



**ADMINISTRATION COMMITTEE
AGENDA
MEETING 8**

Date of Meeting:	Monday, November 7, 2005	Enquiry:	Yvonne Davies
Time:	9:30 a.m.		Committee Administrator
Location:	Committee Room 2		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 – October 6, 2005

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

10:00 a.m. – Item 1

10:15 a.m. – Item 2

2:00 p.m. - Item 14

2:00 p.m. – Item 15

2:30 p.m. – Committee will recess for joint meeting with the Planning and Transportation Committee

Communications/Reports:

**DEPUTY CITY MANAGER AND
CHIEF FINANCIAL OFFICER**

1. 2006 Capital Budget

(10:00 a.m. - Presentation)

Staff presentation on the 2006 Capital Budgets under the purview of the Administration Committee.

[No written material]

CITY MANAGER

2. Certification of Ironworkers, Local 721

(10:15 a.m. - Speakers)

(Deferred from October 6, 2005)

Report (October 6, 2005) from the City Manager reporting, as requested, on the certification proceedings, providing a copy of the City's submission to the Board as well as information as to whom they informed of the Iron Workers' application filed on May 30, 2005, and that it be scheduled as a deputation item.

Recommendation:

It is recommended that this report be received as information.

3. Works and Emergency Services Yard Consolidation Pilot Project – Status of Project and Proposed Changes to the Study Methodology

Report (October 14, 2005) from the City Manager reporting to the Administration and Works Committees on (what was named in 2001) the Works and Emergency Services Yard Consolidation Pilot Project. This report outlines and recommends a number of amendments to the methodology of the Yard Consolidation Study, recommends amendment of the study name to reflect the new scope, and seeks Council authority for actions and expenditures related to the implementation of the study.

Recommendations:

It is recommended that:

- (1) the existing study methodology for the WES Yard Consolidation Pilot Project as set out in Administration Committee Report No. 6, Clause No. 5, 2001 adopted by Council as amended, be deleted;
- (2) that the study referred to in Administration Committee Report No. 6, Clause No. 5, 2001, be renamed "the Yard Consolidation Study – West District Segment";
- (3) the proposed methodology for the Yard Consolidation Study – West District Segment be endorsed and adopted as described in Appendix C of this report ("Revised Methodology, Phasing, and Timing");

- (4) (i) the Deputy City Manager and Chief Financial Officer be directed to establish a Steering Committee for the Yard Consolidation Study – West District Segment comprised of the Deputy City Managers, Chief Corporate Officer, and Treasurer as members, and the chair of the Working Committee as an ex-officio member, the purpose of which will be to provide guidance to the Working Committee;
 - (ii) the Deputy City Manager and Chief Financial Officer be directed to establish a Working Committee for the Yard Consolidation Study – West District Segment, the purpose of which will be to devise and evaluate the impact of different scenarios for an optimized yard system in the West District; and that the Executive Director, Facilities & Real Estate or designate chair the Working Committee; and
- (5) that each City agency, board, commission or division operating a yard facility within the West District appoint one representative (and one alternate) to the Yard Consolidation Study Working Committee;
- (6) the Executive Director, Facilities and Real Estate be authorized, if necessary, to prepare and issue Requests for Proposals for:
 - (a) the conducting of building condition assessments for City yard properties within the West District to determine the cost of necessary repairs to each facility;
 - (b) the conducting of environmental site assessments for City yard properties within the West District to determine the cost of potential site remediation for other uses;
 - (c) the conducting of real estate appraisals for City yard properties within the West District to determine their current market value;
- (7) the Executive Director, Facilities and Real Estate be authorized, if necessary, to investigate the purchase of property (or properties) for the location of a potential yard consolidation site (or sites), should it be determined that such a facility (or facilities) is required, and properties currently owned by the City are inadequate for that purpose;
- (8) the Deputy City Manager and Chief Financial Officer report back to the Administration Committee annually on the status of a recommended consolidation option (or options) and implementation measures; and
- (9) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

4. Funding History and Participation Patterns of Organizations Supported by the Access and Equity Grant Program

Report (October 25, 2005) from the City Manager responding to the Administration Committee's request for information on the success of the Access and Equity Grant Program with respect to groups no longer funded by the program, the amount of funding applied to salaries, the consolidation of organizations and the administration of appeals.

Recommendation:

It is recommended that this report be received for information.

5. Conflict of Interest Policy Implemented by City Agencies, Boards and Commissions (ABC's)

Report (October 24, 2005) from the City Manager providing an update on the status of implementation of a Conflict of Interest Policy for Staff by City agencies, boards, and commissions.

Recommendations:

It is recommended that this report be received for information.

TREASURER – ACCOUNTING SERVICES

6. Inter Divisional Charges – Corporate Review

Report (October 20, 2005) from the Treasurer informing Council of Accounting Services' work plan to complete the policy framework for Inter Divisional Charges.

Recommendations:

It is recommended that this report be received for information.

7. Review of Accounts Receivable Collection and Credit Policies

Report (October 21, 2005) from the Treasurer providing an update on the progress of the Accounting Services review of accounts receivable collection and credit policies across

the corporation and to propose some immediate recommendations to harmonize some collection practices.

