

THE CITY OF TORONTO

City Clerk's Office

Minutes of the Administration Committee

Meeting 5

Tuesday, June 28, 2005

The Administration Committee met on June 28, 2005, in Committee Room 1, City Hall, Toronto, commencing at 9:35 a.m.

Councillor *	9:35 a.m. to 12:00 p.m.	2:10 p.m. to 3:16 p.m.
Councillor Sylvia Watson, Chair	X	X
Councillor Janet Davis, Vice-Chair	X	X
Councillor Frank Di Giorgio	X	X
Councillor Rob Ford	X	-
Councillor Doug Holyday	X	X
Councillor Peter Li Preti	X	-
Councillor Frances Nunziata	X	X
Councillor Bill Saundercook	X	X

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

Councillor Watson 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 May 25, 2005 were confirmed.

5.1 Appeals Report - 2005 Access and Equity Grant Program

The Administration Committee considered a report (June 14, 2005) from the City Manager responding to the appeals submitted regarding the recommendations for allocations under the 2005 Access and Equity Grant Program.

Recommendations:

It is recommended that:

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

On motion by Councillor Davis, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 14, 2005) from the City Manager.

Report 6, Clause 1

5.2 Recipients – 2005 – City of Toronto Access, Equity and Human Rights Awards

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

Recommendations:

It is recommended that:

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

Aboriginal Affairs Award:

Simon McNicoll
Native Learning Centre
Toronto Council Fire Native Cultural Centre

Access Award:

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

Pride Award:

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

William P. Hubbard Award:

Toronto Chapter - Chinese Canadian National Council
Akwatu Khenti; and

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

The Committee also considered a communication (June 27, 2005) from Councillor Pam McConnell, on behalf of the Women Members of Council, recommending that City Council endorse the selection of Vivien Green and Marilda Tselepis as the 2005 Recipients of the Constance E. Hamilton Award.

On motion by Councillor Saundercook, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 14, 2005) from the City Manager and the recommendations in the communication (June 27, 2005) from Councillor McConnell on behalf of the Women Members of Council.

Report 6, Clause 2

5.3 Council resolution on support for undocumented workers

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

Recommendation:

It is recommended that this report be received for information.

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

Councillor Giambone addressed the Administration Committee.

Councillor Holyday moved:

"That the report (June 16, 2005) from the City Manager be received"

which was voted on and lost.

On motion by Councillor Di Giorgio, the Administration Committee recommended to City Council that the Manager of the Fair Wage Office, in consultation with the City Solicitor, be authorized to amend the Fair Wage Policy to ensure that the disqualification provisions apply not only to the contractor or sub-contractor found to be in non-compliance with the Policy, but also to any related companies owned or controlled by the same individuals.

Report 6, Clause 3

5.4 Actuarial Valuation - Toronto Civic Employees' Pension and Benefit Fund as of December 31, 2004

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

Recommendations:

It is recommended that:

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

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 13, 2005) from the Treasurer.

Report 6, Clause 7

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

The Administration Committee considered a report (June 13, 2005) from the Treasurer presenting the 2004 Actuarial Valuation Report on the Toronto Fire

Department Superannuation and Benefit Fund and the request of the administrator of that pension plan for an increase in pension benefits being paid as of January 1, 2005 equal to the 1.83 percent increase in the Consumer Price Index for the year 2004, and providing staff comments on that request.

Recommendations:

It is recommended that:

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

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 13, 2005) from the Treasurer.

Report 6, Clause 8

5.6 Policy for Access to Information to Members of Council at Various Stages of the Procurement Process

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

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Recommendations:

It is recommended that:

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

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 14, 2005) from the City Manager and Deputy City Manager and Chief Financial Officer as amended by amending Recommendation (4) by deleting the words “such as an Expression of Interest or Pre-qualification Process”, so that Recommendation (4) now reads as follows:

“(4) in instances where an industry consultation is conducted prior to a formal procurement process, the terms of reference for the particular consultation be approved by Council and that the terms of reference include:

- the objective of the consultation;
- the process and criteria used to invite the industry to the consultation;
- staff and Councillor involvement;
- the nature and process of City – industry information exchange;
- the documentation and dissemination of the information exchanged; and
- the reporting back to Council.”

