

**THE CITY OF TORONTO**

**City Clerk's Office**

**Minutes of the Administration Committee**

**Meeting 11**

**Tuesday, November 9, 2004**

The Administration Committee met on November 9, 2004, in Committee Room 2, City Hall, Toronto, commencing at 9:40 a.m.

<b>Councillor</b>	<b>9:30 a.m. to 12:30 p.m.</b>	<b>2:00 p.m. to 2:25 p.m.</b>	<b>2:30 p.m. to 5:42 p.m.</b>
Councillor Michael Walker, Chair	X	X	X
Councillor Janet Davis, Vice-Chair	X	X	X
Councillor Shelley Carroll	X	X	X
Councillor Frank Di Giorgio	-	-	-
Councillor Rob Ford	X	X	X
Councillor Doug Holyday	X	X	X
Councillor Frances Nunziata	X	X	X
Councillor Sylvia Watson	X	X	X

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

Councillor Walker in the Chair.

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

Councillor Ford declared an interest in Minute 11.8 in that his family owns a printing company.

**Confirmation of September 8 and 22 and October 5, 2004 Minutes**

On motion by Councillor Watson, the minutes of the meetings of the Administration Committee held on September 8, 22 and October 5, 2004 were confirmed.

### **11.1 Improvement Initiative - Court Services Fine Collections**

The Administration Committee considered a report (October 18, 2004) from the Commissioner of Corporate Services providing an overview of Court Services collection activities and seeking approval of a fine collection strategy that includes increasing in-house collection efforts, retaining collection agency services and petitioning the Province of Ontario for new tools to assist in the collection of Provincial Offences Act (POA) fines.

#### Recommendations:

It is recommended that Council:

- (1) endorse Court Services Collections Strategy to recover, wherever possible and practical, all outstanding POA fines;
- (2) authorize increasing Court Services collections efforts in a fiscally responsible manner;
- (3) authorize retaining collection agency services for post-transfer POA fines; and
- (4) authorize appropriate officials to petition the Province of Ontario for new tools to assist with the collection of defaulted court imposed fines.

On motion by Councillor Watson, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the report (October 18, 2004) from the Commissioner of Corporate Services subject to deleting Recommendations (3) and (4) and inserting instead the following:

"It is recommended that Council:

- (3) authorize staff to issue a Request for Proposals for collection agency services to collect outstanding post-transfer fines (fines in default after January 2002) under The Provincial Offences Act; and
- (4) request the Commissioner of Corporate Services to prepare a report to the Administration Committee

outlining potential measures that could be taken to improve compliance with court orders."

### **Report 9, Clause 1**

#### **11.2 Acquisition by the City of Toronto of the Records of Members of Council**

The Administration Committee considered a report (October 14, 2004) from the Commissioner of Corporate Services comparing the acquisition of the records of Members of Council included in the Acquisition Policy for Toronto Archives adopted by City Council in July 1999 with the former City of Toronto policy regarding the acquisition of records of Members of Council.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Ford, the Administration Committee received the report (October 14, 2004) from the Commissioner of Corporate Services.

### **Report 9, Other Items Clause 34(a)**

#### **11.3 Annual Reports of the Toronto Archives for 2002 and 2003**

The Administration Committee considered a report (October 18, 2004) from the Commissioner of Corporate Services providing a summary of the acquisitions and activities undertaken by the City of Toronto Archives for 2002 and 2003.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Davis, the Administration Committee received the report (October 18, 2004) from the Commissioner of Corporate Services.

### **Report 9, Other Items Clause 34(b)**

#### **11.4 Declaration as Surplus - Portions of 2756 Old Leslie Street (Ward 24 - Willowdale)**

The Administration Committee considered a report (October 26, 2004) from the Commissioner of Corporate Services seeking authority to declare surplus to municipal requirements portions of 2756 Old Leslie Street, save and except the stratified portions of Parts 1 and 5 on Sketch No. PMC-99-035d, that are to be retained by the City for TTC commuter parking purposes.

##### Recommendations:

It is recommended that:

- (1) those portions of 2756 Old Leslie Street, shown as Parts 1, 2, 5 and 6 on the attached Sketch No. PMC-99-035d (the "Sketch"), save and except for the stratified portions of Parts 1 and 5 described generally as extending from 1 m (3.3 ft) below grade to 3 m (9.8 ft) above grade, (collectively, the "Property"), be declared surplus to municipal requirements, subject to the retention of a 3 m (9.8 ft) wide easement (shown as Parts 5 and 6 on the Sketch) for the construction and maintenance of a retaining wall, and the Commissioner of Corporate Services be authorized to list the Property for sale on the open market, on such terms and subject to such conditions as the Commissioner of Corporate Services deems appropriate;
- (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.

On motion by Councillor Carroll, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the report (October 26, 2004) from the Commissioner of Corporate Services.

#### **Report 9, Clause 2**

#### **11.5 Policy Requiring Employees to Wear a Uniform**

The Administration Committee considered a report (October 13, 2004) from the Commissioner of Corporate Services reporting back on the City's policies with

respect to the requirement for employees to wear a uniform when necessary and the conformity level.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Nunziata, the Administration Committee received the report (October 13, 2004) from the Commissioner of Corporate Services.

**Report 9, Other Items Clause 34(c)**

**11.6 York Civic Centre Renovations at 2696 and 2700 Eglinton Avenue West - Purchase Order 6011098 (Ward 12 - York South-Weston)**

The Administration Committee considered a report (October 15, 2004) from the Commissioner of Corporate Services seeking authority to amend existing Purchase Order 6011098 awarded to Canning Construction Ltd. for York Civic Centre Renovations at 2696 and 2700 Eglinton Avenue West.

Recommendations:

It is recommended that:

- (1) the Purchase Order 6011098 awarded to Canning Construction Ltd. for the York Civic Centre Renovations, be increased by up to \$180,000.00 from \$8,380,015.00 to \$8,560,015.00 including all charges and taxes; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Watson, the Administration Committee submitted the report (October 15, 2004) from the Commissioner of Corporate Services to Council on November 30, 2004, without recommendation and requested the Commissioner of Corporate Services to report directly to Council on November 30, 2004, on the final cost, such cost to be within the parameters contained in this report.

**Report 9, Clause 3**

### **11.7. Facilities Maintenance Standards**

The Administration Committee considered a report (October 19, 2004) from the Commissioner of Corporate Services respecting the establishment of maintenance standards for City-owned Departmental facilities.

Recommendations:

It is recommended that:

- (1) the maintenance standards as set out in the attachment to this staff report be adopted for use in maintaining City-owned Departmental facilities;
- (2) an inter-departmental working group with representatives from Corporate Services, Community and Neighbourhood Services (CNS), Works and Emergency Services (WES) and Economic Development, Culture and Tourism (EDCT) be formed to develop an appropriate implementation plan;
- (3) the Commissioner, Corporate Services maintain the maintenance standards and provide a Corporate governance role to ensure legislative requirements are being met; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

Mark Ferguson, Outside Division Chair, Toronto Civic Employees' Union Local 416 appeared before the Committee.

On motion by Councillor Watson, the Administration Committee recommended to Council on November 30, 2004, that the staff recommendations in the Recommendations Section of the report (October 19, 2004) from the Commissioner of Corporate Services be adopted as amended by:

- (1) amending Recommendation 1 by inserting "in principle" after the words "be adopted" so that the recommendation will now read:
  - "(1) the maintenance standards as set out in the attachment to this staff report be adopted in principle for use in maintaining City-owned Departmental facilities;"

- (2) amending Recommendation 2 to provide that employee groups be consulted to develop an appropriate implementation plan prior to the plan being reported back to the Administration Committee; and
- (3) deleting Recommendation 3 and replacing it with the following:

"The Commissioner, Corporate Services, be requested to report to the Administration Committee on the proposed implementation plan, how the proposed practices will differ from the current practices, and the cost of implementing the proposed practices."

