

To be confirmed.

THE CITY OF TORONTO

City Clerk's Office

Minutes of the Administration Committee

Meeting 3

Tuesday, April 26, 2005

The Administration Committee met on April 26, 2005, in Committee Room 1, City Hall, Toronto, commencing at 9:40 a.m.

Councillor	Public Session 9:40 a.m.	Public Session 2:00 p.m.
Councillor Michael Walker, Chair	X	X
Councillor Janet Davis, Vice-Chair	X	X
Councillor Shelley Carroll	X	X
Councillor Frank Di Giorgio	X	X
Councillor Rob Ford	X	X
Councillor Doug Holyday	X	X
Councillor Frances Nunziata	X	X
Councillor Sylvia Watson	X	X

* Members were present for all or part of the meeting.

Councillor Walker in the Chair.

Declarations of Interest Pursuant to the Municipal Conflict of Interest Act.

None declared.

Confirmation of Minutes

On motion by Councillor Di Giorgio, the minutes of the meeting of the Administration Committee held on March 8, 2005 were confirmed.

3.1 Fair Wage Office Annual Report

The Administration Committee considered a report (April 6, 2005) from the Manager, Fair Wage Office providing a summary of the highlights of Fair Wage Office activities and performance in 2004.

Recommendations:

It is recommended that:

- (1) this report be received for information; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Nunziata, the Administration
Committee received the report.

Report 4, Other Items Clause 25(a)

3.2 Project Management Fee Policy; Corporate Services, Facilities and Real Estate Division

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

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Davis, the Administration
Committee received the report.

Report 4, Other Items Clause 25(b)

3.3 Status – Energy Management Program (EMP) for City Facilities

The Administration Committee considered a report (April 4, 2005) from the Commissioner of Corporate Services reporting on the status of the Energy Management Program as requested by Council.

Recommendation:

It is recommended that this report be received for information.

The Committee also considered a communication (April 20, 2005) from Deputy Mayor Pantalone, Chair, Roundtable on the Environment, recommending that the Administration Committee request the Commissioner of Corporate Services, and the City's Chief Financial Officer and Treasurer:

- (a) ensure that a report is brought forward on possible energy efficiency projects in time to be included in the 2006 capital budget process;
- (b) that the amount (\$10 to \$20 million) be included in the report, and that the report include a list of specific projects for implementation in 2006; and
- (c) that the committee recommend that Council express its support, in principle, for the financing of the Energy Retrofit Program in the 2006 capital budget process, subject to regular budget approval.

On motion by Councillor Davis, the Administration Committee:

- (1) recommended that Council express its support, in principle, for the financing of the Energy Retrofit Program in the 2006 capital budget process, subject to regular budget approval' and
- (2) requested the Deputy City Manager and Chief Financial Officer to report to the Administration Committee for consideration during the 2006 capital budget process on possible energy efficiency projects; and that the amount (\$10 to \$20 million) and a list of specific projects for implementation in 2006 be included in the report.

Report 4, Clause 1

3.4 Elevator Maintenance Services – City of Toronto

The Administration Committee considered a report (March 9, 2005) from the Commissioner of Corporate Services providing information on the consolidation of the City's elevator contracts.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Nunziata, the Administration Committee received the report.

Report 4, Other Items Clause 25(c)

3.5 2005 First Quarterly Report on Property Sales and Purchases (All Wards)

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

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Davis, the Administration Committee received the report.

Report 4, Other Items Clause 25(d)

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

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

Recommendations:

It is recommended that:

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

- (2) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Carroll, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 15, 2005) from the Deputy City Manager and Chief Financial Officer.

Report 4, Clause 2

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

The Administration Committee considered a report (April 15, 2005) from the Deputy City Manager and Chief Financial Officer declaring the property surplus to municipal requirements.

Recommendations:

It is recommended that:

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

- (3) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Holyday, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 15, 2005) from the Deputy City Manager and Chief Financial Officer.

