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**ADMINISTRATION COMMITTEE  
AGENDA  
MEETING 5**

**Date of Meeting:** Tuesday, June 28, 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 – May 25, 2005**

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

2:00 p.m. – Items 10, 11 and 12

**Communications/Reports:**

**CITY MANAGER**

**1. Appeals Report - 2005 Access and Equity Grant Program**

Report (June 14, 2006) from the City Manager responding to the appeals submitted regarding the recommendations for allocations under the 2005 Access and Equity Grant Program.

Recommendations:

It is recommended that:

- (1) the appeals submitted for consideration of funding from the reserve fund for appeals to the 2005 Access and Equity Grant Program be refused; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

## **2. Recipients – 2005 – City of Toronto Access, Equity and Human Rights Awards**

Report (June 14, 2005) from the City Manager advising Council of the result of the nomination process for the City of Toronto Access, Equity and Human Rights Awards. These Awards are the Aboriginal Affairs Award, the Access Award on Disability Issues, the Constance E. Hamilton Award on the Status of Women, the Pride Award for Lesbian, Gay, Bisexual, Transgender, Transsexual and Two Spirited Issues and the William P. Hubbard Race Relations Award. Recipients of the Constance E. Hamilton Award are selected by the Women Members of Council and will be reported out separately.

### Recommendations:

It is recommended that:

- (1) City Council extend congratulations to the following persons and organizations who have been selected as recipients of the City of Toronto Access Equity and Human Rights Awards:

#### Aboriginal Affairs Award:

Simon McNicoll  
Native Learning Centre  
Toronto Council Fire Native Cultural Centre

#### Access Award:

Argonaut Rowing Club  
Community Head Injury Resource Services  
VoicePrint Canada-Toronto Broadcast Centre Volunteers

#### Pride Award:

The Lesbian and Gay Community Appeal  
Supporting Our Youth  
The Triangle Program

#### William P. Hubbard Award:

Toronto Chapter - Chinese Canadian National Council  
Akwatu Khenti; and

- (2) the appropriate City Officials be authorized to take the necessary actions to give effect thereto.

### **3. Council resolution on support for undocumented workers**

Report (June 16, 2005) from the City Manager reporting on Council's request on whether there is any means of barring companies and organizations convicted of exploiting undocumented workers from doing business with the City of Toronto and whether it is possible to prohibit companies and organizations convicted of exploiting undocumented workers from being licensed to carry on business within the City.

Recommendation:

It is recommended that this report be received for information.

- 3(a).** Clause 19a of Report 4 of Policy and Finance Committee, titled "Support for the Efforts of the Undocumented Workers Committee", which was adopted, without amendment, by City Council at its Special meeting on May 4, 2005.

## **PENSION, PAYROLL, AND EMPLOYEE BENEFITS**

### **4. Actuarial Valuation - Toronto Civic Employees' Pension and Benefit Fund as of December 31, 2004**

Report (June 13, 2005) from the Treasurer presenting the 2004 Actuarial Valuation Report on the Toronto Civic Employees' Pension and Benefit Fund and the request of the administrator of that pension plan for an increase in pension benefits being paid as of January 1, 2005 equal to the 1.83 percent increase in the Consumer Price Index for the year 2004, and providing staff comments on this request.

Recommendations:

It is recommended that:

- (1) the 2004 Actuarial Valuation Report on the Toronto Civic Employees' Pension and Benefit Fund be received for information;
- (2) service and disability pension benefits under that pension plan which commenced prior to January 1, 2004, be increased by 1.83 percent effective January 1, 2005;

- (3) service pension benefits under that pension plan which commenced during 2004, be increased effective January 1, 2005, in each case by 1/12<sup>th</sup> of 1.83 percent for each month of payability in 2004; and
- (4) leave be granted to introduce the necessary bills in Council and the appropriate City officials be authorized to take the necessary action, to give effect to Recommendations (2) and (3) above.

