



**ADMINISTRATION COMMITTEE
DECISION DOCUMENT
MEETING 4**

Report 4 to be considered by City Council on June 27, 28 and 29, 2006

Date of Meeting: Tuesday, June 6, 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

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 – May 2, 2006

Communications/Reports:

FAIR WAGE OFFICE

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

Report 4, Clause 1

The Administration Committee recommends that City Council receive the reports (October 17, 2005) and (February 17, 2006) from the Manager, Fair Wage Office.

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.

1(a). Report (February 17, 2006) from the Manager, Fair Wage Office reporting on the definition of "two separate instances" under the Fair Wage Policy.

Recommendations:

It is recommended that:

- (1) the recommendations in the report of the Manager, Fair Wage Office dated October 17, 2005 be adopted; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

2. Proposed Amendments to the Fair Wage Policy Disqualification Process

Report 4, Clause 2

The Administration Committee recommends that Council:

- (A) (1) amend the Fair Wage Policy in Municipal Code, Chapter 67, Fair Wage, to reflect the changes set out in Appendix "B" to the report (April 18, 2006) from the City Solicitor;**

- (2) authorize the City Solicitor to introduce the necessary Bill in Council to give effect thereto;
- (B) any amendments made to the Fair Wage Policy, as set out in Recommendation (A) above, become effective three months following the enactment of the amendment and the amended policy would apply to any procurement requirements subject to the policy issued on or after the effective date;
- (C) (1) amend the Fair Wage Policy in Municipal Code, Chapter 67, Fair Wage, to reflect the changes set out in Appendix "C" to the report (April 18, 2006) from the City Solicitor;
- (2) authorize the City Solicitor to introduce the necessary Bill in Council to give effect thereto, subject to prior consultation with the construction industry by the Manager, Fair Wage Office, to determine whether there is support for this change in policy and then the appropriate notice should be given to the industry prior to the effective date; and
- (D) any amendments made to the Fair Wage Policy, as set out in Recommendation (C) above become effective three months following the enactment of the amending by-law.

Report (April 18, 2006) from the City Solicitor to expand on the report of the Manager, Fair Wage Office (February 17, 2006) requested by the Administration Committee to clarify the meaning of "two instances" under the Fair Wage Policy, in response to a further request from Councillor Watson, and to expedite consideration of these outstanding disqualification reports.

Recommendation:

It is recommended that this report be received for information.

3. Fair Wage Office Annual Report

Report 4, Other Items Clause 22(a)

Action taken by the Committee:

The Administration Committee received this report.

Report (May 23, 2006) from the Manager, Fair Wage Office, providing a summary of the highlights of Fair Wage Office activities and performance in 2005.

Recommendation:

It is recommended that this report be received for information.

CITY MANAGER

4. 2006 Access Equity and Human Rights (AEHR) – Community Partnership and Investment Program (CPIP)

Report 4, Clause 3

The Administration Committee recommends that City Council adopt staff Recommendation (1) in the Recommendations Section of the report (April 27, 2006) from the City Manager and the staff recommendations in the Recommendations Section of the report (May 17, 2006) from the City Manager, as follows:

“It is recommended that:

- (1) allocations totaling \$768,800.00 be approved in the 2006 Access Equity and Human Rights (AEHR) – Community Partnership and Investment Program (CPIP) as outlined in Appendix 1 of the report from the City Manager dated April 27, 2006;**
- (2) funding of \$2,000 be allocated to Malvern Family Resource Centre and funding of \$3,000 be allocated to Dejinta Beesha arising from the submission of their appeals; and**
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.**

Communication (May 10, 2006) from the Community Partnership and Investment Program Appeals Sub-Committee recommending to the Administration Committee that City Council adopt the staff recommendations in the Recommendations Section of the report (April 27, 2006) from the City Manager, which recommends that:

- (1) allocations totaling \$768,800.00 be approved in the 2006 Access Equity and Human Rights (AEHR) – Community Partnership and Investment Program (CPIP) as outlined in Appendix 1;
- (2) \$5,000.00 be held for appeals to the 2006 Access Equity and Human Rights (AEHR) – Community Partnership and Investment Program (CPIP), subject to the submission of a report recommending the allocation of this reserve;
- (3) this report be forwarded to the Administration Committee; and

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

(Appendix 3, referred to in the report, was distributed to Members of Administration Committee only and a copy is on file in the City Clerk's Office, City Hall.)

- 4(a).** Report (May 17, 2006) from the City Manager recommending allocations from the \$5,000 appeal fund of the Access, Equity and Human Rights – Community Partnership and Investment Program (AEHR-CPIP) for organizations which submitted appeals.

Recommendations:

It is recommended that:

- (1) funding of \$2,000 be allocated to Malvern Family Resource Centre and funding of \$3,000 be allocated to Dejinta Beesha arising from the submission of their appeals; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

CORPORATE FINANCE

5. Disclosure of Insurance Claims Information, 2001 to 2005 and 1st Quarter 2006

Report 4, Other Items Clause 22(b)

Action taken by the Committee:

The Administration Committee received this report.

Report (May 23, 2006) from the Deputy City Manager and Chief Financial Officer providing a public report on property, automobile and general liability insurance claims by City division and insured Agencies, Boards and Commissions for the past five years, as at March 31, 2006.

Recommendation:

It is recommended that this report be received for information.

PENSION, PAYROLL AND BENEFITS

6. Metropolitan Toronto Pension Plan – Actuarial Report as at December 31, 2005

Report 4, Clause 4

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 18, 2006) from the Treasurer.

Report (May 18, 2006) from the Treasurer providing staff comments regarding the Plan's 2005 Actuarial Valuation, requesting approval for a January 1, 2006 Consumer Price Index-based increase in payments to pensioners receiving pensions as of 2005 as recommended therein and presenting information on the financial status of the Plan.