Report 6, Clause 9

5.7 2004 Annual Report on Sole Source Purchasing Activity

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

Recommendation:

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

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

Report 6, Other Items Clause 32(a)

5.8 Uncollectable Water Arrears – Greater than \$10,000

The Administration Committee considered a report (June 2, 2005) from the Treasurer seeking Council's authority to write off uncollectable water accounts receivable.

Recommendation:

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

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 2, 2005) from the Treasurer.

Report 6, Clause 10

5.9 Overpayment of Property Taxes – Refund Process

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

Recommendation:

It is recommended that this report be received for information.

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

Report 6, Other Items Clause 32(b)

5.10 Apportionment of Property Taxes

The Administration Committee considered a report (June 9, 2005) from the Treasurer recommending approval for the apportionment of taxes pertaining to properties listed in Appendix A and reporting on the estimated amount of grant funding required to off-set the penalty/interest charges associated with these properties.

Recommendations:

It is recommended that:

- (1) the apportioned property taxes as identified in Appendix A, columns entitled "Apportioned Taxes" and " Apportioned Phase In/Capping", be approved; and
- (2) the appropriate City officials be authorized and directed to take the necessary actions to give effect thereto.

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

On motion by Councillor Holyday, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 9, 2005) from the Treasurer.

Report 6, Clause 11

5.11 Tax Adjustment - *Municipal Act, 2001* Section 357

The Administration Committee considered a report (June 6, 2005) from the Treasurer recommending approval for the cancellation, reduction or refund of taxes pursuant to the provision of section 357 of the *Municipal Act, 2001*.

Recommendations:

It is recommended that:

- (1) the individual tax appeal applications made pursuant to section 357 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$1,693,020.21(including reductions in BIA charges and excluding phase-in/capping adjustments), as provided in the detailed hearing report attached as Appendix C, be approved
- (2) the individual tax appeal applications made pursuant to Section 358 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$188,765.25 (including reductions in BIA charges and excluding phase-in/capping

adjustments), as provided in the detailed hearing report attached as Appendix D, be approved; and

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

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

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

- (1) the individual appeals pursuant to Section 357 and Section 358 of the *Municipal Act* as provided in the Detail Hearing Reports marked as Appendix C and Appendix D attached and as summarized in Schedule "A" and "B" of the report dated June 6, 2005 from the Treasurer, be approved excluding the following applications to be heard at a future hearing

Section 357

Ward No.	Appeal No.	Tax Year	Assessment Roll No.	Property Location	Reason	Tax Adjustment
16	20040439	2004	1908-06-3-460-02900	182 Joicey Blvd.	Submission of documentation to follow	\$ 0.00

Section 358

Ward No.	Appeal No.	Tax Year	Assessment Roll No.	Property Location	Reason	Tax Adjustment
30	20040488	2002	1904-08-1-100-01100	75 Basin St.	Request by solicitor	\$3,932.65
					TOTAL	\$3,932.65

and;

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

Report 6, Clause 12

Councillor Davis assumed the Chair.

5.12 Apportionment of Taxes – Treasurer Initiated Applications

The Administration Committee considered a report (June 9, 2005) from the Treasurer recommending approval for the apportionment of taxes pertaining to properties listed in Appendix A and reporting on the estimated amount of grant funding required to off-set the penalty/interest charges associated with these properties. The accounts recommended to be apportioned as part of this report relate to apportionment applications initiated by the Treasurer.