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

**5. Actuarial Valuation – Toronto Fire Department Superannuation and Benefit Fund as of December 31, 2004**

Report (June 13, 2005) from the Treasurer presenting the the 2004 Actuarial Valuation Report on the Toronto Fire Department Superannuation and Benefit Fund and the request of the administrator of that pension plan for an increase in pension benefits being paid as of January 1, 2005 equal to the 1.83 percent increase in the Consumer Price Index for the year 2004, and providing staff comments on that request.

Recommendations:

It is recommended that:

- (1) the 2004 Actuarial Valuation Report on the Toronto Fire Department Superannuation and Benefit Fund be received for information;
- (2) service and disability pension benefits under that pension plan which commenced prior to January 1, 2004, be increased by 1.83 percent effective January 1, 2005;
- (3) service pension benefits under that pension plan which commenced during 2004, be increased effective January 1, 2005, in each case by 1/12<sup>th</sup> of 1.83 percent for each month of pay ability in 2004; and
- (4) leave be granted to introduce the necessary bills in Council, and the appropriate City officials be authorized to take the necessary action to give effect to Recommendation (2) and (3) above.

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

## PURCHASING AND MATERIALS MANAGEMENT

### **6. Policy for Access to Information to Members of Council at Various Stages of the Procurement Process**

Report (June 14, 2005) from the City Manager and Deputy City Manager and Chief Financial Officer responding to the Administration Committee's request to report back on a policy for access to information to members of Council at various stages of the procurement process.

#### Recommendations:

It is recommended that:

- (1) effective, October 1, 2005, for Requests for Proposals requiring Standing Committee approval, staff provide the proponent's scores by criteria, price comparisons (if part of the evaluation) and a staff analysis of the evaluation results in an in-camera presentation to Committee;
- (2) the criteria and process for Council input and direction into the specifications and scope of a particular procurement as attached in Appendix A to this report be approved;
- (3) the Chief Purchasing Official be authorized to allow individual Councillors access to the confidential details of a particular procurement provided that a formal request to the Chief Purchasing Official has been made through the submission of the request form including a declaration of non-disclosure, signed by the Councillor, attached as Appendix B to this report; and
- (4) in instances where an industry consultation such as an Expression of Interest or Pre-qualification Process is conducted prior to a formal procurement process, the terms of reference for the particular consultation be approved by Council and that the terms of reference include:
  - the objective of the consultation;
  - the process and criteria used to invite the industry to the consultation;
  - staff and Councillor involvement;
  - the nature and process of City – industry information exchange;
  - the documentation and dissemination of the information exchanged; and
  - the reporting back to Council.

**7. 2004 Annual Report on Sole Source Purchasing Activity**

Report (June 14, 2005) from the Treasurer providing details on the City department's purchasing activities in the areas of sole source purchasing exceeding the Departmental Purchase Order (DPO) limit of \$7,500.00 for the year 2004.

Recommendation:

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

**REVENUE SERVICES**

**8. Uncollectable Water Arrears – Greater than \$10,000**

Report (June 2, 2005) from the Treasurer seeking Council's authority to write off uncollectable water accounts receivable.

Recommendation:

It is recommended that Council authorize the striking off from the water receivable accounts as uncollectable the water arrears identified in Appendix "A" of this report totaling \$269,001.22.

**9. Overpayment of Property Taxes – Refund Process**

Report (June 7, 2005) from the Treasurer providing information on the implementation of new tax refund processes approved by Council at its meeting held on June 22, 23 and 24, 2004 (re: Clause 11 of Administration Committee Report 4, titled "Overpayment of Property Taxes").

Recommendation:

It is recommended that this report be received for information.

**10. Apportionment of Property Taxes**

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

Report (June 9, 2005) from the 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.

**11. Tax Adjustment - *Municipal Act, 2001* Section 357**

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

Report (June 6, 2005) from the Treasurer recommending approval for the cancellation, reduction or refund of taxes pursuant to the provision of section 357 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 \$1,693,020.21(including reductions in BIA charges and excluding phase-in/capping adjustments), 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 \$188,765.25 (including reductions in BIA charges and excluding phase-in/capping adjustments), 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.

