

Government Management Committee

Meeting No.	13	Contact	Yvonne Davies, Committee Administrator
Meeting Date	Thursday, April 17, 2008	Phone	416-392-7443
Start Time	9:30 AM	E-mail	ydavies@toronto.ca
Location	Committee Room 1, City Hall		

Government Management Committee		
Councillor Gloria Lindsay Luby, Chair Councillor Bill Saundercook, Vice-Chair	Councillor Paul Ainslie Councillor Doug Holyday	Councillor Clifford Jenkins Councillor Cesar Palacio

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

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

**Schedule of Timed Items - 10:00 a.m. Items GM13.12
GM13.27
1:30 p.m. Items GM13.6
GM13.7**

Confirmation of Minutes – February 14, 2008

Communications/Reports

GM13.1	ACTION			Ward: All
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2007 Accounts Receivable Write-off Report

(April 1, 2008) Report from Treasurer

Recommendations

The Treasurer recommends that:

1. City Council approve the write-off of uncollectible accounts of \$1,098,856.46 as detailed in Table 1 in this report.
2. The appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

Financial Impact

There are no financial implications as a result of this report as all accounts recommended for write-off have been provided for and expensed in previous years.

The write-offs recommended in this report amount to \$1,098,856.46 and when combined with those individual accounts under \$50,000 approved by the Treasurer in the amount of \$1,258,610.17, the total accounts receivable write offs for 2007 is \$2,357,466.63.

Summary

The purpose of this report is to recommend the write-off of uncollectible accounts receivable balances that total \$1,098,856.46 in accordance with the provisions of the Financial Control By-law, as all collection efforts have been exhausted. The actions being recommended by staff have been reviewed with appropriate Division Heads and Legal Services who concur with the recommendations.

Background Information

Report - 2007 Accounts Receivable Write-off Report
(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11963.pdf>)

GM13.2	ACTION			Ward: All
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Banking Services Contract 47010773 – Results of Negotiation

Confidential Attachment 1 - The security of the property of the municipality or local board

(April 2, 2008) Report from Treasurer

Recommendations

The Treasurer recommends that:

1. Council authorize a two-year contract extension with the Royal Bank of Canada for banking services for fiscal years 2008 and 2009 as per the fee schedule outlined in Attachment 1 and under terms satisfactory to the City Solicitor.
2. Council authorize the release of the confidential information in Attachment 1 upon the conclusion of the Banking Services RFP process planned for 2010.
3. The appropriate City officials be directed to take the necessary action to give effect thereto.

Financial Impact

Despite this modest price increase and as a result of changes in the services provided and changes to the quantity of services provided to the City, the annual cost of services are estimated to be reduced to \$985,000 per year vs. \$1,275,300 that was estimated in 2003. There are no additional financial impacts to that anticipated in the 2008 Operating Budget. Funds for the fees proposed by the Royal Bank are available in the recommended 2008 Operating Budget (Cost Element 6570 – Banking Service Charges).

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report provides the results of the Treasurer's negotiation with the Royal Bank for a contract extension to the banking services contract for the period from July 1, 2008 to June 30, 2010. The approval of this extension will assist the Office of the Treasurer in completing its major projects that are taking place during this period and will allow agencies, boards and commissions (ABCs) to participate in the RFP process.

Background Information

Report - Banking Services Contract 47010773 y Results of Negotiation
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11964.pdf>
 Confidential Attachment 1 - GM13-2

GM13.3	ACTION			Ward: 8
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Soccer Field and Field House at Keele Reservoir - Designation as a Municipal Capital Facility

(April 1, 2008) Report from Treasurer

Recommendations

The Treasurer recommends that:

1. Council pass a by-law pursuant to section 252 of the City of Toronto Act, 2006, providing authority to:
 - a. enter into a municipal capital facility agreement with the Toronto Azzurri Soccer Club, the private operator of the soccer field built on City-owned land at Keele Reservoir, located at 4995 Keele Street; and
 - b. exempt the leased lands and the field house at the Keele Reservoir from property taxation for municipal and school purposes, which tax exemption is to be effective from the latest of the following dates: the commencement date of the lease between the Toronto Azzurri Soccer Club and the City, the date the municipal capital facility agreement is signed; or the date the tax exemption by-law is enacted;
2. The City Clerk be directed to give written notice of the by-law to the Minister of Education, the Municipal Property Assessment Corporation, the Toronto District School Board, the Toronto Catholic District School Board, the Conseil Scolaire de District du Centre-Sud-Ouest, and the Conseil Scolaire de District du Catholique Centre-Sud.
3. Council pass a resolution that the above municipal capital facility is for the purposes of the municipality and is for public use.
4. Authority be granted for the introduction of the necessary bills to give effect thereto.
5. The appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

Financial Impact

The soccer field is currently exempt from paying property taxes as it is owned by the City. However, the land is leased to a tenant that would normally be subject to taxation. The potential annual taxes on the proposed field house and soccer field on the reservoir have been estimated at approximately \$94,090, of which \$48,855 is the City portion, and \$45,235 is the education component. The estimate is based on 2008 commercial tax rates and the current value assessment for the property for 2008, which is \$2,298,190.

Given that the property is not currently taxable, there are no immediate savings or costs from providing a property tax exemption. If the exemption is not put in place, and the property becomes taxable in the future, the property taxes would be payable by the lessee/operator under the terms of the City's lease/licence agreement, with no direct cost implications to the City.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report seeks Council authority to adopt the necessary by-laws to designate lands leased by the City to the Toronto Azzurri Soccer Club to operate a soccer field and field house at the Keele Reservoir, 4995 Keele Street, as a municipal capital facility and to provide a property tax exemption for the premises for municipal and education purposes for the lease term of 20 years, commencing on January 1, 2006 and expiring on December 31, 2025.

Background Information

Report - Soccer Field and Field House at Keele Reservoir - Designation as a Municipal Capital Facility

<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11966.pdf>

GM13.4	ACTION			Ward: 28
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495 Sherbourne Street - Write-off of Property Taxes

(April 1, 2008) Report from Treasurer

Recommendations

The Treasurer recommends that:

1. Property taxes, fees and interest as set out in Table 1 to this report representing a total amount of \$1,654,487.58 as at April 28, 2008 be deemed uncollectible and written off.
2. The appropriate City staff be authorized and directed to take the necessary action to give effect thereto.

