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**ADMINISTRATION COMMITTEE
AGENDA
MEETING 4**

Date of Meeting: Wednesday, May 25, 2005
Time: 9:30 a.m.
Location: Committee Room 2
City Hall
100 Queen Street West
Toronto, Ontario

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

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 – April 26, 2005

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

10:00 a.m. – Item 1

2:00 p.m. - Item 2

Communications/Reports:

CITY MANAGER

1. 2005 Access and Equity Grant Program

(Speakers – 10:00 a.m.)

Report (May 10, 2005) from the City Manager recommending allocations for the 2005 Access and Equity Grant Program. Of the 90 applications received in 2005, 69 are recommended for funding.

Recommendations:

It is recommended that:

- (1) grants totalling \$768.8 thousand be approved in the 2005 Access and Equity Grant Program as outlined in Appendix No. 1;
- (2) \$5.0 thousand be held in reserve for appeals to the 2005 Access and Equity Grant Program, subject to the submission of a report recommending the allocation of this reserve; and
- (3) the appropriate City of Toronto officials be authorised to take the necessary action to give effect thereto.

[Appendix 3 distributed to Members of Council and select officials only]

TREASURER

2. Tax Adjustment – *Municipal Act, 2001* Section 357 and 358

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

Report (May 10, 2005) from the Treasurer recommending approval for the cancellation, reduction or refund of taxes pursuant to the provision of section 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 \$167,690.84 (excluding phase-in/capping), as provided in the detailed hearing report attached as Appendix C, be approved; and,
- (2) the appropriate City Officials be authorized and directed to take the necessary actions to give effect thereto.

PENSION PAYROLL BENEFITS

3. Metropolitan Toronto Pension Plan – Actuarial Report and Cost Certificate as at December 31, 2004

Report (May 9, 2005) from the Treasurer providing comments regarding the Plan's 2004 Actuarial Valuation, to request approval for the Consumer Price Index-based increase in payments to pensioners as of 2005 as recommended therein and to present information on the financial status of the Plan.

Recommendations:

It is recommended that:

- (1) the 2004 Actuarial Report for the Metropolitan Toronto Pension Plan be received;
- (2) there be granted an increase of 1.83% in payments, effective as if in force on January 1, 2005, to pensioners of the Plan receiving benefits resulting from retirements prior to 2004, and for pensioners whose benefits arose from retirements in 2004, a proportionate increase at the rate of 0.1525% for each benefit month in that year;
- (3) By-law No. 15-92 of the former Metropolitan Corporation governing the Metropolitan Toronto Pension Plan as amended to date be further amended accordingly and authority be granted to introduce the necessary bill in Council; and
- (4) the appropriate City officials be authorized to take the necessary action to give effect to the foregoing Recommendations.

3(a). Communication (May 5, 2005) from the Board of Trustees of the Metropolitan Toronto Pension Plan.

Recommendations:

It is recommended that:

- (1) the recommendations contained in the Recommendation Section of the report (April 2005) titled “Report on the Actuarial Valuation for Funding Purposes as at

December 31, 2004”, from Mr. Robert G. Camp, Mercer Human Resource Consulting, be adopted, as follows:

- (a) that there be no improvements for active members for 2005;
 - (b) that an increase of 1.83% be granted on pensions, effective January 1, 2005, to pensioners on benefit for more than one year and a proportionate increase of 0.1525% for each month of pension payment made in 2004 be granted for pensioners who retired during 2004 for which the estimated cost is \$10,472,000; and
- (2) the process used in previous years to implement the proposed increase be confirmed.

(“Report on the Actuarial Valuation for Funding Purposes as at December 31, 2004” from Mercer Human Resource Consulting, distributed to Committee Members and select officials only)

PURCHASING AND MATERIALS

4. Toner Cartridge Recycling

Report (May 9, 2005) from the City Manager and the Treasurer reporting on the total number of toner cartridges purchased by City Agencies, Boards, Commissions and Corporations (ABCC’s), including Toronto Community Housing Corporation and Toronto Economic Development Corporation in 2003, compared to the number of used toner cartridges collected by the ABCC’s, Toronto Community Housing Corporation and Toronto Economic Development Corporation for recycling and the rate of recycling participation.

Recommendation:

It is recommended that this report be received for information.

REVENUE SERVICES

5. Parking Tag Activity Report – 2004

(Deferred from the April 26, 2005 meeting)

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.

Recommendations:

It is recommended that this report be received for information.

