

**THE CITY OF TORONTO**

**City Clerk's Office**

**Minutes of the Administration Committee**

**Meeting 12**

**Friday, December 10, 2004**

The Administration Committee met on December 10, 2004, in Committee Room 1, City Hall, Toronto, commencing at 9:40 a.m.

<b>Councillor</b>	<b>Public Session 9:40 a.m. to 12:42 p.m.</b>	<b>In-Camera 12:43 p.m. to 12:49 p.m.</b>	<b>Public Session 12:50 p.m. to 12:55 p.m.</b>
Councillor Michael Walker, Chair	X	-	-
Councillor Janet Davis, Vice-Chair	X	X	X
Councillor Shelley Carroll	X	X	X
Councillor Frank Di Giorgio	X	X	X
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.**

None declared.

On motion by Councillor Carroll, the Administration Committee extended its best wishes to Commissioner Joan Anderton for a speedy recovery.

**Confirmation of Minutes**

On motion by Councillor Watson, the minutes of the following meetings were confirmed:

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- November 1, 2004 - Administration Committee and  
Planning and Transportation Committee
- November 9, 2004 - Administration Committee
- November 9, 2004 - Administration Committee and e-City  
Committee

### **12.1 2005 Capital Budget**

The following staff made presentations to the Administration Committee on the Capital Budget:

- Joe Pennachetti, Chief Financial Officer and Treasurer, and provided an overview of the Finance Department's 2005-2009 Capital Budget; and
- Ana Bassios, Acting Commissioner, Corporate Services, and provided an overview of Corporate Services 2005 Capital Budget submission.

On motion by Councillor Davis, the Administration Committee received the staff presentations on the 2005 Capital Budget under the purview of the Administration Committee for:

- Finance; and
- Corporate Services.

### **Report 1 Other Items Clause 10(a)**

### **12.2 2005 Operating Budget**

The following staff made presentations to the Administration Committee on the 2005 Operating Budget:

- Joe Pennachetti, Chief Financial Officer and Treasurer, on the Finance Department;
- Ana Bassios, Acting Commissioner, Corporate Services, on the Corporate Services Department;
- Shirley Hoy, Chief Administrative Officer, on the Chief Administrator's Office;

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- Ulli Watkiss, City Clerk and Tim Ivanyshyn, Manager, Council Services, Council and Support Services, Corporate Services, on the Mayor's Office and the Council Program.

The Administration Committee:

- (1) received the above-noted staff presentations on the 2005 Operating Budget under the purview of the Administration Committee;

(moved by Councillor Davis)

- (2) requested the City Clerk to report to the Administration Committee on January 6, 2005 on the feasibility of dealing with staff costs in the Mayor's Office such as vacation, sick leave and severance, in a manner similar to the Council Program; and

(moved by Councillor Nunziata)

- (3) requested the Chief Administrative Officer to report to the Administration Committee on January 6, 2005, with respect to the Directives, Papers, Reports, and Research items requested to be done by her office in 2004, detailing the source of the work requests, date, nature of work and, once completed, the amount of time taken to complete the task (wherever possible).

(moved by Councillor Watson)

**Report 1, Other Items Clause 10(b)**

**12.3 Support for the Toronto International Program provided by Toronto Protocol (All Wards)**

The Administration Committee considered a report (November 25, 2004) from the Commissioner of Corporate Services responding to concerns expressed by the Mayor and Members of Council regarding sufficient resources to meet increased demands and expectations of Toronto's role in the international community and to

review and advise with respect to the support required to meet those increased needs.

Recommendation:

It is recommended that this report be received for information.

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

(Budget Advisory Committee - December 13, 2004)

**Report 1, Other Items Clause 10(c)**

**12.4 Software Maintenance - Renewal for a Three (3) Year Term - Oracle Corporation Canada Inc.**

The Administration Committee considered a report (October 22, 2004) from the Commissioner of Corporate Services seeking Council's approval to enter into a sole source contract with Oracle Corporation Canada Inc. for the provision of Oracle Database Enterprise Edition (ODEE) software maintenance and support services.