Financial Impact

The property tax, fees and interest amounts that are being recommended for write-off, now totalling \$1,654,487.58, will be charged to the 2008 Tax Deficiency Non Program account. As such, the write-off of these amounts will have no additional financial impact on current year expenditures.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report recommends the write-off of property taxes for a property owned by the City of Toronto at 495 Sherbourne Street. Staff of Revenue Services, Facilities & Real Estate and Legal Services divisions have collectively reviewed the history of the property and have determined that property taxes for the period January 1, 1998 to May 31, 2002 should be deemed uncollectible and written off, as the property should have been classified as exempt from taxation during this period.

Background Information

Report - 495 Sherbourne Street - Write-off of Property Taxes
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11967.pdf>

GM13.5	Information			Ward: All
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Largest Property Tax Debtors with Tax Arrears Greater than \$500,000 as at December 31, 2007

Confidential Attachment - 2 - Personal matters about an identifiable individual

(April 1, 2008) Report from Treasurer

Financial Impact

There are no financial implications arising from this report.

Summary

To provide information on property tax accounts with outstanding receivables of \$500,000 or more as at December 31, 2007.

This report contains three attachments:

- a) Attachment 1 is public information, and lists properties owned by a corporation with tax arrears of \$500,000 or more;
- b) Attachment 2 is confidential, and lists properties owned by individuals with tax arrears of \$500,000 or more. The Municipal Freedom of Information and Protection of Privacy Act prevents the public disclosure of the information contained in Attachment 2; and
- c) Attachment 3 identifies the tax receivable as at December 31, 2007.

The confidential information contained in Attachment 2 must remain confidential, as it relates to personal information about identifiable individual(s), and as such may not be disclosed under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Background Information

Report - Largest Property Tax Debtors with Tax Arrears Greater than \$500,000 as at December 31, 2007

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11968.pdf>)

Attachment 1 - GM13-5

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11969.pdf>)

Confidential Attachment 2 - GM13-5

Attachment 3 - GM13-5

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11971.pdf>)

GM13.6	ACTION	1:30 PM		Ward: All
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Apportionment of Property Taxes – April 2008 Hearing

Statutory - City of Toronto Act, 2006

(March 20, 2008) Report from Treasurer

Recommendation

The Treasurer recommends that:

1. The property tax in the amounts identified in Appendix A, under the columns entitled “Apportioned Tax” and “Apportioned Phase In/Capping”, be approved.

Financial Impact

Appendix A identifies that approximately \$9,156.41 (as at March 18, 2008) in penalty/interest charges has accumulated on the tax accounts pending the initiation of the process to reallocate the taxes. This amount, and any other interest that will accumulate on the accounts pending the finalization of the process, will be written off. Funding for the write-off of the interest/penalty amount is provided for in the 2008 Tax Penalty Account (Non-Program Budget).

With the exception of the penalty/interest amounts that will be written off, the reallocation of the property taxes from one account to other accounts has no financial impact on the City of Toronto and merely serves to secure the City’s revenues.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

In December of each year, the Municipal Property Assessment Corporation (MPAC) provides municipalities with an assessment roll containing property assessment data. The information included on the assessment roll should reflect the property’s characteristics (e.g. legal description, ownership and property class) as of November of that year. The assessment roll data is used by municipalities to calculate the following year’s property taxes.

If after the assessment roll is provided to municipalities, a property is severed and split into two or more parcels of land (e.g. when a single property is redeveloped into condominiums/townhouses/new homes), any taxes that remain unpaid on the original property (which no longer exists once the property is re-developed) may need to be removed from it and divided amongst the newly created properties.

MPAC is responsible for providing the assessment value of the newly created properties. The City distributes the taxes from the original property to the newly created properties using the same percentage split as that used by MPAC in relation to the assessment. This process of redistributing taxes following the severance or re-development of a property is referred to as “the apportionment of taxes” and is governed by Section 322 of the City of Toronto Act, 2006 (COTA). The apportionment process does not change the total amount of taxes charged, but rather divides the taxes from the original property to the newly created properties.

The process to apportion taxes may be initiated by the Treasurer of a municipality or a property owner. The COTA requires that upon receipt of an application to reallocate taxes, Council must hold a public meeting at which the applicant and/or affected property owners may make submissions in defence of their position. Authority to hold such public meetings has been delegated to the Government Management Committee.

This report deals with 15 applications initiated by the Treasurer for the properties listed in Appendix A (attached).

Background Information

Report - Apportionment of Property Taxes - April 2008 Hearing
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11972.pdf>

Appendix A - GM13-6
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11973.pdf>

GM13.7	ACTION	1:30 PM		Ward: All
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Cancellation, Reduction or Refund of Property Taxes – April 2008 Hearing

Statutory - City of Toronto Act, 2006

(March 20, 2008) Report from Treasurer

Recommendations

The Treasurer recommends that:

- 1 The individual tax appeal applications made pursuant to section 323 of the *City of Toronto Act, 2006* resulting in tax reductions totalling \$1,305,353.31, including reductions in Business Improvements Area charges and excluding phase-in/capping adjustments, as identified in Appendix A, be approved.

2. The individual tax appeal applications made pursuant to section 325 of the *City of Toronto Act, 2006* resulting in tax reductions totalling \$149,342.63 including reductions in Business Improvements Area charges and excluding phase-in/capping adjustments, as identified in Appendix B, be approved.

