

**ADMINISTRATION COMMITTEE  
AGENDA  
MEETING 3**

**Date of Meeting:** Tuesday, April 26, 2005

**Time:** 9:30 a.m.

**Location:** Committee Room 1

City Hall  
100 Queen Street West  
Toronto, Ontario

**Enquiry:** Yvonne Davies

Committee Administrator

416-392-7039

ydavies@toronto.ca

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

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

Confirmation of Minutes - March 8, 2005

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

2:00 p.m. - Item 20

2:00 p.m. - Item 21

2:00 p.m. - Item 22

**Communications/Reports:**

**1. Fair Wage Office Annual Report**

Report (April 6, 2005) from the Manager, Fair Wage Office providing a summary of the highlights of Fair Wage Office activities and performance in 2004.

Recommendations:

It is recommended that:

- (1) this report be received for information; and

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

**2. Project Management Fee Policy; Corporate Services, Facilities and Real Estate Division**

Report (March 17, 2005) from the Commissioner of Corporate Services reporting on the Policy for Project Management Fees, for the Facilities and Real Estate Division of Corporate Services, as requested by City Council at its meeting of April 19, 20, 21, 22, 23, 26, 27 and 28, 2004.

Recommendation:

It is recommended that this report be received for information.

**3. Status – Energy Management Program (EMP) for City Facilities**

Report (April 4, 2005) from the Commissioner of Corporate Services reporting on the status of the Energy Management Program as requested by Council.

Recommendation:

It is recommended that this report be received for information.

**4. Elevator Maintenance Services – City of Toronto**

Report (March 9, 2005) from the Commissioner of Corporate Services providing information on the consolidation of the City's elevator contracts.

Recommendation:

It is recommended that this report be received for information.

**5. 2005 First Quarterly Report on Property Sales and Purchases (All Wards)**

Report (April 15, 2005) from the Deputy City Manager and Chief Financial Officer providing the 2005 Quarterly Report on property sales and purchases for the information of the Committee.

Recommendation:

It is recommended that this report be received for information.

**6. Declaration as Surplus – Additional Lands at the Wychwood Car Barns Site – Portion of 76 Wychwood Avenue (Ward 21 – St. Paul’s)**

Report (April 15, 2005) from the Deputy City Manager and Chief Financial Officer requesting authority to declare additional lands at the Wychwood Car Barns surplus to municipal requirements and to include these additional lands in the previously authorized negotiations with Toronto Artscape Inc.

Recommendations:

It is recommended that:

- (1) the additional lands, approximately shown as Parts 5, 7 and 8 on Sketch PS-2005-032 (the "Additional Lands"), adjoining Parts 2 and 6 on said Sketch ("Wychwood Car Barns"), be declared surplus to the City's requirements, with the intended method of disposal to be by way of long-term lease to Toronto Artscape Inc. ("Artscape") together with the portion of the Wychwood Car Barns previously declared surplus;
- (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.

**7. Declaration as Surplus – Parcel of Vacant Land – West Side of Gamma Street, Between 184B and 186 Gamma Street (Ward 6 – Etobicoke Lakeshore)**

Report (April 15, 2005) from the Deputy City Manager and Chief Financial Officer declaring the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the parcel of vacant land located on the west side of Gamma Street, between Nos. 184B and 186 Gamma Street, being a closed part of Rimilton Avenue and part of One Foot Reserve on Plan 2418, all designated as Parts 1, 2 and 3 on Reference Plan 64R-11838, and also shown as Parts 1 and 2 on the attached Sketch (the “Property”), be declared surplus to the City’s requirements;
- (2) the Commissioner of Corporate Services be authorized to invite an offer to purchase Part 1 on the attached Sketch from the owner of 186 Gamma Street and to invite an offer to purchase Part 2 on the attached Sketch from the owner of 184B Gamma Street, and if recommendable offers are not received in respect of both Parts, then the Commissioner of Corporate Services be authorized to invite offer(s) to purchase for any or all of Parts 1 and 2 from either or both owners as deemed appropriate;
- (3) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**8. Disposition of City-owned Property – Located on the East Side of Grand Avenue Between Algoma Street and Manitoba Street (Ward 6 – Etobicoke Lakeshore)**