Report 4, Clause 3

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

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

Recommendations:

It is recommended that:

- (1) the vacant land located on the east side of Grand Avenue, between Algoma Street and Manitoba Street, being Lots 29 to 33, 165 to 174, 192 to 201 on Plan M137 also shown as Parts 1 and 2 on Sketch PS-2005-030, subject to the reservation of an easement for sewer purposes in Part 2 on Sketch PS-2005-030 (the “Property”), be declared surplus to the City’s requirements, and be listed for sale on the open market;
- (2) all steps necessary to comply with the City’s real estate disposal process as set out in Chapter 213 of the City of Toronto Municipal Code be taken; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Holyday, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 15, 2005) from the Deputy City Manager and Chief Financial Officer and Commissioner of Community and Neighbourhood Services.

Report 4, Clause 4

3.9 Metro Hall Cooling System – Legislative Requirements

The Administration Committee considered the following confidential reports:

- (i) (December 21, 2004) from the Commissioner of Corporate Services; and
- (ii) (April 5, 2005) from the Commissioner of Corporate Services.

On motion by Councillor Davis, the Administration Committee recommended to the Policy and Finance Committee that:

- (1) Council adopt staff recommendations (1), (2) and (4) in the confidential report (December 21, 2004) from the Commissioner of Corporate Services which was forwarded to Members of Council under confidential cover; and
- (2) because the report relates to security of the property of the municipality or local board under the *Municipal Act, 2001*, discussions about this report be held in camera.

(Policy and Finance Committee – April 28, 2005)

Report 4, Other Items Clause 25(e)

3.10 2005 Computer Maintenance Contracts

The Administration Committee considered a report (February 14, 2005) from the Commissioner of Corporate Services submitting a comprehensive listing of all

computer maintenance contracts for all departments, their expiry dates and related costs.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Davis, the Administration Committee recommended to Council that all divisions negotiating new or renewing existing computer contracts refer the proposed contracts to the Contract Management Office in Corporate IT for review for the purpose of determining if there are opportunities for consolidating contracts.

Report 4, Clause 5

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

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

The Committee also considered the following:

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

Recommendation:

It is recommended that this report be received for information;

- (ii) communication (November 25, 2004) from the e-City Committee;

Recommendation:

The e-City Committee recommended to the Administration Committee:

- (1) that the Chief Financial Officer and Treasurer and the Commissioner of Corporate Services, in consultation with appropriate City Officials, be directed to provide as soon as possible, to each of the e-City Committee members, copies of the responses from the eight proponents to Request for Proposal 3401-04-3216, Sections 5.5, 6, 8, 9, 10 and 12, and that staff also be requested to submit a report to the Administration Committee, through the e-City Committee; and
- (2) that the Chief Financial Officer and Treasurer, in consultation with appropriate City Officials, be requested to report to the Policy and Finance Committee on:
 - (a) existing policy and practices with respect to identifying confidential and non-confidential portions of Request for Proposal responses; and
 - (b) recommendations to standardize policy and practices having regard to the intent to maintain the maximum amount of openness and transparency;
- (iii) communication (March 7, 2005) from Harry Zarek, President and Chief Executive Officer, Compugen Inc.;
- (iv) communication (April 15, 2005) from the City Clerk advising that City Council on April 12, 13 and 14, 2005, referred the following Motion to the Administration Committee for consideration at its meeting on April 26, 2005:

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

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

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

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

NOW THEREFORE BE IT RESOLVED THAT City Council direct that the documents referred to in the attached staff report dated February 2, 2005, from the Chief Financial Officer and Treasurer and Commissioner of Corporate Services, be made available to the April 4, 2005 meeting of the e-City Committee, and that the documents will only be available during the in camera session."

Dan King, Civic Efficiency Group, appeared before the Committee and filed a written submission.

Councillor Peter Milczyn and Councillor Mike Del Grande were present during consideration of this matter.

Councillor Watson moved that City Council direct that the documents referred to in the report (February 2, 2005) from the Chief Financial Officer and Treasurer and the Commissioner of Corporate Services, regarding Request for Proposal 3401-04-3216, Sections 5.5, 6, 8, 9, 10 and 12, be made available to the e-City Committee at its next meeting and that the documents only be made available during an in-camera session, which failed.

