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**ADMINISTRATION COMMITTEE  
DECISION DOCUMENT  
MEETING 1**

*Report 1 to be considered by City Council on January 31, February 1 and 2, 2006*

**Date of Meeting:** January 5 and 20, 2006  
**Time:** 9:30 a.m.  
**Location:** Committee Room 1  
City Hall  
100 Queen Street West  
Toronto, Ontario

**Enquiry:** Yvonne Davies  
Committee Administrator  
416-392-7039  
ydavies@toronto.ca

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*The Decision Document is for preliminary reference purposes only. Please refer to the Committee's Report to City Council or to the minutes for the official record.*

*How to Read the Decision Document:*

- *recommendations of the Committee to City Council are in bold type after the item heading;*
- *action taken by the Committee on its own authority does not require Council's approval – it is reported to Council for information, and is listed in the decision document in bold type under the heading "Action taken by the Committee"; and*
- *Declarations of Interest, if any, appear at the end of an item.*

*Minutes Confirmed* (i) *Administration Committee, November 7, 2005; and*  
(ii) *Joint Administration Committee and the Planning and Transportation Committee, November 7, 2005.*

**Communications/Reports:**

**FAIR WAGE OFFICE**

**1. Fair Wage Violation – Dram Electric Co. Ltd.**

**Report 1, Other Items Clause 18(a)**

Action taken by the Committee:

**The Administration Committee postponed consideration of this matter to its next meeting on March 6, 2006, and requested that the Fair Wage Office, in consultation with the City Solicitor, report back on the definition of "two separate instances".**

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

Recommendations:

It is recommended that:

- (1) Dram Electric Co. Ltd. be disqualified from conducting business on City projects for a period of two (2) years inclusive for failure to comply with the provisions of the Fair Wage Policy in two separate instances over a period of three years inclusive, and
- (2) following the disqualification period, Dram Electric Co. Ltd. be placed on probation for the next contract year; and
- (3) the disqualification of Dram Electric be published on the City's Web Site; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**CITY MANAGER**

**2. Recipients – 2005-2006 City of Toronto Scholarships at the University of Toronto**

**Report 1, Clause 1**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 5, 2005) from the City Manager.**

Report (December 5, 2005) from the City Manager advising Council of the result of the scholarship application process for the following City of Toronto scholarships at the University of Toronto: graduate and undergraduate scholarships in Women's Studies, graduate scholarship for Women in Mathematics and the Aboriginal Health Scholarships.

Recommendations:

It is recommended that:

- (1) City Council extend its congratulations to the 2005-2006 recipients of City of Toronto Scholarships at the University of Toronto:

Kiera Dorothy Chion, Undergraduate Scholarship in Women's Studies,  
Zahra Hojati, Graduate Scholarship in Women's Studies,

Parul Laul, Graduate Scholarship for Women in Mathematics  
Alexandra Smith and Richard Cashin, Scholarships in Aboriginal Health;

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

**3. Update – City of Toronto Scholarship in Aboriginal Health at the University of Toronto**

**Report 1, Other Items Clause 18(b)**

Action taken by the Committee:

**The Administration Committee received this report.**

Report (December 12, 2005) from the City Manager responding to City Council's request for a report on how well the City of Toronto Aboriginal Health Scholarship at the University of Toronto is fulfilling its goal.

Recommendation:

It is recommended that this report be received for information.

**DEPUTY CITY MANAGER AND  
CHIEF FINANCIAL OFFICER**

**4. 2006 Operating Budget**

**Report 1, Other Items Clause 18(c)**

Action taken by the Committee:

**I. The Administration Committee recommended to the Budget Advisory Committee that City Council:**

**(A) Office of the Deputy City Manager and Chief Financial Officer:**

**adopt the following Operating Budget recommendation contained in the Analyst Briefing Notes for the Office of the Deputy City Manager and Chief Financial Officer:**

It is recommended that the Office of the DCM and Chief Financial Officer's 2006 Proposed Operating Budget of \$16.908 million gross and \$13.461 million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Support Services	1,340.2	1,173.9
Corporate Finance	3,542.0	1,454.4
Financial Planning	4,607.9	3,765.4
Special Projects	447.4	447.4
Service Improvement and Innovation	6,970.8	6,620.2
	<hr/>	<hr/>
<b>Total Program Budget</b>	<b>16,908.3</b>	<b>13,461.3</b>
	<hr/> <hr/>	<hr/> <hr/>

(B) Office of the Treasurer:

adopt the following Operating Budget recommendation contained in the Analyst Briefing Notes for the Office of the Treasurer:

It is recommended that the Office of the Treasurer's 2006 Proposed Operating Budget of \$63.212 million gross and \$30.932 million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Pension, Payroll and Employee Benefits	11,251.8	9,645.1
Purchasing & Materials Management	8,342.5	6,630.2
Accounting Services	11,173.5	8,846.7
Revenue Services	32,444.2	5,810.0
	<hr/>	<hr/>
<b>Total Program Budget</b>	<b>63,212.0</b>	<b>30,932.0</b>
	<hr/> <hr/>	<hr/> <hr/>

(C) Corporate Communications:

adopt the following Operating Budget recommendation contained in the Analyst Briefing Notes for Corporate Communications, subject to offsetting

funding for the Clean and Beautiful Initiative in the amount of \$125,000 being identified through savings from within other communications plans corporately.

It is recommended that Corporate Communications' 2006 Proposed Operating Budget of \$7.199 million gross and \$7.078 million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Public Information	2,468.6	2,462.5
Creative Services	2,097.5	2,037.5
Corporate Communications and Media Services	2,632.5	2,577.5
	<hr/>	<hr/>
<b>Total Program Budget</b>	<b>7,198.6</b>	<b>7077.5</b>
	<hr/> <hr/>	<hr/> <hr/>

(D) Fleet Services:

adopt the following Operating Budget recommendation contained in the Analyst Briefing Notes for Fleet Services:

It is recommended that Fleet Services' 2006 Proposed Operating Budget of \$34.720 million gross and zero net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000s)</u>	<u>Net</u> <u>(\$000s)</u>
Fleet Operations	22,428.8	0.0
Fuel Operation	8,183.7	0.0
Fleet Safety	1,086.9	0.0
Asset Management	3,020.8	0.0
	<hr/>	<hr/>
<b>Total Program Budget</b>	<b>34,720.2</b>	<b>0.0</b>
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(E) Facilities and Real Estate:

adopt the following Operating Budget recommendation contained in the Analyst Briefing Notes for Facilities and Real Estate:

It is recommended that the Facilities and Real Estate 2006 Proposed Operating Budget of \$ 116.580 million gross and \$52.109 million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Facilities	103,332.5	63,857.1
Real Estate	13,247.7	(11,748.1)
<b>Total Program Budget</b>	<b>116,580.2</b>	<b>52,109.0</b>

(F) **3-1-1 Customer Service Strategy:**

adopt the following Operating Budget recommendation contained in the Analyst Briefing Notes for 3-1-1- Customer Service Strategy:

It is recommended that the 3-1-1 Customer Service Strategy 2006 Proposed Operating Budget of \$0.617 million gross and \$0.391 million net, comprised of the following service, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Project Management Office	616.8	390.6
<b>Total Program Budget</b>	<b>616.8</b>	<b>390.6</b>

(G) **Court Services:**

adopt the following Operating Budget recommendations contained in the Analyst Briefing Notes for Court Services:

It is recommended that:

- (1) the Court Services' 2006 Proposed Operating Budget of \$32.555 million gross and \$(9.404) million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
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Finance and Administration	18,204.9	16,739.9
Court Administration	7,465.0	(33,029.3)
Court Support	4,079.9	4,079.9
Planning and Liaison	2,805.4	2,805.4
	<hr/>	<hr/>
Total Program Budget	32,555.2	(9,404.1)
	<hr/>	<hr/>

- (2) the Director of Court Services report back to the Budget Advisory Committee on the success of the Off Duty Police Initiative during to the 2007 operating budget process.