Recommendations:

It is recommended that:

- (1) returned cheque fees for accounts receivable be increased from \$25.00 to \$35.00, consistent with the fees currently being charged for returned cheques by Tax, Water and Court Services;
- (2) future changes in returned cheque fees for accounts receivable be harmonized and be applied automatically whenever such fees are changed for returned cheques on Tax and Water payments;
- (3) late payment fees of 15% per year or 1.25% per month be applied to outstanding receivable balances on a monthly basis;
- (4) the Treasurer report back in May 2006 with respect to further recommendations on accounts receivable collection and credit protocol; and
- (5) that appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

8. Capital Asset Implementation Plan and Capital Assets Control Policy

Report (October 20, 2005) from the Treasurer reporting on an implementation plan for capital asset accounting including the development of a corporate capital assets control policy.

Recommendations:

It is recommended that this report be received for information.

**TREASURER
PURCHASING AND MATERIALS MANAGEMENT**

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

Report (October 24, 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 and Materials Management Division.

Recommendations:

It is recommended that this report be received for information.

10. Contracts Awarded by the Bid Committee between January 1, 2005 and June 30, 2005

Report (October 14, 2005) from the Treasurer advising the Administration Committee of contracts awarded by the Bid Committee in accordance with the requirements of the City of Toronto Municipal Code, Purchasing, Chapter 195-14.

Recommendations:

It is recommended that this report be received for information.

11. Contracts Awarded by the Bid Committee During the 2005 Summer Recess Period

Report (October 12, 2005) from the Treasurer advising the Administration Committee of contracts awarded by the Bid Committee in accordance with the requirements of the City of Toronto Municipal Code, Purchasing, Chapter 195-17.

Recommendations:

It is recommended that this report be received for information.

12. Corporate Warehouse/Stores Rationalization Project

Report (October 24, 2005) from the Treasurer providing a status update on the Corporate Warehouse/Stores Rationalization Project and to recommend a business model for the City's warehouse and stores.

Recommendations:

It is recommended that:

- (1) a business management model for warehouses and stores, consisting of the following items, be endorsed as the approach to rationalizing the City's warehouses and stores:

- a corporate wide materials management strategy;
 - common materials management policies and procedures;
 - a common materials management financial model;
 - leadership and support for materials management optimization projects in each of the divisions; and
 - materials management and inventory control performance indicators and metrics;
- (2) the Purchasing and Materials Management Division be responsible for the development and implementation of the business management model, described in Recommendation No. 1;
 - (3) the Purchasing and Materials Management Division work with City Divisions having warehouse/stores operations to identify inventory control training opportunities;
 - (4) City Divisions be responsible for performing the inventory control functions such as receiving, stocking, issuing, inventory counting and distribution of materials;
 - (5) City Divisions having warehouse/stores continue to own and manage the buildings used for their warehouse/stores; and
 - (6) the Treasurer report to Administration Committee in April 2006 on the status of the implementation of the business model.

13. Request for Proposal (RFP) Best Practices within the Greater Toronto Area (GTA) and the Toronto Transit Commission (TTC)

Report (October 19, 2005) from the Treasurer responding to the Council's request to review procurement best practices with respect to Request for Proposal (RFP) scoring, monitoring, and evaluation within the GTA and the TTC, and report the results and recommendations to the Administration Committee.

Recommendations:

It is recommended that:

- (1) the Acting Director of Purchasing and Materials Management consider the various approaches to scoring used by the nine GTA municipalities and the TTC as part of the Purchasing and Materials Management Division's review of the City's existing cost evaluation methods and on-going process improvement; and

- (2) the Acting Director of Purchasing and Materials Management report to the March 2006 meeting of Administration Committee on the results of the cost evaluation method review.

TREASURER – REVENUE SERVICES

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

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

Report (October 17, 2005) from the Treasurer recommending approval for the cancellation, reduction or refund of taxes pursuant to the provisions 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 \$1,567,589.70 (including reductions in Business Improvement Area 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 \$1,504,476.99 (including reductions in Business Improvement Area 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.

15. Apportionment of Property Taxes

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

Report (October 18, 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.

16. Feasibility of Changing the Water Billing Frequency to Once Every Two Months for Low Volume Water Accounts

Report (October 24, 2005) from the Treasurer reporting on the feasibility of increasing the water meter reading and billing frequency for the City’s low volume metered water customers from once every four months to once every two months.

Recommendations:

It is recommended that this report be received for information.

17. Hand-Held Parking Ticket Issuance Devices – Capital Project Update

Report (October 17, 2005) from the Treasurer responding to a request for an update in 2005 on developments pertaining to the procurement and implementation of hand-held parking ticket writers/devices.

Recommendations:

It is recommended that this report be received for information.

18. Parking Tag Management System (PTMS) – Transition to Internal Systems Support

Report (October 17, 2005) from the Treasurer and Executive Director, Information and Technology providing an update on the transition from external systems support to internal support with respect to the Revenue Services Division’s Parking Tag Management System (PTMS).

Recommendations:

It is recommended that this report be received for information.

19. User Fees: Parking Tag Operations

Report (October 25, 2005) from the Treasurer seeking authority to implement increased and/or new user fees for services related to parking tag operations.