Recommendations:

It is recommended that:

- (1) the property tax apportionments identified in Appendix A, columns entitled “Apportioned Taxes” and “ Apportioned Phase In/Capping”, be approved; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

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

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

- (1) the individual apportionment’s made pursuant to Section 356 of the *Municipal Act, 2001*, as provided in Appendix A of the report (June 8, 2005) from the Treasurer entitled “Apportionment of Taxes – Treasurer Initiated Applications” be approved,

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excluding the following applications, which will be heard at a future hearing:

Page No.	Tax Year	Original Roll No.	Tax Roll No. for Apportioned Properties	Tax Apportionment	Ward No.
4 of 11	2004	1901-07-3-310-00300 (70 Guildwood Pky)	1901-07-3-310-00301		
			Range to		
			<u>1901-07-3-310-00308</u>		
			<u>Total:</u>	\$1,066.32	43
5 of 11	2004	1904-04-1-250-01600 (0 East Liberty St.)	1904-04-1-250-01615		
			<u>Range to</u>		
			1904-04-1-250-01645		
			Total:	\$516,856.35	19
7 of 11	2004	1904-09-3-510-03300 (16 Bingham Ave.)	1904-09-3-510-03350		
			1904-09-3-510-03310		
			Total:	\$4,400.33	32
7 of 11	2004	1906-02-4-010-02100 (900 Coxwell Ave.)	1906-02-4-010-02101		
			Range to		
			1906-02-4-010-02180		
			Total:	\$26,243.03	29
8 of 11	2004	1908-05-3-030-01700 (3981 Dufferin St.)	1908-05-3-030-01710		
			1908-05-3-030-01701		
			Total:	\$2,266.83	10

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8 of 11	2004	1908-05-3-110-00600	1908-05-3-110-00605		
		(306A Waterloo Ave.)	1908-05-3-110-00601		
			Total:	\$2,577.97	10
8 of 11	2004	1908-06-2-470-01400	1908-06-2-470-01301		
		(177A Dunblaine Ave.)	1908-06-2-470-01350		
			1908-06-2-470-01450		
			Total:	\$3,502.48	16
8 of 11	2004	1908-07-2-400-02300	1908-07-2-400-02310		
		(26 Hounslow Ave.)	1908-07-2-400-02320		
			Total:	\$3,404.70	23
2 of 11	2003	1908-07-3-070-02400	1908-07-3-070-02402	\$2,806.10	
	2003	1908-07-3-070-02500	Range to	\$2,855.68	
3 of 11	2003	1908-07-3-070-02600	1908-07-3-070-02446	\$2,875.51	
	2003	1908-07-3-070-02700		\$2,885.43	
		(Altamont Rd.)	Total:	\$11,422.72	23
3 of 11	2003	1908-09-4-270-02900	1908-09-4-270-02901	\$2,121.93	
		1908-09-4-270-02830	1908-09-4-270-02831	\$3,976.14	

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		(3342 Bayview Ave)	Total:	\$6,098.07	24
9 of 11	2004	1908-09-4-270-02900	1908-09-4-270-02901	\$2,284.61	
		1908-09-4-270-02830	1908-09-4-270-02831	\$3,511.37	
		(3342 Bayview Ave)	Total:	\$5,795.98	24
3 of 11	2003	1919-02-1-070-01750	1919-02-1-070-02001	\$3,341.54	
		1919-02-1-070-01850	<u>Range to</u>	\$3,341.54	
		1919-02-1-070-01950	1919-02-1-070-02034	\$4,462.00	
		1919-02-1-070-02000		\$3,053.99	
		1919-02-1-070-02100		\$2,300.41	
		(Tyre Ave)	Total:	\$16,499.48	5
10 of 11	2004	1908-11-3-020-08140	1908-11-3-020-08141		
		(701 Sheppard Ave E.)	1908-11-3-020-08144		
			Total:	\$8,859.32	24

and

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

Report 6, Clause 13

Councillor Watson resumed the Chair.

**5.13 Metroland Publishing Open Contract Number 47009067
Globe and Mail Open Contract Number 47009074**

The Administration Committee considered a report (June 10, 2005) from the Chief Corporate Officer seeking authority to increase the contract values for advertising in the Metroland Group newspapers and the Globe and Mail.

Recommendations:

It is recommended that:

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

On motion by Councillor Holyday, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 10, 2005) from the Chief Corporate Officer.

