
ADMINISTRATION COMMITTEE

Date of Meeting: Thursday, January 17 and 24, 2002 **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.**

CONFIRMATION OF MINUTES.

DEPUTATIONS/PRESENTATIONS - The List will be distributed at the meeting.

JANUARY 17, 2002

Respecting Item No. 1: 2:00 P.M.
**Staff Presentation respecting the 2002 Capital and Operating
Budgets.**

JANUARY 24, 2002

Respecting Item No. 1: 10:00 A.M.
**Deputations respecting the 2002 Capital and Operating
Budgets.**

COMMUNICATIONS/REPORTS.

1. 2002 CAPITAL AND OPERATING BUDGETS.

**(STAFF PRESENTATION – JANUARY 17, 2002 – 2:00 P.M.)
(DEPUTATIONS - JANUARY 24, 2002 – 10:00 A.M.)**

Presentation by the Commissioner of Corporate Services and relevant staff respecting the 2002 Capital and Operating Budgets with respect to:

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.

(NOTE: CAPITAL AND OPERATING BUDGET MATERIAL WILL BE DISTRIBUTED AS SOON AS IT IS AVAILABLE.)

1(a) FISCAL SUSTAINABILITY PRINCIPLES AND FINANCIAL PRIORITY SETTING.

City Clerk

(December 10, 2001)

Forwarding Clause No. 1 contained in Report No. 16 of The Policy and Finance Committee, headed "Fiscal Sustainability Principles and Financial Priority Setting", which was adopted, without amendment, by the Council of the City of Toronto at its meeting held on December 4, 5 and 6, 2001; and advising that in adopting the Clause, Council referred the:

- (1) fiscal principles to the Budget Advisory Committee, the Standing Committees, the Chief Administrative Officer and the Acting Chief Financial Officer, as

guidelines for use in responding to the City's fiscal issues and financial pressures;
and

- (2) Priority Setting to the Standing Committees and Budget Advisory Committee for use in assessing service level changes for City programs and setting financial priorities for the City.

2. CREATION OF DIRECTOR LEVEL POSITIONS.

Councillor Jane Pitfield.

(December 27, 2001)

Advising that during the business year of 2000 and 2001, a total of 13 new Director positions were created for various departments across the City without the approval of City Council; that each newly created position has a salary of approximately \$120,000.00 plus fringe benefits at a rate of 23 percent bringing the total to \$150,000.00; that with each additional new director comes the gradual increase in staff and costs; that the establishment of director level positions should not be created at the discretion of a Commissioner but a solid case with justification should be made and presented to Committee and final approval from Council; and requesting that this matter be considered by the Committee.

3. BENEFIT COVERAGE – FORMER MUNICIPALITY OF METROPOLITAN TORONTO OVER AGE 65 RETIREES.

City Clerk.

(November 27, 2001)

Advising that the Personnel Sub-Committee on November 27, 2001:

- (1) recommended to the Administration Committee that the report (November 19, 2001) from the Acting Chief Financial Officer be adopted, subject to including prescription drug coverage within Ontario as per the inclusion of the group benefit plan for Sun Life effective January 1, 1997, only for the retirees who have made claims prior to November 27, 2001;
- (2) requested the Acting Chief Financial Officer to submit a report, directly to the Administration Committee, scheduled to be held on January 24, 2002, on:
 - (a) the legal consequences of grandfathering these retirees; and
 - (b) the eligibility for retirees for prescription drug coverage and to also comment on Councillor Holyday's comments with respect to these negotiations;

- (3) requested the Acting Chief Financial Officer to forward to the City Solicitor a copy of the outside legal opinion which was provided to the Director of Pension, Payroll and Employee Benefits;
- (4) directed that the Group Benefits Plan booklet be referred to the City Solicitor for a report thereon directly to the Administration Committee scheduled to be held on January 24, 2002, on the legal implications to the affected group of retirees based on the representations made in The Sun Life Group Benefits Plan booklet effective January 1, 1997.

4. POLICY STATEMENT AND GUIDELINES FOR POLITICAL ACTIVITIES OF CITY GRANT RECIPIENTS.

Acting Commissioner of Community and Neighbourhood Services.
(December 20, 2001)

Responding to a direction from the Administration Committee from its meeting held on September 6, 2001, regarding the development of a policy statement and guidelines for the political activities of organizations in receipt of City grants; and recommending that:

- (1) the request for a policy statement and guidelines be referred to the Grants Sub-Committee for inclusion in its current review of the City of Toronto Grants Policy, being reported out in mid-2002 and that such a policy and guidelines be developed in consultation with stakeholders; and
- (2) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

5. CITY OF TORONTO MULTILINGUAL SERVICES POLICY.

(DEPUTATION ITEM.)