Recommendations:

It is recommended that:

- (1) effective January 1, 2006, the service fee for Interactive Voice Response (IVR) telephone payments for parking tickets be increased from \$1.00 per payment transaction to \$1.50 per payment transaction;
- (2) effective January 1, 2006, a new service fee be implemented for each payment made through the City's internet-based Parking Ticket Payment module, with the fee to be set at \$1.50 per payment transaction;
- (3) a copy of this report be forwarded to Budget Advisory Committee for their information; and
- (4) authority be granted for the introduction of the necessary bills, and the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

CORPORATE COMMUNICATIONS

20. Advertising Open Order Contract Limits

Report (October 19, 2005) from the Chief Corporate Officer providing an updated list of advertising contract expenditures as well as recommended open order contract expenditure limits based on actual spending to date:

Recommendations:

It is recommended that:

- (1) the revised contract limits listed in Appendix A be approved; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

- 20(a).** Communication (August 2, 2005) from the City Clerk advising that City Council on July 19, 20, 21 and 26, 2005, considered Report 6, Clause 14, headed “Metroland Publishing Open Contract Number 47009067 – Globe and Mail Open Contract Number 47009074”, and among other things referred the revised Attachment A, appended to the Briefing Note (July 15, 2005) from the Deputy City Manager and Chief Financial Officer respecting this Clause, to the Administration Committee with a request that the Committee consider setting a maximum spending limit for the individual publications based on the spending to date.

FLEET SERVICES

21. Request for Quotation 6902-05-3261 – Gasoline, Diesel Fuels and Biodiesel Fuels - 2006

Report (October 22, 2005) from the Treasurer, Chief Corporate Officer, and the Medical Officer of Health advising on the results of the Request for Quotation (RFQ) issued for the supply and delivery of Gasoline, Diesel Fuels and Biodiesel Fuels, used in various fleet vehicles, heavy equipment and emergency power generators, by various Divisions for the period January 1, 2006 to December 31, 2006 and to request authority to award contracts to the recommended bidders detailed herein.

Recommendations:

It is recommended that:

- (1) authority be granted to award a contract to Suncor Energy Products Inc. for Option B, for the supply and delivery of 87 Octane Unleaded Gasoline Ethanol and Low Sulphur Clear Diesel (for on-road use) for the period January 1, 2006 to December 31, 2006 at a total cost of \$11,211,655.45 including all applicable taxes and charges;
- (2) authority be granted to award a contract to Shamrock Fuels Inc. for Option B, for the supply and delivery of Low Sulphur Coloured Diesel (for off-road use and generators) for the period January 1, 2006 to December 31, 2006 at a total cost of \$439,406.30 including all applicable taxes and charges;
- (3) the Director of Fleet Services, in collaboration with the Chief Corporate Officer and the Medical Officer of Health be requested to continue to investigate cost-effective means of further reducing the air quality impacts of fuel purchased by the Corporation, including a biodiesel program when economic and supply conditions improve; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

22. Fleet Services Future Plan (2001) – Status Update (All Wards)

Report (September 29, 2005) from the Chief Corporate Officer providing a status update on the progress of Fleet Services in implementing the Fleet Services Future Plan (2001), as well as other activities undertaken by staff and requirements to report back on specific issues.

Recommendations:

It is recommended that this report be received for information.

INFORMATION AND TECHNOLOGY

23. 3-1-1 Customer Service Strategy: 2006 Capital Budget Request and 2007/8 Projected Budget Estimates

Report (October 24, 2005) from the 3-1-1 Deputy City Manager advising that Council directed that the findings and recommendations of the 3-1-1 Council-Staff Working Group (CSWG) be reported to the Budget Advisory Committee during the 2006 Capital and Operating Budget processes. The review, analysis and rationale of the CSWG in selecting its recommended 3-1-1 Service Model are presented along with CSWG recommendations respecting the 3-1-1 Implementation Plan and its associated 2006 capital budget. The projected 2007 and 2008 capital budget requirements for the 3-1-1 Customer Service Strategy are also identified.

Recommendations:

It is recommended that:

- (1) implementation of the different features of the 3-1-1 Customer Service Strategy be phased-in to optimize use of existing City resources and build early public confidence in 3-1-1 services;
- (2) approval be given to the CSWG recommended Scenario 3 Service Model detailed in Appendix 3;
- (3) 2006 capital funding for the 3-1-1 Customer Service Strategy detailed in Appendix 4 be approved in the amount of:
 - (a) \$2.464 million to retrofit Metro Hall Council Chamber for the 3-1-1 Contact Centre facility;