Councillor Watson moved that all RFP documents contain the following statement: "Tenders, quotations and proposals may be disclosed to Members of Council, Committees of Council and City Council on a confidential basis and by submitting a tender the proponent agrees to such disclosure", which failed.

On motion by Councillor Davis, the Administration Committee recommended to Council that the Director of Purchasing and Materials Management Division, in consultation with the Corporate Access and Privacy Office and the City Solicitor, be requested to report to the Administration Committee, at its June meeting, on a protocol for access to information to Members of Council at various stages of the procurement process in order to clarify roles and responsibilities and facilitate appropriate oversight by Members of Council, and such report also to address the issue of consent for releasing information in all call documents.

Report 4, Clause 6

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

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

Recommendation:

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

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

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Watson, the Administration Committee recommended that City Council direct:

- (1) all divisions to review the Directory of Records and consult with the Corporate Access and Privacy Office to determine those records that may be disclosed routinely to the public and Members of Council, and where it may be appropriate, for records to be created that would be suitable for routine disclosure, for example, records containing no private personal information;
- (2) all divisions to review their information management practices with Corporate Records and Archives to ensure that their records can be retrieved within the times set out in the City's Access and Privacy Manual, in order to ensure that the City responds to all access requests under the MFIPPA within the statutory timeframe of 30 calendar days;
- (3) all divisions to review the Directory of Records with Corporate Records and Archives, and provide the necessary divisional approvals, to ensure that all their records are scheduled in the Municipal Code Chapter on Records Retention, as required by the MFIPPA and the *Municipal Act, 2001*; and
- (4) the City Clerk to report to the Administration Committee on further progress made on the Corporate Access and Privacy renewal initiatives, including training, policy development, and processing improvements, in accordance with the statutory requirement to report on information indicating an effort by the City to put into practice the purposes of the MFIPPA, with the next annual report to the Information and Privacy Commissioner of Ontario (IPC).

Report 4, Clause 7

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

See Minute 3.12.

3.14 Breakdown of Costs by Department and examples of materials sent by Couriers

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

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Davis, the Administration Committee received the report.

Councillor Ford was recorded as voting in opposition to the above motion.

Report 4, Other Items Clause 25(f)

3.15 Council Travel Policy

The Administration Committee considered a communication (March 16, 2005) from Councillor Nunziata submitting the following recommendation for consideration by the Committee:

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

The Committee also considered a report (April 20, 2005) from the City Clerk amending the current Business Travel policy for Members of Council to reflect

recent changes in municipal association structure and names, and to update the current policy to include new municipal associations.

Recommendations:

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

- (1) attendance by a Member of Council at an annual meeting, board, section executive, task force or committee meetings of an organization to which the City is a member of (examples may include but are not limited to: the Association of Municipalities of Ontario (AMO); the Federation of Canadian Municipalities (FCM); United Cities and Local Governments (UCLG); World Association of Major Metropolis (WAMM); Ontario Good Roads Association (OGRA); and International Council for Local Environmental Issues (ICLEI)):
 - (a) who are elected or appointed to the executive, board, section executive, task force or committee be charged to the Council Business Travel Budget;
 - (b) who are not elected or appointed to the executive, board, section executive, task force or committee be limited to a total of \$5,000.00 per Member on an annual basis for travel inside Canada only and be charged to the Council Business Travel Budget. All costs associated with travel outside Canada be charged to the Member's Office Budget;
- (2) travel to other recognized Association meetings and conferences, the Mayor or one Member of Council as designated by the Mayor may attend and costs associated with this travel may be charged to the Council Business Travel Budget. Examples may include but are not limited to: Large Urban Mayor's Caucus of Ontario (LUMCO); Mayor and Regional Chairs of Ontario (MARCO); Big Cities Mayor's Caucus; and Great Lakes Mayor's Initiative;
- (3) travel to a conference or seminar where the Member is invited to speak will be charged to the Member's Office Budget;
- (4) Members of Council shall seek prior Council approval wherever possible for conference, seminar or study tours exceeding \$3,500.00 (Canadian funds), inclusive of registration, travel, accommodation and all related expenses;

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

On motion by Councillor Nunziata, the Administration Committee recommended that Council adopt the staff recommendations in the Recommendations Section of the report (April 20, 2005) from the City Clerk.