Report (April 15, 2005) from the Deputy City Manager and Chief Financial Officer and Commissioner of Community and Neighbourhood Services reporting on the status of the property and declaring the property as surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the vacant land located on the east side of Grand Avenue, between Algoma Street and Manitoba Street, being Lots 29 to 33, 165 to 174, 192 to 201 on Plan M137 also shown as Parts 1 and 2 on Sketch PS-2005-030, subject to the reservation of an easement for sewer purposes in Part 2 on Sketch PS-2005-030 (the “Property”), be declared surplus to the City’s requirements, and be listed for sale on the open market;
- (2) all steps necessary to comply with the City’s real estate disposal process as set out in 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.

**9. Metro Hall Cooling System – Legislative Requirements**

**[Deferred from January 6, 2005 meeting]**

**(In-camera - security of the property of the municipality or local board)**

Confidential report (December 21, 2004) from the Commissioner of Corporate Services.

**9(a).** Confidential report (April 5, 2005) from the Commissioner of Corporate Services.

**10. 2005 Computer Maintenance Contracts**

**[Deferred from March 8, 2005 meeting]**

Report (February 14, 2005) from the Commissioner of Corporate Services submitting a comprehensive listing of all computer maintenance contracts for all departments, their expiry dates and related costs.

Recommendation:

It is recommended that this report be received for information.

**11. Disclosure of Proponents' Responses to Certain Sections of Request for Proposal (RFP) 3401-04-3216 - Supply, Delivery and Installation of Desktop and Notebook Computers and Related Products and Services**

**[Deferred from March 8, 2005 meeting]**

Communication (February 21, 2005) from the e-City Committee recommending to the Administration Committee that City Council direct that the documents referred to in the staff report dated February 2, 2005 from the Chief Financial Officer and Treasurer and Commissioner of Corporate Services be made available to the next meeting of the e-City Committee, and the documents will only be available during an in-camera session of the e-City Committee.

**11(a). Confidentiality of Request for Proposal Responses**

**[Deferred from March 8, 2005 meeting]**

Report (February 22, 2005) from the Chief Financial Officer and Treasurer responding to Administration Committee's request to comment on the recommendations of the e-City Committee that staff submit a report to the Policy and Finance Committee on existing policies and practices for identifying confidential and non-confidential portions of Request for Proposal responses and to standardize policies and practices with the intent to maintain the maximum amount of openness and transparency.

Recommendation:

It is recommended that this report be received for information.

**11(b). [Deferred from December 10, 2004 and March 8, 2005 meetings]**

Communication (November 25, 2004) from the e-City Committee.

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 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.

**11(c). Communication (March 7, 2005) from Harry Zarek, President and Chief Executive Officer, Compugen Inc.**

**12. Clarification of the Implementation of the *Municipal Freedom of Information and Protection of Privacy Act* regarding requests for Information by Members of Council and on Disclosure of Information by City Staff to Members of Council Generally.**

**[Deferred from March 8, 2005 meeting]**

Report (February 22, 2005) from the City Clerk and the City Solicitor outlining the application of the Municipal Freedom of Information and Protection of Privacy Act to the disclosure of information by staff to City Councillors and to advise on the steps that have been and will be taken to eliminate the need for Councillors to access City information through MFIPPA requests or referrals to the Corporate Access and Privacy Office.

Recommendation:

It is recommended that this report be received and forwarded to City Council for information.

**13. City of Toronto 2004 Statistical Report to the Information and Privacy Commissioner (IPC) re: Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) compliance**

**[Deferred from March 8, 2005 meeting]**

Report (February 22, 2005) from the City Clerk providing the Committee with a copy of the City of Toronto's 2004 Statistical Report on MFIPPA compliance submitted to the Information and Privacy Commissioner of Ontario (IPC) and to advise on the steps taken over the past year to improve compliance with the Act.

Recommendation:

It is recommended that this report be received for information.