- (b) \$2.116 million for conversion of existing and non-documented content into easily searched, electronic form, and reviews of current business processes that will be initiated directly from the 3-1-1 operation in the future;
 - (c) \$0.500 million to develop the new self serve, service order function on the 3-1-1 service page on the City web site;
 - (d) \$0.4218 million for the preliminary development of the 3-1-1 core technology infrastructure;
 - (e) \$0.927 million for preliminary electronic integration of existing service order systems with the 3-1-1 Contact Centre system;
 - (f) \$0.100 million to design and develop training courses on technical and customer service skills for assigned 3-1-1 staff;
 - (g) \$0.015 million for 3-1-1 communications purposes; and
 - (h) \$0.180 million to obtain full-time Privacy Consultant services to conduct privacy impact assessments for the 3-1-1 initiative;
- (4) the 3-1-1 Lead Deputy City Manager be directed to report on the lessons learned from the Contact Centre launch according to pre-determined success criteria;
 - (5) the 3-1-1 Lead Deputy City Manager identify a future working partnership of Council, senior staff, and 3-1-1 Contact Centre staff, to provide performance management oversight on 3-1-1/divisional service request outcomes and to monitor and recommend service improvements;
 - (6) the 3-1-1 Lead Deputy City Manager in consultation with the Mayor and Council-Staff Working Group (CSWG), report to Council by December 2005 on whether, or in what capacity, the CSWG should be continued given completion of its current mandate; and
 - (7) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.
- 23(a).** Communication (December 6, 2004) from the City Clerk advising that City Council on November 30, December 1 and 2, 2004, referred Consolidated Clause 24 in Administration Committee Report 9, headed “Improved Service to the Public through Introduction of ‘3-1-1’ (All Wards)” back to the Administration Committee for further consideration.

24. Software Licence Usage – Oracle Corporation Canada Inc.

Report (October 17, 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, and to seek approval to enter into a Client Level Agreement with Oracle Corporation Canada for the provision of Oracle8 product and its subsequent releases.

Recommendations:

It is recommended that:

- (1) the appropriate City officials be authorized to enter into a Client Level Agreement with Oracle Corporation Canada Inc., to the Oracle Data Base Management System (DBMS) Standard - Vendor of Record Master Agreement to acquire licences under the approved Corporate Technology Acquisition process, for the period ending March 30, 2006; and
- (2) the appropriate City officials be directed to take the necessary action to give effect thereto.

25. Authority to extend purchasing of Wireless Telecommunications Services through existing Management Board Secretariat of Ontario Vendor of Record Agreements from December 19, 2005 to June 19, 2006

Report (October 20, 2005) from the Chief Corporate Officer informing Council of the current status of Wireless Telecommunications Services purchases through the Management Board Secretariat (MBS) of Ontario Vendor of Record Agreements SA-3000 and SA-3003 and to seek Council approval to continue buying services through these agreements to June 19, 2006 or until such time as a new Request for Proposal is awarded and a contract executed.

Recommendations:

It is recommended that:

- (1) authority be granted to amend the agreement for wireless telecommunications services, currently ending December 19, 2005, to account for the projected spending, not to exceed \$593,100, due to unexpected growth in the use of services by Divisions with:
 - (a) Bell Mobility in an amount not to exceed \$202,800, including all taxes and charges;

- (b) Rogers Wireless in an amount not to exceed \$301,700, including all taxes and charges;
 - (c) Wireless Systems Solutions in an amount not to exceed \$74,100, including all taxes and charges;
 - (d) Telus Mobility WBS in an amount not to exceed \$9,300, including all taxes and charges;
 - (e) Uptown Communications in an amount not to exceed \$5,200, including all taxes and charges;
- (2) staff be authorized to extend the agreement for the purchase of wireless telecommunications airtime services for an additional six (6) month term from December 19, 2005 until June 19, 2006, not to exceed \$2,579,800, with:
 - (a) Bell Mobility in an amount not to exceed \$749,400, including all taxes and charges;
 - (b) Rogers Wireless in an amount not to exceed \$237,200, including all taxes and charges;
 - (c) Telus Mobility in an amount not to exceed \$1,535,000, including all taxes and charges;
 - (d) Microcell (Fido) in an amount not to exceed \$2,100, including all taxes and charge;
 - (e) Verizon Wireless Messaging in an amount not to exceed \$56,100, including all taxes and charges;
- (3) staff be authorized to extend the agreements for the purchase of wireless hardware services for an additional six (6) month term, not to exceed \$166,600, with:
 - (a) Wireless Systems Solutions in an amount not to exceed \$71,000, including all taxes and charges;
 - (b) Telus Mobility WBS in an amount not to exceed \$50,100, including all taxes and charges;
 - (c) Uptown Communications in an amount not to exceed \$26,700, including all taxes and charges;
 - (d) Baka Wireless in an amount not to exceed \$18,800, including all taxes and charges;
- (4) Telecommunications Services, of the Information and Technology Division, proceed with the immediate release of a new Request for Proposal (RFP) integrating all requirements for Wireless Telecommunications Services. Pricing and services resulting from the City RFP will supersede the extended agreements as of the date that the awards come into effect; and
- (5) the appropriate City Officials be authorized and directed to take any necessary action to give effect thereto.

FACILITIES AND REAL ESTATE

26. West District Study – Status Report (Ward 3 – Etobicoke Centre; Ward 5 – Etobicoke Lakeshore)

Report (October 18, 2005) from the Chief Corporate Officer providing a status update of the many component parts of the West District Study, together with anticipated timelines for a Request for Qualifications and a Request for Proposals.

Recommendations:

It is recommended that this report be received for information.

27. Standard Specifications for Workstations

Report (October 6, 2005) from the Chief Corporate Officer reporting on the review of standard specifications for workstations used by the City, as requested by City Council at its meeting of February 1, 2 and 3, 2005.

Recommendations:

It is recommended that this report be received for information.

