
**ADMINISTRATION COMMITTEE
AGENDA
MEETING 1**

Date of Meeting: Thursday, January 5, 2006 **Enquiry:** Yvonne Davies
Time: 9:30 a.m. **Committee Administrator**
Location: Committee Room 1 **416-392-7039**
City Hall **ydavies@toronto.ca**
100 Queen Street West
Toronto, Ontario

If the Administration Committee wishes to meet in camera (privately), a motion must be made to do so, and the reason given (*Municipal Act, 2001*).

Declarations of Interest under the *Municipal Conflict of Interest Act*

Confirmation of Minutes – (i) Administration Committee, November 7, 2005; and
(ii) Joint Administration Committee and the Planning and
Transportation Committee, November 7, 2005.

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

9:45 a.m. – Item 14
10:00 a.m. – Items 1, 16
11:00 a.m. – Item 4
2:00 p.m. – Item 24

Communications/Reports:

FAIR WAGE OFFICE

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

(Postponed from the November 7, 2005 meeting)

(Speakers – 10:00 a.m.)

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 (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 (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

(11:00 a.m. - Presentation)

(Speakers)

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

[no written material]

- 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.

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

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.

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

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 (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

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.”

PENSION, PAYROLL AND BENEFITS

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

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

(Postponed from November 7, 2005 meeting)

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 (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 (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

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 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, 7th Floor, Toronto Police Services (Ward 15 – Eglinton Lawrence)

(Speakers – 9:45 a.m.)

(Postponed from November 7, 2005 meeting)

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

Recommendations:

It is recommended that:

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

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

(Postponed from November 7, 2005 meeting)

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.

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

(Speakers – 10:00 a.m.)

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.

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 (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 (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]

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

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 (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 (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 (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 (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; 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

(Speakers – 2:00 p.m.)

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.

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

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 (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 (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 (November 4, 2005) from the Audit Committee advising that the Audit Committee received the report (October 5, 2005) from Fared 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

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

(In camera – acquisition/disposition of Commission/City-owned land)

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

INFORMATION ITEM

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

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.



**ADMINISTRATION COMMITTEE
SUPPLEMENTARY AGENDA
MEETING 1**

Date of Meeting: Thursday, January 5, 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

SUPPLEMENTARY ITEMS

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.

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.

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

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.

NEW ITEMS:**32. Agreement Execution Process for Goods and/or Services**

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

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 (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 (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.