Recommendations:

It is recommended that:

- (1) the 2005 Actuarial Report for the Metropolitan Toronto Pension Plan be received;
 - (2) there be granted an increase of 2.23% in payments to pensioners of the Plan receiving benefits resulting from retirements prior to 2005, and a proportionate increase of 0.1858% for each benefit month for pensioners whose benefits arose from retirements in 2005, effective as if in force on January 1, 2006;
 - (3) By-law No. 15-92 of the former Metropolitan Corporation governing the Metropolitan Toronto Pension Plan as amended to date be further amended accordingly and authority be granted to introduce the necessary bill in Council; and
 - (4) the appropriate City officials be authorized to take the necessary action to give effect to the foregoing recommendations.
- 6(a).** Communication (May 10, 2006) from the Board of Trustees of the Metropolitan Toronto Pension Plan, advising that he Board of Trustees of the Metropolitan Toronto Pension Plan at its meeting held on Friday, April 28, 2006, recommended to the Administration Committee that:
- (1) the recommendations contained in the Recommendation Section of the report (April 2006) titled “Report on the Actuarial Valuation for Funding Purposes as at December 31, 2005”, from Mr. Anil Narale, Mercer Human Resource Consulting, be adopted, as follows:
 - (a) that there be no improvements for active members for 2006; and

- (b) that an increase of 2.23% be granted on pensions, effective January 1, 2006, to pensioners on benefit for more than one year and a proportionate increase of 0.1858% for each month of pension payment made in 2005 be granted for pensioners who retired during 2005 for which the estimated cost is \$12,771,000; and
- (2) the process used in previous years to implement the proposed increase be confirmed.

(Metropolitan Toronto Pension Plan – Report on the Actuarial Valuation for Funding Purposes as at December 31, 2005 (April 2006) prepared by Mercer Human Resources Consulting, referred to in the communication, was distributed to Members of Administration Committee only and a copy is on file in the City Clerk’s Office, City Hall.)

7. Toronto Civic Employees’ Pension and Benefit Fund Actuarial Report as at December 31, 2005

Report 4, Other Items Clause 22(c)

The Administration Committee adopted the staff recommendation in the Recommendations Section of the report (May 18, 2006) from the Treasurer.

Report (May 18, 2006) from the Treasurer presenting the 2005 Actuarial Valuation Report on the Toronto Civic Employees’ Pension and Benefit Fund, along with information regarding the increase in benefits for pensioners payable as of January 1, 2006, under the cost-of-living provisions of the Fund's governing by-law, and staff comments.

Recommendations:

It is recommended that this report and the 2005 Actuarial Valuation Report on the Toronto Civic Employees’ Pension and Benefit Fund be received for information.

(The 2005 Actuarial Valuation Report on the Toronto Civic Employees’ Pension and Benefit Fund as of December 31, 2005 was distributed to Members of the Committee only and a copy is on file in the City Clerk’s Office, City Hall.)

8. Toronto Fire Department Superannuation and Benefit Fund Actuarial Report as at December 31, 2005

Report 4, Other Items Clause 22(d)

The Administration Committee adopted the staff recommendation in the Recommendations Section of the report (May 18, 2006) from the Treasurer.

Report (May 18, 2006) from the Treasurer presenting the 2005 Actuarial Valuation Report on the Toronto Fire Department Superannuation and Benefit Fund, along with information regarding the increase in benefits for pensioners payable as of January 1, 2006, under cost-of-living provisions of the Fund's governing by-law, and staff comments.

Recommendations:

It is recommended that this report and the 2005 Actuarial Valuation Report on the Toronto Fire Department Superannuation and Benefit Fund be received for information.

(The 2005 Actuarial Valuation Report on the Toronto Fire Department Superannuation and Benefit Fund as of December 31, 2005 was distributed to Members of the Committee only and a copy is on file in the City Clerk's Office, City Hall.)

ACCOUNTING SERVICES

9. Accounts Receivable Collection Procedures and Credit Protocol

Report 4, Other Items Clause 22(e)

Action taken by the Committee:

The Administration Committee received this report.

Report (May 19, 2006) from the Treasurer informing Council of accounts receivable collection procedures and credit protocols that staff are developing to improve accounts receivable collection results and bad debts experienced by various City divisions.

Recommendation:

It is recommended that this report be received for information.

**ACCOUNTING SERVICES/PURCHASING AND
MATERIALS MANAGEMENT**

10. Quarterly Treasurer's Report on Activities of the Accounting Services and the Purchasing and Materials Management Divisions

Report 4, Other Items Clause 22(f)

Action taken by the Committee:

The Administration Committee received this report.

Report (May 19, 2006) from the Treasurer informing the Committee and Council on activities of the Accounting Services and the Purchasing and Materials Management Divisions for 2005.

Recommendations:

It is recommended that this report be received for information.

PURCHASING AND MATERIALS MANAGEMENT

11. City of Toronto's Experience Using Remanufactured Toner Cartridges

Report 4, Clause 5

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 15, 2006) from the Treasurer.

Action taken by the Committee:

The Administration Committee referred the following recommendations submitted by John Adams to the Executive Director, Information and Technology, for consideration and report back to the Administration Committee:

"That:

- (a) the City Manager be requested to ensure that Council's policy regarding replacement toner cartridges is fully honoured by each operating division including within each operating division's purchase order arrangements and that each divisional head be directed to confirm this compliance in writing to the City Treasurer and Director of Purchasing and Materials Management;**

- (b) **the Mayor be requested to write to the Chair of Toronto Hydro, the Chair of the Toronto Transit Commission, and the Chair of the Toronto Community Housing Corporation to bring this City savings initiative and City staff report to their attention and request each to invite their respective boards to adopt the same policy and strategy to maximize savings and that their respective appropriate management official be requested to report back, for information, on the outcome of their respective considerations of this invitation to the City Treasurer and City Director of Purchasing and Materials Management; and**
- (c) **that the Executive Director of Information and Technology and the Director of Purchasing and Materials Management be requested to consider the pro bono offer of Sistek Data to provide advice to the City for the next competition to provide maintenance services to City printers and report to the Administration Committee on whether the traditional "break-fix" strategy regarding City printers should be changed to include periodic cleaning and preventive maintenance and, if so, how, and that this review and report be done in time so that Council can make a timely decision before the next competition for printer maintenance supplier takes place."**

Report (May 15, 2006) from the Treasurer responding to the Administration Committee's request to review and evaluate the City of Toronto's experience using remanufactured toner cartridges after one year's time.

Recommendations:

It is recommended that:

- (1) the City continue to allow suppliers to bid on both Original Equipment Manufacturer (OEM) and remanufactured toner cartridges and require City staff and City Councillors to use remanufactured toner cartridges in every instance when they are available and meet the City's specifications;
- (2) the City continue to award future calls for printer toner cartridges based on lowest cost per cartridge meeting City specifications, rather than overall lowest bid; and
- (3) Purchasing and Materials Management Division issue a city wide communication of the toner cartridge purchasing policy and toner cartridge repair procedure on a routine basis.