(H) City Manager's Office:

adopt the following Operating Budget recommendation contained in the Analyst Briefing Notes for the City Manager's Office:

It is recommended that the 2006 Proposed Operating Budget for the City Manager's Office of \$6.542 million gross and \$6.011 million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Executive Management	1,642.3	1,642.3
Strategic & Corp. Policy/Healthy City Office	3,932.3	3,932.3
Internal Audit	967.5	436.0
	<hr/>	<hr/>
Total Program Budget	6,542.1	6,010.6
	<hr/>	<hr/>

(I) Community Partnership and Investment Program:

adopt the following Operating Budget recommendations contained in the Analyst Briefing Notes for the Community Partnership and Investment Program:

It is recommended that the 2006 Proposed Operating Budget of \$0.774 million gross and net, for the Community Partnership and Investment Program, Access and Equity Service Envelope, comprised of the following service, be approved:

Grant Program	Gross <u>(\$000's)</u>	Net <u>(\$000's)</u>
<u>Access and Equity</u>		
Access, Equity and Human Rights	<u>773.8</u>	<u>773.8</u>

(J) City Clerk's Office:

- (i) adopt the following Operating Budget recommendations contained in the Analyst Briefing Notes for the City Clerk's Office:

That:

- (1) the City Clerk's Office 2006 Proposed Operating Budget of \$47.042 million gross and \$28.991 million net, comprised of the following services, be approved:

<u>Service:</u>	Gross <u>(\$000's)</u>	Net <u>(\$000's)</u>
Secretariat	7,652.0	7,120.9
Records & Information Management	21,875.2	9,194.1
Council and Support Services	2,465.3	1,930.3
Corporate Access and Privacy	1,604.4	1,554.4
Elections and Registry Services	11,904.3	7,650.6
Protocol	<u>1,541.0</u>	<u>1,541.0</u>
<b>Total Program Budget</b>	<u><b>47,042.2</b></u>	<u><b>28,991.3</b></u>

- (2) the City Clerk to report back to the Administration Committee before the start of the 2007 process on the operational impact on the City Clerk's Office arising from the new City of Toronto Act, the new governance structure for the City, and



governance issues reported by the Bellamy Commission, and any financial implications and impact from these changes;

(ii) **adopt the following staff recommendations in the Recommendations Section of the report (December 14, 2005) from the City Clerk:**

- “(2) the request by the City Clerk for one additional resource to support four new committees and advisory bodies established by Council be approved, conditional upon funding being approved in the City Clerk’s Office 2006 Operating Budget;**
- (3) City Council affirm that compliance with Section 108 of Chapter 27 of the Municipal Code, Council Procedures, shall be necessary prior to Council establishing any Committee, Task Force, Advisory Committee or Sub-Committee;**
- (4) City Council adopt a policy, as set out in Attachment B of this report, that prior to establishing a Special Committee, Task Force, Advisory Committee or Sub-Committee, the City Clerk will be required to provide an impact statement:**
  - (a) advising that consultation with the City Clerk was undertaken with respect to the provision of any meeting support services for the proposed body;**
  - (b) confirming the availability of resources to provide meeting support services;**
  - (c) confirming compliance with Section 108 of Chapter 27 of the City of Toronto Municipal Code, Council Procedures;**
- (5) following adoption of policy contained in recommendation (4), the City Clerk’s Office not be required to provide meeting support services to any new Committee, Task Force, Advisory Committee or Sub-Committee for which the City Clerk has not submitted an impact statement;**
- (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.”;**

(iii) **request the Provincial Government to:**

- (1) compensate the loss of revenue in gaming and bingo to the City of Toronto, including individual charities;**

(2) under the new City of Toronto Act, give authority to conduct a City of Toronto lottery to offset loss of revenue; and

(iv) request the City Clerk to include in the ongoing review of Council Procedures a requirement that all Notices of Motions, submitted to City Council only be considered if they meet the regular agenda deadline (5 business days before the meeting).

**(K) City Council:**

adopt the following Operating Budget recommendations contained in the Analyst Briefing Notes for City Council:

It is recommended that the 2006 Proposed Operating Budget for City Council of \$18.885 million gross and net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross (\$000's)</u>	<u>Net (\$000's)</u>
Councillors' Salaries & Benefits	4,697.6	4,697.6
Councillors' Staff Salaries & Benefits	10,126.6	10,126.6
Councillors' Office Budget	2,256.4	2,256.4
Councillors' General Expenses	1,604.2	1,604.2
Integrity Commissioner's Office	200.0	200.0
	<hr/>	<hr/>
<b>Total Program Budget</b>	<b>18,884.8</b>	<b>18,884.8</b>

**(L) Mayor's Office:**

adopt the following Operating Budget recommendations contained in the Analyst Briefing Notes for the Mayor's Office:

It is recommended that the 2006 Proposed Operating Budget for the Mayor's Office of \$1.893 million gross and net, comprised of the following service, be approved:

<u>Service:</u>	<u>Gross (\$000's)</u>	<u>Net (\$000's)</u>
Mayor's Office	1,892.9	1,892.9

	1,892.9	1,892.9
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**II. Action taken by the Committee:**

**The Administration Committee:**

**(A) Fleet Services:**

requested the Executive Director of Fleet Services, together with the Chiefs of Police, Fire, and EMS to report back to the Budget Advisory Committee during the 2006 Operating Budget process on the viability of all divisions and ABCs participating in the Sole Source Supplier Contracts for Parts that Fleet Services is initiating, and any resultant savings.

**(B) 3-1-1 Customer Service Strategy**

requested the Deputy City Manager and Chief Financial Officer to report to Budget Advisory Committee during consideration of the 2006 Operating Budget on options to fund the remaining shortfall of \$0.138 million presently anticipated to be recovered from funded vacancies available elsewhere in the Corporation and/or chargebacks to the Programs participating in the 3-1-1 Customer Service Strategy.

