

**THE CITY OF TORONTO**

**City Clerk's Division**

**Minutes of the Special Meeting of the Administration Committee**

**Meeting No. 5**

**Monday March 5, 2001.**

The Administration Committee met on Monday, March 5, 2001, in Committee Room 2, 2nd Floor, City Hall, Toronto, commencing at 11:43 a.m. to give further consideration to the 2001 Operating Budget.

Attendance

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

	11:43 a.m. to 12:16 p.m.
Councillor Lorenzo Berardinetti, Chair	X
Councillor Sandra Bussin	X
Councillor Rob Ford	X
Councillor Doug Holyday	X
Councillor David Miller	X
Councillor Frances Nunziata Vice-Chair	X
Councillor Sherene Shaw	X
Councillor David Soknacki	X

**5-1. 2001 Operating Budget – Corporate Services Department.**

The Administration Committee again had before it the following communications, copies of which are filed with Minute No. 4-1:

- (i) (February 6, 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 overview of the 2001 Operating Budget respecting:

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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;

- (ii) (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; and
- (iii) (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 at the meeting of the Committee held on February 20, 2001:

- 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;

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- 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 at the meeting of the Committee held on February 20, 2001:

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

In those instances where Councillor Berardinetti made a motion, he vacated the Chair and appointed Councillor Nunziata as Acting Chair.

The Administration Committee on February 20 and 27, 2001, and March 5, 2001, reviewed the 2001 Operating Budget for the Administration Committee and took the following action in regard thereto:

(1) Corporate Services Department:

(I) recommended to the Budget Advisory Committee:

- (i) that the 2001 Operating Budget of the Corporate Services Department portfolio (City Clerk's Division, Corporate Communications, Facilities and Real Estate, Human Resources, Information and Technology, Legal Services and Service Integration and Support) be set at the same levels as the 2000 net Operating Budget with the exception of Fleet Management Services; and

requested the Commissioner of Corporate Services to submit a report to the Budget Advisory Committee on how the foregoing Recommendation No. (I) (i) of the Administration Committee can be achieved and the impacts of any reductions; and  
**(Moved by Councillor Berardinetti and Carried.)**

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- (ii) that it recommend to Council that City employees be permitted to request five (5) days voluntary unpaid leave of absence to a reduction in annual salary of 1.92 percent to be spread over the number of pay periods remaining in the current calendar year; and

requested the Commissioner of Corporate Services to consult with CUPE Local 79, Local 416 and Representatives of COTAPSAI regarding the foregoing Recommendation No. (I) (ii) of the Administration Committee and submit a report thereon to the Budget Advisory Committee. **(Moved by Councillor Berardinetti and Carried.)**

(II) Fleet Management Services:

Recommended to the Budget Advisory Committee:

- (i) that the Fleet Services 2001 recommended gross budget be adjusted to align with the 2000 budget actuals in all areas with the exception of fuel and salary costs and that fuel costs for 2001 be projected based on the prices set out in the newly awarded contract for fuel approved at the Council meeting of January 31, February 1 and 2, 2001;
- (ii) that Fleet Services be directed to aggressively explore opportunities to outsource parts supply, including developing just-in-time inventory supply channels and report thereon to the Administration Committee on the targeted savings to be achieved by such a strategy no later than May, 2001;
- (iii) that it recommend to Council that a formal request be sent to both the Province of Ontario and the Government of Canada for an exemption from fuel taxes on all City fuel purchases; and
- (iv) that the Commissioner of Corporate Services be directed to advise all Departments that vehicles which remain unallocated as of March 1, 2001, will no longer be repaired or have access to the automated fuel system. **(Moved by Councillor Sognacki and Carried.)**

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The Administration Committee reported, for the information of the Budget Advisory Committee having:

- (A) requested the Commissioner of Corporate Services to submit a report to the Administration Committee for its meeting scheduled to be held on March 27, 2001:
  - (a) on the status of any remaining unallocated vehicles; and **(Moved by Councillor Soknacki and Carried.)**
  - (b) on the progress to date, and work still required to standardize vehicle specifications, such report to also include current constraints to standardization and the future financial impacts of such standardization; and **(Moved by Councillor Soknacki and Carried.)**
- (B) referred the following motion to the Commissioner of Corporate Services with a request that she consult with Councillor Jane Pitfield in regard thereto: **(Moved by Councillor Berardinetti and Carried)**

Moved by Councillor Jane Pitfield:

- “(1) that the Fleet Future Plan be modified to include:
  - (i) savings targeted to be realized over the next five years;
  - (ii) financial policies to be followed to ensure there is no confusion from interim policy changes;
  - (iii) potential plan for Alternative Service Delivery for fleet maintenance;
  - (iv) establishment of standard labour hours for routine maintenance jobs; and

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- (v) benchmarking of garage labour output in relation to standard time based on industry standards for routine maintenance jobs (Chilton Manual);
- (2) that the grossing up of the Fleet Budget be deferred until after the establishment of the savings target to be achieved over the next five years;
- (3) that the Fleet Services Division be requested to provide information respecting the attached form, entitled "City of Toronto Year 2001 Budget Issues, Year 2001 Budget Analysis for Garage Operations";
- (4) that the Fleet Services Division be requested to identify the portion of fleet to be replaced that is at least one year past its replacement life cycle;
- (5) that the Fleet Services Division be requested to identify potential savings in fleet maintenance cost consistent with page 9 of the Fleet Future Plan in relation to the replacement of the fleet that is at least one year past its replacement life cycle;
- (6) that replacement of all fleet that is not at least one year past the replacement life cycle be deferred to year 2002;
- (7) that based on the chart on average maintenance cost of pickups on page 9 of the Fleet Services Future Plan, the recommended replacement cycle be established at 11 years instead of 8 years;
- (8) that the Fleet replacement budget for year 2001 be submitted consistent with the recommendations herein for replacement of vehicles that are one year past their replacement life cycle;

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- (9) that the City Auditor be requested to evaluate the current effectiveness of the M4 system in Fleet Management Services and report to the Budget Advisory Committee on:
  - (i) the manner and purpose for which the M4 system is currently being used;
  - (ii) whether programs are provided with detailed billings respecting work carried out on fleet and fuel consumed;
  - (iii) whether cost recovery by Fleet Management Services is based on ad hoc estimates or the extent work done on individual vehicles;
  - (iv) whether billing for garage services is based on standard hours per job based on industry standards or on the basis of actual hours spent on job;
  - (v) total labour hours charged to work orders during 2000; and
  - (vi) nominal average cost per labour hour charged to work orders based on the actual expenditures incurred in year 2000; and
  
- (10) that in June 2000, when reviewing the Variance Report for 1999, it was stated that the Fleet Services had realized \$4 M in savings and the City Auditor was requested to verify that claim and submit a report thereon to the Policy and Finance Committee; that to date the report has not been submitted to the Policy and Finance Committee, and requesting again that the

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aforementioned report from the City Auditor be submitted to the Administration Committee and the Policy and Finance Committee.”;

(C) requested the Commissioner of Corporate Services to submit a report to the Budget Advisory Committee:

(i) on how savings from the reduction in external consultants can partially be redirected to augment internal expertise in areas such as organizational efficiency and corporate policy and research; and **(Moved by Councillor Miller and Carried.)**

(ii) on charging for all parking in City Hall and Metro Hall. **(Moved by Councillor Miller and Carried.)**

(III) City Clerk’s Division:

Requested the City Clerk to submit a report to the Budget Advisory Committee:

(i) on a process to expand the possible use of the election voting machines in other jurisdictions with associated costs; **(Moved by Councillor Berardinetti and Carried.)**

(ii) on the full operating capital costs of providing election services to other municipalities, such service to operate at a net profit to the City and at no cost to the Toronto taxpayers; **(Moved by Councillor Miller and Carried.)**