12. Corporate Warehouse/Stores Rationalization Project

Report 4, Other Items Clause 22(g)

Action taken by the Committee:

The Administration Committee:

- (1) received this report for information; and
- (2) requested the Treasurer to report to the Administration Committee in June 2007 on the status of the Corporate Warehouse/Stores Rationalization Project.

Report (May 15, 2006) from the Treasurer providing a status update on the implementation of the business model for the City's warehouses and stores operations under the Corporate Warehouse/Stores Rationalization Project.

Recommendations:

It is recommended that:

- (1) this report be received for information; and
- (2) the Treasurer report to Administration Committee in June 2007 on the status of the Corporate Warehouse/Stores Rationalization Project.

REVENUE SERVICES

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

Report 4, Clause 6

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 12, 2006) from the Treasurer.

Action taken by the Committee:

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

Report (May 12, 2006) from the Treasurer recommending approval for the cancellation, reduction or refund of taxes pursuant to the provisions of section 357 and 358 of the *Municipal Act, 2001*.

Recommendations:

It is recommended that:

- (1) the individual tax appeal applications made pursuant to section 357 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$429,401.89 (including reductions in Business Improvement Area charges and excluding phase-in/capping adjustments), as provided in the detailed hearing report attached as Appendix C, be approved;
- (2) the individual tax appeal applications made pursuant to Section 358 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$10,621.38 (including reductions in Business Improvement Area charges and excluding phase-in/capping adjustments), as provided in the detailed hearing report attached as Appendix D, be approved; and
- (3) the appropriate City Officials be authorized and directed to take the necessary actions to give effect thereto.

14. New User Fees for Property Tax Calculation Statements and increased user fees for Tax Payment Details/Detailed Tax Statements

Report 4, Clause 7

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 19, 2006) from the Treasurer.

Action taken by the Committee:

Notice of the proposed fees discussed in the following report was given as required by the *Municipal Act, 2001*, section 14 of Ontario Regulation 244/02 and public notice was published on the City's Web Site. No one appeared before the Committee.

Report (May 19, 2006) from the Treasurer seeking authority to implement a new user fee for producing Tax Calculation Statements for commercial, industrial and multi-residential tax accounts, to increase the current user fee for producing Tax Payment Details/Detailed Tax Statement, and to recommend minor amendments to existing Toronto Municipal Code provisions relating to Revenue Services user fees.

Recommendations:

It is recommended that:

- (1) effective July 1, 2006, a new user fee be implemented to produce a Tax Calculation Statement, with the fee to be set at \$35.00 per assessment roll number per taxation year;
- (2) effective July 1, 2006, the user fee for Tax Payment Details/Detailed Tax Statement be increased from the current \$15.00 to \$35.00 per assessment roll number per taxation year for taxation years 1998 and later, and that the user fee be increased from \$15.00 to \$50.00 per assessment roll number per taxation year for taxation years prior to 1998, where such information is available;
- (3) Section 441-13 of the Toronto Municipal Code “Fees - Taxation Documents and Services” be amended to change the title of the document “Tax Payment Details/Detailed Tax Statement” to “Tax History Statement”;
- (4) Section 441-13 (C)(1) of the Toronto Municipal Code – “Payment” be amended to clarify that the available payment options for fees for property tax documents and services are cash, money order, cheque or debit card;
- (5) authority be granted for the introduction of the necessary bills, and;
- (6) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

INFORMATION AND TECHNOLOGY

15. Policy for Purchase of Software Containing only Canadian Spell-Check

Report 4, Other Items Clause 22(h)

Action taken by the Committee:

The Administration Committee referred the matter to the Executive Director, Information and Technology, in consultation with the Director, Purchasing and Materials Management, for report back to the Administration Committee.

Communication (May 3, 2006) from the City Clerk advising that City Council on April 25, 26 and 27, 2006, referred Item (d), entitled “Policy for Purchase of Software Containing only Canadian Spell-Check”, contained in Clause 21 of Report 2 of the Administration Committee, back to the Administration Committee for further consideration.

15(a). Communication (January 9, 2006) from Councillor Moscoe

16. Cancellation of RFP No. 3412-05-3160 For the Provision of a Pilot Project for Publicly available Wireless Local Area Networks (WLANS) at Nathan Phillips Square of the City of Toronto

Report 4, Clause 8

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 11, 2006) from the Chief Corporate Officer.

Report (May 11, 2006) from the Chief Corporate Officer seeking approval to cancel the current Request for Proposal (RFP)3412-05-3160 and enter into a sole source arrangement with Toronto Hydro Telecom to deliver these services as identified within the City's RFP.

Recommendations:

It is recommended that:

- (1) the City cancel the current RFP No. 3412-05-3160 which was to solicit proposals from vendors for the supply of hardware and services necessary to implement a wireless hotspot in Nathan Phillips Square, as a pilot project, for a period of six months pursuant to a Council Resolution of May, 2005;
- (2) the City enter into a Sole Source arrangement with Toronto Hydro Telecom and establish a Memorandum of Understanding to deliver similar services that were identified as part of the RFP requirements at no cost to the City; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

17. 3-1-1 Customer Service Strategy: Project Implementation Progress Report

Report 4, Other Items Clause 22(i)

Action taken by the Committee:

The Administration Committee received this report.

Report (May 8, 2006) from the 3-1-1 Lead Deputy City Manager, addressed to the e-City Committee and the Administration Committee, describing progress to date in implementing the 3-1-1 Customer Service Strategy and implementation activities required for the next reporting quarter.

Recommendation:

This report is to provide information to Council.

FACILITIES AND REAL ESTATE

18. Termination of Residential Lease for 736 Woburn Avenue (Ward 16 – Eglinton-Lawrence)

Report 4, Clause 9

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendation Section of the report (April 18, 2006) from the Chief Corporate Officer subject to amending Recommendation (1) by adding the words “so that vacant possession is available by May 1, 2007” so that the recommendation now read as follows:

“(1) authority be granted to terminate the City’s residential lease with Robby Hersh for the property known municipally as 736 Woburn Avenue, Toronto (The “Property”), so that vacant possession is available by May 1, 2007;”.

Report (April 18, 2006) from the Chief Corporate Officer requesting authority to terminate the residential Lease between the City and Robby Hersh to allow for demolition of the house in order to incorporate the land into the municipal park system.