Recommendations:

It is recommended that:

- (1) the City of Toronto enter into an agreement with Oracle Corporation Canada Inc. for the provision of Oracle Database Enterprise Edition (ODEE) software maintenance commencing February 4, 2005 until December 31, 2007;
- (2) the Executive Director of Information & Technology and the City Solicitor be authorized to negotiate and approve any Terms and Conditions, including the appropriate software license types to be licensed, to their satisfaction and in a form satisfactory to the City Solicitor;
- (3) Purchasing and Materials Management Division be authorized to issue a Blanket Contract to Oracle Corporation Canada Inc. in the amount of \$4,326,325.00 for a three (3) year term;

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- (4) the maintenance of any net new Oracle license acquisition for the City over this period be added to the Blanket Contract up to a maximum of \$4,326,325.00 including all taxes and charges allocated for growth over the next 3 years; and
- (5) 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 to City Council on February 1, 2005, that:

- (1) City Council adopt the staff recommendations in the Recommendations Section of the report (October 22, 2004) from the Commissioner of Corporate Services, subject to funds being available;
- (2) in any report requesting to purchase or acquire additional Oracle licences that both the cost of the licence and the annual cost of the maintenance be outlined in the financial impact section of the report; and
- (3) the Executive Director, Information and Technology, be requested to report semi-annually to the Administration Committee on the additional number of Oracle licences that have been acquired in the previous six months, their costs and associated maintenance costs.

**Report 1, Clause 1**

**12.5 Feasibility of Selling Parking Tag Receivables, or Increasing the Percentage of Remuneration, to the Canadian Bonded Credits Ltd.**

The Administration Committee considered a report (November 26, 2004) from the Chief Financial Officer and Treasurer reporting on the feasibility or desirability of increasing the percentage remuneration to Canadian Bonded Credits Ltd. (the collection agency that the City has a contract with in regards to the collection of outstanding parking fines) and on options for selling the \$54 million of parking receivables to Canadian Bonded Credits Ltd.

Recommendations:

It is recommended that:

- (1) the City exercise its option to renew the contract with Canadian Bonded Credits Ltd. for an additional one (1) year period under the same terms and conditions, to provide collection services for outstanding parking fines, with overall costs not to exceed \$250,000.00 including all applicable taxes for the period ending February 8<sup>th</sup>, 2006; and
- (2) the appropriate City staff be directed and authorized to take the necessary action to give effect thereto.

On motion by Councillor Watson, the Committee adjourned its public session to meet in-camera to consider a matter relating to the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The Committee resumed in public session.

Councillor Watson assumed the Chair.

Councillor Davis moved that:

- (1) consideration of the report (November 26, 2004) from the Chief Financial Officer and Treasurer be deferred; and
- (2) the Toronto Police Service be requested to report back on the collection practices of Impark,

which failed.

Councillor Davis resumed the Chair.

On motion by Councillor Nunziata, the Administration Committee recommended that City Council on February 1, 2005, adopt the staff recommendations in the Recommendations Section of the report (November 26, 2004) from the Chief Financial Officer and Treasurer, subject to funds being available.

## **Report 1, Clause 2**

### **12.6 Write-off of Uncollectable Miscellaneous Receivables**

The Administration Committee considered a report (November 29, 2004) from the Chief Financial Officer and Treasurer recommending to Council the write-off of uncollectable miscellaneous receivable accounts in accordance with the provisions of the Financial Control Bylaw.

#### Recommendations:

It is recommended that:

- (1) City Council approve the write-off of uncollectable accounts of \$3,584,144 as detailed on the Appendix B to this report; and
- (2) the Chief Financial Officer and Treasurer report annually to the Administration Committee on accounts receivable that are being recommended for write-off.

