
ADMINISTRATION COMMITTEE

Date of Meeting: Tuesday, January 9, 2001 **Enquiry:** Patsy Morris
Time: 9:30 a.m. **Administrator**
Location: Committee Room 1 **392-9151**
2nd Floor, City Hall
100 Queen Street West
Toronto

DECLARATIONS OF INTEREST PURSUANT TO THE MUNICIPAL CONFLICT OF INTEREST ACT.

DEPUTATIONS/PRESENTATIONS.

COMMUNICATIONS/REPORTS.

1. MEMBERSHIP – ADMINISTRATION COMMITTEE.

City Clerk.

(December 8, 2000)

Advising that City Council at its meeting held on December 5, 6 and 7, 2000, in adopting, as amended, Clause No. 1 of Report No. 1 of the Striking Committee, entitled “Appointment of Members of Council to Special Positions, Standing Committees, Other Committees, and Special Purpose Bodies”, appointed the following Members of Council to the Administration Committee, for a term of office expiring May 31, 2002, and until their successors are appointed:

(The Mayor is a Member ex-officio)

Councillor Lorenzo Berardinetti, Chair
Councillor Sandra Bussin
Councillor Robert Ford
Councillor Douglas Holyday
Councillor David Miller
Councillor Frances Nunziata, Vice-Chair
Councillor Sherene Shaw

Councillor David Soknacki

(NOTE: A COPY OF THE AFOREMENTIONED COMMUNICATION IS ON FILE IN THE OFFICE OF THE CITY CLERK.)

2. STANDING COMMITTEE BRIEFING.

9:45 A.M.

(PRESENTATION BY:

- **THE CHIEF ADMINISTRATIVE OFFICER;**
- **THE CHIEF FINANCIAL OFFICER AND TREASURER; AND**
- **THE COMMISSIONER OF CORPORATE SERVICES).**

General briefing respecting the role and responsibilities of the various departments under the purview of the Administration Committee.

(NOTE: NO AGENDA MATERIAL.)

3. REVIEW OF SUB-COMMITTEES, ADVISORY COMMITTEES, SPECIAL COMMITTEES AND TASK FORCES ESTABLISHED BY CITY COUNCIL SINCE JANUARY 1998.

City Clerk.

(December 18, 2000)

Recommending that:

- (1) the Administration Committee review the attached Appendices I and II, and determine:
 - (a) which Sub-Committees that report to Administration Committee, it wishes to continue or disband, and determine the mandate and membership of those Sub-Committees it wishes to continue; and
 - (b) which advisory committees, special committees and task forces that report to Administration Committee, it wishes to recommend to City Council be continued or disbanded, and whether the composition or mandate should be retained or amended;
- (2) for those committees that are recommended for continuance whose composition goes beyond the membership of the Standing Committee, the Administration Committee recommend to City Council that the City Clerk be requested to canvass all members of Council for their interest in being appointed thereto, and submit the list of interested Members to the Striking Committee to recommend

the appointments to City Council, in accordance with the provisions of the Council Procedure By-law; and

- (3) the Administration Committee recommend to Council the appointment of a Member of the Administration Committee to the Sustainability Roundtable for a term of office expiring May 31, 2001, and until his or her successor is appointed, subject to this body being continued by Council.

4. ESTABLISHMENT OF REFERENCE GROUP FOR NATHAN PHILLIPS SQUARE DESIGN COMPETITION.

Commissioner of Corporate Services.
(December 19, 2000)

Setting out Terms of Reference for establishing a reference group composed of members of City Council to provide guidance and support for the upcoming design competition for Nathan Phillips Square; and recommending that:

- (1) the terms of reference for the City Council Reference Group for the Nathan Phillips Square Design Competition be adopted as presented in Appendix A;
- (2) the Striking Committee be requested to meet and report directly to City Council for its meeting to be held on January 30 and 31 and February 1, 2001, recommending the Councillors to be appointed to serve as members of the Reference Group; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

5. TENDER FOR GASOLINE AND DIESEL FUELS.

Chief Financial Officer and Treasurer
Commissioner of Corporate Services
Medical Officer of Health
Commissioner of Works and Emergency Services.
(December 18, 2000)

Advising the Administration Committee of the results of the tender issued for the supply and delivery of Gasoline and Diesel Fuels used in various fleet vehicles, heavy equipment and emergency power generators, by various Departments for the period January 1, 2001 to December 31, 2001; requesting authority to award a contract to the recommended bidders based on one of the two options detailed in this report; further advising that funds will be provided in the appropriate operating budgets for 2001 subject to availability of

funds in specific accounts; and recommending that the Administration Committee adopt Option B outlined in the report.

