



**BUDGET ADVISORY COMMITTEE
2006 OPERATING BUDGET
DECISION DOCUMENT
MEETING 11**

Date of Meeting: Friday, January 27, 2006 **Enquiry:** Merle MacDonald
Time: 9:30 a.m. **Acting Committee Administrator**
Location: Committee Room 1 **416-392-7340**
City Hall **mmacona@toronto.ca**
100 Queen Street West
Toronto, Ontario

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.*

Communications/Reports:

- 1. Administration Committee Transmittal
2006 Operating Budgets – Administration Committee**

Action taken by the Committee:

The Budget Advisory Committee postponed consideration of the communication (January 23, 2006) from the Administration Committee to the Budget Advisory Committee wrap-up meeting in February.

Communication (January 23, 2006) from the Administration Committee.

Recommendations:

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

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

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

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

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

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

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

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

(C) Corporate Communications:

adopt the following Operating Budget recommendation contained in the Analyst Briefing Notes for Corporate Communications, subject to offsetting funding for the Clean and Beautiful Initiative in the amount of \$125,000 being identified through savings from within other communications plans corporately.

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

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

(D) Fleet Services:

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

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

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

(E) Facilities and Real Estate:

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

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

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

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

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

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

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

(G) Court Services:

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

It is recommended that:

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

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

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

(H) City Manager's Office:

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

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

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

(I) Community Partnership and Investment Program:

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

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

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

(J) City Clerk's Office:

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

That:

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

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

(2) the City Clerk to report back to the Administration Committee before the start of the 2007 process on the operational impact on the City Clerk's Office arising from the new City of Toronto Act, the new governance structure for the City, and governance issues reported by the Bellamy Commission, and any financial implications and impact from these changes;

- (ii) adopt the following staff recommendations in the Recommendations Section of the report (December 14, 2005) from the City Clerk:
 - “(2) the request by the City Clerk for one additional resource to support four new committees and advisory bodies established by Council be approved, conditional upon funding being approved in the City Clerk’s Office 2006 Operating Budget;
 - (3) City Council affirm that compliance with Section 108 of Chapter 27 of the Municipal Code, Council Procedures, shall be necessary prior to Council establishing any Committee, Task Force, Advisory Committee or Sub-Committee;
 - (4) City Council adopt a policy, as set out in Attachment B of this report, that prior to establishing a Special Committee, Task Force, Advisory Committee or Sub-Committee, the City Clerk will be required to provide an impact statement:
 - (a) advising that consultation with the City Clerk was undertaken with respect to the provision of any meeting support services for the proposed body;
 - (b) confirming the availability of resources to provide meeting support services;
 - (c) confirming compliance with Section 108 of Chapter 27 of the City of Toronto Municipal Code, Council Procedures;
 - (5) following adoption of policy contained in recommendation (4), the City Clerk’s Office not be required to provide meeting support services to any new Committee, Task Force, Advisory Committee or Sub-Committee for which the City Clerk has not submitted an impact statement;
 - (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.”;
- (iii) request the Provincial Government to:
 - (1) compensate the loss of revenue in gaming and bingo to the City of Toronto, including individual charities;
 - (2) under the new City of Toronto Act, give authority to conduct a City of Toronto lottery to offset loss of revenue; and
- (iv) request the City Clerk to include in the ongoing review of Council Procedures a requirement that all Notices of Motions, submitted to City

Council only be considered if they meet the regular agenda deadline (5 business days before the meeting).

(K) City Council:

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

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

Service:	Gross (\$000s)	Net (\$000s)
Councillors' Salaries and Benefits	4,697.6	4,697.6
Councillors' Staff Salaries and Benefits	10,126.6	10,126.6
Councillors' Office Budget	2,256.4	2,256.4
Councillors' General Expenses	1,604.2	1,604.2
Integrity Commissioner's Office	200.0	200.0
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Total Program Budget	18,884.8	18,884.8
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(L) Mayor's Office:

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

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

Service:	Gross (\$000s)	Net (\$000s)
Mayor's Office	1,892.9	1,892.9
	<hr/>	<hr/>
Total Program Budget	1,892.9	1,892.9
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2. Office of the Deputy City Manager and Chief Financial Officer

Action taken by the Committee:

The Budget Advisory Committee postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for the Office of the Deputy City Manager and Chief Financial Officer to the Budget Advisory Committee wrap-up meeting in February.

3. Office of the Treasurer

Action taken by the Committee:

The Budget Advisory Committee:

- (a) postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for the Office of the Treasurer to the Budget Advisory Committee wrap-up meeting in February; and**
- (b) received the communication (December 15, 2005) from the City Clerk [Item 3(b)].**

3(a). Renumbered as Item 16(a).

3(b). User Fees: Parking Tag Operations

Communication (December 15, 2005) from the City Clerk, advising that City Council on December 5, 6 and 7, 2005, considered this Clause 17 of Report 10 of the Policy and Finance Committee, and has forwarded a copy to the Budget Advisory Committee for information.