On motion by Councillor Nunziata, the Administration Committee requested the Deputy City Manager and Chief Financial Officer to submit a briefing note directly to City Council for its meeting on July 19, 2005 on a list of offsets of advertising costs and why advertising costs have increased.

Report 6, Clause 14

5.14 Declaration as Surplus - 547A Parliament Street (Ward 28 – Toronto Centre-Rosedale)

The Administration Committee considered a report (May 31, 2005) from the Chief Corporate Officer seeking authority to declare the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the property municipally known as 547A Parliament Street, described as Part of a Private Lane on Plan D281 (the “Property”), as shown on the attached Sketch, be declared surplus to the City’s requirements, and the Chief Corporate Officer be authorized to invite an offer to purchase from the owner of 547 Parliament Street, and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (May 31, 2005) from the Chief Corporate Officer.

Report 6, Clause 15

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

The Administration Committee considered a report (May 17, 2005) from the Chief Corporate Officer seeking authority to declare the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the landlocked parcel of vacant land located south of Cripps Avenue, between Hilldale Road and Spears Street, at the rear of Nos. 63 to 75 Hilldale Road and Nos. 124 to 140 Spears Street, being part of Block B on Registered Plan 1461, also shown as Part 1 on PS-2004-112 (the "Property"), be declared surplus to the City's requirements;
- (2) the Chief Corporate Officer be authorized to invite offer(s) to purchase portions of the Property, the configuration and dimensions of which are to be determined by the Chief Corporate Officer, from the abutting owners on Hilldale Road;
- (3) the Chief Corporate Officer be authorized to invite offer(s) to purchase from the abutting owners on Spears Street for portions, the configuration and dimensions of which are to be determined by the Chief Corporate Officer, of that part of the Property in respect of which, in the opinion of staff, no recommendable offer was received from an abutting owner on Hilldale Road;
- (4) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Nunziata, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (May 17, 2005) from the Chief Corporate Officer.

Report 6, Clause 16

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

The Administration Committee considered a report (May 24, 2005) from the Chief Corporate Officer seeking authority to declare the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) the landlocked parcel of vacant land located at the rear of 2212 Eglinton Avenue West, being part of Lots 1 and 2 on Plan 1700 (the "Property"), be declared surplus to the City's requirements and the Chief Corporate Officer be authorized to invite an offer to purchase from the owner of 2212 Eglinton Avenue West, and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (May 24, 2005) from the Chief Corporate Officer.

Report 6, Clause 17

5.17 City Hall Energy Retrofit Contract – Ameresco Canada

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

Recommendations:

It is recommended that:

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

On motion by Councillor Saundercook, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 6, 2005) from the Chief Corporate Officer.

Report 6, Clause 18

5.18 Deep Lake Water Cooling (DLWC) at City Hall

The Administration Committee considered a report (June 14, 2005) from the Chief Corporate Officer advising on the preliminary feasibility of adopting DLWC at City Hall for cooling purposes.

Recommendation:

It is recommended that this report be received for information.

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

Report 6, Other Items Clause 32(c)

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

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

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Di Giorgio, the Administration Committee received this report.

Report 6, Other Items Clause 32(d)

5.20 Acquisition of 105 Lorraine Drive (Ward 23 – Willowdale)

The Administration Committee considered a confidential report (June 8, 2005) from the Chief Corporate Officer

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

- (1) City Council adopt staff recommendations (1), (2), (3), (4) and (6) in the Recommendations Section of the confidential report (June 8, 2005) from the Chief Corporate Officer; and
- (2) because the report relates to acquisition of land for municipal purposes, including communications necessary for that purpose under the *Municipal Act, 2001*, discussions about this report be held in camera.

(Policy and Finance Committee – June 29, 2005)

Report 6, Other Items Clause 32(e)

5.21 2005 Second Quarterly Report on Property Sales and Purchases (All Wards)

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

Recommendation:

It is recommended that this report be received for information.

On motion by Councillor Saundercook, the Administration Committee received this report.