Report 4, Clause 8

3.16 Bowdens Media Monitoring Limited

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

The Committee also considered a communication (April 25, 2005) from the Director, Corporate Communications, in response to Councillor Hall's concerns.

On motion by Councillor Holyday, the Administration Committee received the communications.

Report 4, Other Items Clause 25(g)

3.17 Extension of Contract - Administrative and Underwriting Services for Employee Benefit Plans

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

Recommendations:

It is recommended that:

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

On motion by Councillor Carroll, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 12, 2005) from the Chief Financial Officer and Treasurer.

Report 4, Clause 9

3.18 2005 Insurance Program Renewal

The Administration Committee considered a confidential report (April 12, 2005) from the Chief Financial Officer and Treasurer.

On motion by Councillor Davis, the Administration Committee recommended:

- (1) that City Council adopt the staff recommendations in the Recommendations Section of the confidential report (April 12, 2005) from the Chief Financial Officer and Treasurer which was forwarded to Members of Council under confidential cover; and
- (2) because the report relates to security of the property of the municipality or local board under the *Municipal Act, 2001*, discussions about this report be held in camera.

Report 4, Clause 10

3.19 Parking Tag Activity Report – 2004

The Administration Committee considered a report (April 12, 2005) from the Chief Financial Officer and Treasurer reporting on the number and breakdown of parking infraction notices issued in the City of Toronto in 2004.

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Ford, the Administration Committee deferred consideration of the report to its next meeting on May 25, 2005 and directed that the President, Toronto Parking Authority, and a Member of the Toronto Police Services Board be requested to attend the meeting to respond to questions.

(Mr. Maurice J. Anderson, President, Toronto Parking Authority; Chair, Toronto Police Services Board; cc: Chief Financial Officer and Treasurer and Councillor Walker, Chair, Administration Committee – May 4, 2005)

Report 4, Other Items Clause 25(h)

3.20 Apportionment of Property Taxes

The Administration Committee considered a report (April 8, 2005) from the Chief Financial Officer and Treasurer recommending approval for the apportionment of taxes pertaining to properties listed in Appendix A and reporting on the estimated

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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.

The Administration Committee held a public hearing under the *Municipal Act, 2001* and no one addressed the Committee.

On motion by Councillor Walker, with Councillor Davis in the Chair, the Administration Committee recommended to City Council that:

- (1) the individual apportionments made pursuant to Section 356 of the *Municipal Act, 2001*, as provided in Appendix A of the report (April 8, 2005) from the Chief Financial Officer and Treasurer entitled "Apportionment of Property Taxes" be approved, excluding the following applications, which will be heard at a future hearing:

Page	Tax Year	Original Roll	Tax Roll No. for Apportioned Properties	Tax Apportionment	Ward
3 of 8	2003	1914-06-3-160-02600	1914-06-3-160-02601	\$2,141.76	
		1914-06-3-160-02700	1914-06-3-160-02701	\$2,092.18	
		1914-06-3-160-02750 (John St.)		\$1,199.78	
			Total:	\$5,433.72	11

and

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

Report 4, Clause 11

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

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

Recommendations:

It is recommended that:

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

The Administration Committee held a public hearing under the *Municipal Act, 2001* and no one addressed the Committee.

On motion by Councillor Walker, with Councillor Davis in the Chair, the Administration Committee recommended to City Council that:

- (1) the individual appeals pursuant to Section 357 of the *Municipal Act, 2001*, as provided in the Detailed Hearing Report marked as "Appendix C" of the report (April 6, 2005) from the Chief Financial Officer and Treasurer, be approved excluding the

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following application to be heard at a future hearing:

Section 357								
Ward	Appeal No.	Tax Year	Roll Number	Tenant	Property Location	Reason	No. of Days	Tax Adjustment
22	20030186	2003	19 04 05 4-060- 07500	0	1246 Yonge St.	15	365	-\$35,718.25

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

Report 4, Clause 12

3.22 Apportionment of Taxes - Treasurer Initiated Applications

The Administration Committee considered a report (April 12, 2005) from the Chief Financial Officer and Treasurer recommending approval for the apportionment of taxes pertaining to properties listed in Appendix A and reporting on the estimated amount of grant funding required to off-set the penalty/interest charges associated with these properties. The accounts recommended to be apportioned as part of this report relate to apportionment applications initiated by the Treasurer.