4. Corporate Communications

Action taken by the Committee:

The Budget Advisory Committee postponed consideration of the following to the Budget Advisory Committee wrap-up meeting in February:

- (a) 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for Corporate Communications; and**
- (b) communication (August 2, 2005) from the City Clerk, entitled “Metroland Publishing Open Contract 47009067 Globe and Mail Open Contract 47009074” [Item 4(a)].**

**4(a). Metroland Publishing Open Contract 47009067
Globe and Mail Open Contract 47009074**

Communication (August 2, 2005) from the City Clerk, advising that City Council on July 19, 20, 21 and 26, 2005 adopted, as amended, Report 6, Clause 14 of the Administration Committee, entitled "Metroland Publishing Open Contract 47009067 Globe and Mail Open Contract 47009074" and, among other things, requested the Budget Advisory Committee to give consideration to reducing the advertising budget for all divisions by \$500,000.00.

5. Facilities and Real Estate

Action taken by the Committee:

The Budget Advisory Committee:

- (a) **postponed consideration of the 2006 Operating Budget Recommendations in the Analyst Briefing Notes for Facilities and Real Estate to the Budget Advisory Committee wrap-up meeting in February; and**
- (b) **received the communication (January 2, 2006) from Jane Beecroft, Community History Project [Item 5(a)].**

5(a). City Operating Budget 2006

Communication (January 2, 2006) from Jane Beecroft, Community History Project requesting that the City give due attention to (1) investment in the City's assets and (2) to the real basis of tourism.

6. Fleet Services

Action taken by the Committee:

The Budget Advisory Committee:

- (a) **postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for Fleet Services to the Budget Advisory Committee wrap-up meeting in February; and**
- (b) **noted that the Administration Committee on January 20, 2006, among other things, requested the Executive Director of Fleet Services, together with the Chiefs of Police, Fire and EMS to report back to the Budget Advisory Committee during the**

2006 Operating Budget process on the viability of all divisions and ABCs participating in the Sole Source Supplier Contracts for Parts that Fleet Services is initiating, and any resultant savings.

7. Information and Technology

Action taken by the Committee:

The Budget Advisory Committee:

- (a) postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for Information and Technology to the Budget Advisory Committee wrap-up meeting in February; and**
- (b) requested the Executive Director, Information and Technology to submit a further Briefing Note outlining options to meet the two percent target.**

8. Auditor General's Office

Action taken by the Committee:

The Budget Advisory Committee:

- (a) postponed consideration of the following to the Budget Advisory Committee wrap-up meeting in February:**
 - (i) 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for the Auditor General's Office; and**
 - (ii) communication (November 4, 2005) from the Audit Committee, entitled "Auditor General's Office – 2006 Budget" [Item 8(a)]; and**
- (b) requested the City Manager, in consultation with the Auditor General, to submit a further Briefing Note outlining what resources may be available to address the issue of the waste/fraud hotline.**

8(a). Auditor General's Office – 2006 Budget

Communication (November 4, 2005) from the Audit Committee.

Recommendation:

The Audit Committee recommended that the 2006 Budget for the Auditor General's Office, attached to the report (October 19, 2005) from the Auditor General, be amended by increasing the program level of staff as considered appropriate by the Auditor General, and approved the 2006 Budget accordingly and requested that it be submitted to the Budget Advisory Committee for consideration.

9. City Manager's Office

Action taken by the Committee:

The Budget Advisory Committee postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for the City Manager's Office to the Budget Advisory Committee wrap-up meeting in February.

10. Human Resources

Action taken by the Committee:

The Budget Advisory Committee postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for Human Resources to the Budget Advisory Committee wrap-up meeting in February.

11. Court Services

Action taken by the Committee:

The Budget Advisory Committee:

(a) amended Recommendation (2) in the Analyst Briefing Notes to read:

“(2) that the Director of Court Services report back to the Budget Advisory Committee on the success of the Off Duty Police Initiative and the initiative to reduce fines in default prior to the 2007 Operating Budget process.”;

(b) postponed consideration of the 2006 Operating Budget Recommendation contained in the Analyst Briefing Notes for Court Services, as amended, to the Budget Advisory Committee wrap-up meeting in February;

(c) requested the Director, Court Services, to submit a Briefing Note including comments on the financial impacts and on public policy on the provincial downloading issues and increasing the number of Justices of the Peace; and

- (d) requested the General Manager of Transportation Services to report to the Budget Advisory Committee, prior to the 2007 Operating Budget Process, on the success of the expanded Red Light Camera initiative.