#### **Report 9, Clause 4**

### **11.8 Service Improvement Review for Printing and Reproduction Services**

The Administration Committee considered a report (October 28, 2004) from the Commissioner of Corporate Services presenting the results from the service improvement review of printing and reproduction services within the City Clerk's Office and outlining a series of service improvements underway for the organization.

#### Recommendations:

It is recommended that:

- (1) City Council authorize the Printing and Distribution Unit (PDU) to be the City's Printer of Record and Copier of Record, and adopt a policy on offset printing services and high-speed copy services (Attachment 1) setting out all PDU and client roles and responsibilities for all internal print and copy services and/or brokering external print and copy services; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect to these recommendations.

Councillor Ford declared an interest in this matter in that his family owns a printing company.

Councillor Davis assumed the Chair.

Councillor Walker moved that the report be amended to provide that the proposed policy not apply to Members of Council, which failed on the following division of votes:

Yeas: Councillors Walker and Carroll,

Nays: Councillors Davis, Holyday, Nunziata and Watson.

Councillor Walker resumed the Chair.

The Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the report (October 28, 2004) from the Commissioner of Corporate Services as amended by:

(1) amending Recommendation 1 to read as follows:

"(1) City Council authorize the Printing and Distribution Unit (PDU) to be the City's Printer of Record and Copier of Record provided that the services cannot be obtained at a lower cost elsewhere and, subject to such provision, adopt a policy on offset printing services and high-speed copy services (Attachment 1) setting out all PDU and client roles and responsibilities for all internal print and copy services and/or brokering external print and copy services (moved by Councillor Watson); and

(2) adding two new Recommendations and renumbering Recommendation 2 to 4 accordingly:

"2. prior to any expansion and/or moving of the print facility and prior to the replacement of any equipment in the printing unit, a report be submitted to the Administration Committee outlining the business case and proposed costs for undertaking such work (moved by Councillor Watson);



3. that if the service offered by the Printing and Distribution Unit is the same quality of work as that of an external copy shop used by the City's Agencies, Boards and Commissions, then the City's Agencies, Boards and Commissions be requested to use the City's PDU." (moved by Councillor Nunziata).

### **Report 9, Clause 5**

#### **11.9 E.D.S. Canada Ltd. - Contract Extension**

The Administration Committee considered a report (October 20, 2004) from the Commissioner of Corporate Services providing a status update on negotiations to extend the current mainframe service contract with EDS Canada Limited as approved by Council as part of Report No. 4, Clause 15 of the Administration Committee on June 22, 23 and 24, 2004, and an update to the actions taken to update the current Blanket Agreement 47001851.

#### Recommendations:

It is recommended that:

- (1) Administration Committee concur with the action taken to increase the contract value by \$1,529,414.80 for the period ending October 14, 2004;
- (2) the contract value be increased by \$513,250.20 for the period ending October 14, 2004 to cover the cost of the Social Services Division expenditures;
- (3) authorization be given to sole source the services, on a month-to-month basis at an estimated monthly rate of \$314,933, for the period October 15, 2004 to October 14, 2005 in the amount not to exceed \$3,779,196 which would bring the total value of the contract amendment amount to \$5,821,861; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Watson, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the

Recommendations Section of the report (October 20, 2004) from the Commissioner of Corporate Services subject to amending Recommendation 3 by adding before "authorization", the words "subject to the termination provisions contained in this report", so that Recommendation (3) will now read as follows:

"(3) subject to the termination provisions contained in this report authorization be given to sole source the services, on a month-to-month basis at an estimated monthly rate of \$314,933, for the period October 15, 2004 to October 14, 2005 in the amount not to exceed \$3,779,196 which would bring the total value of the contract amendment amount to \$5,821,861; and".

### **Report 9, Clause 6**

#### **11.10 Annual Information Technology Systems Maintenance Contracts Renewal**

The Administration Committee considered a report (October 19, 2004) from the Commissioner of Corporate Services, Commissioner of Community and Neighbourhood Services, Commissioner of Works and Emergency Services, Chief Financial Officer and Treasurer, Commissioner of Economic Development, Culture and Tourism, and the Commissioner of Urban Development Services seeking approval to renew sole sourced information technology systems maintenance contracts listed in Appendix A for an additional year.

#### Recommendations:

It is recommended that:

- (1) approval be granted to renew the sole sourced contracts listed in Appendix A for an additional year at a cost not to exceed \$8,343,026.85 including all charges and taxes; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Watson, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the

Recommendations Section of the report (October 19, 2004) from the Commissioner of Corporate Services, Commissioner of Community and Neighbourhood Services, Commissioner of Works and Emergency Services, Chief Financial Officer and Treasurer, Commissioner of Economic Development, Culture and Tourism, and the Commissioner of Urban Development Services, subject to funds being available in 2005.

**Report 9, Clause 7**

**11.11 Corporate Services Facilities and Real Estate Furniture Inventory Pilot Project (Wards - Various)**

The Administration Committee considered a report (October 22, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer providing information related to the proposed furniture inventory pilot project to be undertaken by the Facilities and Real Estate Division of the Corporate Services Department.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Ford, the Administration Committee received the report.

**Report 9, Other Items Clause 34(d)**

**11.12 Accounts Receivable - Largest Debtors With Tax Arrears Greater Than \$500,000**

The Administration Committee considered a report (October 19, 2004) from the Chief Financial Officer and Treasurer providing information on property tax accounts with outstanding receivables of \$500,000 or more as at June 30, 2004 and September 30, 2004.

Recommendations:

It is recommended that:

- (1) commencing with the 2005 taxation year, the Chief Financial Officer and Treasurer report to the Administration Committee on an annual basis identifying those properties with tax arrears of \$500,000 or more as at December 31 of each year; and
- (2) this report shall be received for information.

On motion by Councillor Watson, the Administration Committee requested that, commencing with the 2005 taxation year, the Chief Financial Officer and Treasurer report to the Administration Committee twice a year identifying those properties with tax arrears of \$500,000 or more.

#### **Report 9, Other Items Clause 34(e)**

#### **11.13 Parking Tag Management System (PTMS) - Support Strategy**

The Administration Committee considered a report (September 28, 2004) from the Commissioner of Corporate Services and Chief Financial Officer and Treasurer informing the Administration Committee and Council of the transition and sustainment plan respecting the support of the Finance Department's Parking Tag Management System (PTMS) and requesting authority to enter into a Sole-Source Contract with Synrevoice Technologies Inc.

#### Recommendations:

It is recommended that:

- (1) effective March 3, 2005, the Information and Technology (IT) Division of Corporate Services assume responsibility for the support functions relating to the day-to-day operations of the Parking Tag Management System (PTMS);
- (2) the Information and Technology (IT) Division of Corporate Services, in consultation with the Finance Department, be authorized to negotiate a sole source contract for a period of three years (3) with Synrevoice Technologies Inc. for maintenance support of the City's parking tag telephone payment system, effective March 3, 2005, in the approximate amount of \$25,000 per year, including all applicable taxes and charges with the total contract cost for the three year term not to exceed \$75,000 including all applicable taxes;

- (3) the Information and Technology (IT) Division of Corporate Services, in consultation with the Finance Department, be authorized to negotiate a per diem maintenance contract for a period of three years, with the option to extend for two additional, one-year periods in the approximate amount of \$32,000 per year (including all applicable taxes and charges) with EDS Canada Ltd., for PTMS application enhancements and coding changes outside of regular day-to-day scope of the systems operational requirements with the total contract cost not to exceed \$160,000 including all applicable taxes and charges;
- (4) the Information and Technology (IT) Division of Corporate Services be authorized to execute a two-month contract extension on Contract No. 47004872, for the period of January 3, 2005 to March 3, 2005 with EDS Systemshouse Inc. in the amount not to exceed \$40,000 including all applicable taxes and charges for contractual services, system maintenance functions and third party licence/contract fees required to facilitate the knowledge transfer and operational support functions from the existing external EDS Consultants to internal City Corporate IT staff;
- (5) following the transition to internal systems support (i.e. the end of 2005), the Chief Financial Officer and Treasurer and the Commissioner of Corporate Services report to the Administration Committee on the status of the internal transition initiative; and
- (6) the appropriate City staff be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the report (September 28, 2004) from the Commissioner of Corporate Services and Chief Financial Officer and Treasurer.