Financial Impact

The financial impact of approving the individual tax appeal applications (excluding phase-in/capping adjustments), as identified in Appendices A and B, attached, is summarized Table 1 below:

Table 1: Appeals Summary

Appendix	No. of Applications	Recommended Tax Reduction Total	City Share	Education Share	BIA
A	117	\$1,305,353.31	\$699,196.08	\$599,601.48	\$6,555.75
B	42	\$ 149,342.63	\$ 90,898.39	\$ 56,730.34	\$1,713.90
Total	159	\$1,454,695.94	\$790,094.47	\$656,331.82	\$8,269.65

The City's share of \$790,094.47 will be funded from the 2008 Tax Deficiency Account (Non-Program Budget). The education share of \$656,331.82 will be recovered from the province/school boards, and the Business Improvement Area (BIA) reductions of \$8,269.65 will be funded from the respective BIA provision.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report deals with tax appeal applications made to the Treasurer pursuant to sections 323 and 325 of the City of Toronto Act, 2006 (COTA). In particular, section 323 permits Council to cancel, reduce or refund taxes in cases when, during the year, a property undergoes changes such as when it is destroyed by fire or demolished, becomes exempt from taxation, or is reclassified due to a change in its use. Under section 325 of the COTA, taxpayers can request a cancellation, reduction or refund of taxes when an error in the assessment roll is identified which results in an overcharge.

The legislation requires Council to hold a public meeting where the applicants may make submission in defence of their position. Council has delegated authority to hold such public meetings to the Government Management Committee.

Staff have mailed Notices of Hearing to affected taxpayers and recommend approval of the applications as listed in Appendices A and B.

Background Information

Report - Cancellation, Reduction or Refund of Property Taxes - April 2008 Hearing (<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11974.pdf>)

Appendix A - GM13-7

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11975.pdf>)

Appendix B - GM13-7

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11976.pdf>)

GM13.8	ACTION			Ward: All
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Termination of Mr. Vending Inc. License Agreement

(April 1, 2008) Report from General Manager, Parks, Forestry and Recreation

Recommendations

The General Manager of Parks, Forestry and Recreation recommends that:

1. A Request for Proposal for Snack and Hot Drink Vending for a five-year term commencing October 1, 2008 to September 30, 2013 with a three year renewal option, exercisable at the discretion of the City, for the period October 1, 2013 to September 30, 2016 be issued.
2. “100% Healthy Snack Choices” be included in the evaluation process for awarding this RFP.
3. The highest ranking proponent be awarded first choice of all Districts, or a combination of Scarborough and Toronto East York Districts or North York and Etobicoke York Districts. If necessary, the second place proponent will be awarded the remaining Districts.
4. The City Solicitor be authorized to commence legal proceedings against Mr. Vending, to appeal any orders, and settle the claim, if in the City Solicitor’s view, it is in the City’s interest to do so.

Financial Impact

The License Agreement with Mr. Vending required guaranteed payments of \$185,000 per year. In addition to this annual payment, an exclusive rights fee in the amount of \$20,000 was to be paid within sixty days of the execution of the agreement. The exclusive rights payment of \$20,000 was made on October 13, 2006 and the first payment towards the 2006 year was made on February 5, 2007 in the amount of \$90,000. Further payment in the amount of \$11,250 was made on September 27, 2007. This was the final payment received from Mr. Vending.

As of the termination date of March 10, 2008, Mr. Vending owed approximately \$293,000 as per the terms of the agreement; \$42,000 from 2006, \$185,000 from 2007 and \$66,000 from 2008. Due to the termination of this agreement, no revenue will be realized in 2008 until a new agreement is in place. For the balance of 2008, \$119,000 would have been anticipated under the terminated contract, but until a new contract is in place, future revenue cannot be estimated.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agree with the financial impact information.

Summary

The purpose of this report is to advise the Government Management Committee with respect to the termination of the License Agreement with Mr. Vending Inc. as of March 10, 2008. This License Agreement is for Request for Proposal (RFP) No. 0613-05-0166 for the operation of Snack and Hot Drink Vending within Parks, Forestry and Recreation facility locations in all Districts. This agreement commenced on November 1, 2005 for a term of five years plus a three year option.

It is recommended that a new RFP be issued for the operation of Snack and Hot Drink Vending within Parks, Forestry and Recreation facility locations for the period commencing October 1, 2008 to September 30, 2013 with a three year renewal option for the period October 1, 2013 to September 30, 2016.

This report highlights proposed changes from the previous RFP relating to healthy snacks.

Background Information

Report - Termination of Mr. Vending Inc. License Agreement
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11977.pdf>

GM13.9	Information			Ward: All
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2007 Annual Report on Sole Source Purchasing Activity

(April 1, 2008) Report from Treasurer

Financial Impact

There are no financial implications to the City of Toronto as a result of this report.

Summary

This report informs Government Management Committee on sole source purchasing that exceeded the Divisional Purchase Order (DPO) limit of \$7,500.00 and were not previously reported to Government Management Committee. Staff will continue to monitor sole source purchases with divisions to keep them to a minimum and where possible use the formal competitive process to avoid purchasing through Sole Source.

Background Information

Report - 2007 Annual Report on Sole Source Purchasing Activity
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11978.pdf>

GM13.10	ACTION			Ward: All
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**Quarterly Treasurer's Report on Activities of the Accounting Services and the Purchasing and Materials Management Divisions
- December 31, 2007**

(April 4, 2008) Report from Treasurer

Recommendation

It is recommended by the Treasurer that:

1. That the Treasurer's Accounting Services and PMMD activity report be submitted on a semi-annual basis in the future.

Financial Impact

There are no financial implications as a result of this report.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

The purpose of this report is to inform Government Management Committee on activities of the Accounting Services and the Purchasing and Materials Management Divisions (PMMD).

This report provides a brief analysis of the performance indicators for Accounting Services and the Purchasing and Materials Management Divisions for the year ended December 31, 2007 with previous year comparisons, where applicable. Staff will continue to monitor these indicators in assessing the success of the improvement initiatives that are currently underway.