## **12. Apportionment of Taxes – Treasurer Initiated Applications**

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

Report (June 9, 2005) from the 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.

## **CORPORATE COMMUNICATIONS**

### **13. Metroland Publishing Open Contract Number 47009067 Globe and Mail Open Contract Number 47009074**

Report (June 10, 2005) from the Chief Corporate Officer seeking authority to increase the contract values for advertising in the Metroland Group newspapers and the Globe and Mail.

Recommendations:

It is recommended that:

- (1) contract number 47009067 for Metroland Publishing be increased from \$400,000 to \$ 1,000,000.00;
- (2) contract number 47009074 for Globe and Mail be increased from \$350,000 to \$750,000.00; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

## FACILITIES AND REAL ESTATE

### **14. Declaration as Surplus - 547A Parliament Street (Ward 28 – Toronto Centre-Rosedale)**

Report (May 31, 2005) from the Chief Corporate Officer seeking authority to declare the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the property municipally known as 547A Parliament Street, described as Part of a Private Lane on Plan D281 (the “Property”), as shown on the attached Sketch, 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 547 Parliament Street, 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.

### **15. Declaration as Surplus – Vacant Land Located South of Cripps Avenue, Between Hilldale Road and Spears Street, Rear of 63 to 75 Hilldale Road and 124 to 140 Spears Street (Ward 11 – York South Weston)**

Report (May 17, 2005) from the Chief Corporate Officer seeking authority to declare the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the landlocked parcel of vacant land located south of Cripps Avenue, between Hilldale Road and Spears Street, at the rear of Nos. 63 to 75 Hilldale Road and Nos. 124 to 140 Spears Street, being part of Block B on Registered Plan 1461, also shown as Part 1 on PS-2004-112 (the “Property”), be declared surplus to the City’s requirements;
- (2) the Chief Corporate Officer be authorized to invite offer(s) to purchase portions of the Property, the configuration and dimensions of which are to be determined by the Chief Corporate Officer, from the abutting owners on Hilldale Road;

- (3) the Chief Corporate Officer be authorized to invite offer(s) to purchase from the abutting owners on Spears Street for portions, the configuration and dimensions of which are to be determined by the Chief Corporate Officer, of that part of the Property in respect of which, in the opinion of staff, no recommendable offer was received from an abutting owner on Hilldale Road;
- (4) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**16. Declaration as Surplus – Rear of 2212 Eglinton Avenue West (Ward 15 – Eglinton-Lawrence)**

Report (May 24, 2005) from the Chief Corporate Officer seeking authority to declare the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the landlocked parcel of vacant land located at the rear of 2212 Eglinton Avenue West, being part of Lots 1 and 2 on Plan 1700 (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 2212 Eglinton Avenue West, 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.

**17. City Hall Energy Retrofit Contract – Ameresco Canada**

Report (June 6, 2005) from the Chief Corporate Officer seeking approval to release Ameresco Canada Inc. from its performance guarantee obligations and reporting obligations under an energy retrofit agreement for City Hall and six other City facilities in order to save an estimated \$170,000.

Recommendations:

It is recommended that:

- (1) the energy retrofit contract between the City and Ameresco Canada Inc. (formerly Tesco Energy Services Inc.) dated May 1997 be amended in order to release Ameresco Canada from their performance guarantee obligations and the obligation to provide monthly energy savings reports along with the City's obligation to pay for such reports on terms and conditions satisfactory to the Chief Corporate Officer and the City Solicitor; and
- (2) the appropriate staff be directed to take the necessary action to give effect thereto including the signing of any required release documents and amending agreements including any agreements required by the lender, Sun Life Assurance Company of Canada.

**18. Deep Lake Water Cooling (DLWC) at City Hall**

Report (June 14, 2005) from the Chief Corporate Officer advising on the preliminary feasibility of adopting DLWC at City Hall for cooling purposes.

Recommendation:

It is recommended that this report be received for information.

