

**ADMINISTRATION COMMITTEE
MEETING 6**

Date of Meeting: Tuesday, September 13, 2005 **Enquiry:** Yvonne Davies
Time: 9:30 a.m. **Committee Administrator**
Location: Committee Room 1 **416-392-7039**
City Hall **ydavies@toronto.ca**
100 Queen Street West
Toronto, Ontario

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 17 and June 28, 2005

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

10:00 a.m. – Item 6

2:00 p.m. – Item 10

Communications/Reports:

**DEPUTY CITY MANAGER AND
CHIEF FINANCIAL OFFICER****1. Annual Information Technology Systems Maintenance Contracts Renewal**

Report (August 15, 2005) from the Deputy City Manager and Chief Financial Officer and Deputy City Managers, Sue Corke and Fareed Amin, seeking approval to renew sole sourced information technology systems maintenance contracts listed in Appendix B for an additional year.

Recommendations:

It is recommended that:

- (1) approval be granted to renew the sole sourced contracts listed in Appendix B for an additional year at a cost not to exceed \$9,062,994 including all charges and taxes; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

2. Transfer of 4050 Yonge Street to Toronto Transit Commission. (Ward 16 – Eglinton-Lawrence)

Report (August 23, 2005) from the Deputy City Manager and Chief Financial Officer seeking authority to declare the City-owned property municipally known as 4050 Yonge Street, at the northwest corner of Yonge Street and Wilson Avenue (the "Property"), surplus to municipal requirements and to authorize the transfer of the Property to the Toronto Transit Commission (the "TTC").

Recommendations:

It is recommended that:

- (1) the Property, shown as Parts 1 to 6 on Sketch No. PS-2005-100, subject to a lease for the purpose of maintaining an underground tunnel in Parts 4, 5 and 6, and subject to a conservation easement in favour of the Toronto and Region Conservation Authority over Part 2, to protect vegetation, slope stability and other environmental features, be declared surplus to municipal requirements and 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;
- (2) registered title to the Property be transferred to the TTC solely to satisfy a unique outstanding financial obligation inherited by the City;
- (3) City Council approve, as the approving authority under the provisions of the *Expropriations Act*, the disposal of the Property without giving the prior owners the first chance to repurchase the Property; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

3. Hedging Energy and Commodity Prices and Purchases for Municipal Purposes

Report (August 30, 2005) from the Deputy City Manager and Chief Financial Officer reporting on the status of commodity hedging strategies to protect the City against energy and commodity price fluctuations.

Recommendations:

It is recommended that this report be received for information.

TREASURER

4. Feasibility of Linking Water Readings to the Provincial Smart Meter Program

Report (August 26, 2005) from the Treasurer and Acting General Manager, Toronto Water, responding to a request from e-City Committee for information on the feasibility of linking water readings to the provincial smart meter program.

Recommendations:

It is recommended that this report be received and forwarded to e-City Committee for information.

5. Quarterly Report on Accounts Payable and the Purchasing and Materials Management Division

Report (August 30, 2005) from the Treasurer informing Committee and Council on the status of the City's Accounts Payable and on the status of the performance of the Purchasing & Materials Management Division.

Recommendations:

It is recommended that this report be received for information.

PENSION PAYROLL AND EMPLOYEE BENEFITS

6. City Sponsored Pension Plans

(Presentation 10:00 a.m.)

Director, Pension Payroll and Employee Benefits to give a presentation.

(No written material)

7. The Corporation of the City of York Employee Pension Plan - Actuarial Valuation for Funding Purposes as at January 1, 2005

Report (August 30, 2005) from the Deputy City Manager and Chief Financial Officer providing staff comments and recommendations regarding the "Report on the Actuarial Valuation for Funding Purposes as at January 1, 2005" for The Corporation of the City of York Employee Pension Plan.