Background Information

Report - Quarterly Treasurer's Report on Activities of the Accounting Services and the Purchasing and Materials Management Divisions - December 31, 2007
(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11979.pdf>)

GM13.11	ACTION			Ward: All
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Natural Gas Supply Arrangements

(April 3, 2008) Report from Chief Corporate Officer and Director of Purchasing and Materials Management

Recommendations

The Chief Corporate Officer and the Director of Purchasing and Materials Management recommend that:

1. The Chief Corporate Officer or his designate be authorized to issue and award quotation requests as described in this report in amounts ranging up to \$40 million for the supply of natural gas for terms not exceeding five years, from a roster of qualified suppliers, selected in consultation with the Director of Purchasing and Materials Management.
2. The Chief Corporate Officer be authorized to execute new or amending gas transportation agreements, new or amending master agreements with gas suppliers, new or amending master services and gas delivery agreement(s) with Enbridge Gas Distribution Inc. and new or amending agency agreements with the Toronto Community Housing Corporation and the City's participating agencies, boards and commissions, all as required, on terms and conditions satisfactory to the Chief Corporate Officer and the City Solicitor.
3. All administrative costs, including any consulting costs, be included as part of the costs to be passed on to all natural gas end users included in the natural gas arrangements.
4. The appropriate City officials be authorized to take any action necessary to give effect to the foregoing.

Financial Impact

Approving the recommendations would enhance City staff's ability to better manage the City's overall natural gas costs, along with its exposure to market risks. Although there will be some administrative costs associated with the management of the City's natural gas supply arrangements, such as consulting costs, they are expected to be relatively insignificant (approximately \$15,000 per year). The resultant potential annual cost avoidance ranges from \$200,000 to \$300,000, based on current estimates and current market conditions.

Funding for the cost of natural gas will continue to be addressed in the annual operating budgets of City divisions, agencies, boards, commissions, and of the Toronto Community Housing Corporation.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact statement.

Summary

The purpose of this report is to seek an amendment to existing authorities in order to permit an improved management of the City's natural gas supply arrangements by enhancing the diversification of the City's natural gas portfolio.

Background Information

Report - Natural Gas Supply Arrangements

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11980.pdf>)

GM13.12	ACTION	10:00 AM		
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Toronto Sun Rent Arrears and Lease Rates for Media Offices

Speakers

(March 12, 2008) Member Motion by Councillor Moscoe, seconded by Councillor Augimeri

Recommendations

1. That the Toronto Sun be advised that rent payment is expected on a regular monthly basis if they wish to continue to be provided space at Toronto City Hall.
2. That staff be instructed that in the event of the Toronto Sun again falls into arrears of rent, to evoke the five day provision of the rental agreement with the Toronto Sun and serve notice to vacate the premises.
3. That the lease rates for media offices be increased to full market value at the end of this agreement which expires December 2008.

Financial Impact

Council also considered a a Financial Impact Statement (March 4, 2008) from the Deputy City Manager and Chief Financial Officer

Summary

Rent charged to the Press Gallery is \$17/sq. ft. which is 50 percent of the going market rate. This rent rate was set by Council in 1998 and the leases are scheduled to expire on December 31, 2008. Collecting rent from the Toronto Sun has been difficult (as demonstrated in the attached documents) and it is my understanding that the Toronto Sun has only recently rushed in payment of 3 months of arrears in anticipation of this Notice of Motion. Taxpayers should not be expected to subsidize the Toronto Sun.

Background Information

Member Motion - Toronto Sun Rent Arrears and Lease Rates for Media Offices
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11981.pdf>

GM13.13	ACTION			Ward: 10
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Below-Market Rent Sub-Lease Agreement between City of Toronto and North York Hearts Soccer Club Inc. for the Exclusive Use of a Storage Shed at Esther Shiner Stadium

(March 11, 2008) Report from General Manager, Parks, Forestry and Recreation

Recommendation

The General Manager of Parks, Forestry and Recreation Division recommends that:

1. Subject to the Sub-Lessee meeting the eligibility criteria as set out in the City's Policy for City-Owned Space Provided at Below-market Rent, authority be granted to negotiate and enter into a Below-market Rent Sub-Lease Agreement for a term of twenty (20) years with the North York Hearts Soccer Club Inc. for the construction and installation of a 25 x 40 square foot pre-engineered metal storage shed secured on a concrete foundation located on the north-west side of Esther Shiner Stadium (the Stadium), municipally known as 5720 Bathurst Street, and which will be reserved for exclusive use by the North York Hearts Soccer Club Inc. for the sole purpose of storing soccer equipment, uniforms, and other soccer materials, and in accordance with terms and conditions set out in Appendix "A" to this report and such other terms and conditions as are acceptable to the General Manager of Parks, Forestry and Recreation, and all in a form and content satisfactory to the City Solicitor.

Financial Impact

There will be no financial implications resulting from the adoption of this report.

Summary

The purpose of this report is to request Council authority to negotiate and enter into a twenty (20) year Below-market Rent Sub-Lease Agreement for the installation and exclusive use by the North York Hearts Soccer Club Inc. (the Club) of a 25 x 40 square foot pre-engineered metal storage shed at the north-west corner of Esther Shiner Stadium.

Background Information

Report - Below-Market Rent Sub-Lease Agreement between City of Toronto and North York Hearts Soccer Club Inc. for the Exclusive Use of a Storage Shed at Esther Shiner Stadium
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11982.pdf>

GM13.14	ACTION			Ward: 5
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Development of Bloor/Islington Lands

(April 2, 2008) Report from Chief Corporate Officer

Recommendations

The Chief Corporate Officer recommends that:

1. The Chief Corporate Officer be authorized to undertake the required implementing steps and to offer those portions of the Bloor/Islington lands, described as portions of Parts 1, 2, and 3 on Sketch PS 2006-088, that are determined to be surplus to municipal requirements for sale on the open market as soon as reasonably possible, on such terms as are acceptable to the Chief Corporate Officer.

2. The Option 1 marketing strategy be pursued to offer the whole property to the open market subject to provision for a phased closing, with Phase 1 Lands to be conveyed as soon as possible and Phase 2 Lands to be conveyed upon the TTC vacating and decommissioning the property.
3. City Council approves, as the approving authority under the provisions of the Expropriations Act, the disposal of the Property without giving the prior owners the first chance to repurchase the Property.
4. The Chief Corporate Office report to Government Management Committee on the preferred offer that is received as a result of the marketing process.