Recommendations:

It is recommended that:

- (1) authority be granted to terminate the City’s residential lease with Robby Hersh for the property known municipally as 736 Woburn Avenue, Toronto. (The “Property”).
- (2) the Chief Corporate Officer or his designate be authorized to execute and deliver the Notice of Termination; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

18(a). Report (May 16, 2006) from the Chief Corporate Officer responding to Administration Committee's request to report on the feasibility of declaring the property, municipally

known as 736 Woburn Avenue ("Property"), surplus to municipal requirements and placing the Property for sale on the open market.

Recommendations:

It is recommended that this report be received for information.

- 18(b).** Report (May 29, 2006) from the General Manager, Parks, Forestry and Recreation responding to the request of the Administration Committee to report on the feasibility of excluding 736 Woburn Avenue from the proposed park expansion.

Recommendations:

It is recommended that this report be received for information.

- 19. 481 University Avenue, Lease for Court Services (Ward 27 - Toronto-Centre Rosedale)**

Report 4, Clause 10

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 17, 2006) from the Chief Corporate Officer.

Report (May 17, 2006) from the Chief Corporate Officer seeking authority to lease additional space at 481 University Avenue, 9th floor, for Court Services and to amend the existing Lease with First University Corporation Ltd. and Second University Corporation Ltd. (the "Landlord").

Recommendations:

It is recommended that:

- (1) authority be granted to enter into a Lease with the Landlord at 481 University Avenue, 9th floor, for additional space (the "New Premises") to accommodate the new requirements of Court Services and to amend the existing Lease substantially on the terms and conditions outlined in Appendix "A" to this report and in a form acceptable to the City Solicitor;
- (2) authority be granted to the Chief Corporate Officer to administer and manage the lease agreement including the provision of any consents, approvals, 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

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

20. Below-grade Parking Access Options for the Redevelopment of the St. Lawrence Market North Property (Ward 28 – Toronto Centre-Rosedale)

Report 4, Clause 11

The Administration Committee recommends that Council adopt the staff recommendations contained in the Recommendations Section of the report (May 16, 2006) from the Chief Corporate Officer, subject to amending the Recommendations to read as follows:

"It is recommended that:

- (1) the St. Lawrence Market North Building Redevelopment, Traffic Impact Study, Final Report by iTrans, dated May 2006 be received for information;**
- (2) the Chief Corporate Officer, in consultation with the City Solicitor, the General Manager of Transportation Services and the President of the Toronto Parking Authority, investigate with the owners of the existing below-grade parking facility (Market Square garage) immediately to the west, the economic, legal, physical and operational feasibility of constructing a connection to provide the proposed parking garage in the North Market property with access to Church Street;**
- (3) in the event that there are insurmountable economic, legal, physical or operational limitations to obtaining the connection described in Recommendation (2), the Chief Corporate Officer, in consultation with the General Manager of Transportation Services, the General Manager of the Toronto Transit Commission and the President of the Toronto Parking Authority, be authorized to undertake the following:**
 - (i) review the financial feasibility, technical requirements and policy issues of the King/Jarvis option, which involves constructing a parking ramp underneath Market Lane Park to provide right turn only access to King Street, and placing an inbound lane on Jarvis Street having regard for key Official Plan policies which discuss maintaining and improving the public realm and providing priority to surface transit vehicles on key Downtown streets; and**
 - (ii) review mitigation measures to address impacts to the heritage environment and the quality of the pedestrian environment in Market Lane Park;**

- (4) the Chief Corporate Officer consult with the Director of Court Services to investigate the feasibility of Court Services becoming the primary tenant in the three upper floors of a redeveloped North Market building;
- (5) the Chief Corporate Officer, in consultation with the Chief Building Official, the General Manager of Transportation Services and the Chief Planner & Executive Director of City Planning Division, to determine the optimal number of parking spaces to be constructed in conjunction with a redeveloped North Market building, having regard for economic viability, Zoning By-law requirements, City building objectives and operational feasibility;
- (6) the Chief Corporate Officer report to Administration Committee, by September 2006, on the results of the investigation in Recommendations (2), (4) (5) and, if necessary, Recommendation (3) to confirm the recommended access option and outline next steps in the redevelopment of the North Market property;
- (7) the forthcoming report from the Chief Corporate Officer address a process to develop a coordinated management model suitable for the new market place including, but not limited to, the North and South Market and the St. Lawrence Hall;
- (8) the Executive Director, Facilities and Real Estate, have signing authority for all of the City Planning and Building Division applications that are required to redevelop the St. Lawrence Market North building and all of its project components; and
- (9) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

Action taken by the Committee:

The Administration Committee agreed with the staff recommendations contained in the Recommendation Section of the report (June 1, 2006) from the Chief Corporate Officer which are incorporated in the recommendations above.

Report (May 16, 2006) from the Chief Corporate Officer responding to City Council's request to investigate and report on access options to below-grade parking on the St. Lawrence Market North property, and make recommendations thereon.

Recommendations:

It is recommended that:

- (1) the St. Lawrence Market North Building Redevelopment, Traffic Impact Study, Final Report by iTrans, dated May 2006 be received for information;

- (2) the Chief Corporate Officer, in consultation with the City Solicitor, the General Manager of Transportation Services and the President of the Toronto Parking Authority, investigate with the owners of the existing below-grade parking facility (Market Square garage) immediately to the west, the economic, legal, physical and operational feasibility of constructing a connection to provide the proposed parking garage in the North Market property with access to Church Street;
- (3) in the event that there are insurmountable economic, legal, physical or operational limitations to obtaining the connection described in Recommendation (2), the Chief Corporate Officer, in consultation with the General Manager of Transportation Services and the President of the Toronto Parking Authority, be authorized to undertake the following:
 - (i) review the financial feasibility, technical requirements and policy issues of constructing a parking ramp underneath Market Lane Park to provide access to King Street, having regard for key Official Plan policies which discuss maintaining and improving the public realm and providing priority to surface transit vehicles on key Downtown streets; and
 - (iii) review mitigation measures to address impacts to the heritage environment and the quality of the pedestrian environment in Market Lane Park;
- (4) the Chief Corporate Officer consult with the Director of Court Services to investigate the feasibility of Court Services becoming the primary tenant in the three upper floors of a redeveloped North Market building;
- (5) the Chief Corporate Officer, in consultation with the Chief Building Official, the General Manager of Transportation Services and the Chief Planner & Executive Director of City Planning Division, to determine the optimal number of parking spaces to be constructed in conjunction with a redeveloped North Market building, having regard for economic viability, Zoning By-law requirements, City building objectives and operational feasibility;
- (6) the Chief Corporate Officer report to Administration Committee, by September 2006, on the results of the investigation in Recommendation (2) and if necessary, Recommendation (3) to confirm the recommended access option and outline next steps in the redevelopment of the North Market property; and
- (7) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

20(a). Communications (May 30, 2006) and (March 8, 2006) from the Manager, Service Planning, Toronto Transit Commission.