Recommendations:

It is recommended that:

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- (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.

The Administration Committee held a public hearing under the *Municipal Act, 2001* and no one addressed the Committee.

On motion by Councillor Walker, with Councillor Davis in the Chair, the Administration Committee recommended to City Council that:

- (1) the individual apportionments made pursuant to Section 356 of the *Municipal Act, 2001*, as provided in Appendix A of the report (April 12, 2005) from the Chief Financial Officer and Treasurer entitled “Apportionment of Taxes – Treasurer Initiated Applications” be approved, excluding the following applications, which will be heard at a future hearing:

Page	Tax Year	Original Roll	Tax Roll No. for Apportioned Properties	Tax Apportionment	Ward
12 of 20	2003	1904-09-6-340-00900 (40 Kelvin Ave.)	1904-09-6-340-00910		
			1904-09-6-340-00930		
			<u>1904-09-6-340-00950</u>		
			Total:	\$11,555.74	32
18 of 20	2003	1914-07-2-400-00100 (0 Mactier Sub)	1914-06-1-360-00100		
			Total:	\$7,931.31	11
15 of 20	2003	1908-07-3-070-02400		\$2,806.10	
		1908-07-3-070-02500	1908-07-3-070-02402	\$2,855.68	
		1908-07-3-070-02600	Range to	\$2,875.51	
		1908-07-3-070-02700 (Alamont Rd.)	<u>1908-07-3-070-02446</u>	\$2,885.43	
			Total:	\$11,422.72	23

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Page	Tax Year	Original Roll	Tax Roll No. for Apportioned Properties	Tax Apportionment	Ward
1 of 20	2003	1901-09-3-200-01800 1901-09-3-200-01900 1901-09-3-200-02000 1901-09-3-200-02100 1901-09-3-200-02200 1901-09-3-200-02300 1901-09-3-200-02400 1901-09-3-200-02600 1901-09-3-200-02700 1901-09-3-200-02900 1901-09-3-200-02950 1901-09-3-200-03000 1901-09-3-200-03050 1901-09-3-200-03100 1901-09-3-200-03200 1901-09-3-200-03300 (Port Union Rd., Andona Cres. & Rozell Rd.)	1901-09-3-200-03500 Range to 1901-09-3-200-03760	\$1,269.19 \$1,289.02 \$1,398.09 \$2,706.95 \$3,034.16 \$1,179.95 \$1,764.97 \$2,349.99 \$2,409.48 \$1,229.53 \$3,619.18 \$ 793.24 \$1,219.61 \$1,179.95 \$1,179.95 \$1,179.95	
			<u>Total:</u>	\$27,803.21	44
10 of 20	2003	1904-06-4-540-01300 (189 Queen St. E.)	1904-06-4-540-01301 Range to 1904-06-4-540-01311		
			<u>Total:</u>	\$26,897.39	28

and

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

Report 4, Clause 13

3.23 Write-off of Uncollectable Miscellaneous Receivables - Update

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

Recommendation:

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

The Committee also considered the following:

- (i) report (November 29, 2004) from the Chief Financial Officer and Treasurer recommending to Council the write-off of uncollectable miscellaneous receivable accounts in accordance with the provisions of the Financial Control Bylaw.

Recommendations:

It is recommended that:

- (1) City Council approve the write-off of uncollectable accounts of \$3,584,144 as detailed on the Appendix B to this report; and
 - (2) the Chief Financial Officer and Treasurer report annually to the Administration Committee on accounts receivable that are being recommended for write-off; and
- (ii) report (December 15, 2004) from the Chief Financial Officer and Treasurer requesting that consideration of the report, entitled "Write-off of Uncollectable Miscellaneous Receivables" be deferred.

Recommendation:

It is recommended that the report, entitled "Write-off of Uncollectable Miscellaneous Receivables", be deferred to the March 8, 2005 Administration Committee.