**(C) Human Resources:**

(i) referred the following Operating Budget recommendations contained in the Analyst Briefing Notes for Human Resources to the Budget Advisory Committee:

(1) that the Human Resources 2006 Proposed Operating Budget of \$29.683 million gross and \$27.848 million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Employment Services	9,266.4	8,901.2
Organizational Behaviour	1,957.4	1,957.2
Employee & Labour Relations	4,081.5	3,853.6
Departmental Services	14,116.4	12,889.5
Fair Wage & Labour Trade Office	261.4	246.8
	_____	_____

<b>Total Program Budget</b>	<b>29,683.1</b>	<b>27,848.3</b>
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- (2) the Director of Human Resources report back to the Budget Advisory Committee on Human Resources restructuring implementation prior to the 2007 budget process; and
- (ii) requested the Executive Director of Human Resources to report to the Budget Advisory Committee meeting on January 27, 2006, with options to meet the two percent target, such options to include alternative options to fund external legal costs currently paid by Human Resources, in the amount of approximately \$400,000.

**(D) Legal Services**

- (i) referred the following Operating Budget recommendation contained in the Analyst Briefing Notes for Legal Services to the Budget Advisory Committee:

It is recommended that Legal Services' 2006 Proposed Operating Budget of \$28.563 million gross and \$18.537 million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Municipal Law	5,213.8	2,889.3
Litigation	4,814.5	3,252.3
Administration	1,521.7	1,284.7
Planning	4,354.6	3,382.5
Real Estate	4,404.4	3,816.1
Employment Law	2,220.5	2,170.5
Prosecutions	6,033.6	1,741.6
<b>Total Program Budget</b>	<b>28,563.1</b>	<b>18,537.0</b>

- (ii) requested the City Solicitor to report to the Budget Advisory Committee meeting on January 27, 2006, with options to meet the 2 percent target, including specific options to limit the funding required for Outside Planners.

**(E) City Council**

requested the City Clerk to review and report back to the Administration Committee, through the Employee and Labour Relations Committee, on mechanisms whereby the City's overtime costs do not apply to staff of Councillors Offices.

**(F) Information and Technology:**

- (i) referred the following Operating Budget recommendation contained in the Analyst Briefing Notes for Information and Technology to the Budget Advisory Committee:

It is recommended that Information and Technology's 2006 Proposed Operating Budget of \$51.807 million gross and \$43.221 million net, comprised of the following services, be approved:

<u>Service:</u>	<u>Gross</u> <u>(\$000's)</u>	<u>Net</u> <u>(\$000's)</u>
Applications Delivery	15,429.2	13,571.3
Desktop Computing	32,066.3	25,976.0
Land Information	3,175.2	2,960.4
Voice and Telecommunications	1,136.3	713.4
	<hr/>	<hr/>
<b>Total Program Budget</b>	<b><u>51,807.0</u></b>	<b><u>43,221.1</u></b>

- (ii) requested the Director of Information and Technology to report to the Budget Advisory Committee on January 27, 2006, with options to meet the 2 percent target, such options to include alternate ways to fund the SAP competency centre costs for 2006.

**(G) General**

Requested the Deputy City Manager and Chief Financial Officer to report to the Budget Advisory:

- (i) **on ways of reducing overtime costs City-wide by 5 percent; and**
- (ii) **calculating the overtime and lieu time for all employees in Locals 416 and 79 for 2005.**

**4(a).** Report (December 14, 2005) from the City Clerk identifying the resources required to provide secretariat support services to four new committees and advisory bodies formed by Toronto City Council in the past five months. The report also recommends a policy to ensure that resource impacts are clearly identified when new committees and advisory bodies are formed in the future.

Recommendations:

It is recommended that:

- (1) this report be forwarded to the Budget Advisory Committee for consideration during the 2006 Operating Budget process;
- (2) the request by the City Clerk for one additional resource to support four new committees and advisory bodies established by Council be approved, conditional upon funding being approved in the City Clerk's Office 2006 Operating Budget;
- (3) City Council affirm that compliance with Section 108 of Chapter 27 of the Municipal Code, Council Procedures, shall be necessary prior to Council establishing any Committee, Task Force, Advisory Committee or Sub-Committee;
- (4) City Council adopt a policy, as set out in Attachment B of this report, that prior to establishing a Special Committee, Task Force, Advisory Committee or Sub-Committee, the City Clerk will be required to provide an impact statement:
  - (a) advising that consultation with the City Clerk was undertaken with respect to the provision of any meeting support services for the proposed body;
  - (b) confirming the availability of resources to provide meeting support services;
  - (c) confirming compliance with Section 108 of Chapter 27 of the City of Toronto Municipal Code, Council Procedures;
- (5) following adoption of policy contained in recommendation (4), the City Clerk's Office not be required to provide meeting support services to any new Committee, Task Force, Advisory Committee or Sub-Committee for which the City Clerk has not submitted an impact statement;

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

**4(b).** Communication (January 5, 2006) from Russ Armstrong, Acting President, CUPE Local 79.

**4(c).** Communication (January 5, 2006) from Mike O’Gorman.

**4(d)** Communication (January 20, 2006) from Ann Dembinski, President, CUPE Local 79.

**Re: 4.** 2006 Operating Budget Briefing Notes/Additional Information

**Re: 4.** Revised 2006 Operating Budget Briefing Notes/Additional Information

**5. Further Report on Framework for Nathan Phillips Square Design Competition and Capital Funding Forecast for Project Implementation**

**Report 1, Clause 2**

**The Administration Committee recommends that City Council:**

- (1) adopt the following staff recommendation (1)(ii) in the Recommendations Section of the report (December 1, 2005) from the Deputy City Manager and Chief Financial Officer and Deputy City Manager, Fareed Amin:**

**“(1) City Council endorse the Roundtable on Beautiful City’s recommendations regarding the Nathan Phillips Square design competition as outlined in Appendix A of this report, with the following amendment:**

- (ii) amend the Roundtable’s Recommendation No. (5)(g) to read as follows:**

**(5)(g) That the design competition include consideration of the possible re-opening of the rooftop observatory;” and**

- (2) adopt the staff recommendations in the Recommendations Section of the report (December 20, 2005) from the Deputy City Manager and Chief Financial Officer and the Deputy City Manager, Fareed Amin, subject to amending the Terms of Reference (Appendix A - Terms of Reference for Nathan Phillips Square Revitalization Public Advisory Group) to provide that a representative from the**

**Hiroshima Day Coalition be invited to apply for membership on the Nathan Phillips Square Revitalization Public Advisory Group from the community as a member at large.**

Communication (December 13, 2005) from the City Clerk advising that City Council on December 8, 9 and 12, 2005, among other things, referred the report (December 1, 2005) from the Deputy City Manager and Chief Financial Officer and Deputy City Manager, Fareed Amin, titled "Further Report on Framework for Nathan Phillips Square Design Competition and Capital Funding Forecast for Project Implementation" to the Administration Committee for consideration, such report recommends that:

- (1) City Council endorse the Roundtable on a Beautiful City's recommendations regarding the Nathan Phillips Square design competition as outlined in Appendix A of this report, with the following amendments:
  - (i) the Deputy City Manager and Chief Financial Officer and Deputy City Manager Fareed Amin report back to the Administration Committee in January 2006 on the draft terms of reference for establishing an interim public advisory group to be called the Nathan Phillips Square Revitalization Public Advisory Group in accordance with the Roundtable's Recommendation No. (2);
  - (ii) amend the Roundtable's Recommendation No. (5)(g) to read as follows:

(5)(g) That the design competition include consideration of the possible re-opening of the rooftop observatory; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**5(a). Further Report on Framework for Nathan Phillips Square Design Competition and Capital Funding Forecast for Project Implementation**

Report (December 20, 2005) from the Deputy City Manager and Chief Financial Officer and the Deputy City Manager, Fareed Amin setting out the terms of reference for establishing the Nathan Phillips Square Revitalization Public Advisory Group to advise, on an interim basis, on the management and operation of the Square and serve as a resource group for the Nathan Phillips Square design competition.