**19. Implementation of Potential Mechanisms to Retain Control over the Re-development of Surplus City Properties (All Wards)**

Report (June 10, 2005) from the Chief Corporate Officer responding to a request from the Administration Committee for a report on an implementation protocol relating to the confidential report (April 8, 2005) from the Commissioner of Corporate Services and the City Solicitor, outlining various potential mechanisms to retain certain types of control over the redevelopment of surplus City properties.

Recommendation:

It is recommended that this report be received for information.

**20. Acquisition of 105 Lorraine Drive (Ward 23 – Willowdale)**

**(In camera - acquisition of land for municipal purposes)**

Confidential report (June 8, 2005) from the Chief Corporate Officer

**21. 2005 Second Quarterly Report on Property Sales and Purchases (All Wards)**

Report (June 6, 2005) from the Chief Corporate Officer providing the 2005 Second Quarterly Report on property sales and purchases for the information of the Committee.

Recommendation:

It is recommended that this report be received for information.

**22. Application for Approval to Expropriate 194 Dowling Avenue (also known as 1495 Queen Street West) for the Purpose of Developing Affordable Housing on a Derelict Housing Site (Ward 14 – Parkdale)**

Report (June 14, 2005) from the Chief Corporate Officer and General Manager, Shelter, Support and Housing Administration seeking authorization to commence expropriation proceedings should negotiations with the owner of 194 Dowling Avenue not be successful with the intent of redeveloping the derelict site as affordable rental housing.

Recommendations:

It is recommended that:

- (1) authority be granted to initiate the expropriation process for the property interests detailed in the body of this report;
- (2) authority be granted to serve and publish a Notice of Application for Approval to Expropriate property interests herein detailed, to forward to the Chief Inquiry Officer any requests for hearings that are received and to report the Inquiry Officer's recommendation to Council for its consideration; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect hereto.

## **FLEET SERVICES**

**23. 2004 Contract 47008464 for Clear Diesel Fuel**

Report (May 24, 2005) from the Chief Corporate Officer requesting authority to increase the spending limit of the 2004 low sulphur, on-road, clear diesel contract. The supply and delivery of diesel fuel was awarded to Petro Canada via contract 47008464, for the period January 1, 2004 to December 31, 2004.

Recommendations:

It is recommended that:

- (1) Council authorize the proposed 23% increase, or \$1,016,810 to Petro Canada (contract 47008464) for the supply and delivery of low sulphur, on-road, clear diesel, to reflect actual expenditures; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

## INFORMATION AND TECHNOLOGY

### **24. Voice over Internet Protocol (VoIP) – Pilot Project Update**

Report (June 2, 2005) from the Chief Corporate Officer informing Committee and City Council on two pilot projects proposed with respect to Voice over Internet Protocol (VoIP) technology and seeking City Council approval to grant City staff the authority to spend funds up to \$30,000.00 including all charges and taxes in support of those two pilots.

Recommendations:

It is recommended that:

- (1) that City Council authorize the Executive Director, Information and Technology Division the authority to spend up to \$30,000.00 including all charges and taxes in support of the two (2) previously approved pilots; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

### **25. For the Supply and Delivery of a Mainframe Computer Services Strategy – Request for Proposal 3412-05-3122**

Report (June 13, 2005) from the Chief Corporate Officer and Treasurer reporting on the results of RFP 3412-05-3122, and seeking City Council's approval to award a five (5) year contract to EDS Canada Inc., being the highest scoring proponent, to provide mainframe services to the City of Toronto.