Councillor Del Grande was present during consideration of this matter.

The Administration Committee recommended that:

- (1) on motion by Councillor Holyday, City Council adopt the following staff recommendation in the Recommendations Section of the report (April 11, 2005) from the Deputy City Manager/Chief Financial Officer and staff recommendation (2) of the report (November 29, 2004) from the Chief Financial Officer and Treasurer:
 - (a) that Appendix B attached to the report, entitled "Write-off of Uncollectable Miscellaneous Receivables" dated November 29, 2004, be replaced by Appendix A to the report (April 11, 2005) and that City Council approve the write-off of uncollectible accounts of \$2,981,949.49 as detailed on the Appendix A to this report; and
 - (b) the Chief Financial Officer and Treasurer report annually to the Administration Committee on accounts receivable that are being recommended for write-off (moved by Councillor Nunziata);

Councillor Ford was recorded as voting in opposition to the above Motion (1).

- (2) on motion by Councillor Davis, the Deputy City Manager/Chief Financial Officer report to the November meeting of the Administration Committee on the implementation of new business processes and internal controls for accounts receivable in all programs and divisions, such report to also include how the City will implement the policy related to not awarding contracts to those companies that have outstanding accounts with the City;
- (3) on motion by Councillor Nunziata, the Deputy City Manager/Chief Financial Officer be directed to review all of the policies and fees with respect to

credit and collection policies of the City and to report back to the Administration Committee prior to the setting of the 2006 Budget; and

- (4) on motion by Councillor Ford, City Council establish a centralized list of delinquent accounts with the purpose of allowing divisions to have a central point to reference this information; and, further, that staff report to the next meeting of the Administration Committee on the implications, financial and legal, of not awarding City business/contracts/grants, etc. to those companies, related parties, subsidiaries, and individuals until such a time as the delinquent accounts are cleared.

The Administration Committee:

- (1) on motion by Councillor Walker, with Councillor Davis in the Chair, referred the following motion by Councillor Ford to the Deputy City Manager/Chief Financial Officer for report back to the next meeting:

“That:

- (a) the City implement a policy whereby both collection agencies are used by the City instead of one;
 - (b) the City implement a policy whereby owners of companies are documented; and
 - (c) if the City should conduct business with a delinquent or bankrupt company, they be requested to pay in full any amounts outstanding;” and
- (2) on motion by Councillor Nunziata, requested the Deputy City Manager/Chief Financial Officer that as part of the quarterly variance report staff provide a report on accounts receivable.

Report 4, Clause 14

3.24 Shortage of Justices of the Peace

The Administration Committee considered a confidential report (April 12, 2005) from the City Solicitor.

On motion by Councillor Carroll, the Administration Committee recommended to City Council that:

- (1) Council adopt the staff recommendations in the Recommendations Section of the confidential report (April 12, 2005) from the City Solicitor subject to amending Recommendation (1) by adding the words “and all other Ontario Municipalities” after the word “Toronto” wherever it appears; and amending recommendation (3) by deleting “representing Toronto ridings”; and
- (2) because the report relates to the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose, under the *Municipal Act, 2001*, discussions about this report be held in camera.

(City Council – April 28, 2005)

Report 4, Clause 15

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

The Administration Committee considered a confidential report (April 11, 2005) from the Commissioner, Economic Development, Culture and Tourism and the City Solicitor.

On motion by Councillor Nunziata, the Administration Committee recommended to City Council that:

- (1) Council adopt the staff recommendations in the Recommendations Section of the confidential report (April 11, 2005) from the Commissioner, Economic Development, Culture and Tourism and the City

Solicitor which was forwarded to Members of Council under confidential cover; and

- (2) because the report relates to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board under the *Municipal Act, 2001*, discussions about this report be held in camera.

Report 4, Clause 16

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

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

The Committee also considered a confidential report (July 15, 2004) from the General Secretary, Toronto Transit Commission.

On motion by Councillor Walker, with Councillor Davis in the Chair, the Administration Committee deferred consideration of this matter until its meeting on September 13, 2005.