Commissioner of Corporate Services
(December 17, 2001)

Describing the results of the consultations with the Race and Ethnic Relations Committee and the French Committee regarding a City of Toronto Multilingual Services Policy as directed by the Administration Committee on October 16, 2001, when it gave consideration to a report (October 2, 2001) from the Commissioner of Corporate Services entitled "City of Toronto Multilingual Services Policy" (Appendix 1); advising that there is a small financial impact as a result of the recommendations of this report; that increasing the volume of French translations to ensure that French is included on all documents where another language is provided (in full or in summary form) will cost the

City an additional estimated \$8,000 per year; that this cost will be spread across all departments; thus the impact will be fairly insignificant on each individual department or service area; and recommending that the City of Toronto approve the Multilingual Services Policy as submitted with the following additions to it:

- (a) Page 4 Under (3) French Language Services:

The third paragraph will now read: “This policy recommends that French translation of documents be provided (in full or in summary form) whenever public information materials are translated into another language. Excepted from this is the purchase of advertising which is addressed separately in this policy.”

- (b) Page 3-4 Under (2) Guidelines for Determining Priorities for Multilingual Services add the following two paragraphs:

“The City of Toronto Advertising Policy, adopted by Council at its meeting of July 24, 2001, addresses the purchase of advertising in newspapers that publish in languages other than English. The Advertising Policy states that ‘much of the City’s social marketing/public information advertising is directed at those most in need. There are instances where mainstream outlets do not reach the target audiences for these messages. Therefore, advertisements may be placed in newspapers that publish in languages other than English.’

The Advertising Policy also states ‘that advertising be based on a communications plan which includes identification and assessment of the target audience and how best to reach the target audience within budget’;” and

- (c) Page 4-5 Under (4) General Operating Procedures add the following sentence: “(g) That the City of Toronto work with the City of Toronto French Committee to ensure the delivery of cost effective multilingual services to the French community using the existing French networks.”

6. MASONRY CONSERVATION PHASE III, TORONTO OLD CITY HALL, 60 QUEEN STREET WEST, PROJECT NO. 169M-2001, TENDER CALL NO. 192-2001 - (WARD NO. 27- TORONTO CENTRE-ROSEDALE).

Commissioner of Corporate Services.
(December 12, 2001)

Seeking the Committee’s authority and requesting confirmation to extend Project No. 169M-2001 to cover the costs associated with the work of the base section of the Clock Tower at Old City Hall to accommodate the masonry conservation work of the whole Clock Tower; advising that funds in the amount of \$311, 000 are available in the following account: Asset Preservation CCA088-01; and recommending that Project No. 169M-2001 masonry conservation, Phase III, Toronto Old City Hall be extended by an

amount of \$311, 000.00 to cover the costs associated with the masonry conservation work of the base section of the Clock Tower to accommodate the masonry conservation work of the whole Clock Tower.

7. ROOF REFURBISHMENT PHASE IV, TORONTO OLD CITY HALL, 60 QUEEN STREET WEST, PROJECT NO. 169R-2001, TENDER CALL NO. 191-2001 - (WARD NO. 27- TORONTO CENTRE-ROSEDALE).

Commissioner of Corporate Services.
(December 12, 2001)

Seeking the Committee's authority and requesting confirmation to extend Project No. 169R-2001 to cover the costs associated with the work of the copper roof to accommodate the masonry restoration work of the remaining nine chimneys; advising that funds in the amount of \$331, 721.00 are available in the following account: Asset Preservation CCA088-02; and recommending that Project No. 169R-2001 Roof Refurbishment, Phase IV, Toronto Old City Hall be extended by an amount of \$331,721.00 to cover the costs associated with the work of the copper roof to accommodate the masonry restoration work of the remaining chimneys.

8. REQUEST FOR QUOTATION NO. 3302-00-3192 FOR THE SUPPLY AND DELIVERY OF STATIONARY/OFFICE SUPPLIES.

City Clerk.
(January 3, 2002)

Advising that the Bid Committee on January 3, 2002, adopted a report (December 18, 2001) from the Acting Chief Financial Officer respecting Request for Quotation No. 3302-00-3192 for the Supply and Delivery of Stationary/Office Supplies wherein it is recommended that:

- (1) the Bid Committee authorize the extension of a pro rata portion of the contract for the supply and delivery of Stationary/Office Supplies in the estimated amount of \$1,000,000.00 including all taxes and charges which is equal to the amount of approved interim estimates, with the current supplier, Grand & Toy – A Boise Cascade Office Products Company, to address the necessity of having a supply of Stationary/Office Supplies for the first quarter of 2002, pending Administration Committee and Council approval of the exercise of the option for the balance of the second year; and
- (2) the balance of the second year option be referred to the Administration Committee and Council for approval to award the pro rata portion of the contract to Grand & Toy – A Boise Cascade Office Products Company in the estimate of

\$1,500,000.00 including all charges and taxes, for the supply and delivery of Stationary/Office Supplies for 2002.