Recommendations:

It is recommended that:

- (1) receipt of the "Report on the Actuarial Valuation for Funding Purposes as at January 1, 2005" prepared by Mercer Human Resource Consulting with respect to The Corporation of the City of York Employee Pension Plan be recorded;
- (2) in satisfaction of its obligations under the *Pension Benefits Act* to eliminate the additional going-concern unfunded liability and the solvency deficiency of The Corporation of the City of York Employee Pension Plan as they were determined to exist at January 1, 2005, the City make the following additional special payments to the Plan:
 - (a) \$897,592 on October 1, 2005, in satisfaction of the minimum accrued obligations (including interest) from January 1, 2005, to and including that date in connection with both the unfunded liability and the solvency deficiency determined as of January 1, 2005;
 - (b) \$29,110 per month on account of such unfunded liability from November 1, 2005, to and including December 1, 2014; and

- (c) \$59,177 per month on account of such solvency deficiency from November 1, 2005, to and including December 1, 2009,

subject to earlier discontinuation of such monthly payments and/or, in the case of the unfunded liabilities, reduction, as Council may determine having regard to any subsequent actuarial valuation, if permitted under the Act;

- (3) the total 2005 payments in the amount of \$1,074,166 pursuant to Recommendation (2) above be made from the Non-Program Expenditure Budget, with funding from the Employee/Retiree Benefits Reserve Fund;
- (4) the 2005 Non-Program Expenditure Budget be increased by \$1,074,166, offset by an equal contribution from the Employee/Retiree Benefits Reserve Fund for \$0 net impact on the 2005 Operating Budget to fund the 2005 payments;
- (5) annual funding of \$1,059,444 for the years 2006 to 2009 and \$349,320 for the years 2010 to 2014 be included in the respective years' Non-Program Expenditure Budget submission;
- (6) recommendation (5) be forwarded to the Budget Advisory Committee for its consideration during the 2006 Budget Process;
- (7) this report be forwarded to the Policy and Finance Committee for consideration; and
- (8) the appropriate officers and employees of the City be authorized to take the steps necessary to implement the foregoing recommendations.

7(a). Communication (August 26, 2005) from the York Employees Pension Plan Committee.

Recommendations:

The York Employees Pension Plan Committee at its meeting held on Wednesday, August 17, 2005, recommended to the Administration Committee that:

- (1) no post-retirement adjustment be made as at July 1, 2005; and
- (2) the Employer contribute from January 1, 2005 at the rate of \$467,839 per month until April, 2005 and \$368,887 per month thereafter in respect of the unfunded liability and solvency deficiency, until revised by a subsequent valuation report.

8. Metro Toronto Police Benefit Fund – Actuarial Valuation as at December 31, 2004

Report (August 30, 2005) from the Deputy City Manager and Chief Financial Officer providing staff comments and recommendations regarding the Actuarial Valuation of the Metropolitan Toronto Police Benefit Fund for Funding Purposes as at December 31, 2004.

Recommendations:

It is recommended that:

- (1) the “Report on the Actuarial Valuation for Funding Purposes as at December 31, 2004” prepared by Mercer Human Resource Consulting with respect to the Metropolitan Toronto Police Benefit Fund, be received;
- (2) the City make the following payments to the Metropolitan Toronto Police Benefit Fund in satisfaction of its obligations under the *Pension Benefits Act* as plan sponsor to liquidate the Fund’s unfunded liability and additional solvency deficiency as they existed at that date:
 - (a) \$9,840,400 on October 1, 2005, from the Non-Program Expenditure Budget, in satisfaction of the accrued obligations (including interest) from January 1, 2005 to that date;
 - (b) \$949,100 on November 1, 2005, on account of the solvency deficiency, continuing monthly until December 1, 2009, from the Non-Program Budget, subject to discontinuation as Council may determine, if any subsequent actuarial valuation indicates the existence of sufficient excess assets in the Police Benefit Fund;
 - (c) \$18,800 on November 1, 2005, on account of the experience deficiency, continuing monthly until December 1, 2014, from the Non-Program Budget, subject to discontinuation or reduction as Council may determine having regard to any subsequent actuarial valuation, if permitted under the Act;
 - (d) the total 2005 payments in the amount of \$11,776,200 be made from the 2005 Non-Program Expenditure Budget, \$6,703,500 of which was included in the Approved Budget and funding for the balance of \$5,072,700 be provided from the Employee/Retiree Benefits Reserve Fund;
 - (e) the 2005 Non-Program Expenditure Budget be increased by the balance of the required funding of \$5,072,700, offset by an equal contribution from the Employee/Retiree Benefits Reserve Fund for \$0 net impact on the 2005 Operating budget to fund the 2005 payments; and