(Mr. Vincent Rodo, General Secretary, Toronto Transit Commission – April 29, 2005)

Report 4, Other Items Clause 25(i)

3.27 Review of Potential Mechanisms Available to Retain Control over the Redevelopment of Surplus City Properties

The Administration Committee considered a confidential report (April 8, 2005) from the Commissioner of Corporate Services and the City Solicitor.

The Committee also considered a communication (January 21, 2004) from Councillor Walker recommending that the Commissioner of Corporate Services,

in consultation with the Commissioner of Urban Development Services, be directed to report to the Administration Committee on mechanisms to retain control of the re-development process on surplus City properties.

On motion by Councillor Davis, the Administration Committee:

- (1) referred the confidential report (April 8, 2005) from the Commissioner of Corporate Services and the City Solicitor to the Property Management Committee and requested a report on a protocol/policy for the City to the Administration Committee on June 28, 2005; and
- (2) because the report relates to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board under the *Municipal Act, 2001*, discussions about this report be held in camera.

(Property Management Committee; cc: Commissioner of Corporate Services and City Solicitor – May 4, 2005)

Report 4, Other Items Clause 25(j)

3.28 Letter to Commissioner Bellamy on the Status of City of Toronto Initiatives

The Administration Committee considered a report (April 11, 2005) from the City Manager forwarding the City of Toronto's submission to Commissioner Bellamy on a summary of initiatives undertaken in the areas of procurement, management controls, integrity and governance since the Chief Administrator's appearance at the Inquiry in January, 2004.

Recommendation:

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

On motion by Councillor Davis, the Administration Committee received the report and requested the City Manager to arrange to have the letter addressed to Commissioner Bellamy posted at appropriate location(s) on the City's website.

Report 4, Other Items Clause 25(k)

3.29 Fleet Services Green Fleet Transition Plan

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

On motion by Councillor Walker, with Councillor Davis in the Chair, the Administration Committee recommended that Council adopt the Roundtable recommendations in the Recommendations Section of the communication from the Chair, Roundtable on the Environment, as amended, to read as follows:

“It is recommended that:

- (1) City staff develop a set of technical/mechanical standards for each type of vehicle and establish a policy when replacing existing vehicles that alternative fuel or hybrid vehicles that meet the established set of technical/mechanical standards, be chosen subject to approval by the Budget Advisory Committee and Council;
- (2) City staff communicate with the appropriate staff, agencies, boards, and commissions, and other officials to ensure that the Corporate Fleet and the fleets of Fire, Emergency and Medical Services and Toronto Police Service, comply with the standards referred to above, subject to approval by the Budget Advisory Committee and Council.
- (3) City staff prepare a comprehensive study, which will evaluate the cost/benefit to the City, on the feasibility of creating a policy of purchasing appropriately-sized (e.g. Smart Cars, pick-up trucks with smaller engines) fuel-efficient vehicles that

meet the requirements of the City and its agencies, boards and commissions;

- (4) the City Manager work with the agencies, boards and commissions, to ensure that each has a Green Fleet Transition policy;
- (5) City staff develop a Green Fleet Partnership program with operators of commercial fleets; and
- (6) City staff prepare a report on the City's accumulated emission credits and options for retiring the same. Such report to be forwarded to the Roundtable on the Environment for comment and advice, including consideration of the report prepared by Dr. Peter Victor and the recent climate change announcements by the Federal Government."

Report 4, Clause 17

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

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

Recommendations:

It is recommended that:

- (1) a lease agreement with 150 Eglinton Property Limited be approved in accordance with the terms and conditions set out in the body of this report and in a form acceptable to the City Solicitor.
- (2) the Chief Corporate Officer shall administer and manage the lease agreement including the provision of any consents, approvals, waiver notices and notices of termination provided that the Chief Corporate

Officer may, at any time, refer consideration of such matters (including their content) to City Council for its determination and direction;

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

On motion by Councillor Walker, with Councillor Davis in the Chair, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 11, 2005) from the Deputy City Manager and Chief Financial Officer.