Report 6, Other Items Clause 32(f)

Councillor Davis assumed the Chair.

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

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

Recommendations:

It is recommended that:

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

The following people addressed the Administration Committee:

- Charmaine Frado, Development Coordinator, Edmond Yu Safe House Project;
- Paul Johnson, P.A.R.C.; and
- Bob Rose, P.A.R.C.

Councillor Holyday moved:

“That the report (June 14, 2005) from the Chief Corporate Officer and General Manager, Shelter, Support and Housing Administration be received”

which was voted on and lost.

On motion by Councillor Watson, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 14, 2005) from the Chief Corporate Officer and General Manager, Shelter, Support and Housing Administration.

Report 6, Clause 19

Councillor Watson resumed the Chair.

5.23 2004 Contract 47008464 for Clear Diesel Fuel

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

Recommendations:

It is recommended that:

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

On motion by Councillor Li Preti, the Administration Committee:

- (1) recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (May 24, 2005) from the Chief Corporate Officer; and

- (2) requested the Deputy City Manager and Chief Financial Officer to report back to the Administration Committee in the Fall (2005) on steps that the City can take to reduce the cost of diesel fuel.

Report 6, Clause 22

5.24 Voice over Internet Protocol (VoIP) – Pilot Project Update

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

Recommendations:

It is recommended that:

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

On motion by Councillor Saundercook, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 2, 2005) from the Chief Corporate Officer.

Report 6, Clause 23

5.25 For the Supply and Delivery of a Mainframe Computer Services Strategy – Request for Proposal 3412-05-3122

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

Recommendations:

It is recommended that:

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

On motion by Councillor Davis, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 13, 2005) from the Chief Corporate Officer and Treasurer, subject to funds being available.

Report 6, Clause 24

5.26 Centralized Photocopier and Facsimile Machine Acquisitions

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

Recommendations:

It is recommended that:

- (1) the Information and Technology Division be responsible for co-ordinating requirements for the corporate call for photocopiers and facsimile (fax) machines for all City divisions;
- (2) the value of Blanket Contract 47006332 with Canon Canada be increased by \$264,000 from \$448,000 for a total of \$712,000, including all charges and taxes until December 31, 2006 for use by the programs within the former Community and Neighbourhood Services Department;
- (3) the sole source photocopier maintenance Blanket Contract 47010531 to Konica/Minolta be increased by \$370,000 from \$500,000 for a total of \$870,000 including all charges and taxes until December 31, 2006 for use by the programs within the former Community and Neighbourhood Services Department;
- (4) staff be authorized to increase Blanket Contract 47006651 with Pitney Bowes for corporate use of facsimile machines by \$519,555.34 from \$160,000 for a total of \$679,555.34 including all charges and taxes until December 31, 2006;
- (5) City divisions continue to acquire photocopiers, using the Corporate I&T approval process, on an emergency basis only until a new corporate contract is executed;
- (6) Corporate call documents be issued for a one (1) year term for the supply, delivery and installation of facsimile machines and digital photocopiers, with an option to extend for one (1) additional year, and for a two- and three-year term respectively for maintenance; and,

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

On motion by Councillor Nunziata, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 14, 2005) from the Deputy City Manager and Chief Financial Officer and the Deputy City Manager, subject to funds being available.

Report 6, Clause 25

5.27 Croplife v. City of Toronto

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

Recommendations:

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

The Administration Committee:

- (1) on motion by Councillor Holyday, submitted the report (May 27, 2005) from the City Solicitor to Council for information; and
- (2) on motion by Councillor Davis, congratulated City Legal staff on a job well done.

(Board of Health – June 29, 2005)

Report 6, Clause 31

5.28 Municipal Code Chapter 217, Record's Corporate (City) Amendments

The Administration Committee considered a report (June 13, 2005) from the City Clerk seeking City Council approval to amend the City's record retention by-law, Municipal Code Chapter 217, Record's Corporate (City), to add retention schedules for the retention of City records and the destruction of records that have no financial, legal or archival value and have completed their scheduled retention, to revise the retention periods and disposition of certain record series to adopt a new schedule format.