- 20(b).** Report (June 1, 2006) from the Chief Corporate Officer seeking authority to amend the recommendations to the report dated May 16, 2006, to respond to concerns raised by the TTC and to give signing authority to the Executive Director, Facilities & Real Estate.

Recommendations:

It is recommended that the May 16, 2006, report be amended as follows:

- (1) Recommendation (3) be amended to add the words, “the Chief General Manager of the Toronto Transit Commission” after the words, “Transportation Services”; and

- (2) add a new Recommendation (7) with the remaining recommendation renumbered:

“the Executive Director, Facilities & Real Estate have signing authority for all of the City Planning and Building Division applications that are required to redevelop the St. Lawrence Market North building and all of its project components.”

- 20(c).** Communication (May 25, 2006) from the Chief Corporate Officer.

21. Surplus Land Declaration and Proposed Closing of Public Lane Located East of Yonge Street, Extending South from Byng Avenue (Ward 23 – Willowdale)

Report 4, Clause 12

The Administration Committee recommends that City Council adopt staff Recommendations (1), (3) and (4) in the Recommendations Section in the report (May 16, 2006) from the General Manager, Transportation Services, and the Chief Corporate Officer.

Action taken by the Committee:

The Administration Committee noted that Recommendation (2) is under the purview of the North York Community Council.

Report (May 16, 2006) from the General Manager, Transportation Services, and the Chief Corporate Officer addressed to the Administration Committee and the North York Community Council recommending that the public lane located east of Yonge Street and extending south from Byng Avenue be permanently closed and declared surplus to the City's requirements.

Recommendations:

It is recommended that:

- (1) the Administration Committee recommend to City Council, conditional upon City Council's approval of the recommendation to the North York Community Council set out herein, that the public lane located east of Yonge Street, extending south from Byng Avenue and shown as Part 1 on the attached Sketch No. PS-2005-003 (the "Lane") be permanently closed, that:
 - (a) the Lane be declared surplus to the City's requirements and 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
 - (b) the Chief Corporate Officer be authorized to invite an offer to purchase the Lane from the owner of 5431 and 5435 Yonge Street;
- (2) the North York Community Council recommend to City Council, conditional upon City Council's approval of the recommendations to the Administration Committee set out herein that the Lane be declared surplus, that:
 - (a) subject to compliance with the requirements of the *Municipal Act, 2001* and subject to City Council approving the sale of the Lane, the Lane be permanently closed as a public lane; and
 - (b) subject to City Council approving the sale of the Lane, notice be given to the public of a proposed by-law to permanently close the Lane, in accordance with the requirements of Chapter 162 of the City of Toronto Municipal Code, and the North York Community Council hear any member of the public who wishes to speak to this matter;
- (3) following the closure of the Lane, easements be granted to any affected utility companies for the existing utilities plant located in the Lane or, with the consent of the said utility companies, the utilities plant be relocated, adjusted or abandoned, at the sole cost of the purchaser of the Lane, with such costs to be determined by the appropriate utility companies; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto, including the introduction in Council of any bills necessary to give effect thereto.

22. Sale of a Portion of 25 Canterbury Place and the Conveyance of Easements (Ward 23 – Willowdale)

Report 4, Clause 13

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 19, 2006) from the Chief Corporate Officer.

Report (May 19, 2006) from the Chief Corporate Officer reporting on negotiations for the sale of a portion of 25 Canterbury Place, the conveyance of easements and to seek authority to enter into the agreement required to finalize the negotiations.

Recommendations:

It is recommended that:

- (1) authority be granted to enter into an agreement for the City to transfer, in fee simple, a portion of 25 Canterbury Place, described as Part of Lot 19, Concession 1 West of Yonge Street and shown as Parts 3 and 4 on Sketch PS-2006-041 (the “Property”) to one or more of the Owners, for the City to convey permanent easements over Parts 1 and 2 on Sketch PS-2006-041 to the Owners, for the Owners to convey permanent easements in favour of the City over Parts 4 and 5 on Sketch PS-2006-041, and for the Owners to release any claim they may have over 25 Canterbury Place, substantially on the terms outlined in Appendix “A” to this report and otherwise in a form satisfactory to the City Solicitor;
- (2) the City Solicitor be authorized to complete the transaction on behalf of the City, including 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;
- (3) authority be granted to fund the City’s outstanding expenses related to the Property from the Land Acquisition Reserve Fund and that the Facilities and Real Estate Operating Budget be adjusted accordingly when these expenses are known;
- (4) authority be granted for the City to make or provide its consent as owner to any regulatory applications and that the Director, Real Estate Services, or his designate, be authorized to execute the applications or consents; and

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

23. Toronto Waterfront Revitalization Initiative Declaration as Surplus – Part of 2R Superior Avenue (Ward 6 – Etobicoke-Lakeshore)

Report 4, Clause 14

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 23, 2006) from the Chief Corporate Officer.

Report (May 23, 2006) from the Chief Corporate Officer declaring the property surplus to municipal requirements.

Recommendations:

It is recommended that:

- (1) part of 2R Superior Avenue, being part of Water Lot 13 in front of Lot 11 on Registered Plan M-224 and shown as Part 1 on the attached sketch (the “Property”), be declared surplus to the City’s requirements, with the intended manner of disposal to be by way of a transfer to TRCA, for nominal consideration (except TRCA to pay any applicable Land Transfer Tax, GST and registration costs), to facilitate the implementation of the Mimico Waterfront Linear Park;
- (2) and all steps necessary to comply with the City’s real estate disposal process as set out in Chapter 213 of the City of Toronto Municipal Code be taken; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

24. Exchange of Lands by Way of Long-Term Ground Leases with the Toronto District School Board in Relation to a Portion of Don Russell Memorial Park and 400 Kipling Avenue (Ward 6 – Etobicoke-Lakeshore)

Report 4, Clause 15

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 24, 2006) from the Chief Corporate Officer.