Recommendations:

It is recommended that:

- (1) the terms of reference for the Nathan Phillips Square Revitalization Public Advisory Group be adopted as outlined in Appendix A of this report; and



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

**5(b).** Communication (December 30, 2005) from Michael P. Nevin, a member of the Hiroshima Day Coalition.

**6. External Legal Firms Retained for Insurance Claim Defence – Request for Proposal 9134-05-7098**

**Report 1, Clause 3**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 16, 2005) from the Deputy City Manager and Chief Financial Officer and the City Solicitor.**

Report (December 16, 2005) from the Deputy City Manager and Chief Financial Officer and the City Solicitor providing information and requesting approval on the results of the Request for Proposals 9134-05-7098 for the retention of external legal firms to supplement the work of the City's Legal Services for the defence of insurance claims, including the terms and conditions and recommended successful legal firms.

Recommendations:

It is recommended that:

- (1) the City enter into retention agreements that are consistent with the terms, conditions and hourly rates of the RFP submissions in a form and content that is satisfactory to the Deputy City Manager and Chief Financial Officer and the City Solicitor for a period of three years to January 2009, subject to a two year extension, with the following firms having achieved the highest overall evaluated scores:

- Borden Ladner Gervais
- Forbes Chochla
- Gowling Lafleur Henderson
- Loopstra Nixon
- McCague Peacock Borlack McInnis & Lloyd LLP
- Miller Thomson
- Paterson MacDougall
- Shibley Righton

- (2) the City not make use of a tariff system for external legal costs relating to insurance claims defence, but, instead, the City will continue to make use of a managed hourly rate system with each of the successful firms;
- (3) a request for proposals for external legal services, or request for a two year extension, be completed before January 2009, with the results reported to City Council for approval; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

## **REVENUE SERVICES**

### **7. Revisions to Tax Sale Process Resulting from Brownfields Legislation (All Wards)**

#### **Report 1, Other Items Clause 18(d)**

##### Action taken by the Committee:

**The Administration Committee recommended to the Budget Advisory Committee that City Council adopt the staff recommendations in the Recommendations Section of the report (December 15, 2005) from the Deputy City Manager and Chief Financial Officer.**

Report (December 15, 2005) from the Deputy City Manager and Chief Financial Officer reporting on changes to the City's Tax Sale process resulting from the Brownfields legislation, to seek authority to delegate to the Deputy City Manager and Chief Financial Officer or his designate the power to write off certain tax arrears and to approve the vesting of tax sale properties in the City in certain circumstances and to seek authorization for the creation of a new line item within the City's non-program budget to fund the cost of inspections and environmental investigations of certain tax sale properties.

##### Recommendations:

It is recommended that:

- (1) a new Non-Program expenditure budget in the amount of \$385,000 be established entitled "Sale of Land for Tax Arrears – Investigations" to fund the cost of inspections, environmental investigations and appraisals ("Information Reports") incurred subsequent to a failed tax sale; and, that such funding to be provided from a re-allocation of funds from within the 2006 Proposed Non-Program Budget for tax-related accounts;

- (2) authority be delegated to the Deputy City Manager and Chief Financial Officer or his designate to vest a property in the City in circumstances where a tax sale has been unsuccessful, the property is not a condominium, and Information Reports indicate that the tax sale property has no apparent environmental conditions;
- (3) authority be delegated to the Deputy City Manager and Chief Financial Officer or his designate, following a failed tax sale, to write off tax arrears on properties where such arrears do not exceed \$10,000 and that Article 17 of Chapter 71 of the City of Toronto Municipal Code, Financial Control, be amended to give effect to this delegation;
- (4) Article 16 of Chapter 441 of the City of Toronto Municipal Code, Fees, respecting Scale of Costs for Tax Sale Proceedings under Part XI of the *Municipal Act, 2001*, be amended to include the cost of a Preliminary Observation Report in the cancellation price;
- (5) this report be forwarded to the Budget Advisory Committee for consideration during the 2006 Operating Budget process;
- (6) authority be granted for the introduction of any necessary Bills to implement the foregoing; and
- (7) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

## **8. Integrated Response System**

### **Report 1, Other Items Clause 18(e)**

Action taken by the Committee:

**The Administration Committee received this matter.**

Communication (December 13, 2005) from the City Clerk advising that City Council on December 8, 9 and 12, 2005 referred the following Motion to the Administration Committee for consideration:

“That:

- (1) when the Integrated Response System is established, the first message advises callers of a ‘zero-out’ option; and
- (2) the City Manager be requested to submit a report to Administration Committee annually on the number of Finance Division calls that go unanswered.”

**8(a). Integrated Response System**

Report (December 21, 2005) from the Treasurer providing information on a Motion referred to the Administration Committee by City Council regarding an Interactive Voice Response (IVR) telephone system for Revenue Services Division.

Recommendations:

It is recommended that this report be received for information.

**PENSION, PAYROLL AND BENEFITS**

**9. Metropolitan Toronto Police Benefit Fund – Request for One Time Lump Sum Payment to Pensioners and Survivors**

**Report 1, Clause 4**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 8, 2005) from the Treasurer, that is, that the proposal for the one-time payment to pensioners and survivors be denied.**

Report (December 8, 2005) from the Treasurer providing staff comments and recommendations regarding the proposal of the Board of Trustees of the Metropolitan Toronto Police Benefit Fund that one-time payments be made to pensioners in the amount of \$702.00 and to survivors in the amount of \$468.00.

Recommendations:

It is recommended that the proposal for the one-time payment to pensioners and survivors be denied.

**9(a). Communication (December 15, 2005) from the Board of Trustees of the Metropolitan Toronto Police Benefit Fund recommending that the following motion be adopted:**

“WHEREAS the members of the Police Benefit Fund have not had a cost of living increase since 2003; and

WHEREAS other pension plans have granted their members cost of living increases of 4.8% during the same period;

THEREFORE BE IT RESOLVED that the Trustees of the Toronto Police Benefit Fund seek the approval of City Council to pay a one-time lump sum cost of living payment to each member of the Fund in the amount of \$702.00 and to each surviving spouse, the sum of \$468.00.”