### **Report 9, Clause 8**

#### **11.14 Annual Costs to Support the City's SAP Installation**

The Administration Committee considered a report (October 25, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer responding to the information request made by Council with respect to the annual costs of supporting the City's SAP installation.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Nunziata, the Administration  
Committee received the report.

**Report 9, Other Items Clause 34 (f)**

**11.15 Corporate Warehouse/Stores Rationalization**

The Administration Committee considered a report (October 20, 2004) from the Chief Financial Officer and Treasurer responding to a request from the Administration Committee at its meeting of January 9, 2004 for a report on the objectives and timelines related to the warehouse/stores rationalization strategy.

Recommendations:

It is recommended that:

- (1) the Terms of Reference for the Corporate Warehouse/Stores rationalization attached as Appendix 1 be approved;
- (2) the Chief Financial Officer and Treasurer be directed to proceed to hire a Project Manager and identify other resources required to manage and facilitate the Corporate Warehouse/Stores rationalization project; and
- (3) the Chief Financial Officer and Treasurer report to the Administration Committee by February 2005 with a detailed schedule and timeline outlining specific actions to be taken in respect to the Corporate Warehouse/Stores rationalization.

On motion by Councillor Watson, the Administration  
Committee recommended that City Council on November  
30, 2004, adopt the staff recommendations in the  
Recommendations Section of the report (October 20, 2004)  
from the Chief Financial Officer and Treasurer.

**Report 9, Clause 9**

**11.16 Extension of Purchase Order 6013270 related to Request for Quotation 1004-03-3394 for the Supply, Delivery and Installation of Artopex Imagine Series Workstations to Various Locations throughout the City of Toronto**

The Administration Committee considered a report (October 15, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer advising on the review of the first year of Purchase Order Number 6013270 for the supply, delivery and installation of Artopex Imagine Series Workstations to various locations throughout the City of Toronto, in accordance with specifications, as required by the Corporate Services Department's Facilities and Real Estate Division; and requesting authority to exercise the option to renew the second year option for this Purchase Order for the period ending February 28, 2006, with the option to renew for a further one (1) year period under the same terms and conditions.

Recommendations:

It is recommended that:

- (1) Purchase Order 6013270 to Brigholme Business Furnishings be extended under the contract terms and conditions, for an additional year from March 1, 2005 to February 28, 2006, in an amount not to exceed \$700,000.00, including all taxes and charges, with an option to extend for one additional one-year period ending February 28, 2007;
- (2) the option to renew for one additional one year period, March 1, 2006 to February 28, 2007 in the amount of \$300,000.00, including all charges and applicable taxes, for the year 2006, under the contract terms and conditions, to be reviewed by the Commissioner of Corporate Services in co-operation with the Purchasing Agent, under the following conditions:
  - (a) the previous years of the contract were performed satisfactorily to Corporate Services and their customers,
  - (b) it is feasible to extend the contract at the quoted prices; and
  - (c) funds are available in the appropriate operating budget(s) for the renewal period;
- (3) provided that there is a favourable review, in accordance with Recommendation 2, the Commissioner of Corporate Services be delegated the authority to exercise the third and final option on the terms and

conditions set out above and be authorized to instruct the Purchasing Agent to process the necessary Purchase Orders; and

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

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations section of the report (October 15, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer.

### **Report 9, Clause 10**

#### **11.17 Extension of Purchase Order 6013271 related to Request for Quotation 1004-03-3395 for the Supply, Delivery and Installation of Haworth Premise Series Workstations to Various Locations throughout the City of Toronto**

The Administration Committee considered a report (October 15, 2004) from the Commissioner of Corporate Services and Chief Financial Officer and Treasurer advising on the first year of Purchase Order 6013271 for the supply, delivery and installation of Haworth Premise Series Workstations to various locations throughout the City of Toronto, in accordance with specifications, as required by the Corporate Services, Facilities and Real Estate Department; and requesting authority to exercise the option to renew the second year option for this Purchase Order for the period ending February 28, 2006, with the option to renew for a further one (1) year period under the same terms and conditions.

#### Recommendations:

It is recommended that:

- (1) Purchase Order 6013271 to CTI Working Environments be extended under the contract terms and conditions, for an additional year from March 1, 2005 to February 28, 2006, in an amount not to exceed \$800,000.00, including all taxes and charges, with an option to extend for one additional one-year period ending February 28, 2007;
- (2) the option to renew for one additional one year period, March 1, 2006 to February 28, 2007 in the amount of \$400,000.00, including all charges and applicable taxes, for the year 2006, under the contract terms and



conditions, to be reviewed by the Commissioner of Corporate Services in co-operation with the Purchasing Agent, under the following conditions:

- (a) the previous years of the contract were performed satisfactorily to Corporate Services and their customers;
  - (b) it is feasible to extend the contract at the quoted prices; and
  - (c) funds are available in the appropriate operating budget(s) for the renewal period;
- (3) provided that there is a favourable review, in accordance with Recommendation 2, the Commissioner of Corporate Services be delegated the authority to exercise the third and final option on the terms and conditions set out above and be authorized to instruct the Purchasing Agent to process the necessary Purchase Orders; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations section of the report (October 15, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer.

### **Report 9, Clause 11**

#### **11.18 Request for Quotation 6902-04-3235 For Gasoline, Diesel Fuels and Biodiesel Fuels - 2005**

The Administration Committee considered a report (October 25, 2004) from the Chief Financial Officer and Treasurer, Commissioner of Corporate Services, Medical Officer of Health and Acting Commissioner of Works and Emergency Services advising on the results of the Request for Quotation issued for the supply and delivery of Gasoline, Diesel Fuels and Biodiesel Fuels, used in various fleet vehicles, heavy equipment and emergency power generators, by various Departments for the period January 1, 2005 to December 31, 2005 and to request authority to award a contract to the recommended bidder detailed herein.

Recommendations:

It is recommended that:

- (1) authority be granted to award a contract to Suncor Energy Products Inc. for Option B, for the supply and delivery of 87 Octane Unleaded Gasoline, Low Sulphur Clear Diesel (for on-road use) and Low Sulphur Coloured Diesel (for off-road use) for the period January 1, 2005 to December 31, 2005 at a total cost of \$10,715,795.65 including all taxes and charge;
- (2) the Commissioner of Corporate Services, in collaboration with the Commissioner of Works and Emergency Services and the Medical Officer of Health be requested to continue to investigate cost-effective means of further reducing the air quality impacts of fuel purchased by the Corporation, including a modified biodiesel program where feasible, in accordance with the Green Fleet Transition Plan; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto, and that leave be granted for the introduction of any necessary bills received in Council to give effect thereto.

The following persons appeared before the Committee:

- John Adams, e-Livery Solutions Inc.;
- Robert S. Tebbutt, Union Securities; and
- Keith Stewart, Toronto Environmental Alliance, and submitted a briefing note.

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the report (October 25, 2004) from the Chief Financial Officer and Treasurer, Commissioner of Corporate Services, Medical Officer of Health and Acting Commissioner of Works and Emergency Services.