(iii) on what options would be available in terms of Alternate Service Delivery with respect to Printing Services and Archiving; whether there are any savings, benefits or potential revenues in divesting, partnering or expanding these functions; such report to also include a comparison of costs with the private sector and the proportion of City printing



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handled by the Printing and Distribution Section;  
and **(Moved by Councillor Soknacki and Carried.)**

- (iv) on restoring the Remembrance Day Services at all currently served Civic Centre locations. **(Moved by Councillor Soknacki and Carried.)**

(IV) Corporate Communications:

- (1) requested the Commissioner of Corporate Services to submit a report to the Administration Committee summarizing communications needs and functions across the Corporation; a plan for centralizing and downsizing communications services; and a plan for cost savings associated with this reorganization to achieve a 5 percent budget reduction in 2001 and a further 5 percent budget reduction in 2002; and that the Commissioner report back to the Administration Committee no later than July, 2001 on the savings to be realized by this action; **(Moved by Councillor Soknacki and Carried.)**
- (2) requested the Commissioner of Corporate Services to submit a report to the Budget Advisory Committee:
  - (i) on the need to maintain media and creative services internally versus externally, including an analysis of customer satisfaction with the current service; and
  - (ii) providing a comparison of City public information function to other organizations; and how this function can be reduced in cost by either investing in additional technology or outsourcing. **(Moved by Councillor Soknacki and Carried.)**

(V) Facilities and Real Estate:

- (1) Recommended to the Budget Advisory Committee:
  - (i) that a cost/benefits analysis be undertaken by the Commissioner of Corporate Services to determine the potential cost savings of Alternate Service Delivery of building cleaning services within the Facilities and Real Estate Division of Corporate Services; **(Moved by Councillor Berardinetti and Carried.)**
  - (ii) that a limit be placed on the amount of land held on account by the Housing Portfolio for "Let's Build" to a maximum of \$5 million and that Real Estate staff be directed to immediately begin to dispose of the balance of the holdings; and **(Moved by Councillor Berardinetti and Carried.)**
  - (iii) that the Director of Real Estate be requested to increase the level of property sales; that two additional staff be added to the Real Estate section to help facilitate this increase; that these two staff persons be re-deployed from elsewhere in the Division and not be new staff; that the Director of Real Estate be authorized to backfill the positions of re-deployed staff with temporary staff; that any additional salary dollars for both backfill and re-deployed staff be paid from the additional cost savings from increased property sales; and that the Director of Real Estate be requested to report directly to the Budget Advisory Committee on the amount of extra revenue that can be achieved through these actions; **(Moved by Councillor Berardinetti and Carried.)**

- (2) requested the Commissioner of Corporate Services, in consultation with the Commissioner of Community and Neighbourhood Services, to submit a report to the Budget Advisory on the implications to the remaining “Let’s Build” projects that were put forward a year ago; **(Moved by Councillor Bussin and Carried.)**
  
- (3) requested the Commissioner of Community and Neighbourhood Services to submit a report to the Budget Advisory Committee providing the implications of the loss of funding incentives coming from the other jurisdictions with respect to the “Let’s Build” program; **(Moved by Councillor Bussin and Carried.)**
  
- (4) requested the Facilities and Real Estate Division to submit a report to the Budget Advisory Committee respecting the Division’s workplan showing the number of FTEs of each function and how projects are evaluated and prioritized; and **(Moved by Councillor Soknacki and Carried.)**
  
- (5) requested the Real Estate Division to institute a regular report with frequency at least quarterly, to the Administration Committee, establishing targets for the sale of properties in the City portfolio, number of properties proposed for sale in the last quarter, current status of such properties, number of months since proposed and/or designated surplus and other appropriate measures to assist in the management for the sale of surplus properties, the first of such report to be submitted to the Budget Advisory Committee as well. **(Moved by Councillor Soknacki and Carried.)**

(VI) Human Resources:

- (1) Recommended to the Budget Advisory Committee:
  - (A) the following additional reductions totalling \$478,700:

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- (i) eliminating Human Rights Investigation Services to departments and the Corporation for a savings of \$115.3;
  - (ii) decreasing Training and Development to departments (savings of \$242.9);
  - (iii) eliminating the influenza immunization Program being offered to employees at work locations for a savings of \$120.5; and **(Moved by Councillor Soknacki and Carried.)**
- (B) that the Province of Ontario be requested, through its influenza immunization program, to provide all City of Toronto staff with flu shots at appropriate locations within the City of Toronto; and as an alternative that the Province of Ontario be requested to reimburse the City for the cost of such programs; **(Moved by Councillor Miller and Carried.)**
- (2) requested the Commissioner of Corporate Services to submit a report:
- (i) directly to the Budget Advisory Committee providing a breakdown of functions within the Organizational Effectiveness, with the number of FTEs per function, the prioritization of these functions and what would be the impact of cuts on City Departments; **(Moved by Councillor Soknacki and Carried.)**
  - (ii) directly to the Budget Advisory Committee on alternate proposals on the level of additional cuts proposed by the Administration Committee that would achieve the proposed reduction; and **(Moved by Councillor Holyday and Carried.)**

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- (iii) to the Personnel Sub-Committee of the Administration Committee, by June, 2001, on how large organizations of the size of the City of Toronto are doing their recruiting process and whether there are options available to reduce the cost of the recruitment process. **(Moved by Councillor Soknacki and Carried.)**

(VII) Information and Technology:

- (1) requested the Commissioner of Corporate Services to submit a report to the Budget Advisory Committee reflecting an additional savings of \$2.5 M; **(Moved by Councillor Soknacki and Carried.)**
- (2) requested the Commissioner of Corporate Services to bring forward a strategic plan for the 2002 Budget cycle that includes an in-depth review of the hiring of outside consultants vs. the use of internal staff and the consequent costs/cost savings of each option; **(Moved by Councillor Soknacki and Carried.)**
- (3) requested the Commissioner of Corporate Services to develop a policy framework and report to the Administration Committee on revenue opportunities for services and products offered or planned by the Information and Products Division of IT (GIS and Electronic Services); and **(Moved by Councillor Soknacki and Carried.)**
- (4) requested the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer to submit a report by September 2001, to the Administration Committee on charging programs for the cost of desktop computing; and the allocation of Applications Delivery staff to the various City programs and to make recommendations for the 2002 Budget. **(Moved by Councillor Soknacki and Carried.)**

(VIII) Legal:

Requested the City Solicitor to submit a report to the Administration Committee, for consideration in the 2002 Operating Budget deliberations, respecting special purpose costs such as outside legal costs for planning applications, divided by Department; and that this request be incorporated in the overall report being prepared by the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer for submission to the June, 2001, meeting of the Administration Committee. **(Moved by Councillor Soknacki and Carried.)**

(2) Finance Department:

The Administration Committee:

- (1) forwarded confidential recommendations from its meeting on February 20, 2001, to the Budget Advisory Committee respecting the Finance Department's 2001 Operating Budget; **(Moved by Councillor Soknacki and Carried.)**
- (2) further recommended to the Budget Advisory Committee that the Chief Financial Officer and Treasurer, as part of the 2001 Budget process, be requested to report as a separate line item for all programs in the City, amounts that are paid for professional services, technical services and contracted costs; and **(Moved by Councillor Soknacki and Carried.)**
- (3) requested the Chief Financial Officer and Treasurer to submit a report to the Administration Committee and the Budget Advisory Committee on the tax collection function and how the City can maximise City revenues, including tax penalties. **(Moved by Councillor Soknacki and Carried.)**

(3) Other:

(I) Chief Administrator's Office:

- (1) recommended to the Budget Advisory Committee the adoption of the Chief Administrator's Office recommended 2001 Operating Budget; and
- (2) requested the Chief Administrative Officer to:
  - (i) submit a report to the Policy and Finance Committee, through the Provincial Offences Act Task Force, on continued City participation with respect to the Provincial Offences Act, such report to include anticipated operating costs, capital costs and any risks to the City; and **(Moved by Councillor Soknacki and Carried.)**
  - (ii) submit, to the Budget Advisory Committee, a list of all fees paid to consultants, broken down by department, such report to identify, if cuts are recommended, where those cuts will be compensated. **(Moved by Councillor Nunziata and Carried.)**

(II) Council Budget:

- (1) recommended to the Budget Advisory Committee the adoption of the Council 2001 recommended Operating Budget subject to the following:
  - (i) that the City Clerk be directed to phase out the corporate vehicle service for Councillors by the end of the year 2001; **(Moved by Councillor Soknacki and Carried.)**
  - (ii) that the Human Resources Division, be directed to attempt to place Council Drivers/Pool Chauffeurs elsewhere within the City of Toronto in accordance with City policy and collective agreements; **(Moved by Councillor Soknacki and Carried.)**

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- (iii) that any costs that will be incurred from other transportation and parking by Councillors from the elimination of Council Transportation be paid for within Councillors' Global Budget; **(Moved by Councillor Soknacki and Carried.)**
  - (iv) that Councillors and Council staff current salary levels be frozen for two years commencing with the approval of the 2001 Operating Budget; **(Moved by Councillor Soknacki and Carried.)**
  - (v) that Councillors' Global Office Budget be reduced by \$10,000.00 each; and **(Moved by Councillor Soknacki and Carried.)**
  - (vi) that Members of Council who are not elected or appointed to the executive, board, section executive, task force or committee of the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), the International Union of Local Authorities (IULA), the World Association of Major Metropolis (WAMM), the Ontario Good Roads Association (OGRA) or the International Council for Local Environment Issues (ICLEI) and who wish to attend the annual meetings for any of these associations shall pay such costs from their global office budgets not from the Council Business Travel account, such policy not to affect existing booked trips; **(Moved by Councillor Berardinetti and Carried.)**
- (2) requested the Chief Administrative Officer to submit to the Budget Advisory Committee, the number of Members of Council who are Members of various Clubs which are paid for by the City, such list to identify the Club to which they belong; and **(Moved by Councillor Bussin and Carried.)**



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- (3) requested the Commissioner of Corporate Services to submit a report to the Budget Advisory Committee on the impact of measures passed by Council at its meeting held on January 30 and 31, 2001, and February 1, 2001, with respect to constituency office space, such report to include the amount reduced in office budgets and amount of floor space made available. **(Moved by Councillor Soknacki and Carried.)**

(III) Office of the Mayor:

- (1) recommended to the Budget Advisory Committee the adoption of the Mayor's Office recommended 2001 Operating Budget subject to the following:
  - (i) the current salary level of the Mayor and the Mayor's staff be frozen for two years commencing with the approval of the 2001 Operating Budget; **(Moved by Councillor Soknacki and Carried.)**
  - (ii) the Mayor's 2001 Operating Budget be reduced to \$1,330.6 M; **(Moved by Councillor Miller and Carried.)**
  - (iii) the Corporate Vehicle Service for the Mayor's office be phased out by the end of the year 2001; **(Moved by Councillor Bussin and Carried.)**
  - (iv) the Human Resources Division be directed to attempt to place the Mayor's Chauffeur elsewhere within the City of Toronto in accordance with City policy and collective agreements; and **(Moved by Councillor Bussin and Carried.)**

- (2) requested the Chief Financial Officer and Treasurer, in consultation with the Office of the Mayor, to submit a report to the Budget Advisory Committee:
  - (i) providing a breakdown of the Mayor's office expenses;
  - (ii) on the Mayor's office travel budget, including travel that is paid for out of other departments budgets; and including the trip made by the Mayor to Sydney, Australia last year and the cost therefor; **(Moved by Councillor Miller and Carried.)**
  - (iii) in terms of how the Mayor's office is able to access support from other departments; and **(Moved by Councillor Bussin and Carried.)**
  - (iv) on the various Club Memberships by the Mayor that is paid for by the City. **(Moved by Councillor Bussin and Carried.)**