The Administration Committee:

- (1) deferred consideration of this report until its meeting on January 6, 2005;

(moved by Councillor Watson)

- (2) requested staff to respond to questions of Members of Council in detail and to keep a record of their detailed explanations; and

(moved by Councillor Watson)

- (3) requested the Chief Financial Officer and Treasurer to report to the next meeting of the Administration Committee on January 6, 2005, providing a list of properties where the ownership was transferred to the City, and addresses of properties.

(moved by Councillor Nunziata)

### **Report 1, Other Items Clause 10(d)**

**12.7 Recipient - 2004-2005 City of Toronto Scholarships in Aboriginal Health at the University of Toronto**

The Administration Committee considered a report (November 24, 2004) from the Chief Administrative Officer advising Council of the results of the scholarship application process for the City of Toronto Scholarships in Aboriginal Health at the University of Toronto.

Recommendations:

It is recommended that:

- (1) City Council extend its congratulations to Lois Alexandra Smith and Melanie Krahn as the 2004-2005 recipients of City of Toronto Scholarships in Aboriginal Health at the University of Toronto; and
- (2) 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 February 1, 2005, adopt the staff recommendations in the Recommendations Section of the report (November 24, 2004) from the Chief Administrative Officer.

**Report 1, Clause 3**

**12.8 Phase Two Allocations - Access and Equity Grant Program**

The Administration Committee considered a report (November 26, 2004) from the Chief Administrative Officer recommending allocations for applications submitted under Phase Two of the 2004 Access and Equity Grant Program and to report on the appeals submitted under Phase One. Of the 34 applications received under Phase Two, 29 are recommended for funding.

Recommendations:

It is recommended that:

- (1) grants totalling \$190.0 thousand be approved in Phase Two of the 2004 Access and Equity Grant Program as outlined in Appendix 1;



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- (2) \$5.0 thousand be held in reserve for appeals under Phase Two subject to submission of a report recommending the allocation of this reserve;
- (3) funding of \$5.0 thousand be allocated to the Newcomer Centre of North York arising from the submission of an appeal presented in Phase One;
- (4) funding for the appeal submitted by the Canadian Ecuadorian Foundation of Social Development be refused; and
- (5) the appropriate City of Toronto officials be authorized to take the necessary action to give effect thereto.

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council on February 1, 2005, adopt the staff recommendations in the Recommendations Section of the report (November 26, 2004) from the Chief Administrative Officer.

**Report 1, Clause 4**

**12.9 Reporting of Financial and Non-Financial Results of City Programs to Committees and Council**

The Administration Committee considered a communication (November 1, 2004) from the City Clerk advising that City Council on October 26, 27 and 28, 2004, considered Clause 2 of Report 8 of the Policy and Finance Committee, titled "Reporting of Financial and Non-Financial Results of City Programs to Committees and Council", and directed that commencing with the 2005 reporting year, Commissioners provide a year-end report of non-financial information to their appropriate Standing Committee, in order to provide information on how programs progressed during the year in terms of performance and achievements, and requested that during the upcoming budget cycle, the Standing Committees establish, by program area, bench marks which could be measured for service delivery.

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

**Report 1, Other Items Clause 10(e)**

### **12.10 e-City Committee Terms of Reference**

The Administration Committee considered a communication (November 25, 2004) from the e-City Committee forwarding the action taken by the Committee on November 22, 2004.

#### Recommendation:

The e-City Committee recommended to the Administration Committee that the revised draft e-City Committee Terms of Reference attached to the communication (November 22, 2004) from the Chair, e-City Committee be adopted subject to adding the following new point (viii) under "Mandate/Terms of Reference":

(viii) Emergency Preparedness;

and renumbering the remaining points accordingly.

On motion by Councillor Davis, the Administration Committee referred the communication (November 25, 2004) from the e-City Committee to the Commissioner of Corporate Services with a request that she report back to the Administration Committee in January 2005.