Report (May 24, 2006) from the Chief Corporate Officer seeking authority to grant, as landlord, a long-term ground lease to the Toronto District School Board ("TDSB") for a portion of Don Russell Memorial Park and to enter into a long-term ground lease, as tenant, with the TDSB for the property located at 400 Kipling Avenue and to enter into a recreational facilities agreement for this precinct with TDSB; and seeking authority to declare the leasehold interest in 400 Kipling Avenue acquired by the City as a result of the exchange of long-term ground leases surplus to municipal requirements and to negotiate a long-term sub-lease with the Lakeshore Lions to facilitate the development of a new multi-pad arena facility.

Recommendations:

It is recommended that:

- (1) authority be granted for the City, as Landlord, to enter into a long-term ground lease with TDSB, as Tenant, for a portion of Don Russell Memorial Park, shown as Part 3, on Sketch No. PS-2006-038 (the "City Lands") substantially on the terms and conditions outlined in Appendix "A", and on such other terms and conditions as may be deemed appropriate by the Chief Corporate Officer and the General Manager of Parks, Forestry & Recreation, and in a form acceptable to the City Solicitor;
- (2) authority be granted for the City, as Tenant, to enter into a long-term ground lease with TDSB, as Landlord, to lease 400 Kipling Avenue, shown as Part 5 on Sketch No. PS-2006-038 (the "Gilbey Site") substantially on the terms and conditions outlined in Appendix "B", and on such other terms and conditions as may be deemed appropriate by the Chief Corporate Officer and the General Manager of Parks, Forestry & Recreation, and in a form acceptable to the City Solicitor;
- (3) the Chief Corporate Officer be authorized to administer and manage the lease agreements, including the provision of any consents, approvals, notices and notices of termination provided that the Chief Corporate Officer may, at any time, refer consideration of such matters (including their content) to City Council for its determination and direction;
- (4) authority be granted for the City to enter into a recreational facilities agreement with TDSB, substantially on the terms and conditions outlined in Appendix "C", and on such other terms and conditions as may be deemed appropriate by the General Manager of Parks, Forestry & Recreation, and in a form acceptable to the City Solicitor;
- (5) the General Manager of Parks, Forestry & Recreation be authorized to administer and manage the recreational facilities agreement, including the provision of any consents, approvals, notices and notices of termination provided that the General Manager of Parks, Forestry & Recreation may, at any time, refer consideration of

such matters (including their content) to City Council for its determination and direction;

- (6) the documentation referenced in Recommendations (1), (2) and (4) be executed by the appropriate City officials;
- (7) the City's leasehold interest in the Gilbey Site, be declared surplus to the City's requirements with the intended method of disposal be by way of a long-term sub-lease with the Lakeshore Lions;
- (8) staff be authorized to negotiate a long-term sub-lease with the Lakeshore Lions to facilitate the development of a new multi-pad arena facility and report back to the Administration Committee on the result of such negotiations and for approval of the proposed terms;
- (9) 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;
- (10) Recommendation No. (1) of Clause No. 17 of Report No. 1 of the Administration Committee, as adopted by City Council at its meeting held on January 31, February 1 and 2, 2006 pursuant to which the property known as Don Russell Memorial Park was declared surplus to the City's requirements, subject to the reservation of any required easement, be rescinded solely as it relates to the lands designated as Part 1 on Sketch No. PS-2006-038 and that the said Part be retained by the City for parks purposes; and
- (11) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

25. Declaration as Surplus 200 Horner Avenue (Ward 6 – Etobicoke-Lakeshore)

Report 4, Clause 16

The Administration Committee recommends that City Council adopt the staff Recommendations in the Recommendations section of the report (May 23, 2006) from the Chief Corporate Officer, subject to amending Recommendation (1) by inserting the words "conditional on any necessary MOE approval" after the word "disposal", so that the Recommendation now reads:

- “(1) the property described as 200 Horner Avenue, being Part of Lots 1, 2 and 19 and Part of Main Street on Registered Plan No. 339 or 389 and designated as Parts 1 to 10 on Plan 64R-8839 (the “Property”), be declared surplus to the City's requirements with the intended method of disposal, conditional on any necessary MOE approval, to be by way of a long-term lease to Toronto Redi-Mix Limited**

(“TRM”), 2052865 Ontario Limited, 693316 Ontario Limited, or to any other affiliated or related company of TRM (collectively “Toronto Redi-Mix”) as partial consideration for the proposed City acquisition of 207 New Toronto Street;”.

Report (May 23, 2006) from the Chief Corporate Officer seeking authority to declare 200 Horner Avenue surplus to municipal requirements and to undertake negotiations of a long-term lease of the subject property as partial consideration for a proposed acquisition of 207 New Toronto Street ("207 New Toronto") for municipal purposes.

Recommendations:

It is recommended that:

- (1) the property described as 200 Horner Avenue, being Part of Lots 1, 2 and 19 and Part of Main Street on Registered Plan No. 339 or 389 and designated as Parts 1 to 10 on Plan 64R-8839 (the “Property”), be declared surplus to the City’s requirements with the intended method of disposal to be by way of a long-term lease to Toronto Redi-Mix Limited (“TRM”), 2052865 Ontario Limited, 693316 Ontario Limited, or to any other affiliated or related company of TRM (collectively “Toronto Redi-Mix”) as partial consideration for the proposed City acquisition of 207 New Toronto Street;
- (2) all steps necessary to comply with the City’s real estate disposal process as set out in Chapter 213 of the City of Toronto Municipal Code be taken;
- (3) authority be granted for the negotiation of a long-term lease described in Recommendation (1) on such terms and conditions as are satisfactory to the Chief Corporate Officer and in form acceptable to the City Solicitor; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

26. Toronto Hydro Energy Services Inc. Proposal to Provide Energy Retrofit Services for Community Recreation Centres in the Parks, Forestry and Recreation Division

Report 4, Other Items Clause 22(j)

Action taken by the Committee:

The Administration Committee recommended to the Policy and Finance Committee that City Council adopt the staff recommendations in the Recommendations Section of the report (May 23, 2006) from the Chief Corporate Officer.

Report (May 23, 2006) from the Chief Corporate Officer seeking authorization for the Chief Corporate Officer, the General Manager of Parks, Forestry and Recreation and the City Solicitor to negotiate and enter into an energy services agreement with Toronto Hydro Energy Services Inc., to undertake energy efficiency improvements in the City's community recreation centres.