6. CONTRACTS AWARDED BY THE BID COMMITTEE DURING THE SUMMER RECESS OF COUNCIL AND DURING THE ELECTION PERIOD.

Chief Administrative Officer and
Chief Financial Officer and Treasurer.
(December 14, 2000)

Reporting, as required, on all contracts awarded by the Bid Committee in accordance with By-law No. 462-2000 as amended by By-law No. 617-2000 during the 2000 Summer Recess of Council and during the Election Period; attaching a summary of all contracts awarded by the Bid Committee; and recommending that this report be received for information.

7. BID COMMITTEE INTERIM AUTHORITY TO AWARD CAPITAL INFORMATION AND TECHNOLOGY AND MASTER ACCOMMODATION PLAN CONTRACTS DURING THE SUMMER RECESS OF COUNCIL AND DURING THE ELECTION PERIOD.

Commissioner of Corporate Services
Chief Financial Officer and Treasurer
(December 14, 2000)

Advising the Administration Committee of the Capital Information and Technology and Master Accommodation Plan contracts awarded by the Bid Committee in accordance with the interim authority granted to the Bid Committee by Council at its meetings of August 1, 2, 3 and 4, 2000, October 3, 4 and 5, 2000 and its Special Meeting of October 6, 10, 11 and 12, 2000; that the authority of the Bid Committee to award Capital Information and Technology Master Accommodation Plan contracts during the Summer Recess of Council and during the Election Period Recess Periods of Council was used to award 5 (five) contracts for the Corporate Services Department requiring that contracts be awarded immediately in order to meet the requirements of the Information and Technology Capital Project Steering Committee and the Master Accommodation Plan Steering Committee; that the details of the contracts awarded by the Bid Committee are shown in Appendix 'A' attached; and recommending that this report be received for information.

8. QUOTATION FOR FINE PAPER.

Commissioner of Corporate Services
Chief Financial Officer and Treasurer.
(December 20, 2000)

Advising the Administration Committee of the results of the Request for Quotation issued for the supply and delivery of Fine Paper used for printing and photocopying in all departments in accordance with specifications for the period January 1, 2001, to December 31, 2001; and recommending that the quotation submitted by Graphic Resources for the supply and delivery of Fine Paper used for printing and photocopying in all departments in accordance with specifications, for the period January 1, 2001 to December 31, 2001, be accepted at a total price of \$2,228,478.58 including all taxes and charges, subject to escalation or de-escalation as of August 1, 2001, being the lowest quotation received after applying the City's Canadian Content Policy.

9. QUOTATIONS FOR STATIONARY/OFFICE SUPPLIES.

Chief Financial Officer and Treasurer.
(December 19, 2000)

Advising the Administration Committee of the results of the Request for Quotation for the supply and delivery of Stationary/Office Supplies (based on Supplier's catalogue) for the period ending December 31, 2001 (with the option to renew for a further one or two year period, should all the terms and conditions be agreeable to both parties) in accordance with requirements of various Departments and to request authority to award a contract to the recommended bidder; that funds in the estimated amount of \$2,500,000.00 including all charges and applicable taxes are provided for in various departmental accounts for 2001; and recommending that the quotation submitted by Grand & Toy – A Boise Cascade Office Products Company in the estimated amount of \$2,500,000.00 including all charges and applicable taxes for the supply and delivery of Stationary/Office Supplies (based on Supplier's catalogue) be accepted for the period ending December 31, 2001 (with the option to renew for a further one or two year period, should all terms and conditions be agreeable to both parties) being the lowest quotation received.

10. ENVIRONMENTAL PROCUREMENT – COST AND IMPACTS.

Chief Financial Officer and Treasurer.
(December 5, 2000)

Reporting on the cost and effects of requiring that all Calls, Requests and Solicitation have regard to the City's Environmental Procurement Policy; advising that the City's Environmentally Responsible Procurement Policy does not restrict competition; that it still allows for maximum competition to ensure the City obtains the required

products/services at the best possible price; that the application of the policy to all Calls, Requests and Solicitations has no cost implications on the City of Toronto and ensures that suppliers of environmentally responsible products and services are allowed to compete for City business; and recommending that this report be received for information.

11. EVALUATION OF PROCESS FOR THE APPOINTMENT OF MEMBERS OF COUNCIL TO THE STRIKING COMMITTEE.

City Clerk.