### **Report 1, Other Items Clause 10(f)**

### **12.11 Request for Proposal 3401-04-3216 (Supply, Delivery and Installation of Desktop and Notebook Computers and Related Products and Service) - Copies of Responses to Sections 5.5, 6, 8, 9, 10 and 12)**

The Administration Committee considered a communication (November 25, 2004) from the e-City Committee forwarding the action taken by the Committee on November 22, 2004.

#### Recommendation:

The e-City Committee recommended to the Administration Committee:

- (1) that the Chief Financial Officer and Treasurer and the Commissioner of Corporate Services, in consultation with appropriate City Officials, be directed to provide as soon as possible, to each of the e-City Committee members, copies of the responses from the eight proponents to Request for

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Proposal 3401-04-3216, Sections 5.5, 6, 8, 9, 10 and 12, and that staff also be requested to submit a report to the Administration Committee, through the e-City Committee; and

- (2) that the Chief Financial Officer and Treasurer, in consultation with appropriate City Officials, be requested to report to the Policy and Finance Committee on:
  - (a) existing policy and practices with respect to identifying confidential and non-confidential portions of Request for Proposal responses; and
  - (b) recommendations to standardize policy and practices having regard to the intent to maintain the maximum amount of openness and transparency.

On motion by Councillor Carroll, the Administration Committee:

- (1) requested the Chief Financial Officer and Treasurer, in consultation with appropriate City Officials, to report to the Administration Committee on the following Recommendations 2(a) and 2(b) of the e-City Committee:

"(2) that the Chief Financial Officer and Treasurer, in consultation with appropriate City Officials, be requested to report to the Policy and Finance Committee on:

- (a) existing policy and practices with respect to identifying confidential and non-confidential portions of Request for Proposal responses; and
- (b) recommendations to standardize policy and practices having regard to the intent to maintain the maximum amount of openness and transparency."; and

- (2) deferred consideration of Recommendation (1) of the e-City Committee until the above report has been submitted to the Administration Committee.

**Report 1, Other Items Clause 10(g)**

**12.12 Woman Abuse Council of Toronto**

The Administration Committee considered a communication (November 25, 2004) from North York Community Council forwarding the action taken by North York Community Council on November 16, 2004.

Recommendation:

The North York Community Council, on November 16, 2004, recommended to the Administration Committee that the following motion be adopted:

"Moved by: Councillor Carroll

Seconded by: Councillor Stintz

WHEREAS Metro Council made a permanent commitment to accommodate the Woman Abuse Council of Toronto;

WHEREAS all other 'like' Metro Programs have been suitably accommodated post amalgamation;

WHEREAS the current space at 6 Empress Avenue is not fully accessible, placing great hardship on a very active, wheelchair bound Council Member; and

WHEREAS the nearby North York Community Council is wheelchair accessible and not fully utilized;

THEREFORE BE IT RESOLVED THAT the Woman Abuse Council be accommodated within the North York Civic Centre or other accessible City-owned Municipal premises;

AND BE IT FURTHER RESOLVED THAT appropriate staff meet with the Woman Abuse Council Executive and report back to Council on an accommodation proposal during the January 2005 Council cycle".

On motion by Councillor Carroll, the Administration Committee endorsed the recommendation of the North York Community Council and referred the matter to the Commissioner of Corporate Services with a request that she report back to the Administration Committee for its meeting on January 6, 2005.

**Report 1, Other Items Clause 10(h)**

**12.13 Access to Licence Plate Information - City of Toronto Reference: 2004-S5-J(2)**

The Administration Committee considered a communication (October 29, 2004) from the Board Administrator, Toronto Police Services forwarding the action taken by the Board on September 29, 2004 regarding "IMPARK's" access to licence plate information and requesting that this report be circulated to all members of Toronto City Council for information.