- (f) annual funding of \$11,614,800 for the years 2006 to 2009 and \$225,600 for the years 2010 to 2014 inclusive be included in the respective years' Non-Program Expenditure Budget submission;
 - (3) recommendation 2(f) be forwarded to the Budget Advisory Committee for its consideration during the 2006 Budget Process;
 - (4) this report be forwarded to the Policy and Finance Committee for consideration; and
 - (5) the appropriate officers and employees of the City be authorized to take the steps necessary to implement the foregoing recommendations.
- 8(a).** Communication (August 26, 2005) from the Board of Trustees of the Metropolitan Toronto Police Benefit Fund recommending that the Actuarial Valuation Report as at December 31, 2004, prepared by Mr. Robert G. Camp, Mercer Human Resource Consulting, be adopted.

PURCHASING AND MATERIALS MANAGEMENT

9. Feasibility of Establishing a Toner Cartridge Refilling Station

Report (August 8, 2005) from the Treasurer responding to the Administration Committee's request to report on the feasibility of establishing a refilling station or facility for refilling toner cartridges.

Recommendations:

It is recommended that the City of Toronto continue to purchase replacement toner cartridges to meet its operational requirements by awarding blanket contracts through the competitive bidding process and not establish a refilling station or facility for refilling toner cartridges.

REVENUE SERVICES

10. Apportionment of Property Taxes

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

Report (August 26, 2005) from the Treasurer recommending approval for the apportionment of taxes pertaining to properties listed in Appendices A and B of this

report and to report 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 property tax apportionments identified in Appendix A and Appendix B, columns entitled “Apportioned Tax” 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.

11. Accounts Receivable – Largest Debtors with Tax Arrears Greater than \$500,000.

Report (August 30, 2005) from the Treasurer providing information on property tax accounts with outstanding receivables of \$500,000 or more as at June 30, 2005.

Recommendations:

It is recommended that this report be received for information.

(Confidential Appendix B attached to this report was distributed to Members only under separate cover)

FACILITIES AND REAL ESTATE

12. Declaration as Surplus Portion of 815 Scarborough Golf Club Road (Ward 43 – Scarborough East)

Report (August 22, 2005) from the Chief Corporate Officer declaring a portion of the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the portion of 815 Scarborough Golf Club Road, being part of Block F, Plan 5035 and shown as Part 1 on Sketch No. PS-2005-043, subject to the reservation of a permanent easement over the entire Part 1 for sewer purposes (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 831 Scarborough Golf Club Road, and all steps necessary to comply with the City's real estate disposal process set out in 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.

13. Disposition of a Vacant Parcel of Land East of Portia Street (Ward 43 – Scarborough East)

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

Confidential report (August 17, 2005) from the Chief Corporate Officer

14. Application for Approval to Expropriate eight properties: 47, 48, 50 and 51 Hounslow Avenue; 49 and 50 Horsham Avenue; 30 Churchill Avenue and 5437 Yonge Street for the North York Centre Plan Service Road (Ward 23 – Willowdale)

Report (August 12, 2005) from the Chief Corporate Officer authorizing the initiation of expropriation proceedings for eight properties for the construction of a link in the west service road in the North York Centre.