**14. Breakdown of Costs by Department and examples of materials sent by Couriers**

Report (April 4, 2005) from the Commissioner of Corporate Services providing a breakdown of courier costs brokered by the Printing and Distribution Unit of the City Clerk's Office.

Recommendation:

It is recommended that this report be received for information.

**15. Council Travel Policy**

Communication (March 16, 2005) from Councillor Nunziata submitting the following recommendation for consideration by the Committee:

“that the Council Travel Policy be re-opened in order to require Members of Council undertaking business travel, be required to file a report on the conference with Council.”

**16. Bowdens Media Monitoring Limited**

Communication (March 23, 2005) from Councillor Hall requesting that City-related articles from the Etobicoke Guardian and York Guardian be included in the City Council daily press clippings.

**17. Extension of Contract - Administrative and Underwriting Services for Employee Benefit Plans**

Report (April 12, 2005) from the Chief Financial Officer and Treasurer providing recommendations on the extension of the City of Toronto's current contract with Manulife Financial until December 31, 2005 in order to provide staff sufficient time to issue a Request For Proposal and to properly evaluate proposals.

Recommendations:

It is recommended that:

- (1) the Chief Financial Officer & Treasurer and the City Solicitor exercise the City's right to extend the existing contract with Manulife Financial for the provision of underwriting and administrative services with respect to the Group Life, Long Term Disability, Extended Health Care and Dental Care benefit plans of the City in accordance with the terms and conditions outlined in the Request for Proposals issued on November 27, 1998 and approved by Council in March of 2000 until December 31, 2005; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect hereto



**18. 2005 Insurance Program Renewal**

**(In-camera – security of the property of the municipality or local board)**

Confidential report (April 12, 2005) from the Chief Financial Officer and Treasurer.

**19. Parking Tag Activity Report – 2004**

Report (April 12, 2005) from the Chief Financial Officer and Treasurer reporting on the number and breakdown of parking infraction notices issued in the City of Toronto in 2004.

Recommendation:

It is recommended that this report be received for information.

**20. Apportionment of Property Taxes**

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

Report (April 8, 2005) 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.

**21. Tax Adjustment – *Municipal Act, 2001 Sections 357 and 358***

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

Report (April 6, 2005) from the Chief Financial Officer and Treasurer recommending approval for the cancellation, reduction or refund of taxes pursuant to the provisions of Sections 357 and 358 of the *Municipal Act, 2001*.

Recommendations:

It is recommended that:

- (1) the individual tax appeal applications made pursuant to section 357 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$796,304.81 (excluding phase-in/capping), as provided in the detailed hearing report attached as Appendix C, be approved;
- (2) the individual tax appeal applications made pursuant to section 358 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$79,220.52 (excluding phase-in/capping), as provided in the detailed hearing report attached as Appendix D, be approved; and
- (3) the appropriate City Officials be authorized and directed to take the necessary actions to give effect thereto.

**22. Apportionment of Taxes - Treasurer Initiated Applications**

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

Report (April 12, 2005) 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. The accounts recommended to be apportioned as part of this report relate to apportionment applications initiated by the Treasurer.

Recommendations:

It is recommended that:

- (1) the property tax apportionments 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 action to give effect thereto.

**23. Write-off of Uncollectable Miscellaneous Receivables - Update**

Report (April 11, 2005) from the Deputy City Manager/Chief Financial Officer providing a revised list of miscellaneous receivable accounts recommended for write-off.

Recommendation:

It is recommended that Appendix B attached to the report, entitled “Write-off of Uncollectable Miscellaneous Receivables” dated November 29, 2004, be replaced by Appendix A to this report and that City Council approve the write-off of uncollectible accounts of \$2,981,949.49 as detailed on the Appendix A to this report.

**23(a). (Deferred from December 10, 2004)**

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.

*(Appendix B1, referred to in this report, was distributed to Members of Council and key city staff only and a copy is on file in the City Clerk's office.)*

**23(b).** Report (December 15, 2004) from the Chief Financial Officer and Treasurer.

**24. Shortage of Justices of the Peace**

**(In camera – receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose)**

Confidential report (April 12, 2005) from the City Solicitor.