Recommendations:

It is recommended that:

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

On motion by Councillor Nunziata, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 13, 2005) from the City Clerk.

Report 6, Clause 27

5.29 Court Services Agreement with GO Transit for Provincial Offences Fines

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

Recommendations:

It is recommended that:

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

On motion by Councillor Holyday, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 14, 2005) from the Director, Court Services.

Report 6, Clause 28

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

The Administration Committee considered a confidential report (June 14, 2005) from the President, Toronto Parking Authority.

On motion by Councillor Davis, the Administration Committee recommended that:

- (1) City Council adopt the staff recommendations in the Recommendations Section of the confidential report (June 14, 2005) from the President, Toronto Parking Authority; and
- (2) because the report relates to acquisition of land for municipal purposes, including communications necessary for that purpose under the *Municipal Act, 2001*, discussions about this report be held in camera.

Report 6, Clause 29

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

The Administration Committee considered a confidential report (June 14, 2005) from the President, Toronto Parking Authority.

On motion by Councillor Davis, the Administration Committee recommended that:

- (1) City Council adopt the staff recommendations in the Recommendations Section of the confidential report (June 14, 2005) from the President, Toronto Parking Authority; and
- (2) because the report relates to acquisition of land for municipal purposes, including communications necessary for that purpose under the *Municipal Act, 2001*, discussions about this report be held in camera.

Report 6, Clause 30

5.32 Sale of Assets Under the Purview of the Works Committee

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

On motion by Councillor Di Giorgio, the Administration Committee received this communication.

Report 6, Other Items Clause 32(g)

5.33 Appointment of Members of Council to the Administration Committee for the Second Half of Council's Term

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

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

On motion by Councillor Di Giorgio, the Administration Committee received this communication.

Report 6, Other Items Clause 32(h)

5.34 Video Surveillance Policy

The Administration Committee considered a report (June 9, 2005) from the City Manager recommending that Toronto City Council adopt the attached video surveillance policy.

Recommendation:

It is recommended that Toronto City Council adopt the attached video surveillance policy.

The Director, Corporate Access and Privacy and Manager, Facilities and Real Estate addressed the Administration Committee.

On motion by Councillor Nunziata, the Administration Committee referred the report (June 9, 2005) back to the City Manager with a request that she report, in consultation with the City Solicitor, to the Administration Committee in the Fall (2005) on a refined Video Surveillance Policy, and that the revised Policy include the following amendments:

- (a) (on motion by Councillor Davis), a requirement that the Chief Corporate Officer report to the Administration Committee when video surveillance is being proposed for high-profile locations and on an annual basis on all video surveillance equipment installed; and
- (b) (on motion by Councillor Davis), on page 3 of the Policy under the side heading “Factors to Consider Prior to Using Video” in the third bullet point the word “should” be deleted and replaced with “must”.

(City Manager; c.: City Solicitor – June 30, 2005)

Report 6, Other Items Clause 32(i)

5.35 Insurance Adjusting Services Contract Extension

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

Recommendations:

It is recommended that:

- (1) the three-year contract for insurance adjusting services with McLarens Brouwer International (formerly McLarens Toplis Canada) be extended to December 31, 2006;
- (2) the extension of the insurance adjusting services contract to coincide with the STARS ASP Risk Management Information system pilot project;
- (3) a request for proposals for insurance adjusting services be conducted

before December 2006, with the selection results reported to City Council for approval to enter into a contract; and

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

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 20, 2005) from the Deputy City Manager and Chief Financial Officer, subject to funds being available.

Report 6, Clause 4

5.36 Auditor General Procurement Processes Review - Bid Bonds/Performance Bonds

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

Recommendations:

It is recommended that:

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

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 22, 2005) from the Deputy City Manager and Chief Financial Officer.

Report 6, Clause 5

5.37 The Jolly Miller Lands (Ward 25 – Don Valley West)

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

Recommendation:

It is recommended that this report be received for information.