12. 3-1-1 Customer Service Strategy

Action taken by the Committee:

The Budget Advisory Committee:

- (a) postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for 3-1-1 Customer Service Strategy to the Budget Advisory Committee wrap-up meeting in February; and
- (b) noted that the Administration Committee on January 20, 2006, among other things, had requested the Deputy City Manager and Chief Financial Officer to report to the Budget Advisory Committee during consideration of the 2006 Operating Budget on options to fund the remaining shortfall of \$0.138 million presently anticipated to be recovered from funded vacancies available elsewhere in the Corporation and/or chargebacks to the Programs participating in the 3-1-1 Customer Service Strategy.

13. City Clerk's Office

Action taken by the Committee:

The Budget Advisory Committee:

- (1) postponed consideration of the following to the Budget Advisory Committee wrap-up meeting in February:
 - (a) 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for the City Clerk's Office; and
 - (b) communication (January 11, 2006) from the Administration Committee, entitled "Status Report on Maintaining Services at East York Civic Centre" [Item 13(a)];
- (2) recommended to the Policy and Finance Committee that City Council request the Provincial Government to:
 - (a) compensate the loss of revenue in gaming and bingo to the City of Toronto, including individual charities; and

- (b) under the new *City of Toronto Act*, give authority to conduct a City of Toronto lottery to offset loss of revenue; and
- (3) referred the following recommendation to the Council Procedures and Meeting Management Working Group:

“That the City Clerk be requested to include in the ongoing review of Council Procedures a requirement that all Notices of Motion submitted to City Council only be considered if they meet the regular agenda deadline (5 business days before the meeting).”.

13(a). Status Report on Maintaining Services at East York Civic Centre

Communication (January 11, 2006) from the Administration Committee recommended to the Budget Advisory Committee that City Council adopt the following staff recommendations in the Recommendations Section of the report (November 4, 2005) from the City Clerk and the Chief Corporate Officer:

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.

14. City Council

Action taken by the Committee:

The Budget Advisory Committee postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for City to the Budget Advisory Committee wrap-up meeting in February.

15. Mayor's Office

Action taken by the Committee:

The Budget Advisory Committee postponed consideration of the 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for the Mayor's Office to the Budget Advisory Committee wrap-up meeting in February.

16. Legal Services

Action taken by the Committee:

The Budget Advisory Committee:

- (a) postponed consideration of the following to the Budget Advisory Committee wrap-up meeting in February:**
 - (i) 2006 Operating Budget Recommendations contained in the Analyst Briefing Notes for Legal Services; and**
 - (ii) communication (November 9, 2005) from the Administration Committee, entitled "2006 Operating Budget Requests – Additional Staff Resources to Manage Assessment and Taxation Issues and Converting Two Litigation Solicitors Positions from Temporary to Permanent" [Item 16(a)];**
- (b) requested the City Solicitor to provide a further Briefing Note on:**
 - (i) successes of Legal Services in defending the City's position at the OMB; and**
 - (ii) an analysis of the 35:25 ratio of prosecutors in courtrooms; and**
- (c) recommended that the Planning and Transportation Committee consider requesting the City Solicitor to report on a policy on using outside planners.**

16(a). 2006 Operating Budget Requests – Additional Staff Resources to Manage Assessment and Taxation Issues and Converting Two Litigation Solicitors Positions from Temporary to Permanent

Communication (November 9, 2005) from the Administration Committee.

Recommendation:

The Administration Committee recommended to the Budget Advisory Committee that City Council adopt the staff recommendations in the Recommendations Section of the following reports:

(a) (October 31, 2005) from the Treasurer and City Solicitor:

Recommendations:

It is recommended that:

- (1) gross expenditures of \$476,900 (to cover the cost of five additional staff for Revenue Services and an inter-department charge from Legal Services for one additional solicitor) be included in the Revenue Services Division's 2006 Operating Budget Estimates, and that the funding for this expenditure be recovered as an interdepartmental recovery from the City's Non-Program Tax Deficiency Budget resulting in a net expenditures of \$0.00 for the Revenue Services Division;
- (2) gross expenditure of \$92,000 (to cover the cost of one staff for Legal Services) be included in the Legal Services Division's 2006 Operating Budget Estimates, and that the funding for this expenditure be recovered as an interdepartmental recovery from Revenue Services resulting in a net expenditure of \$0.00 for the Legal Services Division;
- (3) an inter-divisional charge of \$476,900 be included in the 2006 Operating Budget Estimates for Non-Program Tax Deficiency Budget to fund the expenditures noted above;
- (4) the 2006 Operating Budget Estimates for the Non-Program Tax Deficiency Budget be reduced by \$2.5 million, provided the Revenue Services Division Operating Budget for 2006 is increased by the requested \$476,900;
- (5) this report be forwarded to the Budget Advisory Committee; and
- (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto; and

(b) (November 2, 2005) from the City Solicitor:

Recommendations:

It is recommended that:

- (1) the two litigation solicitor positions be converted from temporary to permanent;
- (2) this report be forwarded to the Budget Advisory Committee;
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.