Recommendations:

It is recommended that:

- (1) EDS Canada Inc. be awarded the City of Toronto's mainframe contract to provide mainframe computer services for the next five (5) years commencing with the expiration of our current contract on October 14, 2005 until October 13, 2010;
- (2) the Executive Director of Information and Technology and the City Solicitor be authorized to negotiate and approve the terms of an Agreement and prepare the Agreement in a form satisfactory to the City Solicitor;
- (3) upon successful negotiation of an Agreement, the Purchasing and Materials Management Division be authorized to issue a Blanket Contract to EDS Canada Inc. to a maximum of \$12,450,547.20 including all charges and taxes for the provision of mainframe computer services; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

## **26. Centralized Photocopier and Facsimile Machine Acquisitions**

Report (June 14, 2005) from the Deputy City Manager and Chief Financial Officer and the Deputy City Manager recommending a new centralized acquisition process for photocopiers and facsimile machines that will provide effective contract management and asset management, and requesting approval for divisions to continue paying monthly rental charges on the existing photocopiers and facsimile machines under the same terms, pricing, and conditions until such time as a new contract for all City divisions is executed.

Recommendations:

It is recommended that:

- (1) the Information and Technology Division be responsible for co-ordinating requirements for the corporate call for photocopiers and facsimile (fax) machines for all City divisions;
- (2) the value of Blanket Contract 47006332 with Canon Canada be increased by \$264,000 from \$448,000 for a total of \$712,000, including all charges and taxes until December 31, 2006 for use by the programs within the former Community and Neighbourhood Services Department;

- (3) the sole source photocopier maintenance Blanket Contract 47010531 to Konica/Minolta be increased by \$370,000 from \$500,000 for a total of \$870,000 including all charges and taxes until December 31, 2006 for use by the programs within the former Community and Neighbourhood Services Department;
- (4) staff be authorized to increase Blanket Contract 47006651 with Pitney Bowes for corporate use of facsimile machines by \$519,555.34 from \$160,000 for a total of \$679,555.34 including all charges and taxes until December 31, 2006;
- (5) City divisions continue to acquire photocopiers, using the Corporate I&T approval process, on an emergency basis only until a new corporate contract is executed;
- (6) Corporate call documents be issued for a one (1) year term for the supply, delivery and installation of facsimile machines and digital photocopiers, with an option to extend for one (1) additional year, and for a two- and three-year term respectively for maintenance; and,
- (7) the appropriate officials be authorized and directed to take the necessary action to give effect thereto.

### **CITY SOLICITOR**

#### **27. Croplife v. City of Toronto**

Report (May 27, 2005) from the City Solicitor, addressed to the Administration Committee and the Board of Health, reporting on the outcome of proceedings before the Court of Appeal for Ontario in the Croplife Canada challenge of the City of Toronto's Pesticide By-law.

#### Recommendations:

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

### **CITY CLERK**

#### **28. Municipal Code Chapter 217, Record's Corporate (City) Amendments**

Report (June 13, 2005) from the City Clerk seeking City Council approval to amend the City's record retention by-law, Municipal Code Chapter 217, Record's Corporate (City), to add retention schedules for the retention of City records and the destruction of records that have no financial, legal or archival value and have completed their scheduled

retention, to revise the retention periods and disposition of certain record series to adopt a new schedule format.

Recommendations:

It is recommended that:

- (1) Municipal Code Chapter 217, Record's Corporate (City) be amended to add the new record retention schedules in Appendix 3, to revise the records series schedules noted in Appendix 2, to adopt a new schedule format and to make the related amendments substantially in the form of the draft by-law in Appendix 1;
- (2) the former municipalities' record retention by-laws be amended or repealed as set out in Appendix 4;
- (3) authority be granted for the introduction of the necessary bills in the City Council to give effect to the foregoing; and
- (4) the appropriate City of Toronto officials be authorized to take the necessary actions to give effect thereto.

## **COURT SERVICES**

### **29. Court Services Agreement with GO Transit for Provincial Offences Fines**

Report (June 14, 2005) from the Director, Court Services seeking approval to enter into an agreement with GO Transit for the purpose of processing GO Transit Provincial Offences charges.

Recommendations:

It is recommended that:

- (1) the agreement with GO Transit be approved in accordance with the terms set out in the appendix of this report and in a form acceptable to the City Solicitor and Clerk; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

## TORONTO PARKING AUTHORITY

**30. Purchase of 646 St. Clair Avenue West for Municipal Parking Purposes (Ward 21 – St. Paul’s)**

**(In camera - acquisition of land for municipal purposes)**

Confidential report (June 14, 2005) from the President, Toronto Parking Authority.