## **PURCHASING AND MATERIALS MANAGEMENT**

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

#### **Report 1, Other Items Clause 18(f)**

Action taken by the Committee:

**The Administration Committee received this matter.**

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

Recommendations:

It is recommended that this report be received for information.

**10(a).** Report (December 8, 2005) from the Treasurer advising the Administration Committee of contracts awarded by the Bid Committee in accordance with the requirements of the City of Toronto Municipal Code, Purchasing, Chapter 195-14 and to provide a comparison of the actual cost versus the estimated cost for those contracts that have been completed.

Recommendations:

It is recommended that this report be received for information.

### **11. Request for Proposal No. 3405-05-3023 For Document Management System Initial Implementation (Pilot) Solutions**

#### **Report 1, Clause 5**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 14, 2005) from the Chief Corporate Officer and the Treasurer.**

Report (December 14, 2005) from the Chief Corporate Officer and the Treasurer advising on the results of the Request for Proposal 3405-05-3023 for Document Management System Pilot Solutions and to request authority to negotiate and award a contract to CGI Information Systems and Management Consultants Inc.

Recommendations:

It is recommended that:

- (1) authority be granted to award a Contract to CGI Information Systems and Management Consultants Inc., at a cost not to exceed \$4,391,009.00 including all applicable taxes and charges, for the initial implementation of the Enterprise Document Management System Solutions including software, implementation services, training, and maintenance for one year, but excluding hardware;
- (2) authority be granted to appropriate City Staff to negotiate terms and conditions and enter into an agreement with CGI Information Systems and Management Consultants Inc., to implement the Enterprise Document Management system Solutions;
- (3) the Legal Services component related to case management for the Litigation Section not be acquired and that staff be instructed to negotiate an option for any other participating business unit to acquire those case management components within a period of three (3) years, at the price quoted in the Proposal from CGI Information Systems and Management Consultants Inc. ;
- (4) authority be granted to purchase appropriate hardware including imaging scanners and servers required by the Enterprise Document Management System Solutions through the City's normal competitive process;
- (5) the agreement referred to in the above recommendation No. 2 shall contain terms and conditions satisfactory to the Treasurer, Executive Director of Information Technology and the City Clerk, and shall be in a form satisfactory to the City Solicitor;
- (6) an option to renew the maintenance for 2007 and 2008 be included in the agreement on the same terms and conditions and the option be exercised by the Executive Director, Information and Technology Division at the fixed price quoted in the proposal provided that funds have been approved by Council and are available in the divisions' operating budgets;
- (7) following the completion of the initial implementation, a report be forwarded to Council through the Administration Committee on the result of the initial implementation with recommendation for an Enterprise Document Management Solution for the Divisions of the City that did not participate in this initial RFP; and

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

## **INFORMATION AND TECHNOLOGY**

- 12. Amending the scope of authority for the Compugen Inc. Agreement to include the post-TELS technology sustainment purchase of desktop and notebook computers, printers and related products.**

### **Report 1, Clause 6**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 7, 2005) from the Chief Corporate Officer.**

Report (December 7, 2005) from the Chief Corporate Officer seeking to amend the scope of authority to use the existing Compugen Inc. Agreement to deliver desktop and notebook computers, printers and related products and services, to bridge from the Technology End of Lease Strategy (TELS) project into the ongoing technology life-cycle sustainment service starting in 2006.

Recommendations:

It is recommended that:

- (1) the appropriate City Officials be authorized to amend the scope of the existing Agreement with Compugen Inc., currently in effect until October 31, 2006, for continued technology acquisitions into 2006. The value of the original authority of \$31,723,000 for TELS will not be exceeded with this amended scope of authority; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

- 13. 3-1-1 Council-Staff Working Group: Recommended Ongoing Role**

### **Report 1, Clause 7**

**The Administration Committee recommends that City Council adopt staff recommendations (2), (3) and (4) in the Recommendations Section of the report (November 29, 2005) from the 3-1-1 Lead Deputy City Manager.**

Communication (December 13, 2005) from the City Clerk advising that City Council on December 8, 9 and 12, 2005, among other things, referred the report (November 29, 2005) from Deputy City Manager Sue Corke, to the Administration Committee for consideration, such report recommending:

That:

- (1) this report be considered by Council at its meeting of December 8, 2005 in conjunction with the report “3-1-1 Customer Service Strategy: 2006 Capital Budget Request and 2007/8 Projected Budget Estimates”;
- (2) dependent upon confirmation of each member’s ongoing interest and commitment, the Council-Staff Working Group (CSWG) as currently constituted, undertake work on new 3-1-1 implementation oversight activities to the end of this term of Council (mandate as outlined in Appendix 2);
- (3) the membership composition of the CSWG allow for expansion through the formal inclusion of any interested Standing Committee member expressing a desire to commit and participate on the CSWG from January 2006 to the end of this term of Council; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

## **FACILITIES AND REAL ESTATE**

### **14. Lease Renewal – 970 Lawrence Avenue West, 7<sup>th</sup> Floor, Toronto Police Services (Ward 15 – Eglinton Lawrence)**

#### **Report 1, Other Items Clause 18(g)**

##### Action taken by the Committee:

**The Administration Committee recommended to the Policy and Finance Committee that the Toronto Police Services continue to overhold the existing lease and explore alternative options, including the site at Keele Street, and that the Director, Real Estate Services, report directly to City Council when this matter is considered, such report to include comments as to whether a term of lease of less than five years is possible.**

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

##### Recommendations:



It is recommended that:

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

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

**Report 1, Clause 8**

**The Administration Committee recommended that City Council adopt the staff recommendations in the Recommendations Section in the report (October 21, 2005) from the Chief Corporate Officer, subject to funds being available in future years.**

Action taken by the Committee:

**The Administration Committee requested the Chief Corporate Officer, in consultation with the General Manager, Shelter, Support and Housing Administration, to consider opportunities for alternative properties that meet the needs of this group which are less costly.**

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

Recommendations:

It is recommended that:

- (1) authority be granted to enter into a Lease with Lafontaine Lodge Limited for the Property municipally known as 1229 Ellesmere Road substantially on the terms and conditions set out in attached Appendix "A", and in a form acceptable to the City Solicitor;

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

**Re:15.** Communication (January 19, 2006) from the General Manager, Shelter, Support and Housing Administration.

**16. Declaration as Surplus – 47 Terrace Avenue (Ward 23 – Willowdale)**

**Report 1, Clause 9**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (September 20, 2005) from the Chief Corporate Officer, as amended, by:**

**(A) adding to the end of Recommendation (1), the following words:**

**“subject to the existing tenancy”; and**

**(B) by inserting the following as Recommendation (2):**

**“(2) the existing tenant, David Yaron, be offered an opportunity to relocate and lease an alternate city-owned property designated by the Director, Real Estate Services;”;**