28. Interim Energy and Environmental Efficiency Guidelines for City-Owned Buildings

Report (October 21, 2005) from the Chief Corporate Officer seeking Council approval to implement voluntary interim sustainable energy efficiency guidelines for City of Toronto buildings.

Recommendations:

It is recommended that:

- (1) the Leadership in Energy and Environmental Design (LEEDTM) Green Building Rating System be used as a voluntary guideline / checklist for City owned buildings that are being renovated, retrofitted or newly constructed, with the targeted level of certification being silver; and
- (2) City officials be authorized and directed to take the necessary action to give effect thereto.

29. Lease Renewal – 970 Lawrence Avenue West, 7th Floor, Toronto Police Services (Ward 15 – Eglinton Lawrence)

Report (October 21, 2005) from the Chief Corporate Officer seeking authority to renew the Lease for the Parking Enforcement Operations of the Toronto Police Services at 970 Lawrence Avenue West, 7th Floor, Toronto.

Recommendations:

It is recommended that:

- (1) the Lease agreement with Pinedale Properties Ltd. in trust for 970 Lawrence Project Limited (as “Landlord”) be approved for a five year term as set out in Appendix “A” of this Report;
- (2) The Chief Corporate Officer/successor or designate shall administer and manage the lease agreement including the provision of any consents, approvals, waivers, notices and notices of termination provided that the Chief Corporate Officer may, at any time, refer consideration of such matter (including their content) to City Council for its determination and direction;
- (3) the appropriate City Officials be authorized and directed to take the necessary action and to give effect thereto.

30. Regularizing a minor encroachment of City easement by William White and Linda Little, owners of the property at 201 Linden Avenue, Scarborough. (Ward 35 – Scarborough Southwest)

Report (October 20, 2005) from the Chief Corporate Officer seeking authority for regularizing a minor encroachment by the owners of the property on a City easement, which appears to have occurred inadvertently.

Recommendations:

It is recommended that:

- (1) an annual fee of \$100.00 net, plus applicable taxes, be applied, effective October 1, 2004, for permitting the encroachment of a building wall on an easement granted to the City as briefly detailed in Appendix “A” ;
- (2) a suitable agreement be executed in a form acceptable to the City Solicitor; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

31. Lease of 1229 Ellesmere Road for Shelter Purposes (Ward 37 – Scarborough Centre)

Report (October 21, 2005) from the Chief Corporate Officer seeking Council approval to enter into a lease agreement with Lafontaine Lodge Limited for the property at 1229 Ellesmere Road (the "Property").

Recommendations:

It is recommended that:

- (1) authority be granted to enter into a Lease with Lafontaine Lodge Limited for the Property municipally known as 1229 Ellesmere Road substantially on the terms and conditions set out in attached Appendix "A", and in a form acceptable to the City Solicitor;
- (2) the Chief Corporate Officer shall administer and manage this Lease, including the exercise of any renewal options and the provision of any consents, approvals, notices and notices of termination, provided that Chief Corporate Officer may, at any time, refer consideration of such matter (including the content) to City Council for its determination and direction;
- (3) the City Solicitor be authorized to complete the transaction on behalf of the City, including payment of any necessary expenses and amending the commencement or other lease date to such earlier or later dates and on such terms and conditions as she may from time to time consider reasonable;
- (4) the Chief Corporate Officer, in consultation with the City Solicitor and the Treasurer, be requested to consider and report back to Administration Committee on or before its March 2006 meeting, on the feasibility of declaring the Property a municipal capital facility and exempting it from taxation for municipal and school purposes; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

32. Declaration as Surplus Closed Road Allowance and Reserve Strip Between 65 and 67 Ellington Drive (Ward 37 – Scarborough Centre)

Report (October 24, 2005) from the Chief Corporate Officer declaring the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the closed road allowance and reserve strip between Nos. 65 and 67 Ellington Drive, being all of the unnamed Road Allowance (Closed) and one-foot reserve strip between Lots 78 and 79 on Plan 4222, designated as Parts 1 to 8 inclusive on Reference Plan 64R-11416 (the "Property"), be declared surplus to the City's requirements;
- (2) the Chief Corporate Officer be authorized to list Parts 3, 4, 5 and 6 for sale on the open market;
- (3) the Chief Corporate Officer be authorized to invite an offer to purchase Parts 1 and 2 from the owner of 67 Ellington Drive, and if, in the opinion of staff, no recommendable offer is received, then the Chief Corporate Officer be authorized to list Parts 1 and 2 for sale on the open market, together with Parts 3, 4, 5 and 6;
- (4) the Chief Corporate Officer be authorized to invite an offer to purchase Parts 7 and 8 from the owner of 65 Ellington Drive, and if, in the opinion of staff, no recommendable offer is received, then the Chief Corporate Officer be authorized to list Parts 7 and 8 for sale on the open market, together with Parts 3, 4, 5 and 6;
- (5) 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
- (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

33. Review of Property Holdings (All Wards)

Report (October 24, 2005) from the Chief Corporate Officer responding to Budget Advisory Committee's request for a review of property holdings with a view to potential disposal and report thereon to the Administration Committee.

Recommendations:

It is recommended that this report be received for information.

34. Sale of Surplus Property – Portions of 2756 Old Leslie Street (Ward24 – Willowdale)

Report (October 26, 2005) from the Chief Corporate Officer authorizing the sale of portions of the City-owned property at 2756 Old Leslie Street.