FACILITIES AND REAL ESTATE

6. Declaration as Surplus – Parcel of Vacant Land Located on the North Side of Jasper Avenue Adjacent to 64 Jasper Avenue (Ward 11 – York South Weston)

Report (April 25, 2005) from the Chief Corporate Officer declaring the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the parcel of vacant land located on the north side of Jasper Avenue, adjacent to 64 Jasper Avenue, being the east part of Lot 12, on Plan 1846 and shown as Part 1 on Sketch No. PS-2004-067 (the “Property”), be declared surplus to the City’s requirements and the Chief Corporate Officer be authorized to invite an offer to purchase from the owner of 64 Jasper Avenue, and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

7. Release of the City of Toronto’s Reversionary Interest in Land in Regent Park North (Ward 28 – Toronto Centre-Rosedale)

Report (May 9, 2005) from the Chief Corporate Officer authorizing the release of the City's reversionary interest in land in Regent Park North by way of a Release to the Toronto Community Housing Corporation (“TCHC”) and the Ontario Housing Corporation (“OHC”) of their obligations pursuant to the 1971 agreement and a Discharge of the said agreement from title to Regent Park North.

Recommendations:

It is recommended that:

- (1) the City release its reversionary interest in the Regent Park North lands, grant TCHC and OHC a Release of the obligation to reconvey the Regent Park North lands to the City under the agreement registered in Land Registry Office for the Registry Division of Toronto (No. 63) as Instrument No. 147473EP on February 12, 1971, and consent to the Discharge of said Instrument from title to the Regent Park North lands;
- (2) the City Solicitor be authorized to complete the transaction on behalf of the City, including approving the form and content of the Release and Discharge, making payment of any necessary expenses and amending the closing and other relevant transaction dates to such earlier or later date(s) and on such terms and conditions as she may from time to time consider reasonable; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

8. Sale of Surplus Property – Six Closed Public Highways Located in Regent Park South

Report (May 9, 2005) from the Chief Corporate Officer seeking authority for the sale of St. David Walk, Sackville Green, Belshaw Place, Whiteside Place, Nicholas Avenue and the easterly portion of St. Bartholomew Street (collectively referred to as the "Highways").

Recommendations:

It is recommended that:

- (1) the Offer to Purchase from TCHC to purchase the Highways shown on Sketches Nos. PS-2004-114a, 115, 117, 118, 119 and 120, for nominal consideration, be accepted on the terms outlined in the body of this report, and that either one of the Chief Corporate Officer or the Director of Real Estate Services be authorized to accept the Offer on behalf of the City;
- (2) the City grant or reserve easements over the Highways in favour of the City, Bell Canada, Toronto Hydro, Enbridge, Rogers Cable, and any other utility, for nominal consideration, to protect utilities and services, if required;
- (3) the City reserve a temporary easement over St. Bartholomew Street for the benefit of the City, its servants, agents and invitees, for continued pedestrian and

vehicular access to and from the Regent Park Community Centre at 203 Sackville Green, until access to and from the Community Centre is made available by way of a constructed public highway dedicated to the City;

- (4) the City Solicitor be authorized to complete the transaction on behalf of the City, including amending the closing and other relevant transaction dates to such earlier or later date(s) and on such terms and conditions as she may from time to time consider reasonable; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

9. Proposed Graffiti Abatement Strategy – Summer “Clean Team”

Communication (April 20, 2005) from the City Clerk advising that City Council on April 12, 13 and 14, 2005, considered Report 3, Clause 13 of The Planning and Transportation Committee and forwarded a copy to the Works Committee, Economic Development and Parks Committee, Administration Committee and the Mayor’s Roundtable on Clean and Beautiful City for their information.

INFORMATION AND TECHNOLOGY

10. Blanket Contract Amendment – Veritas Enterprise Products including Software Maintenance, Professional Services and Support Services – Request for Quotation No. 3405-02-3506

Report (April 21, 2005) from the Chief Corporate Officer reporting to Committee and Council on the Blanket Contract Amendment for the projected over expenditure of the Storagetek Canada Inc. blanket contract for Veritas Enterprise Products initially awarded and approved at City Council meeting of April 14, 15 and 16, 2003, Report 3, Clause 47 recommended by the Administration.

Recommendations:

It is recommended that the Administration Committee and City Council concur with staff actions to increase blanket contract 47007750 with Storagetek Canada Inc. for Veritas Enterprise Products including Software Maintenance, Professional Services and Support Services from \$765,325.00 to \$1,388,435.43 including all charges and taxes for the period ending December 31, 2005.