The following motions were voted on and lost, determined to be redundant, ruled out of order or withdrawn:

Chief Administrator's Office:

Councillor Soknacki moved that the Chief Administrative Officer be requested to submit a report to the Budget Advisory Committee on the impact in service, recommendations to implement, and cost savings for a pro-rata decrease in the CAO's Office equal to the approximately \$440,000.000 decrease in the Council Budget. **(Lost)**

Councillor Miller moved that the Administration Committee recommend to the Budget Advisory Committee that the CAO's Budget be approved at the phase 1 reduction level of \$5.429.02. **(Lost)**

Council Budget:

Councillor Miller moved that the funds for Councillors transportation be taken from the Council Transportation Budget. **(Lost)**

Councillor Holyday moved that the Committee recommend to Council that the Transportation Services for Councillors be eliminated effective immediately. **(Lost)**

Councillor Soknacki moved that the City Clerk be requested to maximize any savings that can be accrued within the \$308.0 thousand 2001 budget request for Council Transportation. **(Redundant)**

Councillor Nunziata moved that the Councillor's Global Budget be reduced to \$40,000.00. **(Lost)**

Mayor's Budget:

Councillor Soknacki moved that the Committee recommend to the Budget Advisory Committee that the Mayor's 2001 Operating Budget be adopted and the Mayor's Office be requested to provide savings prorata similar to the reduction in the Council Budget, to a minimum of \$50,000.00. **(Lost)**

Finance:

Councillor Soknacki moved that the Chief Financial Officer, in consultation with the BIA's and the Toronto Association of BIAs be requested to report to the Budget Advisory Committee on the support costs for BIA's and ways to reduce cost. **(Lost)**

Clerk's Budget:

Councillor Soknacki moved that the City Clerk be requested to submit a report to the Budget Advisory Committee providing recommendations to re-organize the Committee and Council structure to reduce Secretariat staffing, costs and or improve services. **(Ruled out of order)**

Facilities and Real Estate:

Councillor Berardinetti, on behalf of Councillor Pitfield, moved that the Commissioner of Corporate Services be requested to submit a report to the Budget Advisory Committee providing a breakdown of property issuance costs for all City-owned properties. **(Lost)**

General:

Councillor Bussin moved that the Chair of the Administration Committee be requested to arrange a special meeting of the Administration Committee to give further consideration to the Budget prior to it being submitted to the Budget Advisory Committee. **(Lost)**

Councillor Soknacki moved that the Commissioner of Corporate Services, in consultation with the Chief Administrative Officer, be requested to submit a report to the Budget Advisory Committee with a quantification of the anticipated benefits, costs and savings with respect to Alternative Service Delivery options and whether any measures could be implemented within the 2001 Budget year. **(Withdrawn)**

(Chief Financial Officer and Treasurer; Commissioner of Corporate Services; Commissioner of Economic Development, Culture and Tourism; Office of the Mayor; Chief Administrative Officer; City Clerk; City Solicitor; Commissioner of Community and Neighbourhood Services; c: Director, Service Improvement and Innovation; Mr. Jim Hart, Director, Council and Support Services; Director, Corporate Communications; Director, Facilities and Real Estate; Senior Director, Master Accommodation Plan; Director, Fleet Management Services; Executive Director, Human Resources; Mr. Ken Amoroso, Membership Secretary, CUPE Local 79; Mr. Adrien Johnston, Toronto Youth Cabinet; Ms. Ella Tsang; Mr. Okeima Laurence; Mr. Michael Foderick – March 5, 2001.)

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

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The Administration Committee adjourned its meeting at 12:16 p.m.

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Chair