**and the remaining Recommendations be renumbered accordingly, so that the Recommendations would now read:**

- “(1) the property municipally known as 47 Terrace Avenue, being part of Lots 24, 25 and 26 on Plan 3178, designated as Part 3 on Reference Plan 64R-1480 (the “Property”), be declared surplus to the City’s requirements, and the Chief Corporate Officer be authorized to list the Property for sale on the open market, subject to the existing tenancy;**
- (2) the existing tenant, David Yaron, be offered an opportunity to relocate and lease an alternate city-owned property designated by the Director, Real Estate Services;**
- (3) authority be granted to enter into an encroachment agreement with the purchaser of the Property to permit the encroachment of a portion of the house located within the Bathurst Street road allowance on such terms and conditions as are satisfactory to the General Manager of Transportation Services, and in a form acceptable to the City Solicitor;**
- (4) City Council approve, as the approving authority under the provisions of the *Expropriation Act*, the disposal of the Property without giving the original owners from whom the lands were expropriated the first chance to repurchase the land;**
- (5) all steps necessary to comply with the City’s real estate disposal process as set out in Chapter 213 of the City of Toronto Municipal Code be taken; and**
- (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.”**

Communication (November 28, 2005) from the City Clerk advising that City Council on November 24, 2005 referred Clause 5a of Report 8 of Administration Committee back to the Administration Committee to allow the tenant an opportunity to appear before the Committee.

**16(a).** Communication (January 3, 2006) from David Yaron.

**17. Sale of Surplus Property – Avondale Composting and Borrow Pit Site Located East of Keele Street, Between Kirby Road and Teston Road (City of Vaughan)**

**Report 1, Other Items Clause 18(h)**

Action taken by the Committee:

**The Administration Committee recommended to the Policy and Finance Committee that the report be submitted to Council without recommendation, and that the City Solicitor be**

**requested to report directly to Council on a possible provision to control future redevelopment of the land for any use other than open space.**

Report (December 8, 2005) from the Chief Corporate Officer seeking authorization for the sale of the City-owned Avondale Composting and Borrow Pit site, located east of Keele Street, between Kirby Road and Teston Road in the City of Vaughan.

Recommendations:

It is recommended that:

- (1) the Offer to Purchase from the City of Vaughan to purchase the Avondale Composting and Borrow Pit Site, located east of Keele Street, between Kirby Road and Teston Road, being part of Lots 26, 27 and 28, Concession 3, Vaughan, and designated as Parts 1 and 59 on Reference Plan 65R-5832, subject to the retention of easements as set out in Appendix "A" (the "Property"), in the amount of \$6,205,000.00 be accepted substantially on the terms and conditions outlined in Appendix "A" to this report, and that either one of the Chief Corporate Officer or the Director of Real Estate Services be authorized to accept the Offer on behalf of the City;
- (2) authority be granted to direct a portion of the proceeds on closing to fund the City's expenses related to the Property and its sale;
- (3) the City Solicitor be authorized to complete the transaction on behalf of the City, including making payment of any necessary expenses and amending the closing date and other transaction dates to such earlier or later date(s), and on such terms and conditions as she may from time to time consider reasonable; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**18. Union Station - Station Lease to The Union Pearson Group Inc., 65 Front Street West (Ward 28 – Toronto Centre-Rosedale)**

**Report 1, Clause 10**

**The Administration Committee submits the report (December 16, 2005) from the Deputy City Manager and Chief Financial Officer to City Council without recommendation.**

Report (December 16, 2005) from the Deputy City Manager and Chief Financial Officer advising Council that the Due Diligence date in the Master Agreement has been met and to seek authority to execute the Station Lease with The Union Pearson Group Inc.

Recommendations:

It is recommended that:

- (1) the Station Lease with The Union Pearson Group to restore, develop and operate Union Station be approved for a 35 year term with one automatic renewal period of 15 years and a further 50 year conditional renewal, at an annual basic rent of \$500,000 to be adjusted by CPI and at stabilization, plus participation rent, in accordance with the terms and conditions set out in Appendix 1 to this report and on such other terms and conditions as may be satisfactory to the Deputy City Manager and Chief Financial Officer and in a form acceptable to the City Solicitor;
- (2) the City Solicitor be authorized to complete the transaction on behalf of the City if all closing conditions are met by May 31, 2006;
- (3) until a governance model is implemented for Union Station, the Chief Corporate Officer shall administer and manage the Station Lease including the provision of any consents, approvals, waivers notices and notices of termination provided that the Chief Corporate Officer may at any time, refer consideration of such matter (including their content) to City Council for its determination and direction; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**[a confidential copy of the Station Lease is on file in the City Clerk's Office]**

**18(a).** Communication (January 3, 2006) from John Sewell, Former Mayor of Toronto.

**18(b)** Communication (January 5, 2006) from Art McIlwain, President, Urquhart Consortium Inc.

## **19. 2005 Final Report – Property Sales and Purchases (All Wards)**

### **Report 1, Other Items Clause 18(i)**

Action taken by the Committee:

**The Administration Committee received this report.**

Report (December 12, 2005) from the Chief Corporate Officer providing the 2005 Final Report on property sales and purchases for the information of the Committee.

Recommendations:

It is recommended that this report be received for information.

**20. Guild Inn – Lease with Windmill Development Group Ltd. (Ward 43 – Scarborough East)**

**Report 1, Other Items Clause 18(j)**

Action taken by the Committee:

**The Administration Committee received this report.**

Report (December 12, 2005) from the Deputy City Manager, Sue Corke and the Deputy City Manager and Chief Financial Officer reporting on the progress of the Lease negotiations with Windmill Development Group Ltd. (“Windmill”) for the redevelopment of the Guild Inn.

Recommendations:

It is recommended that this report be received for information.

**21. Audio Visual and Meeting Management Systems for the Council Chambers and Other Meeting Locations – Sole Source Purchase Request**

**Report 1, Clause 11**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 14, 2005) from Chief Corporate Officer, subject to amending Recommendation (1) by deleting the words “additional audio visual and meeting management infrastructure” and reducing the amount of \$600,000 accordingly, subject to funds being available.**

Report (December 14, 2005) from the Chief Corporate Officer seeking approval for the sole source purchases of maintenance, additional audio visual and meeting management infrastructure needs with Applied Electronics Inc. to support the Council and Committee legislative process.

Recommendations:

It is recommended that:

- (1) approval be granted for the sole source purchases of maintenance, additional audio visual and meeting management infrastructure needs for 2006 and 2007 with Applied Electronics Ltd. at a cost not to exceed \$600,000, exclusive of all charges and taxes; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

## **FLEET SERVICES**

### **22. Corporate Fuel Site Review – Status Update (All Wards)**

#### **Report 1, Clause 12**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 13, 2005) from the Chief Corporate Officer.**

Report (December 13, 2005) from the Chief Corporate Officer reporting on the status of the Corporate Fuel Site Review being undertaken by Fleet Services.