**25. Settlement of Claim – York Civic Centre Cafeteria Operator (Ward 12 – York South-Weston)**

**(In-camera – litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board)**

Confidential report (April 11, 2005) from the Commissioner, Economic Development, Culture and Tourism and the City Solicitor.

**26. Redevelopment of Toronto Transit Commission Yonge-Eglinton Lands – Issues (Ward 22 – St. Paul’s)**

Communication (December 7, 2004) from the City Clerk forwarding Clause 15b of Administration Committee Report 6, titled “Redevelopment of TTC Yonge-Eglinton Lands – Issues (Ward 22 – St. Paul’s)”, which City ‘Council, at its meeting on November 30, December 1 and 2, 2004, referred back to the Administration Committee for further consideration.

**26(a). (In-camera – solicitor-client privilege)**

Confidential report (July 15, 2004) from the General Secretary, Toronto Transit Commission.

**27. Review of Potential Mechanisms Available to Retain Control over the Redevelopment of Surplus City Properties**

**(In camera – litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board)**

Confidential report (April 8, 2005) from the Commissioner of Corporate Services and the City Solicitor.

**28. Letter to Commissioner Bellamy on the Status of City of Toronto Initiatives**

Report (April 11, 2005) from the City Manager communicating the City of Toronto’s submission to Commissioner Bellamy on a summary of initiatives undertaken in the areas

of procurement, management controls, integrity and governance since the Chief Administrator's appearance at the Inquiry in January, 2004.

Recommendation:

It is recommended that this report be received for information only.

**29. Fleet Services Green Fleet Transition Plan**

Communication (March 31, 2005) from the Policy and Finance Committee advising that on March 31, 2005, the Policy and Finance Committee referred the communication (March 17, 2005) from Deputy Mayor Joe Pantalone, Chair, Roundtable on the Environment, respecting Fleet Services Green Fleet Transition Plan, to the Administration Committee for consideration and report back to the Policy and Finance Committee.



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**ADMINISTRATION COMMITTEE  
SUPPLEMENTARY AGENDA  
MEETING 3**

**Date of Meeting:** Tuesday, April 26, 2005  
**Time:** 9:30 a.m.  
**Location:** Committee Room 1  
City Hall  
100 Queen Street West  
Toronto, Ontario

**Enquiry:** Yvonne Davies  
Committee Administrator  
416-392-7039  
ydavies@toronto.ca

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**Communications/Reports:**

- 11(d).** Communication (April 15, 2005) from the City Clerk advising that City Council on April 12, 13 and 14, 2005, referred the following Motion to the Administration Committee for consideration at its meeting on April 26, 2005:

“WHEREAS the e-City Committee on February 14, 2005, considered a report dated February 2, 2005, from the Chief Financial Officer and Treasurer and the Commissioner of Corporate Services responding to the e-City Committee’s request to provide copies of the responses from the eight proponents to Request for Proposal 3401-04-3216, Sections 5.5, 6, 8, 9, 10 and 12; and

WHEREAS the e-City Committee on February 14, 2005, requested that Council direct that the documents referred to in the staff report dated February 2, 2005, from the Chief Financial Officer and Treasurer and Commissioner of Corporate Services, be made available to the April 4, 2005 meeting of the e-City Committee, and that the documents will only be available during the in-camera session; and

WHEREAS the Administration Committee will meet on March 8, 2005, for subsequent report to City Council on April 12, 13 and 14, 2005; and

WHEREAS in order to comply with the e-City Committee’s request for the information to be available at its April 4, 2005 meeting, it is necessary for City Council to consider this request at its February 16, 2005 meeting;

NOW THEREFORE BE IT RESOLVED THAT City Council direct that the documents referred to in the attached staff report dated February 2, 2005, from the Chief Financial Officer and Treasurer and Commissioner of Corporate Services, be

made available to the April 4, 2005 meeting of the e-City Committee, and that the documents will only be available during the in camera session.”