Councillor Davis assumed the Chair.

On motion by Councillor Walker, the Administration Committee requested the Chief Financial Officer and Treasurer to meet with John Adams and Robert Tebbutt to

consider their suggestions for better protection of the City's interests from fluctuations in market prices of vehicle fuels and other commodities and report back in February 2005 on the merits of and ways and means to protect the City and whether the City should seek amendments to either the City of Toronto Act or the Municipal Act.

Councillor Walker resumed the Chair.

(Interested Persons - November 18, 2004)

### **Report 9, Clause 12**

#### **11.19 New Finance Department User Fees: Tax Status Verification and Municipal Charges Added to the Tax Roll**

The Administration Committee considered a report (October 27, 2004) from Chief Financial Officer and Treasurer seeking authority to implement new user fees for services related to producing tax status verification reports and for adding municipal charges to the tax roll for collection purposes.

#### Recommendations:

It is recommended that:

- (1) effective January 1, 2005, the Finance Department be authorized to introduce a \$25.00 service fee to provide a tax status verification for mortgage purposes per tax account verified;
- (2) effective January 1, 2005, the Finance Department be authorized to implement a \$35.00 charge for each municipal charge added to the tax roll for collection purposes;
- (3) a copy of this report be forwarded to Budget Advisory Committee for their information; and
- (4) authority be granted for the introduction of the necessary bills, and the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

The Administration Committee held a statutory meeting in accordance with the Municipal Act, 2001 and no one addressed the Committee.

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the report (October 27, 2004) from the Chief Financial Officer and Treasurer.

**Report 9, Clause 13**

**11.20 Easement Statute Law Amendment Act, 1990 - Annual Report: Year 2004  
Notices of Claim (All Wards)**

The Administration Committee considered a report (October 25, 2004) from the City Solicitor providing the required annual report on the Easement Statute Law Amendment Act, 1990.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Watson, the Administration Committee received the report.

**Report 9, Other Items Clause 34(g)**

**11.21 Motel Strip Expropriation Proceedings - Gadzalla Properties (Ward 6 -  
Etobicoke-Lakeshore)**

The Administration Committee considered a confidential report (October 28, 2004) from the City Solicitor.

On motion by Councillor Carroll, the Administration Committee recommended:

- (a) that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the confidential report (October 28, 2004) from the City Solicitor; and
- (b) because it relates to a proposed or pending acquisition of land for municipal or local board

purposes, under the *Municipal Act, 2001* discussions about this report be held in camera.

**Report 9, Clause 14**

**11.22 Appointment of the Chair of the Board of Trustees of the Metropolitan Toronto Pension Plan and the Metropolitan Toronto Police Benefit Fund and Members of the City of Toronto Sinking Fund Committee**

The Administration Committee considered a confidential report (October 26, 2004) from the Chief Financial Officer and Treasurer.

Mark Ferguson, Outside Division Chair, Toronto Civic Employees' Union Local 416, appeared before the Committee.

On motion by Councillor Davis, the Administration Committee recommended:

- (a) that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the confidential report (October 26, 2004) from the Chief Financial Officer and Treasurer; and
- (b) because it relates to personal matters about an identifiable individual, including municipal or local board employees, under the *Municipal Act, 2001* discussions about this report be held in camera.

**Report 9, Clause 15**

**11.23 Appointment of Independent Member to The Toronto Fire Department Superannuation and Benefit Fund Committee**

The Administration Committee considered a confidential report (October 18, 2004) from the Secretary, The Toronto Fire Department Superannuation and Benefit Fund Committee (the Benefit Fund Committee).

On motion by Councillor Watson, the Administration Committee recommended:

- (a) that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the confidential report (October 18, 2004) from the Secretary, The Toronto Fire Department Superannuation and Benefit Fund Committee (the Benefit Fund Committee); and
- (b) because it relates to personal matters about an identifiable individual, including municipal or local board employees, under the *Municipal Act, 2001* discussions about this report be held in camera.

**Report 9, Clause 16**

**11.24 Appointment of Independent Member to The Toronto Civic Employees' Pension and Benefit Fund Committee**

The Administration Committee considered a confidential report (October 18, 2004) from the Secretary, The Toronto Civic Employees' Pension and Benefit Fund Committee (the Pension Committee).

Mark Ferguson, Outside Division Chair, Toronto Civic Employees' Union Local 416, appeared before the Committee.

On motion by Councillor Nunziata, the Administration Committee recommended:

- (a) that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the confidential report (October 18, 2004) from the Secretary, The Toronto Civic Employees' Pension and Benefit Fund Committee (the Pension Committee): and
- (b) because it relates to personal matters about an identifiable individual, including municipal or local board employees, under the *Municipal Act, 2001* discussions about this report be held in camera.

**Report 9, Clause 17**

**11.25 Amendment of terms and conditions to acquire 34 Hanna Avenue (Ward 19 - Trinity-Spadina)**

The Administration Committee considered a confidential report (October 22, 2004) from the President, Toronto Parking Authority.

On motion by Councillor Ford, the Administration Committee recommended that City Council on November 30, 2004:

- (a) adopt the staff recommendations in the Recommendations Section of the confidential report (October 22, 2004) from the President, Toronto Parking Authority; and
- (b) because it relates to a proposed or pending acquisition of land for municipal or local board purposes, under the *Municipal Act, 2001* discussions about this report be held in camera.

**Report 9, Clause 18**

**11.26 Provision of Appeal Mechanism in the *Immigration and Refugee Protection Act***

The Administration Committee considered a communication (October 7, 2004) from the City Clerk advising that City Council on September 28, 29, 30 and October 1, 2004, referred the following Motion to the Administration Committee.

”WHEREAS Toronto is one of the most diverse cities in the world and is home to immigrants and refugees from around the world; and

WHEREAS Toronto City Council is committed to supporting access, equity and human rights to ensure that everyone has the right to live in conditions of dignity, respect and peace; and

WHEREAS in July 2000 and April-May 2001, Toronto City Council in its submissions to the Government of Canada on Bill C-31 and Bill C-11, *The Immigration and Refugee Protection Act*, supported the provision in the new immigration legislation to establish a Refugee Appeal Division of the Immigration and Refugee Board to ensure fairness and due process to the refugee determination process (Bill C-31, *The Immigration and Refugee Protection Act*,

Administration Committee, Report 14, Clause 16, July 2000; Bill C-11, *The Immigration and Refugee Protection Act*, Administration Committee, Report 5, Clause 24, April-May 2001); and

WHEREAS an appeal on the merits of a negative refugee determination constitutes a necessary element of international protection, since a refugee claim is decided by a single member on the Immigration and Refugee Board and refugees can only claim refugee protection in Canada once in their lifetime; and

WHEREAS the Minister of Citizenship and Immigration has stated that churches should cease offering sanctuary to refugee claimants, which has caused great concern among churches and civil society as there exists no refugee appeal mechanism;

NOW THEREFORE BE IT RESOLVED THAT Toronto City Council once again calls on the Government of Canada to immediately implement the establishment of a Refugee Appeal Division, as specified in the Immigration and Refugee Protection Act.”

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004, adopt the resolution in the communication (October 7, 2004) from the City Clerk.

### **Report 9, Clause 19**

#### **11.27 Feasibility of Establishing Additional First Appearance Facilities for Parking Ticket Payments and Disputes**

The Administration Committee considered a communication (October 4, 2004) from the Planning and Transportation Committee advising that the Planning and Transportation Committee on October 4, 2004, forwarded the report (September 21, 2004) from the Chief Financial Officer and Treasurer, entitled “Feasibility of Establishing Additional First Appearance Facilities for Parking Ticket Payments and Disputes” to the Administration Committee for consideration.