Recommendations:

It is recommended that:

- (1) the offer from Great Land (Oshawa) Corp. ("Great Land") to purchase those portions of the City-owned property known as 2756 Old Leslie Street and shown as Parts 1, 2, 5 and 6 on the attached Sketch No. PMC-99-035d (the "Sketch"), save and except for the stratified portions of Parts 1 and 5 described generally as extending from 1 m (3.3 ft) below grade to 3 m (9.8 ft) above grade, subject to the reservation of a 3 m (9.8 ft) wide easement (shown as Parts 5 and 6 on the Sketch) for the construction and maintenance of a retaining wall (collectively, the "Property"), for a purchase price of \$2,000,000.01 on the terms outlined in Appendix A, be accepted, 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) authority be granted to direct a portion of the proceeds on closing to fund the outstanding expenses related to the Property;
- (3) the City Solicitor be authorized to complete the transaction on behalf of the City, including 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
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

CITY SOLICITOR

35. Repeal of Former City of York Municipal Code Chapter 670, the Codified Version of By-law Number 73-67, and Former Township of Scarborough By-law Number 4756.

Report (October 21, 2005) from the City Solicitor advising that former City of York Municipal Code Chapter 670, the codified version of By-law Number. 73-67, and former Township of Scarborough By-law Number 4756 designate the Ontario Municipal Board ("OMB") as the sole arbitrator for the former City of York and the former Township of Scarborough for disputes arising under leases and contracts which call for arbitration. This report seeks authority to repeal those provisions, reflecting Council's previous action in repealing a similar former City of Toronto By-law.

Recommendations:

It is recommended that the City Solicitor be authorised to introduce into Council a bill to repeal former Township of Scarborough By-law Number 4756, former City of York Municipal Code Chapter 670 and former City of York By-law Number 73-67.

36. Easement Statute Law Amendment Act, 1990. Annual Report: Year 2005 Notices of Claim (All Wards)

Report (October 20, 2005) from the City Solicitor providing the required annual report on the Easement Statute Law Amendment Act, 1990.

Recommendations:

It is recommended that this report be received for information.

TREASURER – SOCIAL SERVICES

37. Request for Proposal 9105-05-7159 – Provision of Administrative and Underwriting Services for Employee Benefit Plans and Administration of the Ontario Works Dental Programs

Report (October 26, 2005) from the General Manager, Social Services and the Treasurer advising on the results of the Request for Proposal 9105-05-7159 for the Administrative and Underwriting Services for Employee Benefits Plans and Administration of the Ontario Works Dental Program and to request authority to enter into a five year agreement with the recommended Proponent for the provision of Administrative and Underwriting Services for Employee Benefit Plans and to also enter into a five year agreement with the recommended Proponent for the Administration of the Ontario Works Dental Program.

Recommendations:

It is recommended that:

- (1) the City enter into an agreement with The Manufacturers Life Assurance Company for the provision of the Administrative and Underwriting services for Employee Benefit Plans, with the administration fees guaranteed for 5 years at 2.85% for health and dental and 4.60% for LTD. Based on current claims patterns, the annual cost of these administration fees is \$5 Million Dollars (this will fluctuate based on claims experience) and with Insurance premiums guaranteed for 3 years at \$0.200% for Life Insurance, \$0.019 for Accidental

Death & Dismemberment, \$0.017 for Non-Occupational Accidental Death and \$0.065 for Line of Duty Death benefits. Based on current claims patterns, the annual cost of these Insurance Plans is \$14 million dollars; and terms and conditions satisfactory to the Treasurer and shall contain clauses satisfactory to the City Solicitor;

- (2) the term of the agreement with The Manufacturers Life Assurance Company be for a five year period, effective January 1, 2006, with administration fees guaranteed for the entire term of the agreement;
- (3) the General Manager, Social Services Division be authorized to execute on behalf of the City, an agreement with the Great-West Life Assurance Company for the Administration of the Ontario Works Dental Programs for the Social Services Division on terms and conditions satisfactory to the General Manager, Social Services Division and Treasurer and shall contain clauses satisfactory to the City Solicitor;
- (4) the term of the agreement with the Great-West Life Assurance Company be for a five year period, effective January 1, 2006, with the administration fees set at 4.95 per cent of paid claims for the entire term of the agreement and the total cost of the agreement with Great-West Life Assurance Company not exceed \$2.0 million over the five year term of the agreement; and
- (5) the appropriate City Officials be authorized to take the necessary action to give effect thereto.

FAIR WAGE OFFICE

38. Fair Wage Violation – Dram Electric Co. Ltd.

Report (October 17, 2005) from the Manager, Fair Wage Office seeking to disqualify Dram Electric Co. Ltd. from City contracts for failure to comply with the City of Toronto Fair Wage Policy.

Recommendations:

It is recommended that:

- (1) Dram Electric Co. Ltd. be disqualified from conducting business on City projects for a period of two (2) years inclusive for failure to comply with the provisions of the Fair Wage Policy in two separate instances over a period of three years inclusive;

- (2) following the disqualification period, Dram Electric Co. Ltd. be placed on probation for the next contract year;
- (3) the disqualification of Dram Electric be published on the City's Web Site; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

PLEASE NOTE

Please note that the Committee will recess at 2:30 p.m. to convene a joint meeting with the Planning and Transportation Committee. The Administration Committee will resume its meeting at the conclusion of the joint meeting, if necessary, to complete any unfinished business.