11. Purchase Order Amendment – Follow-Me-Forward (FMF) Phase II – Network Integration and Project Completion of the Community and Neighbourhood Services Voice Messaging Server – Bell Canada

Report (April 28, 2005) from the Chief Corporate Officer seeking Council approval to extend the current sole source Purchase Order No. 6014521 with Bell Canada. This Purchase Order was to network or connect the three (3) of the four (4) voice mail systems used within the City of Toronto. The extension requested is to complete the integration of the voice messaging networking project, between the Divisions within the former Community & Neighbourhood Services Department with the Corporate Voice Messaging System.

Recommendations:

It is recommended that:

- (1) City Council approve the extension of the current sole source Purchase Order with Bell Canada for the purpose of completing the integration of the remaining voice messaging server with the Corporate Voice Messaging System from \$483,000.00 to \$781,885.00 inclusive of all taxes and charges; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

12. Service Level Agreements for Printers

Report (April 26, 2005) from the Chief Corporate Officer reviewing the feasibility of adding service level agreements including preventive maintenance and cleaning to future printer purchasing calls.

Recommendations:

It is recommended that this report be received for information.

13. Software Licence Usage – Oracle Corporation Canada Inc.

Report (April 21, 2005) from the Chief Corporate Officer informing City Council on a semi-annual basis, the number of Oracle database licences acquired, the requesting division and the total costs associated with the acquisition.

Recommendations:

It is recommended that this report be received for information.

14. e-City Committee – Terms of Reference

Report (May 3, 2005) from the Chief Corporate Officer reporting on the proposed Terms of Reference for the e-City Committee.

Recommendations:

It is recommended that:

- (1) City Council adopt the Terms of Reference as recommended by the e-City Committee as attached to this report in Attachment No. 1; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

15. Process for Disposal of Technology Assets

Communication (May 11, 2005) from the e-City Committee recommending to the Administration Committee that Council adopt the staff recommendations in the Recommendations Section of the report (April 27, 2005) from the Chief Corporate Officer, subject to amending Recommendation (2) by deleting the words “requests from”, and inserting instead the words “the request from Toronto Free-Net and requests from other”, so that the Recommendations will now read as follows:

- (1) staff continue to dispose of surplus technology assets in accordance with the procedures set out in the Technology Asset Disposal Strategy, approved by Council in its session of July 22, 23 and 24, 2003; and
- (2) the request from Toronto Free-Net and requests from other non-profit organizations for equipment donations be directed to Computers for Schools - Ontario (CFSO).

16. Technology End of Lease Strategy Initiative (TELS) Progress Report on Purchasing Requirements for Second Quarter 2005

Communication (May 11, 2005) from the e-City Committee recommending to the Administration Committee that the report (April 11, 2005) from the Commissioner of Corporate Services be received.

FLEET SERVICES

17. Sole Source Open Contract with Champion Road Machinery Sales

Report (April 29, 2005) from the Chief Corporate Officer requesting approval to proceed in setting up an open contract with Champion Road Machinery Sales as a sole source supplier of parts and service for the equipment listed in the attached letter from them in an amount not to exceed \$350,000 annually.

Recommendations:

It is recommended that:

- (1) authority be granted to issue an open contract in the amount of \$350,000 annually with Champion Road Machinery Sales as sole source supplier of parts and service for the equipment listed in the attached letter from them: and
- (2) the appropriate officials be authorized and directed to take the necessary actions to give effect thereto.

CORPORATE COMMUNICATIONS

18. Request to use the City of Toronto Logo – Her Majesty’s Canadian Ship *Toronto* Home Team

(Report not yet received)

CITY SOLICITOR

- 19. Shell Canada Service Stations at 4722 Yonge Street, 181 Sheppard Avenue East, 730 Sheppard Avenue East and 2831 Bayview Avenue – Settlement of Legal Claims re: Sheppard Subway Project (Wards 23 and 24 – Willowdale)**

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

Confidential report (May 13, 2005) from the City Solicitor.

- 20. Toronto Parking Authority - Purchase of 105 Spadina Avenue for Municipal Parking Purposes (Ward 20 – Trinity-Spadina)**

(In Camera - acquisition of land for municipal purposes)

Confidential report (May 11, 2005) from the President, Toronto Parking Authority.

CITY CLERK'S OFFICE

- 21. Recorded Vote Participation**

Communication (April 15, 2005) from the City Clerk advising that City Council on April 12, 13 and 14, 2005, referred Motion J(11) regarding recorded vote participation to the Administration Committee for consideration.