**31. Proceeding with the purchase of 663 Gerrard Street East for Municipal Parking Purposes (Ward 30 - Broadview-Greenwood)**

**(In camera - acquisition of land for municipal purposes)**

Confidential report (June 14, 2005) from the President, Toronto Parking Authority.

## OTHER

**32. Sale of Assets Under the Purview of the Works Committee**

Communication (May 24, 2005) from the City Clerk advising that City Council on May 17, 18 and 19, 2005, in considering Policy and Finance Report 5, Clause 3, titled “Sale of Assets Under the Purview of the Works Committee”, directed the Budget Advisory Committee to inform the Standing Committees as soon as possible if the Committee makes recommendations concerning extraordinary transactions in assets typically within the purview of that Standing Committee.

**33. Appointment of Members of Council to the Administration Committee for the Second Half of Council’s Term**

Communication (May 25, 2005) from the City Clerk advising that City Council on May 17, 18 and 19, 2005, in adopting Striking Committee Report 2, Clause 1, headed “Appointment of Members of Council as Deputy Mayor, to Standing and Other Committees of Council and to City and External Agencies, Boards, Commissions and Corporations for the Second Half of Council’s Term”, appointed the Members of Council listed below to the Administration Committee, for a term of office starting immediately after the end of the June 14, 15 and 16 Council meeting and ending November 30, 2006 and until successors are appointed:

F. Di Giorgio  
J. Davis  
R. Ford  
D. Holyday  
P. Li Preti  
F. Nunziata  
B. Saunderook  
S. Watson



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**ADMINISTRATION COMMITTEE  
SUPPLEMENTARY AGENDA  
MEETING 5**

**Date of Meeting:** Tuesday, June 28, 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:**

**NEW ITEMS**

**CITY MANAGER**

**34. Video Surveillance Policy**

Report (June 9, 2005) from the City Manager recommending that Toronto City Council adopt the attached video surveillance policy.

**CORPORATE FINANCE**

**35. Insurance Adjusting Services Contract Extension**

Report (June 20, 2005) from the Deputy City Manager and Chief Financial Officer requesting an extension of the three-year insurance adjusting service contract, which expires July 31, 2005.

Recommendations:

It is recommended that:

- (1) the three-year contract for insurance adjusting services with McLarens Brouwer International (formerly McLarens Toplis Canada) be extended to December 31, 2006;
- (2) the extension of the insurance adjusting services contract to coincide with the STARS ASP Risk Management Information system pilot project;
- (3) a request for proposals for insurance adjusting services be conducted before December 2006, with the selection results reported to City Council for approval to enter into a contract; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**36. Auditor General Procurement Processes Review Recommendation 35 Bid Bonds/Performance Bonds**

Report (June 22, 2005) from the Deputy City Manager and Chief Financial Officer establishing a corporate policy to outline Bid Bond and Performance Bond requirements.

Recommendations:

It is recommended that:

- (1) Appendix A of this document, Use of Surety Bonds on the City of Toronto Procurement Contracts become the corporate procurement policy regarding Surety Bonds and that the policy be implemented as soon as logistically possible by Purchasing and Materials Management Division; and
- (2) the appropriate City Officials be directed to give effect to the foregoing.

## SPECIAL PROJECTS

### **37. The Jolly Miller Lands (Ward 25 – Don Valley West)**

Report (June 14, 2005) from the Deputy City Manager and Chief Financial Officer providing an annual report on the amount of revenue generated from the Jolly Miller lands for the purposes of tracking the recovery of the acquisition cost.

#### Recommendation:

It is recommended that this report be received for information.

## PURCHASING & MATERIALS

### **38. Request for Proposal 9105-05-7066 – Group Property and Automobile Insurance Program for Employees and Elected Officials.**

Report (June 20, 2005) from the Deputy City Manager and Chief Financial Officer advising on the results of the Request For Proposals (RFP) 9105-05-7066 for the Group Property and Automobile Insurance Program for Employees and Elected Officials of the City of Toronto, and to request authority to enter into a three year agreement with the recommended proponent with an option to renew the contract for an additional two-year term.