On motion by Councillor Davis, the Administration Committee referred the report (September 21, 2004) from the Chief Financial Officer and Treasurer to the Budget Advisory Committee for consideration during the 2005 budget process.



(Budget Advisory Committee - November 15, 2004)

**Report 9, Other Items Clause 34(h)**

**11.28 Review by the Toronto Public Service of the ideas presented by Councillor Giambrone for implementation by the e-City Committee**

The Administration Committee considered a communication (October 20, 2004) from the e-City Committee forwarding the action taken by the Committee on October 13, 2004.

Recommendation:

The e-City Committee recommended to the Administration Committee that:

- (1) the Toronto Public Library Board be requested to submit a Business Plan to the Budget Advisory Committee which addresses the opportunity to provide improved internet accessibility for the citizens of Toronto; and
- (2) the Commissioner of Corporate Services be requested to consider options for providing low cost internet access to citizens who could not otherwise afford it when negotiating future internet and telecommunication contracts.

The Committee also considered a communication (April 27, 2004) from Councillor Giambrone, addressed to the e-City Committee, submitting some ideas for consideration by the e-City Committee.

Councillor Giambrone appeared before the Committee.

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004:

- (1) request the Toronto Public Library Board to consider submitting a Business Plan to the Budget Advisory Committee which addresses the opportunity to provide improved internet accessibility for the citizens of Toronto; and
- (2) request the Commissioner of Corporate Services to report to the Administration Committee, through the

e-City Committee, on options for providing low cost internet access to citizens who could not otherwise afford it when negotiating future internet and telecommunication contracts.

**Report 9, Clause 20**

**11.29 Technology End of Lease Strategy Initiative (TELS) Progress Report on Purchasing Requirements for Fourth Quarter 2004**

The Administration Committee considered a communication (October 20, 2004) from the e-City Committee forwarding the action taken by the Committee on October 13, 2004.

Recommendation:

The e-City Committee recommended to the Administration Committee that:

- (1) Council receive the report (October 7, 2004) from the Commissioner of Corporate Services for information;
- (2) the Commissioner of Corporate Services, in consultation with the Chief Financial Officer and Treasurer, be requested to report back to the e-City Committee, on the placement or destination of all retired computer equipment that can still function;
- (3) the Executive Director of Corporate Information and Technology, Corporate Services Department, in consultation with the Director of Solid Waste Management, Works and Emergency Services Department, be requested to report to the e-City Committee and Works Committee on a disposal plan for all e-waste, including the cost of the disposal; and
- (4) the Commissioner of Corporate Services, be requested to report back to the e-City Committee on the Inventory System that will be used for the implementation of new computers.

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

- (1) Council on November 30, 2004, receive the report (October 7, 2004) from the Commissioner of Corporate Services for information;

- (2) the Executive Director of Corporate Information and Technology, Corporate Services, be requested to report back to the Administration Committee, through the e-City Committee, on the current practices with respect to recycling of computer equipment and additional options for the disposition and/or donation of Technology End of Lease Strategy (TELS) related equipment; and
- (3) the Commissioner of Corporate Services, be requested to report to the Administration Committee, through the e-City Committee, on the Inventory System that will be used for the implementation of new computers.

**Report 9, Clause 21**

**11.30 Possible Acquisition of Toronto District School Board Property Located on Wanita Road for Stormwater Management Purposes (Ward 44 - Scarborough East)**

The Administration Committee considered a communication (October 6, 2004) from the Works Committee forwarding the action taken by the Committee on October 6, 2004.

Recommendation:

The Works Committee unanimously recommends to the Administration Committee that City Council adopt the following resolution:

“BE IT RESOLVED that the City of Toronto express an interest in the acquisition of the Toronto District School Board Wanita Road property;

AND BE IT FURTHER RESOLVED that staff be directed to negotiate with the Toronto District School Board and report back to the Works Committee on the cost to acquire the Wanita Road site at its December 2004 meeting;

AND BE IT FURTHER RESOLVED that City staff be directed to work with Toronto and Region Conservation Authority staff and report back to the Works Committee on how the site could be utilized to meet the goals of the Wet Weather Flow Master Plan, the Centennial Creek Subwatershed Study and the TRCA’s Valley and Stream Corridor Policies, including aspects such as storm water

management, water quality improvement, habitat restoration and increased tree canopy.”

The following persons appeared before the Committee:

- Anne Robson;
- Kathy Sullivan, and submitted photographs;
- Jeff Powlson;
- Tony Sobczak, and submitted photographs and a newspaper article;
- L. Heide;
- Betty Smith, Manse Valley Community Association;
- Brian D'Costa;
- Councillor De Baeremaeker; and
- Councillor Thompson.

On motion by Councillor Holyday, the Administration Committee directed that this matter be submitted to City Council on November 30, 2004, without recommendation.

### **Report 9, Clause 22**

#### **11.31 Apportionment of Property Taxes**

The Administration Committee considered a report (October 19, 2004) from the Chief Financial Officer and Treasurer recommending approval for the apportionment of taxes pertaining to properties listed in Appendix A and reporting 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.

The Administration Committee held a public hearing under the *Municipal Act, 2001* and no one appeared before the Committee.

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On motion by Councillor Nunziata, the Administration Committee recommended to City Council on November 30, 2004, that the individual apportionments made pursuant to Section 356 of the *Municipal Act, 2001*, as provided in Appendix A of the report (October 19, 2004) from the Chief Financial Officer and Treasurer entitled “Apportionment of Property Taxes”, be approved excluding the following applications, which will be heard at a future hearing:

Page No.	Tax Year	Original Roll No.	Tax Roll No. for Apportioned Properties	Tax Apportionment	Ward No.
26 of 33	2003	1904-07-4-280-03200 (500 Parliament St.)	1904-07-4-280-03201 Range to 1904-07-4-280-03250		
			<u>Total</u>	\$64,931.43	28
27 of 33	2004	1904-06-6-750-00100 (444 Yonge St.)	1904-06-6-750-00101 1904-06-6-750-00200 1904-06-6-750-00300		
			<u>Total</u>	\$4,289,610.71	27
28 of 33	2004	1908-05-1-550-00700 1908-05-1-550-00800 (4200/4222 Bathurst St.)	1908-05-1-550-00701 1908-05-1-550-00801	\$165,160.84 \$30,192.12	
			<u>Total</u>	\$195,352.96	10
33 of 33	2003	1901-04-1-520-02600 (6 Magnolia Ave.)	1901-04-1-520-02601 1901-04-1-520-02650		
			<u>Total</u>	\$4,930.31	35
1 of 33	1998	1904-01-3-620-01000 (1510 Dupont St.)	1904-01-3-620-00950		18
			<u>Total</u>	\$3,602.99	18

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1of 33	1998	1904-01-3-620-01100	1904-01-3-620-00950		
		(1512 Dupont St.)	1904-01-3-620-01020		
			Range		
			1904-01-3-620-02450		
			Total	\$3,571.32	18
1of 33	1998	1904-01-3-620-01200	1904-01-3-620-01080		
		(1514 Dupont St.)	1904-01-3-620-01120		
			Total	\$2281.53	18
1of 33	1998	1904-01-3-620-01300	1904-01-3-620-00950		
		(1518 Dupont St.)	1904-01-3-620-01020		
			1904-01-3-620-02450		
			Total	\$1,960.96	18
1of 33	1998	1904-01-3-620-01400	1904-01-3-620-01040		
		(1518 Dupont St.)	1904-01-3-620-01060		
			1904-01-3-620-01080		
			Total	\$3,281.83	18
1of 33	1998	1904-01-3-620-01500	1904-01-3-620-01440		
		(1520 Dupont St.)	1904-01-3-620-02450		
			Total	\$2,281.52	18
1of 33	1998	1904-01-3-620-01600	1904-01-3-620-01420		
		(1522 Dupont St.)	1904-01-3-620-01440		
			Total	\$2,865.89	18
1of 33	1998	1904-01-3-620-01700	1904-01-3-620-01340		