**ADMINISTRATION COMMITTEE
SUPPLEMENTARY AGENDA
MEETING 8**

Date of Meeting: Monday, November 7, 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

Communications/Reports:

1(a). Energy Retrofit Program Status and Request for Additional Funding

Report (October 26, 2005) from the Deputy City Manager and Chief Financial Officer reporting back as requested by the Administration Committee on the status of the \$20 million Energy Retrofit Program (ERP) and to earmark \$15 million for phase two of the Program as part of the 2006 capital budget process in order to continue and expand energy retrofit work in City facilities.

Recommendations:

It is recommended that:

- (1) \$15 million be earmarked for the second phase of the Energy Retrofit Program to be allocated to further retrofit projects in the period 2006 to 2009, as follows:
 - (a) a total project cost of \$6.0 million for the Energy Retrofit Project of pools and community centres, financed by a low interest loan of \$1.5 million from the Federation of Canadian Municipalities and \$4.5 million City debt, including cash flow of \$1.5 million in 2006 and \$4.5 million in 2007, be authorized; and

- (b) \$9.0 million in total project costs be earmarked for other projects in phase two of the Energy Retrofit Program with \$6.750 million to be funded from City debt and \$2.250 million from a previously approved low interest loan from the Federation of Canadian Municipalities' Green Municipal Investment Fund to be cash flowed as follows: \$2.0 million in 2007, \$5.0 million in 2008 and \$2.0 million in 2009, with detailed allocations to be reported in the 2007 Capital Budget process;
- (2) a detailed status report on the five previously approved projects funded under phase one of the Energy Retrofit Program be provided to the Budget Advisory Committee in November 2005 showing the annual cash flow, energy savings, energy cost savings and debt servicing for each project;
- (3) a list of additional energy retrofit projects for City Divisions and ABCs be prepared before the end of 2006 and submitted for consideration, along with applicable business cases for each project, as part of the 2007 capital budget process;
- (4) this report be forwarded to the Budget Advisory Committee for consideration with the 2006 capital budget; and
- (5) the appropriate City officials be authorized and directed to take any necessary action to give effect thereto.

21(a). Communication (November 2, 2005) from Kory Teneycke, Executive Director, Canadian Renewable Fuels Association.

23(b). Communication (October 31, 2005) from the e-City Committee recommending that the Administration Committee recommend to the Budget Advisory Committee and the Policy and Finance Committee that City Council adopt the staff recommendations in the Recommendations Section of the report (October 24, 2005) from the 3-1-1 Lead Deputy City Manager, as amended by adding the following new recommendation (7) and renumbering the remaining recommendation accordingly:

- “(7) the 3-1-1 Lead Deputy City Manager be requested to report quarterly to the e-City Committee on the implementation of the 3-1-1 Customer Service Strategy including any proposed harmonization of business practices or service standards; and”

NEW ITEMS

INFORMATION AND TECHNOLOGY

39. Progress Report on Technology End of Lease Strategy (TELS) Initiative

Communication (October 31, 2005) from the e-City Committee forwarding the report (September 30, 2005) from the Chief Corporate Officer reporting on the progress of the TELS Initiative to the Administration Committee for information.

40. Evaluation of adding 5-1-1 to the 3-1-1 Project

Communication (October 31, 2005) from the e-City Committee recommending to the Administration Committee that the report (October 18, 2005) from the Chief Corporate Officer assessing the potential of adding a 5-1-1 system for real-time transit passenger information in the proposal call for 3-1-1 be received.

FACILITIES AND REAL ESTATE

41. Sale of Surplus Portion of a City-owned Property at 3301 Markham Road (Ward 42 – Scarborough-Rouge River)

Report (October 25, 2005) from the Chief Corporate Officer seeking authority for the sale of the surplus portion of the City-owned property at 3301 Markham Road.

Recommendations:

It is recommended that:

- (1) the Offer to Purchase from the Tapscott Industrial Landowners Group Inc. ("TILG") to purchase the portion of the City-owned 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"), in the amount of approximately \$3,996,000.00 based on a rate of \$360,000.00 per acre for an area of approximately 11.1 acres (exact area to be determined once the City deposits a Reference Plan of Survey), be accepted substantially on the terms and conditions outlined in Appendix "A" to 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) authority be granted to direct a portion of the proceeds on closing to fund the outstanding expenses related to this Property;
- (3) the City Solicitor be authorized to complete the transaction on behalf of the City, including making payment of any necessary expenses and amending the closing and other dates to such earlier or later date(s) and on terms and conditions as she may from time to time consider reasonable; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

42. Lease of a Portion of the City-owned Property Located at 76 Wychwood Avenue: Non-Residential Component of Wychwood Green/Arts Barn Project (Ward 21 – St. Paul’s West)

Report (October 28, 2005) from the Chief Corporate Officer seeking approval of a lease at nominal rent to Toronto Artscape Inc. ("Artscape") for the development of the arts-related (non-residential) portion of the Wychwood Green/Art Barn Project, at 76 Wychwood Avenue (the "Property").