#### Recommendations:

It is recommended that:

- (1) authority be granted to enter into a three year agreement, commencing on August 1, 2005 and ending July 31, 2008, with The Personal Insurance Company, the highest overall scoring Proponent meeting the requirements for the Group Property and Automobile Insurance Program;
- (2) the Director, Corporate Finance Division be authorized to, (i) renew this agreement for the periods from August 1, 2008 to July 31, 2010 subject to favourable performance reviews and market need; and (ii) instruct the Purchasing Agent to process the necessary contract renewals under the same terms and conditions for such renewal;

- (3) the Deputy City Manager/Chief Financial Officer be directed to execute an Agreement in a form and content, consistent with the RFP and acceptable to the City Solicitor with the recommended Proponent; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

## FACILITIES AND REAL ESTATE

### **39. 405 and 390-444 Dufferin Street – Expropriation of Property Interests – Dufferin Street Jog Elimination at Queen Street West – Proposed Dufferin Street Underpass Project (Ward 18 – Davenport)**

**(10:00 a.m. Speakers)**

Report (June 22, 2005) from the Chief Corporate Officer seeking approval to expropriate the whole of the lands known municipally as 405 Dufferin Street and a portion of the lands known municipally as 390-444 Dufferin Street for the purpose of constructing the proposed Dufferin Street Underpass required to eliminate the Dufferin Street jog located just north of Queen Street.

Recommendations:

It is recommended that:

- (1) City Council, as approving authority, having considered the report of the Inquiry Officer, approve the expropriation of the following property interests, for the reasons outlined herein:
  - (a) all right, title and interest in the whole of the property known municipally as 405 Dufferin Street, shown as Part 1 on Schedule B attached hereto;
  - (b) all right, title and interest in the portion of the property known municipally as 390–444 Dufferin Street shown as Part 2 on Schedule B attached hereto; and
  - (c) a temporary working easement over the portion of the property known municipally as 390–444 Dufferin Street shown as Part 3 and Part 4 on Schedule B attached hereto, for the duration of the demolition/construction, for a period of 1 year following the date the City takes possession of the land for the purpose of demolishing the portion of

the building located on Part 2 and reconstructing the wall of the remaining portion of the building located on Parts 3 and 4;

- (2) payment of costs for legal counsel in the amount of \$200.00 be made to each of Simone Group Properties Limited (formerly called Appia Beverage Limited), the registered owner of 405 Dufferin Street, and Topana Investments Limited, the registered owner of 390-444 Dufferin Street, pursuant to section 7(10) of the *Expropriations Act*;
  - (3) authority be granted to take all steps necessary to comply with the *Expropriations Act*, including but not limited to, the preparation and registration of an Expropriation Plan and the service of: Notices of Expropriation, Notices of Election as to a Date for Compensation and Notices of Possession;
  - (4) the Director of Real Estate be authorized to sign the Notices of Expropriation and Notices of Possession on behalf of the City;
  - (5) leave be granted for introduction of the necessary Bill in Council to give effect thereto;
  - (6) this and future related reports be forwarded to the Works Committee for information; and
  - (7) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.
- 39(a).** Communication (June 22, 2005) from the Chief Planner and Executive Director addressed to the Director, Facilities and Real Estate.
- 39(b).** Communication (June 14, 2005) from Andrew J. Heal, Blaney McMurtry addressed to Mr. Brendan O’Callaghan, Barrister and Solicitor, City of Toronto, Legal Services Division.

**40. City Hall and Metro Hall cafes and the Civic Centre Cafeterias (Various Wards)**

Report (June 17, 2005) from the Chief Corporate Officer reporting on City Hall, Metro Hall and the Civic Centre cafes/cafeterias and the potential for each location.