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

Report 6, Other Items Clause 32(j)

5.38 Request for Proposal 9105-05-7066 – Group Property and Automobile Insurance Program for Employees and Elected Officials

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

Recommendations:

It is recommended that:

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

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

On motion by Councillor Saundercook, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 20, 2005) from the Deputy City Manager and Chief Financial Officer.

Report 6, Clause 6

5.39 405 and 390-444 Dufferin Street – Expropriation of Property Interests – Dufferin Street Jog Elimination at Queen Street West – Proposed Dufferin Street Underpass Project (Ward 18 – Davenport)

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

Recommendations:

It is recommended that:

- (1) City Council, as approving authority, having considered the report of the Inquiry Officer, approve the expropriation of the following property interests, for the reasons outlined herein:
 - (a) all right, title and interest in the whole of the property known municipally as 405 Dufferin Street, shown as Part 1 on Schedule B attached hereto;
 - (b) all right, title and interest in the portion of the property known municipally as 390–444 Dufferin Street shown as Part 2 on Schedule B attached hereto; and

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- (c) a temporary working easement over the portion of the property known municipally as 390–444 Dufferin Street shown as Part 3 and Part 4 on Schedule B attached hereto, for the duration of the demolition/construction, for a period of 1 year following the date the City takes possession of the land for the purpose of demolishing the portion of the building located on Part 2 and reconstructing the wall of the remaining portion of the building located on Parts 3 and 4;
- (2) payment of costs for legal counsel in the amount of \$200.00 be made to each of Simone Group Properties Limited (formerly called Appia Beverage Limited), the registered owner of 405 Dufferin Street, and Topana Investments Limited, the registered owner of 390-444 Dufferin Street, pursuant to section 7(10) of the *Expropriations Act*;
- (3) authority be granted to take all steps necessary to comply with the *Expropriations Act*, including but not limited to, the preparation and registration of an Expropriation Plan and the service of: Notices of Expropriation, Notices of Election as to a Date for Compensation and Notices of Possession;
- (4) the Director of Real Estate be authorized to sign the Notices of Expropriation and Notices of Possession on behalf of the City;
- (5) leave be granted for introduction of the necessary Bill in Council to give effect thereto;
- (6) this and future related reports be forwarded to the Works Committee for information; and
- (7) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

The Committee also considered the following communications:

- (i) (June 22, 2005) from the Chief Planner and Executive Director addressed to the Director, Facilities and Real Estate;
- (ii) (June 14, 2005) from Andrew J. Heal, Blaney McMurtry addressed to Mr. Brendan O’Callaghan, Barrister and Solicitor, City of Toronto, Legal Services Division;
- (iii) (June 27, 2005) from Andrew J. Heal, Blaney McMurtry; and

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(iv) (June 28, 2005) from Roger T. Beaman, Thomson Rogers.

The following people addressed the Administration Committee:

- Councillor Giambrone;
- Roger Beaman, Thomson Rogers; and
- Anthony Simone, Simone Group Properties.

Councillor Holyday moved:

(1) “That this item be deferred to be considered with the Front Street Extension and Gardiner Expressway issues”

which was voted on and lost.

(2) “that Recommendation 1(b) and 1(c) dealing with Topana Investments Limited be deleted and replaced with the following:

1(b) All right, title and interest in the portion of this property known municipally as 390-444 Dufferin Street shown marked in Blue and labelled “Permanent Taking” on the diagram attached to the communication (June 28, 2005) from Roger T. Beaman, Thomson Rogers; and

1(c) A temporary working easement over the portion of the property known municipally as 390-444 Dufferin Street shown marked in Orange and labelled “Working Easement” on the diagram attached to the communication (June 28, 2005) from Roger T. Beaman, Thomson Rogers, for the duration of the demolition/construction, for a period of one year following the date the City takes possession of the land for the purpose of demolishing the portion of the building located on the “Permanent Taking” lands and co-operating with the owner in the private reconstruction of the exterior wall of the remaining

portion of the buildings located on the said property; and

that Recommendation 3(a) be added as follows:

- 3(a) Authority be granted to the City Solicitor to negotiate and secure agreements for advance funding to the owner of 390-444 Dufferin Street to provide for the demolition and/or reconstruction of external walls”

which was voted on and lost.