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		(1524 Dupont St.)	Range to		
			1904-01-3-620-01420		
			Total	\$3,003.67	18
2of 33	1998	1904-01-3-620-01800	1904-01-3-620-01280		
		(1526 Dupont St.)	1904-01-3-620-01320		
			1904-01-3-620-01340		
			Total	\$3,782.44	18
2of 33	1998	1904-01-3-620-02000	1904-01-3-620-01240		
		(1530 Dupont St.)	1904-01-3-620-01260		
			1904-01-3-620-01280		
			Total	\$3,023.59	18
2of 33	1998	1904-01-3-620-02100	1904-01-3-620-01180		
		(1534 Dupont St.)	1904-01-3-620-01220		
			1904-01-3-620-01240		
			Total	\$2,935.70	18
2of 33	1998	1904-01-3-620-02200	1904-01-3-620-01140		
		(1538 Dupont St.)	1904-01-3-620-01160		
			1904-01-3-620-01180		
			Total	\$2,759.60	18
2of 33	1999	1904-01-3-620-01000	1904-01-3-620-00950		
		(1510 Dupont St.)			
			Total	\$11,288.06	18
2of 33	1999	1904-01-3-620-01100	1904-01-3-620-00950		
		(1512 Dupont St.)	Range to		
			1904-01-3-620-02450		

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			Total	\$3,020.39	18
3of 33	1999	1904-01-3-620-01200	1904-01-3-620-01080		
		(1514 Dupont St.)	1904-01-3-620-01120		
			Total	\$11,192.45	18
3of 33	1999	1904-01-3-620-01300	1904-01-3-620-00950		
		(1518 Dupont St.)	1904-01-3-620-01020		
			1904-01-3-620-02450		
			Total	\$10,509.42	18
3of 33	1999	1904-01-3-620-01400	1904-01-3-620-01040		
		(1518 Dupont St.)	1904-01-3-620-01060		
			1904-01-3-620-01080		
			Total	\$12,133.34	18
3of 33	1999	1904-01-3-620-01500	1904-01-3-620-01440		
		(1520 Dupont St.)	1904-01-3-620-02450		
			Total	\$9,186.03	18
3of 33	1999	1904-01-3-620-01600	1904-01-3-620-01420		
		(1522 Dupont St.)	1904-01-3-620-01440		
			Total	\$11,001.50	18
3of 33	1999	1904-01-3-620-01700	1904-01-3-620-01340		
		(1524 Dupont St.)	Range to		
			1904-01-3-620-01420		
			Total	\$12,897.80	18



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3of 33	1999	1904-01-3-620-01800	1904-01-3-620-01280		
		(1526 Dupont St.)	1904-01-3-620-01320		
			1904-01-3-620-01340		
			Total	\$14,713.29	18
3of 33	1999	1904-01-3-620-02000	1904-01-3-620-01240		
		(1530 Dupont St.)	1904-01-3-620-01260		
			1904-01-3-620-01280		
			Total	\$12,619.02	18
3of 33	1999	1904-01-3-620-02100	1904-01-3-620-01180		
		(1534 Dupont St.)	1904-01-3-620-01220		
			1904-01-3-620-01240		
			Total	\$12,147.63	18
3of 33	1999	1904-01-3-620-02200	1904-01-3-620-01140		
		(1538 Dupont St.)	1904-01-3-620-01160		
			1904-01-3-620-01180		
			Total	\$12,611.26	18
26of3 3	2003	1914-01-2-160-00701	1914-01-2-160-00601		
		(0 Raglan Ave E/S )	Range to		
			1914-01-2-160-00900		
			Total	\$3,709.01	21
3of33	2000	1904-06-2-040-00620	1904-06-2-040-01200		
		(590 Queens Quay W)	Range to		
			1904-06-2-040-01493		
			Total	\$54,677.75	20

### **Report 9, Clause 23**

#### **11.32 Improved Service to the Public through Introduction of “3-1-1” (All Wards)**

The Administration Committee considered a report (November 3, 2004) from the Chief Administrative Officer outlining the next steps for the introduction of the “3-1-1” (non-emergency) service delivery strategy previously approved by Council. “3-1-1” will simplify public access to City services through a single gateway over the telephone and on the City Web site, using modernized, streamlined service processes, and by implementing an electronic tracking system to monitor all customer service requests from receipt to completion. Implementation over a three-year period will mitigate risk factors and allow maximum use of existing City resources, and minimize new resources required to introduce the full “3-1-1” service model.

#### Recommendations:

It is recommended that:

- (1) the introduction of a Toronto “3-1-1” customer service model be phased-in over the next three years to successfully manage each phase of implementation, build early public confidence in the service, and allow for sufficient time to complete internal business process reviews;
- (2) the “3-1-1” improved customer services contained in Appendix “A”, be implemented by a Phase One launch of the “3-1-1” Service Gateway on the City Web site in December, 2005; a Phase Two launch of the expanded services to be provided by telephone in June, 2006 and, a Phase Three enhancement of “3-1-1” programs and services by December 2007 as Council may direct for implementation;
- (3) an external validation process on the “3-1-1” project plan and transition steps be implemented at a cost not to exceed \$60,000;
- (4) the amount of \$0.835 million be submitted for pre-approval for “3-1-1” business transformation and infrastructure development start-up activities in order to meet the Phase 1 launch of “3-1-1” Service Gateway on the Web site by December 2005;
- (5) the consolidated 2005, 2006 and 2007 estimated “3-1-1” capital budget requests outlined in Appendix “B” and the 2005 and 2006 estimated “3-1-

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1” operating budget requests outlined in Appendix “C” be forwarded to the Budget Advisory Committee for consideration;

- (6) the Chief Administrative Officer report to Council on any amendments to the 2005, 2006 and 2007 “3-1-1” capital and the 2005 and 2006 operating budgets that impact on the introduction of the “3-1-1” service;
- (7) the Chief Administrative Officer report back to Council by the end of 2006 following the implementation of the “3-1-1” consolidated call centre on potential efficiencies and savings;
- (8) the Chief Administrative Officer report to Council on the outcome of the Canadian Telecommunications and Radio-Television Commission (CRTC) “3-1-1” decision; and
- (9) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

The Administration Committee also considered a report (November 8, 2004) from the Chief Administrative Officer reporting to Council on the recent Canadian Radio-television and Telecommunications Commission (CRTC) decision to approve the "3-1-1" three-digit dialling code for access to non-emergency municipal government services.

Recommendation:

This report is for the information of Council.

Shirley Hoy, Chief Administrative Officer and Colleen Bell, Manager, Corporate Client Service Initiative, Executive Management, Chief Administrator's Office gave a presentation to the Committee.

Councillor Milczyn appeared before the Committee.

Councillor Watson moved:

- (a) that staff recommendations (1), (2) and (3) be deleted, which failed on a tie vote;
- (b) that staff recommendation (4) be deleted, which carried;

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- (c) that staff recommendation (5) be adopted, which carried;
- (d) that staff recommendation (6) be adopted, subject to funds being available in subsequent years, which carried;
- (e) that the report of the external consultant be submitted to Council, subject to any confidentiality issues, which carried;
- (f) that the Administration Committee request the Chief Administrative Officer to consider and identify to Council ways to improve the current web site and find ways to make it easier to use without the expenditure of funds set out in this report, which carried; and
- (g) that the Administration Committee request the Chief Administrative Officer to give consideration to improving and advertising the Access Toronto number more extensively so as to encourage greater use of this service by the public, which carried.

Councillor Davis moved that staff recommendations (1), (2) and (3) be adopted, which failed on a tie vote.