Financial Impact

Revenue would be generated from the completion of the sale transaction which would be used to reimburse funds drawn from the Land Acquisition Reserve Fund (LARF) to fund the Islington portion of the K/I Initiative.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report presents a strategic marketing plan for the Bloor/Islington lands to optimize revenue from the sale of the property and advance the objectives of the Etobicoke City Centre Secondary Plan. The Bloor/Islington property is comprised of a western portion occupied by commuter parking and the former Royal Canadian Legion building, the Phase 1 Lands, and an eastern portion occupied by the existing Islington bus terminal and Passenger Pick-up and Drop Off facility (PPUDO), the Phase 2 Lands. One of the objectives of the Kipling/Islington Redevelopment Initiative (K/I Initiative) is to make the Bloor/Islington lands available for redevelopment through the completion of construction and relocation of transit services to the new Islington bus terminal and PPUDO to the north of their present location and the relocation of Mississauga Transit operations to a new inter-regional bus terminal being constructed in the Kipling station area, scheduled for completion in 2011.

The proposed method of disposal of the Bloor/Islington lands is to list the property for sale with a major commercial real estate broker. There are still a number of steps that must be taken to prepare the lands for marketing in advance of the completion of the new Islington terminal, as the Phase 2 Lands could only be released from TTC operational requirements and become available for occupation by a Purchaser when the existing Islington bus terminal is vacated and decommissioned.

Background Information

Report - Development of Bloor/Islington Lands

<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11983.pdf>

GM13.15	ACTION			Ward: 26
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Grant of Temporary Easement to the Toronto District School Board in a Portion of Flemingdon Park

(April 1, 2008) Report from Chief Corporate Officer

Recommendation

The Chief Corporate Officer recommends that:

1. Council grant authority to enter into a twenty (20) year temporary easement agreement with TDSB, without any rights of renewal, in a portion of the City-owned Flemingdon Park, being Part of Block M, Plan M834 (the “Property”), as shown on Appendix “B”, substantially on the terms and conditions outlined in Appendix “A” and on such further terms as may be acceptable to the Chief Corporate Officer and in a form satisfactory to the City Solicitor.

Financial Impact

The twenty-year easement is being granted to TDSB for nominal consideration in return for TDSB taking on the responsibility to maintain the asphalt walkway and retaining wall located on the Property at its own cost. This will result in savings of approximately \$12,000 over the term to the City in terms of maintenance and further improvements to the asphalt walkway and retaining wall.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

The purpose of this report is to obtain authority to grant a temporary easement to the Toronto District School Board (“TDSB”) in a portion of Flemingdon Park for a term of 20 years without any rights of renewal, for the purpose of maintaining that part of the asphalt walkway and retaining wall located on City-owned lands connecting Grenoble Public School with the park.

Background Information

Report - Grant of Temporary Easement to the Toronto District School Board in a Portion of Flemingdon Park

<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11984.pdf>

Appendix B - GM13-15

<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11985.pdf>

GM13.16	ACTION			Ward: 25
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Grant of Temporary Easement to Enbridge Gas Distribution In a Portion of CN Leaside Park at Overland Drive

(April 1, 2008) Report from Chief Corporate Officer

Recommendations

The Chief Corporate Officer recommends that:

1. Council grant authority to enter into a ten (10) year temporary easement agreement with Enbridge Gas Distribution Inc. for a buried NPS 6 gas pipeline, without any rights of renewal, in consideration for the sum of \$3,500.00 paid to the City, in a portion of CN Leaside Spur Park, being a portion of Parts 4, 5 & 6 on Plan 64R-17106, also shown as Part 1 on Sketch No. PS-2008-047 and on Appendix “B” attached (the “Property”), substantially on the terms and conditions outlined in Appendix “A” and on such further terms as may be acceptable to the Chief Corporate Officer or in a form satisfactory to the City Solicitor.

Financial Impact

Revenue in the amount of \$3,500.00 plus GST if applicable, is anticipated.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

The purpose of this report is to obtain authority to grant a temporary easement to Enbridge Gas Distribution Inc. (“Enbridge”) in a portion of CN Leaside Spur Park at Overland Drive for a term of 10 years without any rights of renewal, shown as Part 1 on Sketch No. PS-2008-047 and on Appendix “B” attached.

Background Information

Report - Grant of Temporary Easement to Enbridge Gas Distribution in a Portion of CN Leaside Park at Overland Drive

<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11986.pdf>

Appendix B - GM13.16

<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12179.pdf>

GM13.17	ACTION			Ward: 11
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Proceeding with the Transfer of a Part of 301 Rockcliffe Boulevard to the City of Toronto Economic Development Corporation (“TEDCO”)

(March 28, 2008) Report from Chief Corporate Officer

Recommendations

The Chief Corporate Officer recommends that:

1. Authority be granted to enter into an agreement with TEDCO to transfer the City owned land municipally known as part of 301 Rockcliffe Boulevard, being Part of Lot 37, Concession 3 From The Bay, City of Toronto (formerly City of York), being Blocks 5 and 6 on Plan 66M-2324, and shown as Parts 1 and 2 on Sketch No. PS-2006-001, subject to such easements or other property interests as may be required for municipal services and utilities located thereon (the “Property”), for nominal consideration, together with any applicable taxes and registration costs, substantially on the terms and conditions set out in Appendix “A” to this report and on such other terms and conditions as may be approved by the Chief Corporate Officer, in a form satisfactory to the City Solicitor (the “Transfer Agreement”) and to complete the transactions provided for in the Transfer Agreement.
2. Each of the Chief Corporate Officer and the Director of Real Estate Services be authorized severally to execute the Transfer Agreement on behalf of the City.
3. The City Solicitor be authorized to complete the transaction(s) on behalf of the City, including making payment of any necessary expenses and amending and/or waiving the closing and other dates to such earlier or later date(s) and on such terms and conditions as she may from time to time consider reasonable.

Financial Impact

No revenue will be generated as a result of the transfer to TEDCO as the Property is to be transferred for nominal consideration. TEDCO will be responsible for any applicable Land Transfer Tax, GST and registration costs.