**Note: The attachment is included in Item 11)**

**15(a). Amendment to Business Travel Policy for Members of Council**

Report (April 20, 2005) from the City Clerk amending the current Business Travel policy for Members of Council to reflect recent changes in municipal association structure and names, and to update the current policy to include new municipal associations.

**Recommendations:**

It is recommended that the Council Business Travel policy be amended so that:

- (1) attendance by a Member of Council at an annual meeting, board, section executive, task force or committee meetings of an organization to which the City is a member of (examples may include but are not limited to: the Association of Municipalities of Ontario (AMO); the Federation of Canadian Municipalities (FCM); United Cities and Local Governments (UCLG); World Association of Major Metropolis (WAMM); Ontario Good Roads Association (OGRA); and International Council for Local Environmental Issues (ICLEI));
  - (a) who are elected or appointed to the executive, board, section executive, task force or committee be charged to the Council Business Travel Budget;
  - (b) who are not elected or appointed to the executive, board, section executive, task force or committee be limited to a total of \$5,000.00 per Member on an annual basis for travel inside Canada only and be charged to the Council Business Travel Budget. All costs associated with travel outside Canada be charged to the Member’s Office Budget;
- (2) travel to other recognized Association meetings and conferences, the Mayor or one Member of Council as designated by the Mayor may attend and costs associated with this travel may be charged to the Council Business Travel Budget. Examples may include but are not limited to: Large Urban Mayor’s Caucus of Ontario (LUMCO); Mayor and Regional Chairs of Ontario (MARCO); Big Cities Mayor’s Caucus; and Great Lakes Mayor’s Initiative;
- (3) travel to a conference or seminar where the Member is invited to speak will be charged to the Member’s Office Budget;

- (4) Members of Council shall seek prior Council approval wherever possible for conference, seminar or study tours exceeding \$3,500.00 (Canadian funds), inclusive of registration, travel, accommodation and all related expenses;
- (5) prior to attending any conference/seminar (in or out-of-town) or study tour, Members of Council complete a "Request for Authorization – Attendance at Conference/Seminars and Business Travel" form and forward the request to the City Clerk for processing and recordkeeping;
- (6) an Expense Claim Report, supported by relevant original receipts, be filed with the City Clerk's Office within 10 days of return from the event. The balance of unspent advances must be returned to the City within 10 days of return from the event.
- (7) Members of Council be encouraged to make their travel arrangements at the lowest possible cost either through the corporate travel agent or an independent agent of their choice and in accordance within established City policies;
- (8) the Clerk be requested to survey Members of Council in the Fall of each year to ascertain their travel requirements for the following year, in order that the business travel estimates can be included in the operating budget submission of Council for consideration as part of the annual budget review process; and
- (9) the recommendations in this report be retroactive to January 1, 2005.

### **NEW ITEMS**

#### **30. Lease of Office Space for Toronto Social Services Located at 150 Eglinton Avenue East (Ward 22 – St. Paul's)**

Report (April 11, 2005) from the Deputy City Manager and Chief Financial Officer obtaining authority to lease an additional 1,868 square feet of sixth floor space and also, to renew an expired five (5) year lease on 33,166 square feet of office space on the sixth, ninth and tenth floors at 150 Eglinton Avenue East.

#### **Recommendations:**

It is recommended that:

- (1) a lease agreement with 150 Eglinton Property Limited be approved in accordance with the terms and conditions set out in the body of this report and in a form acceptable to the City Solicitor.



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

**31. 2880 Bayview Avenue – Abandonment of Expropriated Land (Ward 23-Willowdale)**

Report (April 19, 2005) from the City Solicitor requesting authority for the abandonment of a portion of the property originally expropriated by the City for road widening purposes as part of a full and final settlement with the owner of the property at 2880 Bayview Avenue.

Recommendations:

It is recommended that:

- (1) the City Solicitor be authorized to abandon the expropriation of a portion of the property known municipally as 2880 Bayview Avenue, described as Part of Lot 16 Concession 1, East of Yonge Street and designated as Parts 1, 2 and 3 on Expropriation Plan TR63819 registered on July 27, 2000; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**32. 734-758 Sheppard Avenue East – Registration of Correcting Plan of Expropriation (Ward 24 – Willowdale)**

Report (April 15, 2005) from the City Solicitor requesting authorization for the return of a portion of the property originally expropriated by the City for the Sheppard Subway as part of a full and final settlement with the owners of Sheppard Square Plaza, 734-758 Sheppard Avenue East.