#### Recommendations:

It is recommended that:

- (1) funds in the amount of approximately \$335,500 required in 2007 to permanently close eight (8) fuel sites be identified by Program area and be considered in conjunction with the 2006 Spring review of the City's 2007 – 2010 Capital Plan;
- (2) the Fleet Services Division continue to lead the fuel site review and report on its status to the Administration Committee as part of their annual Future Plan Update;
- (3) the City's new strategic direction with respect to internal fuel operations be toward:
  - (a) a strategic number of automated, fuel sites for gasoline and diesel using above ground fuel tanks, where possible;
  - (b) improving fuel site access to all users;
  - (c) the use of commercial fuel cards to meet the majority of fuel needs; and
  - (d) maintaining a minimum volume of gasoline and diesel and associated sites to meet emergency and strategic requirements;
- (4) Fleet Services participate in the Yards Rationalization Study being led by Facilities and Real Estate to determine the impacts to fuel operations;

- (5) Facilities and Real Estate Division provide technical expertise and project management with respect to fuel site closures decommissioning and environmental remediation;
- (6) Fleet Services investigate automated fuel management systems and commercial fuel cards and report out their findings to the Administration Committee;
- (7) the Fuel Handling and Dispensing Policy and Procedures developed by Parks & Recreation and Fleet Services be circulated to the Programs and used for all City-owned fuel sites;
- (8) Fleet Services in conjunction with the Programs develop a fuel tank maintenance and replacement program, as per the Technical Standards and Safety Authority regulations, for all City-owned fuel sites in the future, and
- (9) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

### **CITY SOLICITOR**

#### **23. Request for Sole Source Approval – Purchase of Legal Publications**

##### **Report 1, Clause 13**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the revised report (December 14, 2005) from the City Solicitor, subject to funds being available in future years.**

Report (December 14, 2005) from the City Solicitor seeking approval for a sole source contract for the purchase of legal publications from Carswell for three years from January 1, 2006 to December 31, 2008 for up to \$420,000.

##### Recommendations:

It is recommended that:

- (1) a sole source contract with Carswell from January 1, 2006 to December 31, 2008 in the amount of \$420,000 for the provision of books, periodicals, and loose-leaf services be approved; the expected spending for the three year period is \$125,000 in 2006, \$140,000 in 2007 and \$155,000 in 2008; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.



## CITY CLERK

### 24. Status Report on Maintaining Services at East York Civic Centre

#### Report 1, Other Items Clause 18(k)

**The Administration Committee recommended to the Budget Advisory Committee that City Council adopt the staff recommendations in the Recommendations Section of the report (November 4, 2005) from the City Clerk and the Chief Corporate Officer.**

Report (November 4, 2005) from the City Clerk and the Chief Corporate Officer advising that City Council on October 26, 27, 28, 31, 2005 approved a notice of motion that directed:

- (1) the Chief Corporate Officer report to the November meeting of the Administration Committee on options for maintaining all the services currently being offered at the East York Civic Centre by Facilities and Real Estate, including Access Toronto; and
- (2) the City Clerk report to the November meeting of the Administration Committee on options for maintaining all the services currently being offered at the East York Civic Centre by the City Clerk's Office, including Registry services;

And be it further resolved that such reports also summarize plans for future changes to Access Toronto and Registry in-person customer service at the other civic centres in Toronto.

#### Recommendations:

It is recommended that:

- (1) that the intake of documents and payments for City Clerk's Office, Registry Services functions be assumed by Revenue Services Division immediately;
- (2) that the reception and information services at the East York Civic Centre, currently provided by Access Toronto, be assumed by the Revenue Services Division, once renovations to the building have been completed in the New Year;
- (3) that this report be referred to the Budget Advisory Committee for consideration with the City's 2006 Operating Budget; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect hereto including the introduction of any necessary bills.

**24(a).** Communication (December 28, 2005) from Juanita Downey.

**24(b).** Communication (January 4, 2006) from Lorna Krawchuk.

**24(c).** Communication (January 5, 2006) from Councillor Davis, submitting a petition signed by 147 community members, and copies of 66 e-mails she has received requesting that the current services at the East York Civic Centre be retained.

**25. Responses to the Recommendations of the Working Group on Immigration and Refugee Issues**

**Report 1, Other Items Clause 18(1)**

Action taken by the Committee:

**The Administration Committee postponed consideration of this matter to its meeting on March 6, 2006.**

Report (December 13, 2005) from the City Clerk responding to the recommendations submitted by the Working Group on Immigration and Refugee Issues on increasing voter outreach strategies for the 2006 municipal election.

Recommendations:

It is recommended that this report be received for information.

**25(a).** Communication (October 4, 2005) from the Chair, City of Toronto Working Group on Immigration and Refugee Issues recommending that:

- (1) the Election and Registry Services in cooperation with Diversity Management and Community Engagement unit in the City Manager's Office work with the Ontario Council of Agencies Serving Immigrants (OCASI) and other community-based organizations to identify additional locations for the posting of voter's lists;
- (2) the City of Toronto increase the distribution of Election Information Kits, posters and tabloids to community-based ethno-cultural organizations to increase election education and voter participation, and the Ontario Council of agencies Serving Immigrants (OCASI) be requested to identify organizations that wish to receive election information kits;
- (3) election information materials clarify and highlight voter's rights with respect to translation and assistance in polling stations;

- (4) the City consider ways to provide interpretation services at polling stations;
- (5) the City work with community-based organizations to assist with the recruitment of election workers who speak different languages; and
- (6) the Election and Registry Services in cooperation with the Diversity Management and Community Engagement unit report to the November meeting on legislative and other changes that would be required to allow permanent residents who are non-citizens to vote in municipal elections.

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

**Report 1, Other Items Clause 18(m)**

Action taken by the Committee:

**The Administration Committee received this report.**

Report (December 2, 2005) from the City Clerk updating Council on the status of the Appeal to the Information and Privacy Commissioner/Ontario (IPC) of Councillors' Municipal Connect access request.

Recommendations:

It is recommended that this report be received for information.

**COURT SERVICES**

**27. Impact of Changes Proposed Under the Access to Justice Act**

**Report 1, Other Items Clause 18(n)**

Action taken by the Committee:

**The Administration Committee received this report.**

Report (December 9, 2005) from the Director, Court Services responding on the impact of the changes proposed by the Government of Ontario as contained in the Access to Justice Act, in particular, on the proposal to permit alternative methods to resolve municipal by-law disputes such as parking infractions.

Recommendations:

It is recommended that this report be received for information.

**DEPUTY CITY MANAGER – POLICY, PLANNING,  
FINANCE AND ADMINISTRATION**

**28. Fleet Operational Review for Divisions of Former Works and Emergency Services –  
Emergency Medical Services, Fire Services, Solid Waste Management Services,  
Support Services, Technical Services, Transportation Services, Toronto Water**

**Report 1, Clause 14**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (October 5, 2005) from Fareed M. Amin, Deputy City Manager.**

Report (November 4, 2005) from the Audit Committee advising that the Audit Committee received the report (October 5, 2005) from Fareed M. Amin, Deputy City Manager, and requested that it be submitted to the Administration Committee for consideration.