The operative paragraphs read as follows:

NOW THEREFORE BE IT RESOLVED THAT the Province of Ontario be requested to amend the *Municipal Elections Act* to require that the proclamation declaring the date and rules of the next and subsequent municipal elections include the number of recorded votes taken over the previous term and the percentage of votes cast by each Councillor;

AND BE IT FURTHER RESOLVED THAT the voting attendance records be attached to the annual report that lists the office expenses of the individual Councillors.”



**ADMINISTRATION COMMITTEE
SUPPLEMENTARY AGENDA
MEETING 4**

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Committee Administrator
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ydavies@toronto.ca

Communications/Reports:

CORPORATE COMMUNICATIONS

18. Request to use the City of Toronto Logo – Her Majesty’s Canadian Ship Toronto Home Team

Report (May 18, 2005) from the Chief Corporate Officer recommending that the City of Toronto pursue other opportunities to help Her Majesty’s Canadian Ship (HMCS) Toronto Home Team to promote Toronto. Use of the City of Toronto logo is not recommended.

Recommendations:

It is recommended that:

- (1) the City of Toronto not approve the request by HMCS *Toronto* Home Team for permission to use the City of Toronto logo on correspondence originated by the HMCS *Toronto* Home Team;
- (2) Council direct staff in the City’s Economic Development and Culture Division to explore other opportunities to promote Toronto with the HMCS *Toronto* Home Team; and
- (3) Council endorse the flying of the City of Toronto flag by the HMCS *Toronto*.

NEW ITEMS**TREASURER****22. Conducting Business with Individuals and Businesses in Arrears with the City**

Report (May 11, 2005) from the Treasurer responding to a series of requests made by the Administration Committee concerning the City's ability to identify individuals and businesses that are in arrears with the City in order to prevent them from conducting further business with the City until their arrears are settled.

Recommendations:

It is recommended that:

- (1) the Treasurer be directed to prepare and maintain a centralized "debtor watch list" to be drawn from each of the City's major billing systems and that the Purchasing & Materials Management Division use the debtor watch list to bring to the attention of the City Manager low bids or highest ranking proposals from individuals or businesses on the list;
- (2) the Right to Reject Debtors and Set Off Policy (the "Policy") be amended by amending paragraph 5.2 to remove the requirement that all persons responding to a procurement process from PMMD include in their response a completed "Right to Reject Debtors Policy Declaration" (the "Declaration"), so that submission of the Declaration would no longer be required as part of the response;
- (3) the City's RFQ and RFP documents be amended to inform respondents of the City's Right to Reject Debtors and Set Off Policy as amended;
- (4) the City Manager use the guidelines as outlined in Appendix A to this report in exercising her discretion under the Policy;
- (5) the City Manager be authorized to further define criteria to be applied by staff within the intent of the guidelines referred to in Appendix A;
- (6) staff be directed to re-assign overdue accounts to the City's second collection agent should the first collection agent be unsuccessful after a fixed period of time and that, where the debt is under \$10,000 and is not an amount raised as taxes or deemed to be taxes, and where the Deputy City Manager and Chief Financial Officer has authorized the write-off of the debt as uncollectable in accordance with the Financial Control By-law, the second collection agent be allowed to offer the debtor a settlement for less than the full amount of the account owing; and

- (7) the Director of Purchasing and Materials Management, in consultation with the City Solicitor, be authorized to make technical amendments to the Policy to ensure that it accurately reflects the process set out in this report.

FACILITIES AND REAL ESTATE

23. Lease Renewal – 90 Niagara Street, Toronto (Ward 19 – Trinity-Spadina)

Report (May 5, 2005) from the Chief Corporate Officer seeking authority for renewal of the lease with Niagara Toronto Lofts Inc. with respect to the building known as 90 Niagara Street, which houses the City's Printing and Distribution Unit (PDU), for a term of five (5) years effective February 15, 2006.

Recommendations:

It is recommended that:

- (1) the existing lease which expires on February 14, 2006 after the initial ten (10) year term and a renewal term of five years, be renewed for a further term of five (5) years, effective February 15, 2006, subject to certain terms and conditions; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

24. Guild Inn Hotel – Letter of Intent with Windmill Development Group Ltd.

(In Camera – solicitor-client privilege)

Confidential report (May 17, 2005) from the Deputy City Manager and the Deputy City Manager and Chief Financial Officer.

25. Property at Northwest Corner of Yonge Street and York Mills Road.

Communication (May 12, 2005) from the General Secretary, Toronto Transit Commission, requesting the transfer of registered title to the TTC for the property located at the northwest corner of Yonge Street and York Mills, noting that there will be no further net financial impact to either the TTC or the City.