Recommendations:

It is recommended that:

- (1) Staff undertake an RFP process with the intent to maximize revenue and reduce costs among the Civic Centre Cafeterias namely, Metro Hall Café, Etobicoke Cafeteria, Scarborough Cafeteria, East York Cafeteria, York Café/Bar.
- (2) Cameron Hawkins and Associates Inc be sole sourced to develop the RFP and to provide expert advice on the food services industry at a cost not to exceed \$50,000.00;
- (3) Cameron Hawkins and Associates Inc in conjunction with appropriate City Staff develop and process the RFP for all locations as quoted in the fee estimate provided for evaluation by City Staff and;
- (4) The appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**41. Acquisition of Land at Kennedy Road and McNicoll Avenue – Proposed TTC Bus Garage Site (Ward 39 – Scarborough-Agincourt)**

**(In camera – acquisition of land for municipal purposes)**

Confidential report (June 9, 2005) from the Chief Corporate Officer.

## **INFORMATION AND TECHNOLOGY**

**42. 3-1-1 Customer Service Strategy: 2005 Capital Budget Request and 2006/2007 Capital Budget Progress Report**

Communication (June 22, 2005) from the e-City Committee recommending to the Administration Committee that City Council adopt staff recommendations (1), (2), (3), (4), (5), (6) and (8) in the Recommendations Section of the report (June 17, 2005) from the City Manager.

Recommendations:

It is recommended that:

- (1) the 2005 Capital Budget for the 3-1-1 Customer Service Strategy be established at \$ 1.687 million in order to implement the following Phase One activities by the end of the year:
  - (a) \$ .325 million to design and plan a 3-1-1 call centre facility;
  - (b) \$ .817 million to assist all divisions in front-end content development and business reviews related to capital infrastructure;
  - (c) \$ .360 million for an Information Architect to design the knowledge base for use by all 3-1-1 customer service teams and future direct use by the public;
  - (d) \$ .085 million for two technology procurement consultants to assist with criteria development and fairness monitoring, respectively; and
  - (e) \$ .100 million to design a 3-1-1 Web page for easy access by the public to on-line services and to place service requests on a 24/7 basis;
- (2) the Deputy City Manager and Chief Financial Officer report to the Budget Advisory Committee in conjunction with the 2005 Second Quarter Capital Variance Report, on areas of under-spending that can be used for 3-1-1 capital requirements;
- (3) the Metro Hall Council Chamber be approved as the facility for the 3-1-1 call centre based on its suitability and significantly lower ongoing operating costs than all other options examined as described in Appendix B to this report;
- (4) the 2006 estimated 3-1-1 capital budget request for the retrofitting of Metro Hall Council Chamber be included in the total estimated capital budget requirements to be submitted to the Budget Advisory Committee for consideration;
- (5) the Council-Staff Working Group continue working to meet Council timelines that require the City Manager to report to the Budget Advisory Committee during the 2006 Capital and Operating Budget processes on:
  - (a) adjustments to implementation phase activities in the approved 3-1-1 design;
  - (b) a finalized 2006 capital budget request for the 3-1-1 initiative;
  - (c) 3-1-1 capital requirements for 2007 and future years; and
  - (d) 3-1-1 2006 and 2007 operating budget impacts;
- (6) the Deputy City Manager assigned to 3-1-1, with the other Deputy City Managers, General Managers and the 3-1-1 Project Management Office, review the divisional preparation necessary to be ready for 3-1-1 in terms of content and performance standard development, capacity of teams to respond to 3-1-1 requests, and ability to manage and track service requests electronically;

- (7) this report be forwarded to all Standing Committees for information, followed by presentations from the e-City Chair in conjunction with the 3-1-1 Project Management Office reflecting the priority Council has given to 3-1-1; and
- (8) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**43. Technology End of Lease Strategy Initiative (TELS) Progress Report on Purchasing Requirements for Third Quarter 2005**

Communication (June 21, 2005) from the e-City Committee recommending to the Administration Committee that the report (May 24, 2005) from the Chief Corporate Officer be received.

Recommendation:

It is recommended that the report be received for information by e-City Committee and Administration Committee.