On motion by Councillor Nunziata, the Administration Committee recommended that City Council on February 1, 2005, request the Government of Ontario, including the Ministry of Transportation, to cease the practice of entering into memoranda or agreements allowing for access to motor vehicle registration information by private companies, and to take all necessary steps to terminate any such existing memoranda or agreements.

**Report 1, Clause 5**

**12.14 2004 Final Report on Property Sales and Purchases (All Wards)**

The Administration Committee considered a report (November 26, 2004) from the Commissioner of Corporate Services providing the 2004 final report on property sales and purchases for the information of the Committee.

Recommendation:

It is recommended that this report be received for information.

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

**Report 1, Other Items Clause 10(i)**

**12.15 2004 Status Update Report - Optimizing Revenue from Development of TTC Properties**

The Administration Committee considered a report (November 1, 2004) from the Commissioner of Corporate Services and the Chief General Manager, Toronto Transit Commission providing a status update with regard to the review to optimize revenue from the development potential of transit sites and seeking authority for the Commissioner of Corporate Services to negotiate terms and conditions of two proposed transactions to further the City's development of transit site objectives.

Recommendations:

It is recommended that:

- (1) future status reports on this project be submitted twice a year;
- (2) the Commissioner of Corporate Services investigate the potential benefits to the City of acquiring the Royal Canadian Legion property at 3326 Bloor Street West to further the City's development of transit site objectives, negotiate appropriate terms and conditions for any proposed transaction, and submit a report on any recommended transaction for the consideration of the Administration Committee and Council;
- (3) the Commissioner of Corporate Services investigate the potential benefits to the City and the TTC of acquiring the Kipling/Munster property at 915 Kipling Avenue to further the City's development of transit site objectives and the TTC's policy of replacing commuter parking spaces displaced by redevelopment, negotiate appropriate terms and conditions for any proposed transaction, and submit a report on any recommended transaction for the consideration of the Administration Committee and Council; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

Councillor Rae was present during discussion of this matter.

On motion by Councillor Carroll, on behalf of Councillor Rae, the Administration Committee recommended that City

Council on February 1, 2005, adopt the staff recommendations in the Recommendations Section of the report (November 1, 2004) from the Commissioner of Corporate Services and the Chief General Manager, Toronto Transit Commission, as amended, to provide that City Council advise the Toronto Transit Commission that 7 Crescent Road (Rosedale Bus and Subway Station) should be removed from the list of potential development sites.

**Report 1, Clause 6**

**12.16 Establishing Processes for the Hearing and Disposition of Certain Applications Under Ontario Regulation 399/03 and the *Municipal Act, 2001***

The Administration Committee considered a report (December 6, 2004) from the Chief Financial Officer and Treasurer recommending a process for the a) hearing and disposition of applications made under s. 334 of the *Municipal Act* and *Ontario Regulation 399/03* with respect to possible errors in tax calculations resulting in over and/or under charging of property taxes for commercial, industrial and multi-residential properties; and, b) hearing and disposition of tax apportionment applications for taxation years 2002 and prior. This report also seeks to obtain Council's approval for the Treasurer to proceed with applications to recover undercharges and to apportion taxes on accounts where the opportunity to do so has been identified by Finance staff. These applications were, or will be, filed by the Treasurer before the end of 2004 to meet the deadlines imposed by the Regulation.

Recommendations:

It is recommended that:

- (1) Council delegate the power to hear and dispose of applications made to the City under section 334 of the *Municipal Act, 2001* to the Assessment Review Board;
- (2) Council delegate the power to hear and dispose of applications made to the City under sections 2, 3 and 4 of *Ontario Regulation 399/03* to the Assessment Review Board;
- (3) Council authorize the Treasurer to proceed with applications to recover undercharged taxes and to apportion taxes for years prior to 2002, which applications were, or will be, filed by the Treasurer pursuant to sections 2

and 4 of *Ontario Regulation 399/03* prior to the end of December, 2004 so as to meet the deadlines imposed by *Ontario Regulation 399/03* on such applications; and

- (4) that 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 in Council to give effect thereto.