Recommendations:

It is recommended that:

- (1) the Chief Corporate Officer and the General Manager of Parks, Forestry and Recreation in consultation with the City Solicitor, be authorized to negotiate and enter into an energy services agreement for the community recreation centres' energy retrofit project commencing in 2006 with Toronto Hydro Energy Services Inc. based on a maximum simple payback of 8 years and a total cost of \$6,000,000 with a cash flow of \$1,500,000 in 2006 and \$4,500,000 in 2007;
- (2) the Chief Corporate Officer, in consultation with the City Solicitor be authorized to facilitate disbursements totaling \$1,500,000 from the approved FCM low interest \$8,750,000 loan to community recreation centres' energy retrofit project subject to finalizing an energy services agreement with Toronto Hydro Energy Services Inc.;
- (3) energy cost savings to be realized in an amount of up to \$750,000 annually be budgeted separately in the operating budgets of Parks, Forestry and Recreation and used to fund the full debt service costs of the project and that any excess annual savings be contributed to a separate corporate account according to the policy adopted by Council in the report entitled "A Framework for Establishing an Energy Retrofit Program and Financing Strategy";
- (4) the Executive Director of Facilities and Real Estate bring forward a status report on the ERP program to the September 2006 Administration Committee meeting which includes a list of Parks, Forestry and Recreation Division facilities retrofitted as part of the ERP program along with a list facilities yet to be retrofitted and estimated costs for this work;
- (5) this report be forwarded to the Policy and Finance Committee for consideration; and
- (6) the appropriate City Officials be authorized and directed to take any necessary action to give effect thereto including the execution of any agreements in a form and substance satisfactory to the Chief Corporate Officer, the General Manager Parks, Forestry and Recreation and the City Solicitor.

27. Deep Lake Water Cooling – Old City Hall

Report 4, Other Items Clause 22(k)

Action taken by the Committee:

The Administration Committee:

- (1) recommended to the Budget Advisory Committee that City Council adopt the recommendations in the Recommendations Section of the report (June 1, 2006) from the Chief Corporate Officer; and**
- (2) requested the Chief Corporate Officer to report back to the Administration Committee on opportunities to provide Deep Lake Water Cooling at City Hall.**

Revised report (June 1, 2006) from the Chief Corporate Officer seeking approval to negotiate and enter into a long-term agreement with Enwave Energy Corporation to provide Deep Lake Water Cooling (DLWC) to Old City Hall.

Recommendations:

It is recommended that:

- (1) the appropriate City staff be authorized to negotiate and enter a long-term agreement of up to 20 years on a single-source basis with Enwave Energy Corporation (“Enwave”) in order to provide Deep Lake Water Cooling (DLWC) to Old City Hall, on terms and conditions that are satisfactory to the Chief Corporate Officer and the City Solicitor, and in a form that is satisfactory to the City Solicitor, the terms of which are to include:
 - (i) fixed capital costs related to implementing DLWC in Old City Hall;
 - (ii) fixed pricing related to the annual operating costs of DLWC, subject to periodic inflationary adjustments; and
 - (iii) performance monitoring, flexibility to accelerate payments, dispute resolution and remedies for unsatisfactory performance;

- (2) this report be forwarded to the Budget Advisory Committee for consideration as part of the 5 year capital budget process going forward in June 2006; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action including the negotiation of any agreement required between the City and Enwave to give effect thereto.

(Confidential Appendix 1, titled “Deep Lake Water Cooling – Old City Hall”, appended to this report, relating to the security of the property of the municipality or local board, was distributed to Members of Council only and a copy is on file in the City Clerk’s Office, City Hall.)

(This report replaces the confidential report dated May 23, 2006, distributed with the main agenda.)

CITY SOLICITOR

28. Marijuana Growhouses – Cost Recovery for Enforcement Activities

Report 4, Clause 17

The Administration Committee recommends that City Council adopt the staff recommendations contained in the Recommendation Section of the report (April 19, 2006) from the City Solicitor.

Action taken by the Committee:

The Administration Committee:

- (1) requested the Executive Director, Municipal Licensing and Standards, to consult with Toronto Fire Services and other jurisdictions in Canada in terms of a cost recovery program whereby innocent property owners could be reimbursed for costs incurred as a result of enforcement activities and report back to the Administration Committee; and**
- (2) directed appropriate staff to attend the Niagara Falls Fire Services seminar on marijuana grow houses and clandestine activities on June 19 and 20, 2006, the costs for attending such conference to be paid from the division’s appropriate budget.**

Report (April 19, 2006) from the City Solicitor reporting as requested by City Council on the possibility of imposing fees on the owners of properties used as growhouse, to reimburse the City for costs expended in conducting enforcement activities in respect of the property .

Recommendations:

It is recommended that:

- (1) the City Solicitor, in consultation with the General Manager of Municipal Licensing and Standards, be requested to review and identify the enforcement costs specifically incurred in respect of growhouses and report back on a form of draft by-law for their recovery; and
- (2) the appropriate City officials be authorized to take whatever action may be required in order to implement the recommendations in this report.

CITY CLERK

29. Electronic Filing By-law – 2006 Municipal Election Financial Statements

Report 4, Clause 18

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 19, 2006) from the City Clerk.

Report (May 19, 2006) from the City Clerk reporting on the enactment of a by-law to provide for the electronic filing of candidate financial statements for the 2006 municipal election.

Recommendations:

It is recommended that:

- (1) a by-law be enacted to provide for the electronic filing of candidate financial statements for the 2006 municipal election;
- (2) complementary amendments be made to By-law 972-2005 (contribution rebate program) to facilitate the electronic filing of contribution receipts;
- (3) authority be granted for the introduction of the necessary bills in the City Council to give effect to the foregoing; and
- (4) the appropriate City of Toronto officials be authorized and directed to take the necessary actions to give effect thereto.

30. Additional Information on Elector Outreach Initiatives – Working Group on Immigration and Refugee Issues

Report 4, Other Items Clause 22(1)

Action taken by the Committee:

The Administration Committee received this report.

Report (May 17, 2006) from the City Clerk providing additional information on election outreach initiatives to be undertaken in conjunction with the Ontario Council of Agencies Serving Immigrants (OCASI).

Recommendation:

It is recommended that this report be received for information.

31. Establishment of a Compliance Audit Committee for the 2006 Municipal Election

Report 4, Clause 19

The Administration Committee recommends that City Council adopt the staff recommendations in the Recommendations Section of the report (May 10, 2006) from the City Clerk.

Report (May 10, 2006) from the City Clerk reporting on the establishment of a compliance audit committee for the 2006 municipal election.