TEDCO will also assume responsibility for all costs associated with remediation and development of the Property. Due to significant environmental issues with the Property, all future revenues, if any, that TEDCO receives from the development of the Property will remain with TEDCO.

The Deputy City Manager and Chief Financial Officer has reviewed this report and concurs with the financial impact statement.

Summary

On May 16, 2006, the Joint Policy and Finance and Administration Committee postponed consideration of the May 2, 2006 report of the Chief Corporate Officer regarding the transfer of part of 301 Rockcliffe Boulevard to the City of Toronto Economic Development Corporation (“TEDCO”), pending the results of the Etobicoke York District Yard Consolidation Study (the “Yard Study”).

This report requests authority to proceed with the transfer of a portion of 301 Rockcliffe Boulevard to TEDCO, as the interim findings of the Yard Study are that these lands will not be required for any potential yard purposes. TEDCO has requested that the transfer proceed as soon as possible, as it has potential users for the property.

Background Information

Report - Proceeding with the Transfer of a Part of 301 Rockcliffe Boulevard to the City of Toronto Economic Development Corporation ("TEDCO")
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-11987.pdf>

GM13.18	ACTION			Ward: 17
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Expropriation of Portions of 1797 St. Clair Avenue West

(April 1, 2008) Report from Chief Corporate Officer

Recommendations

The Chief Corporate Officer recommends that:

1. City Council, as approving authority under the Expropriations Act, approve the expropriation of the following interests in land at 1797 St. Clair Avenue West required for road widening purposes and for all works and uses ancillary thereto:
 - (a) fee simple in Part 1 on Draft Plan of Survey dated April 1, 2008 and identified as Job Number 2008-0286; and
 - (b) a temporary working easement for a period ending December 31, 2009 in Parts 2, 3, 4 and 5 shown on the above mentioned Draft Plan of Survey.
2. City Council, as expropriating authority, under the Expropriations Act, authorize all steps necessary to comply with the Expropriations Act, including, but not limited to, the preparation and registration of the Expropriation Plan(s) and service of Notices of Expropriation, Notices of Election as to Date for Compensation and Notices of Possession.
3. Each of the Executive Director of Facilities & Real Estate Services and the Director of Real Estate Services be authorized severally to sign the Notice of Expropriation and Notices of Possession on behalf of the City.
4. Authority be granted to apply to Court for an Order permitting the City to take early possession of the expropriated property in order that the proposed road widening and ancillary works may be constructed expeditiously and in favourable weather.
5. Leave be granted for the introduction of the necessary Bill in Council.

Financial Impact

Funding for property acquisitions for the St. Clair Avenue West road widening purposes has been previously approved as part of the St. Clair Avenue Transit Improvement Project and it is available in the 2008 Capital Budget for Transportation Services, -account CTP806-30-06. Once known, the expropriation costs for the subject property interests will be reported back,

together with sources for their funding.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

To seek approval for the expropriation of portions of 1797 St. Clair Avenue West for road widening purposes to accommodate St. Clair Avenue West transit improvements.

Background Information

Report - Expropriation of Portions of 1797 St. Clair Avenue West

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12003.pdf>)

Appendix A - GM13-18

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12004.pdf>)

Appendix B - GM13-18

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12005.pdf>)

Appendix C - GM13-18

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12006.pdf>)

GM13.19	ACTION			Ward: 5
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Expropriation of 5341 Dundas Street West - Kipling Redevelopment Initiative

(March 27, 2008) Report from Chief Corporate Officer

Recommendations

The Chief Corporate Officer recommends that:

- (1) City Council, as approving authority under the Expropriations Act, approve the expropriation of the Property, legally described as Part of Lot 7, Concession 5, Colonel Smith's Tract in the City of Toronto (formerly City of Etobicoke), designated as Part 6 on Reference Plan 64R-5004 and shown as Part 1 on attached Sketch No. PS-2007-151, for the K/I Initiative.
- (2) City Council, as expropriating authority under the Expropriations Act, authorize all necessary steps to proceed with the said expropriation in compliance with all steps under the Expropriations Act, including but not limited to, the preparation and registration of an Expropriation Plan and the service of Notices of Expropriation, Notices of Election as to a Date for Compensation and Notices of Possession.
- (3) The Director of Real Estate or the Executive Director of Facilities and Real Estate be authorized to sign the Notices of Expropriation and Notices of Possession on behalf of the City.
- (4) Leave be granted for introduction of the necessary Bill in Council to give effect thereto.

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

Financial Impact

The expropriation of 5341 Dundas Street West is for the purposes of the new interregional terminal to be constructed on the TTC Kipling Station lands as part of the Kipling/Islington Redevelopment Initiative approved by Council in 2007. Funding for this expropriation is available in the 2008 Approved Capital Budget for TTC, account CTT 130.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report seeks approval for the expropriation of 5341 Dundas Street West (the “Property”) for the purposes of establishing a new driveway entrance to the new inter-regional terminal to be constructed on the TTC Kipling Station lands as part of the Kipling/Islington Redevelopment Initiative (the “K/I Initiative”).

Background Information

Report - Expropriation of 5341 Dundas Street West - Kipling Redevelopment Initiative (<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12011.pdf>)

GM13.20	ACTION			Ward: 28
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Acquisition of a Portion of 30 Regent Street

(April 1, 2008) Report from Chief Corporate Officer

Recommendation

The Chief Corporate Officer recommends that:

1. The Committee consider a subsequent report from the Chief Corporate Officer on the proposed acquisition of part of 30 Regent Street.

Financial Impact

There are no financial implications resulting from the adoption of this report.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

The purpose of this report is to advise that a staff action report regarding the proposed acquisition of part of 30 Regent Street, from the Toronto Community Housing Corporation (TCHC) is being prepared for the supplementary agenda.

Background Information

Report - Acquisition of a Portion of 30 Regent Street

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12012.pdf>)

GM13.21	ACTION			Ward: 28
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Amendment to the Lease Agreement with the Queen City Yacht Club

(April 2, 2008) Report from General Manager, Parks, Forestry and Recreation

Recommendation

The General Manager, Parks, Forestry and Recreation recommends that:

1. Authority be granted to amend the Lease Agreement with the Queen City Yacht Club (“QCYC”) generally in accordance with the proposed terms and conditions set out in Appendix “A” of this report and on such other terms and conditions as may be satisfactory to the General Manager of Parks, Forestry and Recreation and in a form and content acceptable to the City Solicitor.