On motion by Councillor Davis, the Administration Committee recommended that City Council on February 1, 2005, adopt the staff recommendations in the Recommendations Section of the report (December 6, 2004) from the Chief Financial Officer and Treasurer.

### **Report 1, Clause 7**

#### **12.17 Appointment of a Member of the Administration Committee to the Councillor - Staff Working Group on 3-1-1**

City Council, on November 30, December 1 and 2, 2004, referred Administration Committee Report 9, Clause 24, titled "Improved Service to the Public through Introduction of `3-1-1'", back to the Administration Committee for further consideration and, among other things, struck a Councillor-Staff Working Group on 3-1-1, consisting of the Chair of the e-City Committee, one additional member of the e-City Committee and one member of each Standing Committee to be appointed by the Standing Committees.

Councillor Di Giorgio nominated Councillor Watson.

Councillor Carroll nominated Councillor Davis.

The Chair declared that nominations were closed.

Councillor Watson, having received the majority votes, was appointed as the Administration Committee's representative on the Councillor-Staff Working Group on 3-1-1.

(Councillor-Staff Working Group on 3-1-1, Attention: Jim Hart, Director, Executive Office, Executive Management, Chief Administrator's Office - December 20, 2004)

### **Report 1, Other Items Clause 10(j)**



**12.18 Union Station - Continuation of Retail and Office Tenancies (Ward 28 - Toronto Centre-Rosedale)**

The Administration Committee considered a report (December 6, 2004) from the Commissioner of Corporate Services seeking authority to enter into two lease amending agreements with Bramwood Foods Limited ("Bramwood Foods") on a month-to-month basis of premises at Union Station, following the settlement of a dispute that was authorized by City Council, In Camera, on January 27, 28 and 29, 2004 (ACR #1, Clause #25).

Recommendation:

It is recommended that:

- (1) a lease amending agreement with Bramwood Foods for the retail space known as Commuters Lounge in the Arrivals Concourse of Union Station be entered into, providing for rental on a month-to-month basis from October 1, 2004 at the rate of \$6,400.00 per month, plus GST, and including the other terms described in this report;
- (2) a lease amending agreement with Bramwood Foods for the office space on the 1<sup>st</sup> floor of the West Wing of Union Station be entered into, providing for rental on a month-to-month basis from October 1, 2004 at the rate of \$730.00 per month, plus GST, and including the other terms described in this report; and
- (3) City staff be authorized to take any action, including the execution of any documents, necessary to give effect thereto.

On motion by Councillor Davis, the Administration Committee recommended that City Council on February 1, 2005, adopt the staff recommendations in the Recommendations Section of the report (December 6, 2004) from the Commissioner of Corporate Services.

**Report 1, Clause 8**

**12.19 Union Station - Interim Building Management (Ward 28 - Toronto Centre-Rosedale)**

The Administration Committee considered a report (December 6, 2004) from the Commissioner of Corporate Services amending the Interim Building Management

Agreements with Toronto Terminals Railway Company Limited to provide for a 3% increase in the monthly management fee for Union Station.

Recommendations:

It is recommended that:

- (1) the Interim Building Management Agreements with Toronto Terminals Railway Limited be amended to increase the fixed monthly management fee from \$211,398 in 2003 to \$217,740 in 2004 representing a 3% increase for this year of \$76,104; and
- (2) City staff be authorized to take the necessary action to give effect thereto.

On motion by Councillor Davis, the Administration Committee recommended that City Council on February 1, 2005, adopt the staff recommendations in the Recommendations Section of the report (December 6, 2004) from the Commissioner of Corporate Services.

**Report 1, Clause 9**

The Committee recessed at 12:43 p.m. to meet in-camera.

The Committee resumed its public session at 12:50 p.m.

The Committee adjourned its meeting at 12:55 p.m.

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Chair