Recommendations:

It is recommended that:

- (1) authority be granted to enter into a lease of portions of the Property with Artscape, for the purposes of developing an arts and cultural centre, substantially on the terms and conditions outlined in Appendix “A” to this report and in a form acceptable to the City Solicitor, conditional on the consent of the General Manager of Economic Development, Culture and Tourism to the financial plans for the development, such grant by way of below market rent being in the interest of the municipality;
- (2) the Chief Corporate Officer shall administer and manage the lease including the provision of any consents, approvals, waiver notices and notices of termination provided that the Chief Corporate Officer may, at any time, refer consideration of such matters (including their content) to City Council for its determination and direction;
- (3) the City Solicitor be authorized to complete the transaction on behalf of the City, including payment of any necessary expenses and amending the commencement date of the lease and any other dates to such earlier or later dates and on such terms and conditions as she may from time to time consider reasonable; and

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

TREASURER AND CITY SOLICITOR

43. 2006 Operating Budget Request – Additional Staff Resources to Manage Assessment and Taxation Issues

Report (October 31, 2005) from the Treasurer and City Solicitor seeking authority to increase the City's staff complement by six (6) full time staff positions (five for the Revenue Services Division and one for the Legal Services Division) commencing in 2006 at an estimated gross cost of \$476,900 per year, to be fully funded by a reduction in the City's Non Program Tax Deficiency budget. The additional staff resources are required to adequately manage the increasing demand and workload related to assessment and taxation matters and to act on appeals filed to the Assessment Review Board (ARB) and the Payment in Lieu of Taxes Dispute Advisory Panel.

Recommendations:

It is recommended that:

- (1) gross expenditures of \$476,900 (to cover the cost of five additional staff for Revenue Services and an inter-department charge from Legal Services for one additional solicitor) be included in the Revenue Services Division's 2006 Operating Budget Estimates, and that the funding for this expenditure be recovered as an interdepartmental recovery from the City's Non-Program Tax Deficiency Budget resulting in a net expenditures of \$0.00 for the Revenue Services Division;
- (2) gross expenditure of \$92,000 (to cover the cost of one staff for Legal Services) be included in the Legal Services Division's 2006 Operating Budget Estimates, and that the funding for this expenditure be recovered as an interdepartmental recovery from Revenue Services resulting in a net expenditure of \$0.00 for the Legal Services Division;
- (3) an inter-divisional charge of \$476,900 be included in the 2006 Operating Budget Estimates for Non-Program Tax Deficiency Budget to fund the expenditures noted above;
- (4) the 2006 Operating Budget Estimates for the Non-Program Tax Deficiency Budget be reduced by \$2.5 million, provided the Revenue Services Division Operating Budget for 2006 is increased by the requested \$476,900;

- (5) this report be forwarded to the Budget Advisory Committee; and,
- (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

44. Declaration as Surplus – Bridgepoint Health, Portions of 548 Gerrard Street East and 14 St. Mathews Road (Ward 30 – Toronto Danforth)

Report (October 27, 2005) from the Chief Corporate Officer seeking authority to declare surplus to municipal requirements part of 548 Gerrard Street East and part of 14 St. Matthews Road surplus to municipal requirements and to undertake negotiations with Bridgepoint Health for a land exchange for the Gerrard Property and a land exchange, sale and an amendment to the existing long-term lease.

Recommendations:

It is recommended that:

- (1) part of 548 Gerrard Street East, described as being part of Township Lot 15 in the First Concession from the Bay and shown on as Parts 1 and 7 on Sketch No. PS-2005-124 (the “Gerrard Property”) be declared surplus to the City’s requirements with the intended method of disposal to be by way of a land exchange with Bridgepoint Health for lands owned by Bridgepoint Health shown hatched on Sketch No. PS-2005-097;
- (2) and part of 14 St. Matthews Road, described as being part of Township Lot 15 in the First Concession from the Bay and shown as Parts 8, 11, 12, 13, 15 and 16 on Sketch No. PS-2005-124 (the “St. Matthews Property”), be declared surplus to the City’s requirements, subject to the retention of permanent easement in favour of the City over a portion of Part 12 shown cross-hatched on Sketch No. PS-2005-124 for City purposes, with the intended method of disposal to be by way of a land exchange and sale with Bridgepoint Health for lands owned by Bridgepoint Health shown cross-hatched on Appendix “C” and an amendment to the existing long-term lease with Bridgepoint Health for Part 13 on Sketch No. PS-2005-124;
- (3) 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;
- (4) authority be granted to the Chief Corporate Officer to grant an easement to Hydro One on terms and conditions satisfactory to the Chief Corporate Officer and City Solicitor over part of Parts 3, 4, 5, 6, 7, 8, 11 and 12 on Sketch No. PS-2005-124, for an existing hydro cable installation, and to grant the permanent easement prior to the conveyances to Bridgepoint Health;

- (5) authority be granted to the Chief Corporate Officer to enter into negotiations with Bridgepoint Health, and that staff explore a full range of options from nominal sum transaction to market value transaction, for a land exchange, sale and amendment to the existing long-term lease, and any other agreements deemed appropriate; and
- (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.