INFORMATION AND TECHNOLOGY

26. Report on Options for the New Wireless Telecommunications Services Request for Proposal

Report (May 10, 2005) from the Chief Corporate Officer presenting the various options available and the potential financial benefits for the procurement and management of wireless telecommunications services within the City of Toronto.

Recommendations:

It is recommended that:

- (1) City Council endorse issuing an RFP for Wireless Telecommunications Services which would permit the continued use of the current Vendors of Record, with a transition to a Preferred Vendor procurement model for the wireless telecommunication services as outlined in this report;
- (2) City Council authorize the immediate consolidation of all wireless billing accounts into a single account per vendor to maximize all applicable discounts available to the City;
- (3) City Council endorse a policy of requiring all future requests for wireless telecommunication services be through the selected Preferred Vendors;
- (4) Estimated savings of approximately \$933,000 resulting from the implementation of option 2 be identified and reflected in the respective programs 2006 operating base budget; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

27. Automated Vehicle Location (AVL) Systems Pilot

Report (May 18, 2005) from the Chief Corporate Officer notifying the e-City and Administration Committees of support for proceeding with extending the Solid Waste Management AVL pilot project and to provide plans to develop an AVL systems framework and protocol with the City's Agencies, Boards, Commissions and Divisions.

Recommendations:

It is recommended that:

- (1) the Solid Waste Management Division request to add up to 35 vehicles to their AVL pilot be endorsed; and,
- (2) the plan to develop an AVL systems framework and protocol be received for information.

27(a). Communication (May 18, 2005) from the e-City Committee.

Recommendations:

The e-City Committee recommended to the Administration Committee that City Council adopt the following recommendations:

- (1) the Executive Director of Information and Technology, in consultation with the City's Agencies, Boards, Commissions and Divisions, be requested to report to the e-City Committee as soon as possible with a framework and protocol for automated vehicle location systems; and
- (2) prior to Council's adoption of the automated vehicle location systems framework and protocol the City's Agencies, Boards, Commissions and Divisions, be requested to advise the Executive Director of Information and Technology if any such programs are under evaluation.



**ADMINISTRATION COMMITTEE
ADDED STARTERS
MEETING 4**

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

Additional Communications/Reports:

- 5(a).** Communication (May 20, 2005) from the City Clerk advising that City Council on May 17, 18 and 19, 2005, referred Motion J(7) regarding Request of Toronto Police Services Board to Decentralize Police Parking Enforcement to the Administration Committee for consideration.

The operative paragraphs read as follows:

NOW THEREFORE BE IT RESOLVED THAT City Council petition the Toronto Police Services Board to consider decentralizing Parking Enforcement and return it to the control of the individual community Police Divisions;

AND BE IT FURTHER RESOLVED THAT the appropriate City officials be requested to take any action to give effect to this request, including the introduction in Council of any Bills that may be required.”

LATE ITEMS

28. Review of Councillor Remuneration

Communication (May 20, 2005) from the City Clerk advising that City Council on May 17, 18 and 19, 2005, referred Motion I(01) regarding the Review of Councillor Remuneration to the Administration Committee for consideration.

The operative paragraphs read as follows:

NOW THEREFORE BE IT RESOLVED THAT:

- (1) the Mayor and City Manager be requested to appoint an arm's-length review Panel to review Council remuneration;
- (2) this arm's-length Panel include an external Human Resources firm, a Labour Relations expert, members of the Toronto Board of Trade and Labour Council and two City of Toronto Ratepayer Presidents; and
- (3) the Panel report back to Council, through the Administration Committee, no later than July 2005."

29. Remedial Activities at 11R Hounslow Heath Road and Adjacent Properties Request for Quotation 9153-05-7177 (Ward 17 – Davenport)

Report (May 20, 2005) from the Chief Corporate Officer advising on the results of the Request for Quotation (RFQ) 9153-05-7177 issued for the Remedial Activities at 11R Hounslow Heath and Adjacent Properties and to request authority to award a contract the recommended Contractor (The Cannington Group).

Recommendations:

It is recommended that:

The RFQ 9153-05-7177 for Remedial Activities at 11R Hounslow Heath Road and Adjacent Properties, be awarded to The Cannington Group in the amount of \$629,022.83, including all applicable taxes and charges, being the lowest acceptable Quotation received, meeting specifications.

30. Councillor Access to Municipal Connect

(Report not yet available)