On motion by Councillor Di Giorgio, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 22, 2005) from the Chief Corporate Officer.

(Interested Persons – June 30, 2005)

Report 6, Clause 20

Councillor Davis assumed the Chair.

5.40 City Hall and Metro Hall cafes and the Civic Centre Cafeterias (Various Wards)

The Administration Committee considered a report (June 17, 2005) from the Chief Corporate Officer reporting on City Hall, Metro Hall and the Civic Centre cafes/cafeterias and the potential for each location.

Recommendations:

It is recommended that:

- (1) staff undertake an RFP process with the intent to maximize revenue and reduce costs among the Civic Centre Cafeterias namely, Metro Hall Café,

Etobicoke Cafeteria, Scarborough Cafeteria, East York Cafeteria, York Café/Bar.

- (2) Cameron Hawkins and Associates Inc be sole sourced to develop the RFP and to provide expert advice on the food services industry at a cost not to exceed \$50,000.00;
- (3) Cameron Hawkins and Associates Inc in conjunction with appropriate City Staff develop and process the RFP for all locations as quoted in the fee estimate provided for evaluation by City Staff and;
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Holyday, the Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section of the report (June 17, 2005) from the Chief Corporate Officer as amended by Councillor Watson by adding the following new recommendation (4) and renumbering the remaining recommendation accordingly:

- “(4) in order to allow Council to assess the financial merits for the provision of the award of the Request for Proposal in whole or in part, the Request for Proposal will be structured such that:
- (a) each café location provide a guaranteed minimum annual rent and may contain a percentage rent override;
 - (b) the financial return for each location will be specified; and
 - (c) proponents be permitted to submit an alternate financial proposal for each location.”

Report 6, Clause 21

Councillor Watson resumed the Chair.

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

The Administration Committee considered a confidential report (June 9, 2005) from the Chief Corporate Officer.

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

- (1) City Council adopt the staff recommendations in the Recommendations Section of the confidential report (June 9, 2005) from the Chief Corporate Officer; and
- (2) because the report relates to acquisition of land for municipal purposes, including communications necessary for that purpose under the *Municipal Act, 2001*, discussions about this report be held in camera.

(Policy and Finance Committee – June 29, 2005)

Report 6, Other Items Clause 32(k)

5.42 3-1-1 Customer Service Strategy: 2005 Capital Budget Request and 2006/2007 Capital Budget Progress Report

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

Recommendations:

It is recommended that:

- (1) the 2005 Capital Budget for the 3-1-1 Customer Service Strategy be established at \$ 1.687 million in order to implement the following Phase One activities by the end of the year:

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

respond to 3-1-1 requests, and ability to manage and track service requests electronically;

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

Councillor Watson gave a PowerPoint presentation, titled “3-1-1 Customer Service Strategy Progress Report – June 2005”.

The Administration Committee:

- (1) on motion by Councillor Davis, recommended that City Council adopt the e-City Committee’s recommendations in the Recommendations Section of the communication (June 22, 2005) from the e-City Committee, subject to funds being available; and
- (2) on motion by Councillor Di Giorgio, requested the Chief Corporate Officer to report directly to City Council for its meeting on July 19, 2005 on the feasibility of using the 27th Floor of Metro Hall as an alternative location for the call centre.

Recommendation (1) above carried on the following division of votes:

Yeas: Councillors Davis, Di Giorgio, Holyday and Watson.

Nays: Councillor Nunziata.

Report 6, Clause 26

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

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

Recommendation:

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

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

Report 6, Other Items Clause 32(1)

The Committee recessed at 12:00 p.m.

The Committee resumed at 2:10 p.m.

The Committee adjourned at 3:16 p.m.

Chair