

**THE CITY OF TORONTO**

**City Clerk's Division**

**Minutes of the Administration Committee**

**Meeting No. 4**

**Tuesday, February 20 and 27, 2001.**

The Administration Committee met on Tuesday, February 20 and 27, 2001, in Committee Room 1, 2nd Floor, City Hall, Toronto.

Attendance

Members were present for some or all of the time periods indicated.

**February 20, 2001**

	9:45 a.m. to	In-camera 12:45 p.m. to 2:25p.m.	
Councillor Lorenzo Berardinetti, Chair	X	X	
Councillor Sandra Bussin	X	X	
Councillor Rob Ford			
Councillor Doug Holyday	X	X	
Councillor David Miller	X		
Councillor Frances Nunziata Vice-Chair	X	X	
Councillor Sherene Shaw	X	X	
Councillor David Soknacki	X	X	

**February 27, 2001**

	9:45 a.m. to 12:25	In-camera 12:30 p.m. to 1:20 p.m.	
Councillor Lorenzo Berardinetti, Chair	X	X	
Councillor Sandra Bussin	X	X	
Councillor Rob Ford			
Councillor Doug Holyday	X	X	
Councillor David Miller	X		
Councillor Frances Nunziata Vice-Chair	X	X	
Councillor Sherene Shaw	X		
Councillor David Soknacki	X	X	

**Confirmation of Minutes.**

On motion by Councillor Soknacki, the Administration Committee confirmed the minutes of the meeting held on February 6, 2001.

**4-1. 2001-2005 Capital Program.**

The Administration Committee had before it a communication (February 6, 2001) from the City Clerk, advising that the Administration Committee on February 6, 2001, received a presentation from the Chief Administrative Officer, Chief Financial Officer and Treasurer and the Commissioner of Corporate Services providing an over view of the 2001-2005 Capital Budget respecting:

- Fleet Management Services;
- Facilities and Real Estate;
- Finance Department; and
- Information and Technology; and

deferred consideration of the aforementioned budgets until the Special Meeting of the Administration Committee scheduled to be held on February 20, 2001.

Councillor David Shiner, Willowdale, appeared before the Administration Committee in connection with the foregoing matter.

Fleet Management Services:

- A. Councillor Soknacki moved that the Administration Committee recommend to the Budget Advisory Committee the adoption of the recommended Fleet Management Services 2001-2005 Capital Budget. **(Carried)**

Facilities and Real Estate:

- B. Councillor Soknacki moved that the Administration Committee recommend to the Budget Advisory Committee the adoption of the recommended Facilities and Real Estate 2001-2005 Capital Budget. **(Carried)**

Finance Department:

- C. Councillor Soknacki moved that the Administration Committee recommend to the Budget Advisory Committee the adoption of the 2001-2005 Capital Budget for the Finance Department subject to:

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- (i) deferring the Program Planning Information System Development project (FIN 000517) (\$108,000) to 2002;
- (ii) deferring implementation of the Zoo to the SAP FIS to 2002 budget year (\$962,000); and
- (iii) reducing the total project cost for Accounts Payable (FIN 000255) from \$2.385 M to \$1.985 M, being reduced by \$400,000 with the 2001 CFO/CAO recommended cash flow of \$2.035 M being reduced to \$1.135 M in 2001, and 2002 increasing from \$350,000 to \$850,000; and
- (iv) reducing the total project cost for SAP Upgrade \$4.6 M (FIN 000365) from \$4.006 M to \$3.4 M being reduced by \$600,000 with the 2001 CAO/CFO recommended cashflow of \$3.256 M being reduced to \$2.656 M. **(Carried)**

Information and Technology:

D. Councillor Soknacki moved that the Administration Committee recommend to the Budget Advisory Committee the adoption of the Information Technology recommended 2001-2005 Capital Budget subject to:

- (i) deferral of \$1.660 M (50 percent) of Data Retention Phase 11 Implementation (ITP8000198) to 2002 from 2001;
- (ii) deferral of \$1.550 M (50 percent) of Electronic Service Delivery (ITP000094) from 2001 to 2002;
- (iii) deferral of 50 percent of the \$2 M State of Good Repair component of the Data Warehousing Implementation Project, being a deferral of \$1 M from 2001 to 2002; and
- (iv) deferral of 100 percent of the Enhancement component of Data Warehousing Enterprise Implementation Project (ITP000222) being \$1.733 M from 2001 to 2002. **(Carried)**