Recommendations:

It is recommended that:

- (1) the City Solicitor be authorized to either register a correcting plan on title to the property known municipally as 734-758 Sheppard Avenue East to amend

Expropriation Plan D-121358 to identify the interest required in Part 13 as a permanent subsurface easement, on terms satisfactory to the City Solicitor, and in Part 14 as a temporary construction easement or to return Parts 13 and 14 to the Owners by further conveyance, subject to the reservation of those rights, whichever is determined by the City Solicitor to be more expedient and in accord with statutory provisions and Registry Office requirements; and

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

**33. Legal Proceedings to Recover Amounts Owning on Outstanding Invoices Related to Property Damage During Motor Vehicle Accidents**

**(In-camera: litigation or potential litigation)**

Confidential report (April 7, 2005) from the City Solicitor.

**34. Impact of Divisional Court Decision on Future City Projects**

**(In-camera: receiving of advice that is subject to solicitor-client privilege)**

Confidential report (April 5, 2005) from the City Solicitor.

**35. Wireless Hotspot Pilot for Nathan Phillips Square**

Report (April 18, 2005) from the Deputy City Manager and Chief Financial Officer seeking approval to proceed with the release of a Request for Proposal for a six month pilot of a wireless hotspot for Nathan Phillips Square.

Recommendations:

It is recommended that:

- (1) the City immediately issue an RFP to solicit proposals from vendors for the supply of hardware and services necessary to implement a wireless hotspot in Nathan Phillips Square, as a pilot project, for a period of six months; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**36. Use of Surplus Municipal Election Campaign Funds to Finance the Contribution Rebate Program**

Report (April 14, 2005) from the Chief Financial Officer and Treasurer and City Clerk reporting on the possible use of surplus municipal election campaign funds to finance the election contribution rebate program.

Recommendation:

It is recommended that this report be received for information.

**37. Expense Claims – Members of Council**

Report (April 20, 2005) from the City Clerk reporting on requirements of Members of Council to submit itemized expense claims for meals and beverages, including alcohol.

Recommendations:

It is recommended that the nature and level of documentation required to support Members of Council expenses be as follows:

- (1) only original invoice receipts and other documentation needed to directly support expenditures must be filed with the City Clerk;
- (2) the payment of goods and services purchased, travel, business meeting and other expenses must be supported by original invoices and receipts only, which itemize the goods or services purchased and their cost. Credit card statements or receipts (chits) are not acceptable as support for any expenditure;
- (3) all invoices and payment/reimbursement of expenses must be approved by the Members of Council incurring the expense. When the Member of Council has delegated signing authority for these documents to a specific staff member within his or her office, the Members of Council must provide the City Clerk and the delegate with a copy of the delegated authority;
- (4) travel reimbursement must include an itinerary confirming travel dates and require submission of an original airline ticket (or e-ticket) indicating the costs/travel details. In cases where reimbursement of airfare is warranted to attend an unscheduled meeting of Council or a local board while Members of Council are on vacation, the support should also include an agenda noting date of meeting and item warranting attendance. Boarding passes used during flight to support confirmation of flight are not required to support these expenses;

- (5) the reimbursement of conference registration fees must include a copy of the conference brochure confirming the cost and conference dates;
- (6) the reimbursement of hotel costs must include an original hotel invoice itemizing room costs and other incidentals. Incidental costs for services (laundry, movies etc.) will not be reimbursed, as these are covered by the per diem as per the Council Travel Policy. With respect to telephone charges on the hotel bill, the Councillor must indicate on the bill whether the charges are personal or business in nature. Personal telephone charges are covered by the per diem and therefore are not reimbursable; and
- (7) the reimbursement of business meeting expenses must include original restaurant receipts which itemize meals and beverages; names of all persons attending the meeting and the purpose of the meeting must be signed off by the Councillor.