The report recommends that:

- (1) Emergency Medical Services, Fire Services, Solid Waste Management Services, Toronto Water & Transportation Services continue the practice of taking vehicles home within the guidelines of the Vehicle Take Home Policy;
- (2) Emergency Medical Services, Fire Services, Solid Waste Management Services, Toronto Water & Transportation Services continue the use of private fuel credit cards, to meet provincially mandated requirements and operational needs in coordination with Fleet Services; and
- (3) Emergency Medical Services, Fire Services, Solid Waste Management Services and Toronto Water continue repairs of City vehicles using private repair shops, where it is cost effective and subject to further review and implementation of recommendation coming from phase two of the Auditor General's review of Fleet operations.

**TORONTO TRANSIT COMMISSION**

**29. Accessible Transit Services Plan – September 2005 Status Report**

**Report 1, Other Items Clause 18(o)**

Action taken by the Committee:

**The Administration Committee received this report.**

Communication (December 1, 2005) from the General Secretary Toronto Transit Commission advising that the Commission at its meeting on November 28, 2005, among other things directed that the report headed “Accessible Transit Services Plan – September 2005 Status Report” be forwarded to City Council, through the Administration Committee, for information.

**30. Warden Station Redevelopment Strategy–Approval of Funding Strategy for Phase 1 Project**

**Report 1, Other Items Clause 18(p)**

Action taken by the Committee:

**The Administration Committee referred the confidential communication (November 29, 2005) from the General Secretary, Toronto Transit Commission, to the Director, Real Estate Services, for report to the next meeting of the Administration Committee on March 6, 2006.**

Confidential communication (November 29, 2005) from the General Secretary, Toronto Transit Commission.

**INFORMATION ITEM**

**31. Community Partnership and Investment Program (CPIP) – Policy Update**

**Report 1, Other Items Clause 18(q)**

Action taken by the Committee:

**The Administration Committee received this communication.**

Communication (November 1, 2005) from the City Clerk advising that City Council on October 26, 27, 28 and 31, 2005 struck an Appeals Sub-committee, comprised of two members of Council from each of the Administration, Community Services, and Economic Development and Parks Committees, to support all Standing Committees in the review of CPIP program allocation recommendations and to hear appeals from applicants.

Councillors Rob Ford and Peter Li Preti have been appointed as members of the Administration Committee.

### **32. Agreement Execution Process for Goods and/or Services**

#### **Report 1, Clause 15**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 20, 2005) from the Deputy City Manager and Chief Financial Officer, the City Solicitor, and the City Clerk.**

Report (December 20, 2005) from the Deputy City Manager and Chief Financial Officer, the City Solicitor, and the City Clerk recommending changes with respect to signing authority for formal agreements for the purchase of goods and/or services.

#### Recommendations:

It is recommended that:

- (1) Chapter 257 of the Toronto Municipal Code be amended to include Division Heads and the City Manager as authorized signing officers for formal agreements required for the purchase of goods and/or services; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

### **33. Croplife Canada v. City of Toronto**

#### **Report 1, Other Items Clause 18(r)**

#### Action taken by the Committee:

**The Administration Committee received this communication and report.**

Communication (December 14, 2005) from the Board of Health forwarding, for information, a copy of the report (November 22, 2005) from the City Solicitor reporting on the outcome of proceedings before the Supreme Court of Canada's challenge of the City of Toronto Pesticide By-law.

**34. City of Toronto French Committee: Appointment of Members and Approval of Terms of Reference**

**Report 1, Clause 16**

**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (December 5, 2005) from the City of Toronto French Committee.**

Report (December 5, 2005) from the City of Toronto French Committee requesting from City Council: (a) approval of six new members and renewal of the mandate of two former members for the City of Toronto French Committee (Comité français de la ville de Toronto); and (b) approval of the City of Toronto French Committee Terms of reference.

Recommendations:

It is recommended that:

- (1) City Council approve the appointment of the persons listed on confidential Attachment 1 as members of the City of Toronto French Committee/ Comité français de la ville de Toronto;
- (2) City Council approve the re-appointment of the former members listed on confidential Attachment 1;
- (3) the term of office of the above Committee members be for a period of two years expiring in November 2007, and until their successors are appointed;
- (4) the attached amended Terms of Reference of the City of Toronto French Committee (Appendix A) be approved;
- (5) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**[Copies of the confidential attachment 1 circulated to Members only under confidential cover because it relates to personal information about identifiable individuals]**

**35. Lands at Ingram Transfer Station on Ingram Drive and Keele Street (Ward 12 – York South Weston)**

**Report 1, Other Items Clause 18(s)**

Action taken by the Committee:

**The Administration Committee:**

- (1) received the report;**
- (2) requested the Director, Real Estate Services, to report to the next meeting on:**
  - (a) a proposed lease containing a reasonable set of conditions that address both safety and market rents under the current circumstances; and**
  - (b) if there are any other locations that could be utilized for the proponent's purposes;**
- (3) requested the General Manager, Solid Waste Management Services, to report back to the next meeting of Administration Committee and Works Committee on an implementation plan that includes timing, possible rezoning and public consultation to ensure all planning impacts are addressed.**

Report (December 20, 2005) from the Chief Corporate Officer providing the Committee with background information and the current status of the City-owned property known as the Ingram Transfer Station on Ingram Drive and Keele Street.

Recommendations:

It is recommended that this report be received for information.

**36. Claim by LP Heritage and Union Station Consortium**

**Report 1, Other Items Clause 18(t)**

Action taken by the Committee:

**The Administration Committee received the confidential report.**

Confidential report (January 3, 2006) from the City Solicitor.

**37. Declaration as Surplus - Don Russell Memorial Park for the Purposes of a Land Exchange with the Toronto District School Board (Ward 6 - Etobicoke-Lakeshore)**

**Report 1, Clause 17**



**The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (January 16, 2006) from the Chief Corporate Officer.**

Report (January 16, 2006) from the Chief Corporate Officer seeking to declare the property surplus to municipal requirements and to continue negotiations with the Toronto District School Board ("TDSB") for a land exchange with respect to the property.

Recommendations:

It is recommended that:

- (1) the property known as Don Russell Memorial Park, also shown as Part 1 on Sketch No. PS-2006-003, subject to the reservation of easements in favour of the City for any existing public utility or the granting of easements to any affected utility companies for any existing utilities plant located therein (the "Property"), be declared surplus to the City's requirements and the Chief Corporate Officer be authorized to invite TDSB to present an offer to exchange a portion of the Property for lands owned by TDSB, shown as Part 2 on Sketch PS-2006-003 (the "Gilbey Site");
- (2) the Chief Corporate Officer be authorized to seek consent of the prior owner of the Property as required pursuant to Instrument Nos. NTO16525 and NTO16525Z;
- (3) the City Solicitor and other relevant staff be authorized to take all necessary action to seek a modification of the New Official Plan to exempt the Property from the disposal policies;
- (4) 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
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.