(Budget Advisory Committee – March 5, 2001)

**(Clause No. 4(a) - Report No. 3)**

**4-2. 2001 Operating Budget.**

The Administration Committee had before it a communication (February 14, 2001) from the City Clerk, advising that the Administration Committee on February 6, 2001, received a presentation from the Chief Administrative Officer, the Chief Financial Officer and Treasurer and the Commissioner of Corporate Services providing an over view of the 2001 Operating Budget respecting:

Corporate Services:

- City Clerk's;
- Corporate Communications;
- Facilities and Real Estate;
- Fleet Management Services;
- Human Resources;
- Information and Technology;
- Legal; and
- Service Integration and Support.
  
- Finance.

Other:

- CAO's Office;
- Council; and
- Mayor's Office; and

deferred consideration of the aforementioned budgets until the Special Meeting of the Administration Committee scheduled to be held on February 20, 2001.

The Administration Committee also had before it the following communications:

- (i) (February 14, 2001) from Councillor Olivia Chow, forwarding a copy of the Youth Action Plan adopted by the Children and Youth Action Committee on February 6, 2001; and advising that one of the proposals is for a Youth Employment Initiative which would enable the hiring of 45 students into summer jobs in Councillors' offices; and recommending that the Toronto Youth Cabinet Employment Initiative Proposal be considered during the 2001 Operating budget Process.
  
- (ii) (February 19, 2001) from Ms. Ann Dembinski, President, CUPE Local 79, amongst other things urging the Administration Committee to recognize the importance of maintaining the front-line services provided by union employees in the Corporate Services and Finance Departments.

The following persons appeared before the Administration Committee in connection with the foregoing matter:

- Mr. Ken Amoroso, Membership Secretary, CUPE Local 79;
- Mr. Adrien Johnston, Toronto Youth Cabinet, and filed a communication dated April 22, 1998, from the City Clerk advising of the action taken by Council on April 16, 1998, respecting the employment of youth by Members of City Council;
- Ms. Ella Tsang;
- Mr. Okeima Laurence; and
- Mr. Michael Foderick.

The following Members of Council also appeared before the Administration Committee in connection with the foregoing matter:

- Councillor David Shiner, Willowdale;
- Councillor Jane Pitfield, Don Valley West;
- Councillor Joe Pantalone, Trinity-Spadina; and
- Councillor Michael Walker, St. Paul's.

**(NOTE: Subsequent to the February 20 and 27, 2001 meeting, the Administration Committee met again on March 5, 2001, to give further consideration to the 2001 Operating Budget (See March 5, 2001, Minute No. 5-1 for the Committee's decision respecting the 2001 Operating Budget.)**

**(Presentation material respecting the 2001 Operating Budget filed with Minute No. 4-1.)**

**(Clause No. 4(a) - Report No. 3)**

**4-3. Union Station – Proposal for a Governance Structure.**

The Administration Committee had before it a report (February 14, 2001) from the Chief Administrative Officer, recommending that:

- (1) the Mayor be authorized to execute a Memorandum of Understanding with representatives of the federal government to pursue the creation of a “distinct corporation” model as detailed herein for the governance of Union Station which would include a federal contribution of \$25 million to the redevelopment of the Station;
- (2) the City Solicitor prepare the appropriate legislation, in consultation with federal and provincial government officials, to create a corporate entity to oversee the redevelopment of Union Station and all other By-laws and other documentation required to establish a corporate entity in accordance with the Memorandum of Understanding; and
- (3) appropriate City staff be authorized and directed to take all necessary actions to give effect thereto.

On motion by Councillor Miller, the Administration Committee recommended to Council the adoption of the foregoing report.

**(Clause No. 1 - Report No. 3)**

**4-4. Fleet Services Future Plan.**

The Administration Committee had before it a joint report (February 12, 2001) from the Commissioner of Corporate Services, the Commissioner of Economic Development, Culture and Tourism, and the Commissioner of Works and Emergency Services, attaching the Fleet Services Future Plan which outlines strategies to ensure fiscal performance, establish customer satisfaction, “green” the fleet, insure safety and compliance and mobilize staff as requested y the Administration Committee on June 27, 2000; and recommending that this report be received for information.