Report 4, Clause 18

3.31 2880 Bayview Avenue – Abandonment of Expropriated Land (Ward 23-Willowdale)

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

Recommendations:

It is recommended that:

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

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 19, 2005) from the City Solicitor.

Report 4, Clause 19

3.32 734-758 Sheppard Avenue East – Registration of Correcting Plan of Expropriation (Ward 24 – Willowdale)

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

Recommendations:

It is recommended that:

- (1) the City Solicitor be authorized to either register a correcting plan on title to the property known municipally as 734-758 Sheppard Avenue East to amend Expropriation Plan D-121358 to identify the interest required in Part 13 as a permanent subsurface easement, on terms satisfactory to the City Solicitor, and in Part 14 as a temporary construction easement or to return Parts 13 and 14 to the Owners by further conveyance, subject to the reservation of those rights, whichever is determined by the City Solicitor to be more expedient and in accord with statutory provisions and Registry Office requirements; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 15, 2005) from the City Solicitor.

Report 4, Clause 20

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

The Administration Committee considered a confidential report (April 7, 2005) from the City Solicitor.

On motion by Councillor Holyday, the Administration Committee recommended:

- (1) that City Council adopt the staff recommendations in the Recommendations Section of the confidential report (April 7, 2005) from the City Solicitor which was forwarded to Members of Council under confidential cover; and
- (2) because the report relates to litigation or potential litigation under the *Municipal Act, 2001*, discussions about this report be held in camera.

Report 4, Clause 21

3.34 Impact of Divisional Court Decision on Future City Projects

The Administration Committee considered a confidential report (April 5, 2005) from the City Solicitor.

On motion by Councillor Davis, the Administration Committee:

- (1) recommended that City Council receive the confidential report (April 5, 2005) from the City Solicitor for information which was forwarded to Members of Council under confidential cover; and
- (2) because the report relates to receiving of advice that is subject to solicitor-client privilege under the *Municipal Act, 2001*, discussions about this report be held in camera.

Report 4, Clause 22

3.35 Wireless Hotspot Pilot for Nathan Phillips Square

The Administration Committee considered a report (April 18, 2005) from the Deputy City Manager and Chief Financial Officer seeking approval to proceed

with the release of a Request for Proposal for a six month pilot of a wireless hotspot for Nathan Phillips Square.

Recommendations:

It is recommended that:

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

On motion by Councillor Carroll, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 18, 2005) from the Deputy City Manager and Chief Financial Officer.

Report 4, Clause 23

3.36 Use of Surplus Municipal Election Campaign Funds to Finance the Contribution Rebate Program

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

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Carroll, the Administration Committee received the report.

Report 4, Other Items Clause 25(l)

3.37 Expense Claims – Members of Council

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

Recommendations:

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

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

charges on the hotel bill, the Councillor must indicate on the bill whether the charges are personal or business in nature. Personal telephone charges are covered by the per diem and therefore are not reimbursable; and

- (7) the reimbursement of business meeting expenses must include original restaurant receipts which itemize meals and beverages; names of all persons attending the meeting and the purpose of the meeting must be signed off by the Councillor.

On motion by Councillor Nunziata, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (April 20, 2005) from the City Clerk.

Report 4, Clause 24

3.38 Acquisition of 3326 Bloor Street West (Ward 5 – Etobicoke Lakeshore)

The Administration Committee adopted a motion by Councillor Holyday to introduce a confidential report (April 22, 2005) from the Deputy City Manager and Chief Financial Officer.

On motion by Councillor Holyday, the Administration Committee recommended:

- (1) that City Council adopt the staff recommendations in the Recommendations Section of the confidential report (April 22, 2005) from the Deputy City Manager and Chief Financial Officer which was forwarded to Members of Council under confidential cover; and
- (2) because the report relates to proposed or pending acquisition of land for municipal or local board purposes under the *Municipal Act, 2001*, discussions about this report be held in camera.

(Policy and Finance Committee – May 4, 2005)

Report 4, Clause 25(m)

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Administration Committee Minutes
Tuesday, April 26, 2005

The Committee recessed at 12:30 p.m.

The Committee reconvened at 2:05 p.m.

The Committee adjourned its meeting at 3:58 p.m.

Chair