(December 13, 2000)

Advising that Council on December 5, 6 and 7, 2000, during its consideration of a motion by Mayor Lastman, seconded by Councillor Ootes respecting the appointment of Members of Council to the Striking Committee adopted the following recommendation:

“It is recommended that the Administration Committee be requested to re-evaluate the process for the appointment of Members of Council to the Striking Committee.”

12. NOMINATION OF CITIZENS FOR APPOINTMENT TO PARTICULAR AGENCIES, BOARDS AND COMMISSIONS.

City Clerk.

(December 12, 2000)

Advising that City Council at its inaugural meeting held on December 5, 6 and 7, 2000, adopted, as amended Clause No. 1 of Report No. 1 of the Striking Committee, headed “Appointment of Members of Council to Standing and Other Committees of Council, Various Boards, Special Purpose Bodies and Special Positions”, and referred the following motion to the Administration Committee for consideration:

Moved by Councillor Mihevc:

“It is recommended that the Nominating Committee be granted the authority to select willing Members of Council, who are not members of the Nominating Committee, to assist in nominating citizens for appointment to particular Agencies, Boards and Commissions.”

**13. CHANGE OF TITLE FOR GENERAL MANAGER,
EMERGENCY MEDICAL SERVICES.**

City Clerk.
(October 23, 2000)

Advising that City Council, at its meeting held on October 3, 4 and 5, 2000, and its Special Meetings held on October 6, 2000, October 10, 11 and 12, 2000, struck out and referred Item (m) embodied in Clause No. 53 entitled "Change of Title for General Manager, Emergency Medical Services" to the Administration Committee for further consideration at the first regular meeting of the Committee to be held in the term of the new Council.

**14. STATUS REPORT ON THE DISPOSAL OF SURPLUS PROPERTY
(ALL WARDS).**

City Clerk.
(October 23, 2000)

Advising that City Council at its meeting held on October 3, 4 and 5, 2000, and its Special Meetings held on October 6, 2000, October 10, 11 and 12, 2000, struck out and referred Clause No. 12 of Report No. 19 of the Administration Committee, headed "Status Report on the Disposal of Surplus Property (All Wards)" back to the Administration Committee for further consideration, such Clause containing a report (September 5, 2000) from the Commissioner of Corporate Services providing a status report on the disposal programme for the sale of surplus property; and recommending that the report be received for information.

**15. ACQUISITION OF ELIHU PEASE HOUSE
34 AVONDALE AVENUE
(WARD 10 – NORTH YORK CENTRE).**

10:30 A.M.

(DEFERRED FROM PREVIOUS MEETING.)

(DEPUTATION ITEM.)

Commissioner of Corporate Services.
(August 28, 2000)

Reporting on the discussions and negotiations held with Mr. Louis Badone and Ms. Donalda Badone, regarding the acquisition of the Elihu Pease House – 34 Avondale Avenue as instructed by Council on October 1 and 2, 1998; advising that until such time as a lawful municipal purpose is identified by a Client Department, the acquisition of this property cannot be undertaken; that if a municipal purpose is identified, staff can, if

Council directs, have the Badones' submit an offer to sell to the City per the terms outlined in the report; and recommending that this report be received for information purposes.

**16. DECLARATION AS SURPLUS
VACANT PARCEL OF LAND LOCATED AT NORTHWEST CORNER
OF GLENGROVE AVENUE WEST AND COLDSTREAM AVENUE
WARD 8 – (NORTH YORK SPADINA).**

(DEFERRED FROM PREVIOUS MEETING.)

Commissioner of Corporate Services.
(August 31, 2000)

Recommending that:

- (1) the vacant parcel of land located at the northwest corner of Glengrove Avenue West and Coldstream Avenue, being part of Lot 19 on Plan 3816 and designated as PARTS 2 and 20 on Plan 64R-8442 be declared surplus to the City's requirements and offered for sale on the open market, subject to the retention of a permanent sewer easement in PART 20 on Plan 64R-8442 and a catch basin easement in a portion of Part 2 on Plan 64R-8442, acceptable to the Commissioner of Works and Emergency Services, and all steps necessary to comply with By-law 551-1998 be taken;
- (2) City Council approve, as the approving authority under the provisions of the *Expropriations Act*, the disposal of the site without giving the original owners from whom the lands were expropriated the first chance to repurchase the lands; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**17. DECLARATION AS SURPLUS
STRIP OF VACANT LAND LOCATED NORTH OF COLDSTREAM AVENUE
WEST OF THE WILLIAM R. ALLEN ROAD
(WARD 15 – EGLINTON-LAWRENCE).**