Financial Impact

Queen City Yacht Club Lease Fee

Boating Season	August 1, 2007 - July 31, 2008	August 1, 2008 - July 31, 2009, Without 6 Additional Docks	August 1, 2008 - July 31, 2009, With 6 Additional Docks
Land Area	3.55 acres	3.55 acres	3.55 acres
Water Area	1.61 acres	1.61 acres	1.78 acres
Total Leased Area	5.16 acres	5.16 acres	5.33 acres
Rental Rate Per Acre	\$3,102.86	\$3,161.81	\$3,161.81
Lease Fee	\$16,010.76	\$16,314.94	\$16,852.45

The approval of the proposed additional docks will result in a revenue increase for the August 1, 2008 - July 31, 2009, boating season of \$537.51.

At no cost to the City, Queen City Yacht Club shall install 6 additional docks at the northern end of the current line of existing docks on Ward’s Island (eastern) side of the Queen City Yacht Club lagoon.

The revenue budget for rental for this site will be reviewed during preparation of the 2009 Operating Budget.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

This report requests Council's authority to amend the Lease Agreement with the Queen City Yacht Club (QCYC) to allow for the installation of six (6) additional docks at the northern end of the current line of existing docks on Ward's Island (eastern) side of the Queen City Yacht Club lagoon.

Council's approval for the installation of six (6) additional docks shall ensure the financial viability of the Queen City Yacht Club. The Queen City Yacht Club will be able to market to new members and maintain existing members. The installation of the six (6) additional docks will be at no cost to the City and provide additional revenue to Parks, Forestry and Recreation.

Background Information

Report - Amendment to the Lease Agreement with the Queen City Yacht Club

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12013.pdf>)

Appendix B - GM13-21

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12014.pdf>)

GM13.22	Information			Ward: All
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First Quarter 2008 Report on Property Sales and Acquisitions

(April 1, 2008) Report from Chief Corporate Officer

Summary

This report provides information regarding property sales and purchases by the City in the first quarter of 2008.

To assist in the management for the sale of surplus properties, a regular quarterly report is prepared establishing targets for the sale of properties in the City portfolio. The quarterly report includes the number of properties proposed for sale in the previous quarter and the current status of such properties. The quarterly report also includes the number, value and type of properties purchased during that quarter by ward.

Background Information

Report - First Quarter 2008 Report on Property Sales and Acquisitions

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12015.pdf>)

Appendix A - GM13-22

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12016.pdf>)

Appendix B - GM13-22

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12017.pdf>)

GM13.23	Information			Ward: All
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Geo-thermal Energy – Utility Arrangement

(March 31, 2008) Report from Chief Corporate Officer

Financial Impact

Under the geo-thermal energy utility arrangement the City would not own or operate the geo-thermal system. The City would only pay for actual energy produced from the geo-thermal system at a rate equal to or lower than the existing utility rate and therefore there are no negative financial impacts.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact statement.

Summary

The purpose of this report is to report back as requested on the feasibility of using a geo-thermal energy utility approach similar to the solar utility approach previously approved by Council.

Background Information

Report - Geo-thermal Energy - Utility Arrangement

<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12018.pdf>

GM13.24	ACTION			Ward: 27
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Lease Renewal - Ground Floor Space - 111 Wellesley Street East

(March 17, 2008) Report from Chief Corporate Officer

Recommendations

The Chief Corporate Officer recommends that:

- 1 Council authorize the proposed renewal lease for the ground floor space at 111 Wellesley Street with Yang Sun Kim commencing on April 1, 2008, for a period of five (5) years at a rental of \$2,651.00 net per month (\$31,812.00 per annum) for the term, consisting of an area of approximately 1,200 square feet, and based substantially on the terms and conditions as set out in the attached Appendix “A” and in a form acceptable to the City Solicitor; and
2. The Chief Corporate Officer be authorized 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 matters (including their content) to City Council for its determination and direction.

Financial Impact

This lease will generate net revenue of \$31,812.00 per year, for a total of \$159,060.00 for the five (5) year term of the lease, commencing on April 1, 2008. This represents an annual increase of \$3,780.00 (\$2,835.00 in 2008), for a total of \$18,900.00 over the five year term of the lease. The realty taxes are paid directly by the lessee to TCHC.

The Deputy City Manager and Chief Financial Officer has reviewed this report and agrees with the financial impact information.

Summary

The purpose of this Report is to obtain Council's authority to renew the existing commercial lease with Mr. Yang Sun Kim for approximately 1,200 square feet of ground floor space at 111 Wellesley Street for the purposes of a convenience store.

Yang Sun Kim has exercised his right to renew the existing lease for a further term of five (5) years, effective April 1, 2008.

Background Information

Report - Lease Renewal - Ground Floor Space - 111 Wellesley Street East

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12043.pdf>)

Appendix A - GM13.24

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12044.pdf>)

Appendix B - GM13.24

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12045.pdf>)

GM13.25	ACTION			Ward: All
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Authority for City Solicitor to Recover Accommodation Cost Arrears Owing to Homes for the Aged

(February 28, 2008) Report from City Solicitor

Recommendations

The City Solicitor recommends that:

1. Council authorize the commencement of litigation against KKK and/or GS to recover outstanding accommodations costs in the amount of \$1,515.45 (plus interest and costs), and to grant authority to appeal any decision where warranted, to discontinue or to settle the action or claim where it is concluded that it is reasonable to do so (including authority to effect a write off of any amounts as necessary), and to execute any documents in furtherance hereto, all in consultation with the General Manager, Toronto Homes for the Aged, or her designate.

2. The appropriate City Officials be authorized and directed to take the necessary action to give effect hereto.

Financial Impact

The Recommendations will have no financial impact beyond what has already been approved in the current year's budget.