***To summarize, the Administration Committee:***

- (A) submitted the following staff Recommendations 1, 2 and 3 to City Council on November 30, 2004, without recommendation:

“It is recommended that:

- (1) the introduction of a Toronto “3-1-1” customer service model be phased-in over the next three years to successfully manage each phase of implementation, build early public confidence in the service, and allow for sufficient time to complete internal business process reviews;

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- (2) the "3-1-1" improved customer services contained in Appendix "A", be implemented by a Phase One launch of the "3-1-1" Service Gateway on the City Web site in December, 2005; a Phase Two launch of the expanded services to be provided by telephone in June, 2006 and, a Phase Three enhancement of "3-1-1" programs and services by December 2007 as Council may direct for implementation;
  - (3) an external validation process on the "3-1-1" project plan and transition steps be implemented at a cost not to exceed \$60,000;"
- (B) recommended that City Council on November 30, 2004:
- (i) delete the following Staff Recommendation 4:
    - "(4) the amount of \$0.835 million be submitted for pre-approval for "3-1-1" business transformation and infrastructure development start-up activities in order to meet the Phase 1 launch of "3-1-1" Service Gateway on the Web site by December 2005;"
  - (ii) adopt Staff Recommendations 5, 7 and 9:
    - "(5) the consolidated 2005, 2006 and 2007 estimated "3-1-1" capital budget requests outlined in Appendix "B" and the 2005 and 2006 estimated "3-1-1" operating budget requests outlined in Appendix "C" be forwarded to the Budget Advisory Committee for consideration;

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- (7) the Chief Administrative Officer report back to Council by the end of 2006 following the implementation of the "3-1-1" consolidated call centre on potential efficiencies and savings;
  - (9) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto."
- (iii) adopt Staff Recommendation 6, subject to funds being available in subsequent years:
- "(6) the Chief Administrative Officer report to Council on any amendments to the 2005, 2006 and 2007 "3-1-1" capital and the 2005 and 2006 operating budgets that impact on the introduction of the "3-1-1" service;"
- (iv) request the Chief Administrative Officer to consider and identify to Council ways to improve the current web site and find ways to make it easier to use without the expenditure of funds set out in this report; and
- (v) request the Chief Administrative Officer to give consideration to improving and advertising the Access Toronto number more extensively so as to encourage greater use of this service by the public.

The Administration Committee also:

- (C) requested that the report of the external consultant be submitted to City Council, subject to any confidentiality issues; and

- (D) received the report (November 8, 2004) from the Chief Administrative Officer regarding the Canadian Radio-television and Telecommunications Commission decision to approve the “3-1-1-“ telephone code for non-emergency municipal services and to which staff Recommendation (8) in the report (November 3, 2004) from the Chief Administrative Officer refers.

**Report 9, Clause 24**

**11.33 2003 Contribution Rebate Program**

The Administration Committee considered a memorandum (undated) from Councillor Kelly expressing concerns with the provisions of the 2003 election contribution rebate by-law.

The Committee also considered a communication (November 8, 2004) from Councillor Jenkins expressing support for a recommendation to City Council that would change provisions of the 2003 election contribution rebate by-law in order to allow those persons who submitted a valid rebate application for the 2003 municipal election but whose applications have not been received or otherwise processed by the City, to resubmit their application and collect the appropriate rebate payment.

Councillor Kelly appeared before the Committee.

Councillor Davis assumed the Chair.

On motion by Councillor Walker, the Administration Committee recommended to City Council on November 30, 2004:

- (1) that the July 31, 2004 deadline for submission of rebate applications in By-law 1011-2002 be extended by 60 days from the date of Council's approval, and the City Solicitor be authorized to submit the necessary by-law amendments to Council;
- (2) that the City Clerk be authorized to accept affidavits from campaign contributors in support of their

claim that their rebate application was mailed, but not received by the City Clerk prior to July 31, 2004; and

- (3) that the City Clerk be directed to advertise the amendment to the Contribution Rebate Program and be authorized to utilize funds from the Contribution Rebate Program Surplus Fund for such costs.

Councillor Walker resumed the Chair.

Councillor Davis was recorded as voting in the negative.

### **Report 9, Clause 25**

#### **11.34 Software Maintenance Contract-Renewal Three (3) Years-Computer Associates Canada Company**

The Administration Committee considered a report (October 26, 2004) from the Commissioner of Corporate Services seeking Council's approval to enter into a three (3) year contract with Computer Associates Canada Company for the provision of software maintenance.

#### Recommendations:

It is recommended that:

- (1) the Executive Director of Information and Technology be authorized to enter into a sole source purchasing agreement with Computer Associates Canada for a term of three (3) years commencing December 31, 2004 until December 30, 2007;
- (2) the Executive Director of Information and Technology and the City Solicitor be authorized to negotiate and approve the terms of the Master Agreement and prepare the Agreement in a form satisfactory to the City Solicitor;
- (3) the Executive Director of Information and Technology be authorized to execute a Schedule under the Master Agreement for software maintenance and support services over the next three years at an estimated cost of \$5,248,540.00;



- (4) upon successful negotiation of a Master Agreement, Purchasing and Materials Management Division be authorized to issue an Blanket Contract to Computer Associates Canada Company to a maximum of \$5,248,540.00 for maintenance services only;
- (5) the maintenance of any net new acquisition for the City be added to the Master Agreement under the I and T Schedule up to a maximum of \$5,248,540.00 including all taxes and charges allocated for growth over the next 3 years. Acquisition of new software will be done through the issuance of calls, in accordance with purchasing procedures, to an approved reseller of Computer Associates Canada Company;
- (6) the City's Agencies, Boards and Commissions be authorized to leverage all products and services pursuant to the Master Agreement with Computer Associates Canada Company by entering into separate Schedules under the Master Agreement; and
- (7) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Watson, the Administration Committee directed that the report (October 26, 2004) from the Commissioner of Corporate Services be submitted to City Council on November 30, 2004, without recommendation.

### **Report 9, Clause 26**

#### **11.35 Migration of SAP to the City's Agencies, Boards and Commissions**

The Administration Committee considered a report (October 21, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer providing a status update on the migration of SAP software to the City's Agencies, Boards and Commissions (ABC's).

#### Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Carroll, the Administration Committee received the report.

**Report 9, Other Items Clause 34(i)**

**11.36 History of Pension Improvements to Benefits for City Sponsored Pension Plans and Establishment of a Policy in Regards to Future Pension Improvements**

The Administration Committee considered a report (October 28, 2004) from the Chief Financial Officer and Treasurer reporting on a review of the cost of living increases provided to pensioners in City sponsored pension plans and providing recommendations on the establishment of a policy related to future increases.

Recommendations:

It is recommended that:

- (1) Council adopt a policy that allows a pension benefit improvement be provided only if the pension plan has a surplus and the improvement does not create a deficiency on a going-concern, solvency or windup basis; and
- (2) this policy be communicated to each of the five City sponsored pension plans, namely, the Metro Toronto Pension Plan, the Toronto Fire Department Superannuation and Benefit Fund, the Toronto Civic Employee's Pension and Benefit Fund, the Corporation of the City of York Employee Pension Plan and the Metro Toronto Police Benefit Fund.

Mark Ferguson, Outside Division Chair, Toronto Civic Employees' Union Local 416 appeared before the Committee.

On motion by Councillor Carroll, the Administration Committee directed that the report (October 28, 2004) from the Chief Financial Officer and Treasurer be submitted to City Council on November 30, 2004, without recommendation.

**Report 9, Clause 27**

**11.37 Swansea Town Hall - Amendment of Purchase Order 6012609, Previously Awarded to KaRy Construction (Ward 13 - Parkdale-High Park)**

The Administration Committee considered a confidential report (November 3, 2004) from the Commissioner of Corporate Services and City Solicitor.