Commissioner of Corporate Services.
(December 17, 2000)

Recommending that:

- (1) the strip of vacant land located north of Coldstream Avenue, west of the William R. Allen Road, being Part Lot 43 on Plan 3816, also described as PARTS 5 & 7 on Reference Plan 64R-8443, and Part Lots 2 to 6 on MX-85 & Part of Lots 74 to 76 on Plan M-790, also described as PART 2 on Reference Plan 66R-12259, be declared surplus to the City's requirements and offered for sale to the abutting owners, subject to the retention of a permanent easement for watermain purposes, and all steps necessary to comply with By-law 551-1998 be taken;
- (2) City Council approve, as the approving authority under the provisions of the *Expropriations Act*, the disposal of the subject lands without giving the original owners from whom the lands were expropriated the first chance to repurchase the lands; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**18. DECLARATION AS SURPLUS
PARCEL OF VACANT LAND LOCATED EAST OF 141 BROOKE AVENUE
(WARD 16 – EGLINTON-LAWRENCE).**

Commissioner of Corporate Services.
(December 6, 2000)

Recommending that:

- (1) parcel of vacant land located east of No. 141 Brooke Avenue, being part of Lot 127, Plan 2529 and designated as PART 3 on Reference Plan 64R-13626, be declared surplus to the City's requirements and offered for sale on the open market and all steps necessary to comply with By-law 551-1998 be taken; and
- (2) appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**19. DECLARATION AS SURPLUS
PARCEL OF VACANT LAND LOCATED BETWEEN 26 AND 32 WYNN ROAD
(WARD 23 – WILLOWDALE).**

Commissioner of Corporate Services.
(December 8, 2000)

Recommending that:

- (1) the parcel of vacant land located between Nos. 26 and 32 Wynn Road, being Part Lot 11 on Plan 2334 and Part Lots 40 & 41 on Plan 3186, be declared surplus to the City's requirements and offered for sale on the open market and all steps necessary to comply with By-law 551-1998 be taken; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**20. DECLARATION AS SURPLUS
TWO PARCELS OF VACANT LAND LOCATED AT THE REAR OF 26 AND 34
MacLEOD STREET - (WARD 16 – EGLINTON-LAWRENCE).**

Commissioner of Corporate Services.
(December 6, 2000)

Recommending that:

- (1) the parcel of vacant land located at the rear of No. 26 MacLeod Street, being part of Lot 13, Plan 3244 and designated as PART 3 on Reference Plan 64R-12013 and the parcel located at the rear of No. 34 MacLeod Street, being part of Lot 9, Plan 3244, be declared surplus to the City's requirements and offered for sale to the respective abutting property owners and all steps necessary to comply with By-law 551-1998 be taken; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**21. DECLARATION AS SURPLUS
PARCEL OF VACANT LAND LOCATED BETWEEN 197 AND 205 RALEIGH
AVENUE - (WARD 35 – SCARBOROUGH SOUTHWEST).**

Commissioner of Corporate Services.
(December 8, 2000)

Recommending that:

- (1) the parcel of vacant land located between Nos. 197 and 205 Raleigh Avenue, being Lots 230, 231 and 232 on Plan 1882, be declared surplus to the City's requirements and offered for sale on the open market and all steps necessary to comply with By-law 551-1998 be taken; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**22. PURCHASE OF RAVINE LANDS LOCATED AT
REAR OF 33 KIMBARK BLVD., KIMBARK/COLDSTREAM RAVINE
(WARD 16 – EGLINTON-LAWRENCE).**

**(NOTE: A REPORT FROM THE COMMISSIONER OF CORPORATE
SERVICES RESPECTING THE FOREGOING MATTER WILL BE
DISTRIBUTED PRIOR TO THE MEETING.)**

**23. POSSIBLE POLICY DIRECTIONS FOR COUNCILLORS
CONSTITUENCY OFFICES AND PROPOSALS FOR USE
OF CITY HALL SECOND FLOOR VACANT OFFICE SPACE.**

**(NOTE: A REPORT FROM THE COMMISSIONER OF CORPORATE
SERVICES RESPECTING THE FOREGOING MATTER WILL BE
DISTRIBUTED PRIOR TO THE MEETING.)**

ANY OTHER MATTERS.