Summary

This report is to obtain authority to initiate litigation against KKK and/or GS to recover outstanding accommodation costs owing to Homes for the Aged in the amount of \$1,515.45, plus interest and costs.

Background Information

Report - Authority for City Solicitor to Recover Accommodation Cost Arrears Owing to Homes for the Aged

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12019.pdf>)

GM13.26	ACTION			Ward: All
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Authority for City Solicitor to Recover Unpaid Amounts Owing for Contracted Road Work

(March 14, 2008) Report from City Solicitor

Recommendations

The City Solicitor recommends that:

1. Council ratify all steps taken to date in the litigation commenced against the Company to recover unpaid amounts originally totalling \$296,378.70 owing for contracted road work, and grant authority to the City Solicitor, or her designate, to continue the litigation, to appeal any decision where warranted, to discontinue or to settle the action or claim where it is concluded that it is reasonable to do so (including authority to effect a write off of any amounts as necessary), and to execute any documents in furtherance hereto.
2. The appropriate City Officials be authorized and directed to take the necessary action to give effect hereto.

Financial Impact

The Recommendations will have no financial impact beyond what has already been approved in the current year's budget.

Summary

This report is to obtain ratification of all steps taken to date to initiate litigation against Bell Canada (the “Company”) to recover unpaid amounts originally totalling \$296,378.70, but currently totalling \$126,787.45 as explained below, plus interest and costs owing for contracted road work.

Background Information

Report - Authority for City Solicitor to Recover Unpaid Amounts Owing for Contracted Road Work

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12020.pdf>)

GM13.27	ACTION	10:00 AM		Ward: All
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Opinion Regarding Council Member “Read Only” Access to the Integrated Business Management System (IBMS)

Speakers

(April 8, 2008) Report from City Solicitor

Recommendation

The City Solicitor recommends that:

1. The legal opinion of George H. Rust-D’Eye of WeirFoulds LLP, contained within Attachment 1 – Outside Legal Opinion Regarding Council Member “Read Only” Access to the Integrated Business Management System (IBMS), be received and forwarded to City Council for its information and consideration.

Financial Impact

There are no financial implications resulting from the adoption of this report.

If Council chooses to implement the recommendation to expedite the technological solution, there will be financial and staffing implications. A further report outlining an implementation plan and its impact on the 2009 Budget would be required.

Summary

The purpose of this report is to transmit the outside legal opinion obtained by the City Solicitor as directed by City Council with respect to maximizing access to information by members of the public and members of Council while maintaining compliance with the Municipal Freedom of Information and Protection of Privacy Act.

Background Information

Report - Opinion Regarding Council Member "Read Only" Access to the Integrated Business Management System (IBMS)

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12098.pdf>)

Attachment 1 - GM13-27

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12099.pdf>)

27a Routine Disclosure Plans

(April 3, 2008) Report from City Clerk

Financial Impact

This report will have **no** financial impact.

Summary

The purpose of this report is to advise City Council of the work that has been done and plans for further work required by City Divisions to increase the routine disclosure of information to the public.

By making the public and staff more aware of the types of information that can be routinely disclosed without a formal access request under MFIPPA and ensuring divisional accountability for routine disclosure, it is expected the public will have greater access to City information.

Background Information

Report - Routine Disclosure Plans

(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12097.pdf>)

GM13.28	ACTION			Ward: All
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Routine Records Retention Bylaw Amendment

(March 26, 2008) Report from City Clerk

Recommendations

The City Clerk recommends that City Council:

1. Amend Municipal Code c.217, Records, Corporate (City) to clarify its organization and provisions and to update the Committee named to receive this report substantially in the form of the draft by-law in Appendix 1, and revising the records series schedules as noted in Appendix 2 and adding the new record series detailed Appendix 3.
2. Repeal record retention by-laws of former municipalities as set out in Appendix 4.

3. Grant authority to introduce the necessary bills in the City Council to give effect to the foregoing, and
4. Authorize the appropriate City of Toronto officials to take the necessary action to give effect thereto.

Financial Impact

There are no financial implications resulting from the adoption of the recommendations in this report.

Summary

This report requests City Council's approval for routine amendments to the City's record retention by-law, Municipal Code c.217, Records, Corporate (City) and related by-laws. These amendments clarify the organization and provisions of the bylaw, revise existing record retention schedules, add new schedules, and repeal superseded retention schedules of the former municipalities. The City's Records Retention Committee, comprised of representatives from Legal Services, Internal Audit, and the City Clerk's Office, and an external auditor concur with the recommendations in this report. The inclusion in the by-law of new record retention schedules that supersede those of the former municipalities enables consistent administration of the City's information.

Unmanaged information is a liability for the creator and custodian. Establishing retention schedules is a fundamental tool to reduce risk and support effective and efficient asset management of the City's information. The volume of stored records is at over 99% of the Records Centre' total capacity, i.e., almost six boxes of records for every seat in the Rogers' Centre. The City of Toronto Act, 2006 requires that retention schedules must be authorized before the records they govern can be disposed of. Timely destruction of records that have completed their scheduled retention period protects the City's legal interests, protects the interests of citizens especially through protection of their privacy, and reduces administrative costs for storage and retrieval while contributing to effective access to relevant and current information by City administrators and citizens.

Background Information

Report - Routine Records Retention Bylaw Amendment
<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12021.pdf>

GM13.29	Information			Ward: All
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2007 Annual Report of the City of Toronto Archives

(April 2, 2008) Report from City Clerk

Financial Impact

There are no financial implications associated with this report.

Summary

The City Clerk is required as part of the Acquisition Policy approved by City Council in 1999 to report annually on the acquisitions and activities of the Archives program, a business unit of Records and Information Management in the City Clerk's Office. The report contains information which outlines the progress made with archival acquisitions, reference services and public programming provided to City staff and the public. It also reflects the many initiatives carried out to improve public access to our holdings through the Archives' on-line database by enhancing the digitization program to address the increasing demand for the provision of electronic information.

Background Information

Report - 2007 Annual Report of the City of Toronto Archives
(<http://www.toronto.ca/legdocs/mmis/2008/gm/bgrd/backgroundfile-12022.pdf>)