On motion by Councillor Watson, the Administration Committee recommended:

- (a) that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the confidential report (November 3, 2004) from the Commissioner of Corporate Services and City Solicitor; and
- (b) because it relates to litigation or potential litigation including matters before administrative tribunals affecting the municipality or local board, under the *Municipal Act, 2001* discussions about this report be held in camera.

On motion by Councillor Watson, the Administration Committee requested the City Solicitor to report to the Administration Committee by March 8, 2005 on whether the current practice of requiring contractors who work on City owned property to enter into an additional agreement separate from their construction agreement in order to work within the road allowance.

### **Report 9, Clause 28**

#### **11.38 Accessible Transit Service Plan - September 2004 Status Report**

The Administration Committee considered a communication (October 21, 2004) from the General Secretary, Toronto Transit Commission forwarding, for information, a copy of a report, titled "Accessible Transit Service Plan - September 2004 Status Report".

On motion by Councillor Davis, the Administration Committee received the communication.

### **Report 9, Other Items Clause 34(j)**

**11.39 Temporary IT Personnel Services for Providing Expert Resources to SAP - RFP 9144-04-7254**

The Administration Committee considered a report (November 3, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer advising the results of Request for Proposal (RFP) No. 9144-04-7254 for temporary IT Personnel Services for Providing Expert Resources to SAP and requesting authority to enter into agreements with the recommended Proponents for the period ending December 31, 2006 with an option to renew the agreements for an additional one year period.

Recommendations:

It is recommended that:

- (1) authority be granted to enter into an agreement with CSI Consulting Inc., the highest overall scoring proponent meeting the requirements for professional and technical services to assist the Financial production support staff for a period of two years ending December 31, 2006, with an option to renew the agreement for an additional year ending December 31, 2007 in the amount not to exceed \$60,000.00 annually including all taxes and charges;
- (2) authority be granted to enter into an agreement with ARINSO Canada Inc., the highest overall scoring proponent meeting the requirements for professional and technical services to assist Pension, Payroll and Employee Benefits production support staff for a period of two years ending December 31, 2006 with an option to renew the agreement for an additional year ending December 31, 2007 in the amount not to exceed \$650,000.00 annually in 2005 and 2006 and \$150,000.00 in 2007 including all taxes and charges;
- (3) authority be granted to enter into an agreement with ARINSO Canada Inc., the highest overall scoring proponent meeting the requirements for professional and technical services to assist the Human Resources production support staff for a period of two years ending December 31, 2006 with an option to renew the agreement for an additional year ending December 31, 2007 in the amount not to exceed \$40,000.00 annually including all taxes and charges;
- (4) authority be granted to enter into an agreement with CSI Consulting Inc., the highest overall scoring proponent meeting the requirements for professional and technical services to assist the Information and

Technology Competency Centre support staff for a period of two years ending December 31, 2006 with an option to renew the agreement for an additional year ending December 31, 2007 in the amount not to exceed \$150,000.00 including all taxes and charges;

- (5) the option to renew the agreements identified in Recommendation No. 1, 2, 3 and 4 for the additional one year term be exercised for the period January 1, 2007 to December 31, 2007 under the same terms and conditions and is to be reviewed by the Commissioner of Corporate Services and/or Chief Financial Officer & Treasurer in co-operation with the Purchasing Agent, provided the previous term of the agreement was performed satisfactorily, to ensure it is feasible to extend the agreement;
- (6) provided that there is favourable review, in accordance with Recommendation No. 5, the Commissioner of Corporate Services and/or Chief Financial Officer & Treasurer be delegated authority to exercise the options to renew the contracts for the additional one year period on the terms and conditions set out above and be authorized to instruct the Purchasing Agent to process the necessary contract; and
- (7) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004. adopt the staff recommendations in the Recommendations Section of the report (November 3, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer.

#### **Report 9, Clause 29**

#### **11.40 Divisional Court Decision - Award of Damages for Business Loss re 45-47 Sheppard Avenue East (Ward 23 - Willowdale)**

The Administration Committee considered a confidential report (November 4, 2004) from the City Solicitor.

On motion by Councillor Nunziata, the Administration Committee recommended that City Council on November 30, 2004, receive the report and because it relates to the receiving of advice that is subject to solicitor-client

privilege, including communications necessary for that purpose, under the *Municipal Act, 2001* discussions about this report be held in camera.

On motion by Councillor Nunziata, the Administration Committee requested the City Solicitor to report to the Administration Committee on the possible impacts on future City projects arising from this decision.

### **Report 9, Clause 30**

#### **11.41 Long Term Lease and Amendment to Lease - Part of Brock West Landfill Site (Pickering)**

The Administration Committee considered a report (November 5, 2004) from the Commissioner of Corporate Services requesting authority to enter into a long term lease and an amendment to an existing lease with Eastern Power Limited ("EPL") for a portion of the Brock West Landfill site, located on the north side of Concession 3, west of Valley Farm Road in the City of Pickering to facilitate the construction, maintenance and operation of a natural gas fired electrical generation facility.

#### Recommendations:

It is recommended that:

- (1) subject to the satisfactory resolution of the landfill gas royalty dispute at the Keele Valley Landfill site prior to the Council meeting of November 30, December 1 and 2, 2004:
  - (i) as per Clause No. 8 of Report No. 9 of the Works Committee adopted by Council on October 26, 27 and 28, 2004, as amended, authority be granted to enter into a long term lease and an amendment to an existing lease with Eastern Power Limited ("EPL") for a portion of the Brock West Landfill site, located on the north side of Concession 3, west of Valley Farm Road in the City of Pickering to facilitate the construction, maintenance and operation of a new natural gas fired electrical generation facility, in accordance with the terms and conditions set out in the body of this report and in a form acceptable to the City Solicitor;

- (ii) the Commissioner of Corporate Services shall administer and manage these 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;
  - (iii) the Commissioner of Corporate Services, in consultation with the Acting Commissioner of Works and Emergency Services, be authorized to complete the transaction on behalf of the City, including amending the commencement date of the lease agreements to such earlier or later date as she considers reasonable; and
  - (iv) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto; and
- (2) this report be received by the Works Committee for information purposes.

Councillor Davis assumed the Chair.

On motion by Councillor Walker, the Administration Committee recommended that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations Section of the report (November 5, 2004) from the Commissioner of Corporate Services.

Councillor Walker resumed the Chair.

### **Report 9, Clause 31**

#### **11.42 1333 Sheppard Avenue East – Settlement of Legal Claim (Ward 33 – Don Valley East)**

The Administration Committee considered a confidential report (November 8, 2004) from the City Solicitor.

On motion by Councillor Carroll, the Administration Committee recommended:

- (a) that City Council on November 30, 2004, adopt the staff recommendations in the Recommendations

Section of the confidential report (November 8, 2004) from the City Solicitor subject to the settlement clause including the words "herein, but in any event not to exceed the maximum amount of 10 percent."; and

- (b) because it relates to the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose, under the *Municipal Act, 2001* discussions about this report be held in camera.

**Report 9, Clause 32**

**11.43 Approval of the new members and renewal of the mandate of former members of the City of Toronto French Committee**

The Administration Committee considered a confidential report (November 8, 2004) from the City of Toronto French Committee.

On motion by Councillor Davis, the Administration Committee recommended that City Council on November 30, 2004:

- (a) adopt the staff recommendations in the Recommendations Section of the confidential report (November 8, 2004) from the City of Toronto French Committee; and
- (b) because it relates to personal matters about an identifiable individual, including municipal or local board employees, under the *Municipal Act, 2001* discussions about this report be held in camera.

**Report 9, Clause 33**

The Committee adjourned its meeting at 5:42 p.m.

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Chair