Recommendations:

It is recommended that:

- (1) authority be granted to initiate the expropriation process to acquire all right, title and interest in eight properties municipally known as 47, 48, 50 and 51 Hounslow Avenue; 49 and 50 Horsham Avenue; 30 Churchill Avenue and 5437 Yonge Street, all in the City of Toronto (formerly North York);
- (2) authority be granted to serve and publish Notices of Application for Approval to Expropriate, to forward to the Chief Inquiry Officer any requests for hearings that are received, to attend any such hearings to present the City's position and to report the Inquiry Officer's recommendations to Council for its consideration; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

15. Expropriation of Land at the rear of 303 Nantucket Boulevard for Transit Purposes (Ward 37 – Scarborough Centre)

Report (August 4, 2005) from the Chief Corporate Officer seeking approval to expropriate permanent and temporary easements over lands identified as Parts 3, 4 and 5 on Plan 66R-20523 being part of the property municipally known as 303 Nantucket Boulevard ("the Property"), for transit purposes and for all works and uses ancillary thereto.

Recommendations:

It recommended that:

- (1) City Council, as approving authority, consider the report of the Inquiry Officer as detailed herein;
- (2) City Council, as approving authority, approve the expropriation of a permanent easement over lands identified as Parts 3 and 4 on Plan 66R-20523 and a temporary easement over lands identified as Parts 3, 4 and 5 on Plan 66R-20523 for a period of 36 months, for the reasons outlined herein;
- (3) authority be granted to pay \$200.00 in costs to Precisioneering Limited, the party to the inquiry, pursuant to section 7(10) of the Expropriations Act;
- (4) authority be granted to take all the necessary steps 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;
- (5) the Director of Real Estate Services be authorized to sign the Notices of Expropriation and Notices of Possession on behalf of the City;
- (6) leave be granted for introduction of the necessary Bill in Council to give effect thereto; and
- (7) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

16. Casa Loma – Extension of License Agreement and new Caretaking Agreement for the Hunting Lodge (Wards 21 & 22 – St. Paul’s)

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

Confidential report (August 25, 2005) from the Chief Corporate Officer.

17. Extension to Section 30 Agreement with 863880 Ontario Limited (Ward 19 – Trinity Spadina)

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

Confidential report (August 30, 2005) from the Chief Corporate Officer.

INFORMATION AND TECHNOLOGY

18. Technology Asset Management Strategy

Communication (July 14, 2005) from the e-City Committee recommending to the Administration Committee that City Council adopt the staff recommendations in the Recommendations Section of the report (July 8, 2005) from the Chief Corporate Officer.

Recommendations:

It is recommended that:

- (1) all information technology (IT) acquisitions in the City of Toronto, including photocopiers and facsimile machines, continue to be co-ordinated through the Information and Technology Division to ensure they are subject to the acquisition and asset management process;
- (2) the corporate asset management software agent and anti-virus technology of the enterprise systems management suite be installed on all desktop and notebook computers and be part of the City of Toronto’s Enterprise Directory Service in order for them to be tracked by the enterprise systems management tools in a consistent manner;
- (3) no equipment should be connected to the network until it is captured in the change management and corporate technology asset management system;

- (4) City Programs will be responsible for reporting all moves, adds and changes to technology assets to the Information and Technology Service Desk until the implementation of the new corporate technology asset management system;
- (5) City Programs will be responsible for directly updating the new corporate asset management system once implemented, for all technology asset moves, adds and changes that they initiate;
- (6) the Deputy City Manager and Chief Financial Officer be directed to report back to the e-City Committee with the financial sustainment model to enable long-term financial planning for asset replacements, when complete; and
- (7) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

19. Technology End of Lease Strategy Initiative (TELS) Progress Report on Purchasing Requirements for 1st Phase of Fourth Quarter 2005

Communication (July 14, 2005) from the e-City Committee recommending to the Administration Committee that the report (June 21, 2005) from the Chief Corporate Officer be received.

