tax Year	Assessment Roll #	Property Location	Reason	Tax Adjustment
27	20030129	2003	1904-10-1-490-00600	9 Whitney Ave.	Review acct with MPAC	\$428.18
29	20030209	2003	1906-03-2-330-01000	1262 Broadview Ave.	Review acct with MPAC	\$74.98
29	20030210	2003	1906-03-2-330-01100	1260 Broadview Ave.	Review acct with MPAC	\$64.98

Section 358

Ward #	Appeal #	Tax Year	Assessment Roll #	Property Location	Reason	Tax Adjustment
6	20030138	2001	1919-05-4-020-01600	2097 Lakeshore Blvd. W.	Review acct with MPAC	\$82,188.24

					TOTAL	\$82,756.38
--	--	--	--	--	-------	-------------

(Clause No. 25, Report No. 2)

4.3 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.

The Administration Committee gave consideration to a report (January 19, 2004) from Commissioner of Corporate Services requesting authority to amend the existing contract with Bowdens Media Monitoring Limited, and recommending that:

- (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.

This matter was submitted to City Council, without recommendation, because a motion to adopt and a motion to receive both lost.

The following motions were voted on and lost:

- (1) On motion by Councillor Nunziata, it is recommended that the report (January 19, 2004) from the Commissioner of Corporate Services be amended so that the contract not be renewed in March, 2004; and
- (2) On motion by Councillor Di Giorgio, it is recommended that the report (January 19, 2004) from the Commissioner of Corporate Services be adopted.

(Clause No. 26, Report No. 2)

4.4 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

The Administration Committee gave consideration to a 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.

The Administration Committee also had before it a 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, and recommended that this report be received.

On motion by Councillor Davis, the Administration Committee again recommended that:

- (1) the joint report (December 4, 2003) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer be adopted subject to:
 - (a) ensuring that the adoption of this report will result in no commitment to the purchase of any products, and any purchase pursuant to this report be subject to budget approval; and

- (b) approval of funding in subsequent years.

(Clause No. 27, Report No. 2)

4.5 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

The Administration Committee gave consideration to a 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.

The Administration Committee also had before it a 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, and recommended that this report be received.

On motion by Councillor Davis, the Administration Committee again recommended that the joint report (December 4, 2003) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer be adopted subject to:

Administration Committee Minutes
Friday, February 13, 2004

- (1) ensuring that the adoption of this report will result in no commitment to the purchase of any products, and any purchase pursuant to this report be subject to budget approval; and
- (2) approval of funding in subsequent years.

(Clause No. 28, Report No. 2)

The Committee adjourned its meeting at 5:40 p.m.

Chair