The Administration Committee recommended to Council the adoption of the Fleet Services Future Plan embodied in the foregoing joint report.

(Budget Advisory Committee; c: Commissioner of Corporate Services; Commissioner of Economic Development, Culture and Tourism; Commissioner of Works and Emergency Services - February 20, 2001)

**(Clause No. 3 - Report No. 3)**

**4-5. Request for Expressions of Interest No. 9155-01-7001  
to Restore, Develop and Operate Union Station  
(Ward 28 - Toronto Centre-Rosedale).**

The Administration Committee had before it a joint report (February 14, 2001) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer, recommending that:

- (1) the Commissioner of Corporate Services be authorized to undertake the necessary studies and other preparatory work in order for the City to issue a Request for Proposals to restore, develop and operate Union Station and to report on the terms for such a Request for Proposals to the Administration Committee meeting to be held in May, 2001;
- (2) Landau and Heyman, Union Pearson Group Inc., and Union Place Development Corporation, the top scoring respondents from the Request for Expressions of Interest as evaluated by the Evaluation Team, be pre-qualified as the only participants in the Request for Proposals to restore, develop and operate Union Station;
- (3) Marshall Macklin Monaghan and Davies Ward Phillips & Vineberg, LLP be retained in order to continue to provide advice and assistance as required to prepare and issue the Request for Proposals, at a cost not to exceed \$350,000 and to be funded from the net revenues at Union Station; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

Mr. Art McIlwain, Chief Executive Officer, Urquhart Consortium Inc., appeared before the Administration Committee in connection with the foregoing matter.

Councillor Pam McConnell, Toronto Centre-Rosedale, also appeared before the Administration Committee in connection with the foregoing matter.

On motion by Councillor Nunziata, on behalf of Councillor McConnell, the Administration Committee recommended to Council the adoption of the joint report (February 14, 2001) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer subject to amending Recommendation No. (1) by adding thereto the following words “such report to include how the terms of the RFP can address the Walk and Gardens Trust”, so that such Recommendation now read as follows:

“(1) the Commissioner of Corporate Services be authorized to undertake the necessary studies and other preparatory work in order for the City to issue a Request for Proposals to restore, develop and operate Union Station and to report on the terms for such a Request for Proposals to the Administration Committee meeting to be held in May, 2001, such report to include how the terms of the RFP can address the Walk and Gardens Trust;”.

**(Clause No. 2 - Report No. 3)**

**4-6. E-Procurement.**

The Administration Committee had before it a report (February 15, 2001) from the Chief Financial Officer and Treasurer, addressing purchasing activity in the last 3 years (1998 – 2000) and possible savings from the implementation of e-procurement; and recommending that, subject to the approval of the Finance Department Capital Budget submission on e-procurement, a study be undertaken in 2002 by a consultant to identify the City’s requirements, quantify benefits and provide a strategy for realizing savings from the implementation of the e-procurement project.

On motion by Councillor Soknacki, the Administration Committee:

- (1) referred the aforementioned report back to the Chief Financial Officer and Treasurer for consideration as part of the 2002 budget deliberations; and
- (2) requested the Chief Financial Officer and Treasurer, in consultation with the Director of Information and Technology, to submit a report to the Administration Committee on how the recommendations fit within the Corporate IT strategy and priorities, and whether the Corporation is prepared to implement e-procurement.



Chief Financial Officer and Treasurer; c: Commissioner of Corporate Services; Director, Information and Technology - February 20, 2001)

**(Clause No. 4(b) - Report No. 3)**

**4-7. The Way Out of This Mess - Staying the Course Through the Crisis - a Budget Proposal to Preserve a Liveable Toronto.**

On motion by Councillor Miller, the Administration Committee:

- (1) requested the City Clerk to circulate the proposal entitled "The Way Out of this Mess – Staying the Course Through the Crisis – A Budget Proposal to Preserve a Liveable Toronto" dated February 26, 2001 to Members of the Administration Committee; and
- (2) requested the Commissioner of Corporate Services to submit a report to the Budget Advisory Committee on the possibility of mortgaging Metro Hall as set out in the aforementioned document.

(All Members of the Administration Committee; Commissioner of Corporate Services - February 20, 2001)

**(Clause No. 4(c) - Report No. 3)**

The Committee adjourned its meeting at 1:25 p.m.

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Chair