Recommendations:

It is recommended that:

- (1) Council establish a compliance audit committee composed of three members and delegate all of Council's powers and functions under subsections 81(3), (4), (7), (10) and (11) of the *Municipal Elections Act, 1996* in respect of compliance audit applications;

- (2) the City Clerk solicit interest from auditors, accountants, lawyers, academics and other individuals with knowledge of the campaign financing rules of the *Municipal Elections Act, 1996* and submit a listing of appointees for Council's consideration through the Administration Committee following the selection process set out in Appendix "C";
- (3) in accordance with Council's recent decision on remuneration, citizen appointees to the committee receive a \$350 per diem for attendance at meetings; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

32. 2005 Annual Report of the City of Toronto Archives

Report 4, Other Items Clause 22(m)

Action taken by the Committee:

The Administration Committee received this report.

Report (May 15, 2006) from the City Clerk providing a summary of the acquisition and activities undertaken by the City of Toronto Archives for 2005.

Recommendation:

It is recommended that this report be received for information.

INTERNAL AUDIT

33. Councillors' 2005 Office Expenses and Controls Surrounding Photocopier Charges to Councillors' Accounts

Report 4, Clause 20

The Administration Committee recommends that City Council adopt the staff recommendation in the Recommendations Section of the report (May 19, 2006) from the Director, Internal Audit.

Report (May 19, 2006) from the Director, Internal Audit responding to two requests from the Administration Committee on March 6, 2006: (1) a review of Councillors' 2005 office expenses; and (2) a review of controls surrounding the authorization and accuracy pertaining to photocopier usage charged to Councillor's accounts.

Recommendations:

It is recommended that the City Clerk, in consultation with Internal Audit and the Integrity Commissioner, research provincial and federal expense claim guidelines to further define and clarify expenses that are ineligible for reimbursements and report back to City Council on the results.

TORONTO TRANSIT COMMISSION

34. Yonge-Eglinton Bus Terminal Redevelopment Controls

Report 4, Other Items Clause 22(n)

Action taken by the Committee:

The Administration Committee received the confidential communication.

(In camera – potential litigation)

Confidential communication (May 17, 2006) from the General Secretary, Toronto Transit Commission, forwarding a confidential report (May 17, 2006) from the Chief General Manager, Toronto Transit Commission headed “Yonge-Eglinton Bus Terminal Redevelopment Controls.”

35. City of Toronto Security Video Surveillance Policy

Report 4, Clause 21

The Administration Committee recommends that City Council:

(1) adopt the Security Video Surveillance Policy (including Appendices 1 to 6) in the report (May 15, 2006) from the Chief Corporate Officer, subject to amending the Security Video Surveillance Policy as follows:

(a) on page 3, under the heading "Responsibilities of All City Staff", insert the word "disclose", before the words "access or use information", so that it now reads as follows:

"All City Staff must adhere to the video surveillance policy and must not disclose, access or use information contained in the video surveillance system, its components, files, or database for personal reasons, nor dispose, destroy,

erase or alter any record without proper authorization and without following the regulations contained in the Security Video Surveillance Policy.";

- (b) on page 6, under the heading "Unauthorized Access and/or Disclosure (Privacy Breach)", the last paragraph following the last bullet, be deleted and replaced with the following:

"A breach of this policy by an employee may result in discipline up to and including dismissal. A breach of this policy by service providers (contractors) to the City may result in termination of their contract.";

- (c) in Appendix 3, delete the words "*City of Toronto Act, 1997* and the City of Toronto By-law 1120-2004", and replace with "*Municipal Act, 2001 and Occupiers' Liability Act*";

- (d) in Appendix 6, at box 8B, delete the narrative contents and replace with the following:

"Understands that a breach of this policy by an employee may result in discipline up to and including dismissal. A breach of this policy by service providers (contractors) to the City may result in termination of their contract.";

- (e) on page 3, under the heading "Designing and Installing Video Surveillance Equipment", delete the word "should" and replace it with the word "shall" where it appears in Bullet 2, 3 and 4 and delete the words "if possible" in Bullet 3 so that Bullets 2, 3 and 4 shall now read as follows:

- "- The video equipment shall be installed to only monitor those spaces that have been identified as requiring video surveillance.
- Operators' ability to adjust cameras shall be restricted so that Operators cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program.
- Equipment shall never monitor the inside of areas where the public and employees have a higher expectation of privacy (e.g. change rooms and washrooms).";

- (2) request the Chief Corporate Officer, in consultation with Union representatives, to develop a protocol to discuss and provide notice to Union representatives of the removal or addition of security video surveillance cameras;
- (3) request all Agencies, Boards and Commissions to mirror in their by-laws the City of Toronto Security Video Surveillance Policy;

- (4) **request the Toronto Community Housing Corporation Board of Directors to consider adopting a policy on video surveillance at their properties; and**
- (5) **request the Chief Corporate Officer to report back to the Administration Committee on the possibility of conducting a joint public meeting with the Toronto Police Service before the Toronto Police Services Board adopts a video surveillance policy.**

Report (May 15, 2006) from the Chief Corporate Officer seeking Council approval of a policy on security video surveillance for City owned and leased properties.

Recommendation:

It is recommended that Toronto City Council adopt the attached Security Video Surveillance Policy (Attachment 1) to this report.

35(a). Communication (June 5, 2006) from Ann Dembinski, President, CUPE Local 79.

36. Potential Acquisition of 53-61 Ontario Street and 102-104 Berkeley Street for the Relocation of the City's Offset Printing Facility and for Other Purposes (Ward 28 – Toronto Centre-Rosedale)

Report 4, Other Items Clause 22(o)

Action taken by the Committee:

The Administration Committee recommended to the Budget Advisory Committee:

- (1) **that City Council adopt the staff recommendations in the Recommendations Section of the confidential report (May 26, 2006) from the City Clerk and Chief Corporate Officer regarding the potential acquisition of 53-61 Ontario Street and 102-104 Berkeley Street for the relocation of the City's Offset Printing Facility and for other purposes; and**
- (2) **because the report relates to the proposed or pending acquisition of land for municipal purposes under the *Municipal Act, 2001*, discussions about this report be held in camera.**

(In-camera – proposed or pending acquisition of land for municipal purposes)

Confidential report (May 26, 2006) from the City Clerk and Chief Corporate Officer.

Councillor Ford declared an interest in this matter in that his family owns a printing company.