Recommendations:

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

CITY CLERK

20. Councillors' access to Municipal Connect (on-line access to assessment roll data) Provided by the Municipal Property Assessment Corporation (MPAC)

Report (August 24, 2005) from the City Clerk updating Council on the status of the Appeal to the Information and Privacy Commissioner/Ontario (IPC) of Councillors' Municipal Connect access request.

Recommendations:

It is recommended that this report be received for information.

21. Corporate Access and Privacy (CAP) Office Renewal Update

Report (August 26, 2005) from the City Clerk providing a status update on the CAP Office Renewal initiatives and advise on the recent steps taken to improve compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Recommendations:

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

TORONTO PARKING AUTHORITY

22. Purchase of 11 Kenwood Avenue for Municipal Parking Purposes (Ward 21 – St. Paul’s West)

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

Confidential report (August 29, 2005) from the President, Toronto Parking Authority

**23. Pending purchase of two properties, adjacent to one another.
Property 1 – 1034, 1036, 1036 ½ St. Clair Avenue West and 117 and 119 Glenholme Avenue
Property 2 – 1032 St. Clair Avenue West**

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

(Report not yet available)



**ADMINISTRATION COMMITTEE
SUPPLEMENTARY AGENDA
MEETING 6**

Date of Meeting: Tuesday, September 13, 2005 **Enquiry:** Yvonne Davies
Time: 9:30 a.m. **Committee Administrator**
Location: Committee Room 1 **416-392-7039**
City Hall **ydavies@toronto.ca**
100 Queen Street West
Toronto, Ontario

Communications/Reports:

NEW ITEMS

FACILITIES AND REAL ESTATE

24. Union Station – Lease of Retail Space to Gateway Newstands – 65 Front Street West (Ward 28 – Toronto Centre-Rosedale)

Report (September 6, 2005) from the Chief Corporate Officer seeking authority to enter into a lease agreement with Tobmar Investments Inc., operating as Gateway Newstands, for retail space at Union Station.

Recommendations:

It is recommended that:

- (1) a lease with Tobmar Investments Inc. for 866 square feet of retail space in the East Concourse of Union Station be approved for a five-year term at an annual basic rent of \$240,748.00 and in accordance with the terms and conditions set out in the body of this report and on such other terms and conditions as may be satisfactory to the Chief Corporate Officer and in a form acceptable to the City Solicitor;

- (2) the City Solicitor be authorized to complete the transaction on behalf of the City; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

25. Declaration as Surplus – Portion of 3301 Markham Road (Ward 42 – Scarborough-Rouge River)

Report (September 6, 2005) from the Chief Corporate Officer declaring a portion of 3301 Markham Road surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the portion of the property known municipally as 3301 Markham Road, being Part of Lot 17, Concession 5 Scarborough and shown as Parts 1, 2 and 4 on Sketch No. PS-2005-106 (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 Tapscott Industrial Landowners Group Inc. (TILG) and 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
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

TREASURER

26. RecruitAd Advertising Services – Contract #47009998

Report (June 9, 2005) from the Treasurer and the Executive Director, Human Resources. requesting authority to increase the spending limit of the current contract that expires October 31, 2005 with RecruitAd Advertising from \$200,000.00 to \$230,000.00, to renew the contract for an additional year until October 31, 2006 and increase funding from \$200,000.00 previously approved by Council to \$230,000.00.

Recommendations:

It is recommended that:

- (1) authority be granted to increase the approved spending limit of the 2005 contract with RecruitAd Advertising for the provision of recruitment advertising services, that expires October 31, 2005, by an additional \$30,000.00 for a total of \$230,000.00 including all applicable charges and taxes;
- (2) the option to renew the contract for a second year be exercised for the period November 1, 2005 to October 31, 2006 under the same terms and conditions in the amount of \$230,000.00 including all applicable charges and taxes (an increase from the \$200,000.00 as previously approved by City Council); and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.