**9. 2001 FOURTH QUARTERLY REPORT ON SALES
(ALL WARDS).**

Commissioner of Corporate Services
(December 19, 2001)

Providing the 2001 fourth quarterly report on the sale of properties in the City portfolio; advising that there are no financial implications arising from this report; that all properties which are identified as potentially surplus to Corporate needs are circulated for potential ABCD interest, if no interest is expressed or interest is not justified in the view of the Property Management Committee, the Commissioner of Corporate Services recommends to Council that the property be declared surplus, the property is then offered for sale and once a sale is approved by Council the property is removed from the Declared Surplus list and identified as a sale in progress; submitting a chart summarizing the beginning balance on the Declared Surplus list, the quarterly additions as a result of Council declaring property surplus and the quarterly deletions as a result of Council approving sales; and recommending that this report be received for information.

**10. REPORT ON HARDSHIP SITUATION
785 WOODBINE AVENUE
(SCARBOROUGH TRANSPORTATION CORRIDOR)
(WARD 32 – BEACH-EAST YORK).**

Commissioner of Corporate Services
(December 17, 2001)

Seeking authority to proceed with the sale of the surplus property identified as 785 Woodbine Avenue; advising that revenue will be generated from the eventual sale; and recommending that:

- (1) authority be granted to proceed with offering 785 Woodbine Avenue for sale on the open market; and
- (1) the appropriate City Officials be authorized and directed to give effect thereto.

**11. DECLARATION AS SURPLUS
973 LANSDOWNE AVENUE
(WARD 18 – DAVENPORT)**

Commissioner of Corporate Services; and
Acting Commissioner of Community and Neighbourhood Services
(December 19, 2001)

Recommending that:

- (1) the Property be declared surplus to the City's requirements, with the intended method of disposal to be by way of a long-term lease to Christie-Ossington Neighbourhood Centre or to another entity associated with and controlled by it and acceptable to the Acting Commissioner of Community and Neighbourhood Services, collectively and individually called Christie-Ossington Neighbourhood Centre, for transitional housing;
- (2) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code, be taken;
- (3) authority be granted for the Acting Commissioner of Community and Neighbourhood Services to enter into negotiations with Christie-Ossington Neighbourhood Centre for a long term lease, mortgage and other agreements deemed appropriate by the Acting Commissioner and the City Solicitor generally in accordance with the terms and conditions outlined in the body of this report and such other terms and conditions as are deemed appropriate by the Acting Commissioner of Community and Neighbourhood Services, in form acceptable to the City Solicitor, and to report back on the results of such negotiations; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**12. DECLARATION AS SURPLUS
267R AND 275 ONTARIO STREET
(WARD 28 – TORONTO-CENTRE ROSEDALE).**

Commissioner of Corporate Services; and
Acting Commissioner of Community and Neighbourhood Services
(December 11, 2001)

Recommending that:

- (1) the Property be declared surplus to the City's requirements, with the intended method of disposal to be by way of a long-term lease to St. Jude Community Homes or another entity associated with and controlled by St. Jude Community

Homes and acceptable to the Acting Commissioner of Community and Neighbourhood Services for transitional housing;

- (2) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken;
- (3) authority be granted for the Acting Commissioner of Community and Neighbourhood Services to enter into negotiations with St. Jude Community Homes for a long term lease, mortgage and other agreements deemed appropriate by the Acting Commissioner of Community and Neighbourhood Services and the City Solicitor generally in accordance with the terms and conditions outlined in the body of this report and such other terms and conditions deemed appropriate by the Acting Commissioner of Community and Neighbourhood Services in consultation with the City Solicitor, and to report back on the results of such negotiations; and
- (4) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**13. DECLARATION AS SURPLUS
205 YONGE STREET
(WARD 27 – TORONTO CENTRE ROSEDALE).**

Commissioner of Corporate Services
(December 19, 2001)

Recommending that:

- (1) authority be granted to enter into an encroachment agreement with 1036846 Ontario Limited in place of 1157123 Ontario Limited as outlined in the body of this report;
- (2) the City-owned property known municipally as 205 Yonge Street, described as being part of Park Lot 8, Concession 1 from the Bay and designated as PART 5 on Reference Plan 63R-4643, be declared surplus to the City's requirements and offered for sale on the open market and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**14. DECLARATION AS SURPLUS
TWO PARCELS OF VACANT LAND
LOCATED ON THE WEST SIDE OF THIRTIETH STREET
AND THE EAST SIDE OF THIRTY-SECOND STREET
(WARD 6 – ETOBICOKE-LAKESHORE).**

Commissioner of Corporate Services
(December 3, 2001)

Recommending that:

- (1) the parcel of vacant land on the west side of Thirtieth Street, being part of Lot 19 on Registered Plan 2130 and designated as Part 7 on 64R-12695, be declared surplus to the City's requirements and offered for sale to the abutting property owners;
- (2) the parcel of vacant land on the east side of Thirty-Second Street, being part of Lots 27, 28 and 29 on Registered Plan 1572 and designated as Parts 3, 4 and 5 on 64R-12695, be declared surplus to the City's requirements and offered for sale on the open market;
- (3) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken;
- (4) City Council approve, as the approving authority under the provisions of the *Expropriations Act*, the disposal of the parcel of vacant land on the east side of Thirty-Second Street without giving the original owners from whom the land was expropriated the first chance to repurchase; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

**15. SALE OF SURPLUS PROPERTY LOCATED AT 13 HUBBARD BOULEVARD,
TORONTO, THC:C2102.**

Chief Executive Officer, Toronto Housing Company.
(January 2, 2002)

Advising that Board of Directors of the Toronto Housing Company at its *in-camera* meeting on December 19, 2001, had before it the attached report (December 15, 2001) from the Chief Executive Officer, and recommending that:

- (1) the Board of Directors receive the attached report to the Administration Committee (December 19, 2001) regarding the sale of 13 Hubbard Boulevard; and

- (2) forward the report to the Administration Committee of the City of Toronto recommending the acceptance of the Offer of Purchase and Sale received from RDP, by City Council in the amount of \$917,000 as described in the report.

16. SALE OF SURPLUS PROPERTY LOCATED AT 15 HUBBARD BOULEVARD, TORONTO, (WARD 26 – EAST TORONTO) THC:C2103.

Chief Executive Officer, Toronto Housing Company.
(January 4, 2002)

Advising that City Council at its meeting held on April 23, 24, 25, 26 and 27, 2001, and its Special Meeting held on April 30, May 1 and 2, 2001 adopted, without amendment, Clause No. 12 contained in Report No. 5 of the Administration Committee, headed "Sale of Surplus Property Located at 15 Hubbard Boulevard", approving the disposal of the property by the Toronto Housing Company; that the Board of Directors of the Toronto Housing Company at its *in-camera* meeting on December 19, 2001, had before it the attached Report (December 15, 2001) from the Chief Executive Officer, respecting the sale of 15 Hubbard Boulevard, recommending that it be forwarded to the Administration Committee and City Council for information; and that the Board of Directors adopted the aforementioned report without amendment.

17. ACCESS LEGISLATION AND THE SAFETY FOOTWARE QUOTATION.

City Clerk
(December 10, 2001)

Advising the Administration Committee on the disclosure of information submitted in response to competitive bid processes in a manner consistent with the Municipal Freedom of Information and Protection of Privacy Act; that there are no financial implications resulting from this report; that the *Municipal Freedom of Information & Protection of Privacy Act* applies to all records submitted in a competitive bid process; that every competitive bid call issued by the Purchasing and Materials Management Division contains a notice advising bidders that submissions are subject to the disclosure requirements of the Act; that all requested information which does not fall within the mandatory protections afforded third party proprietary information is disclosed upon completion of statutory processes; and recommending that this report be received for information.

18. SECURITY ON THE TORONTO TRANSIT COMMISSION.

City Clerk, Race and Ethnic Relations Committee
(November 29, 2001)

The Race and Ethnic Relations Committee at its meeting held on November 6, 2001, recommended that:

- (1) Toronto Transit Commission (TTC) Security Services be requested to review their diversity training with respect to increasing the hours of training provided for sensitivity and human rights; and
- (2) the Toronto Transit Commission Security Services be requested to consult with appropriate community resources with regards to expanding their training program.

19. RECIPIENTS – 2001/2002 CITY OF TORONTO SCHOLARSHIPS AT THE UNIVERSITY OF TORONTO.

Chief Administrative Officer
(December 20, 2001)

Recommending that:

- (2) City Council extend its congratulations to the 2001/2002 recipients of the City of Toronto Graduate Scholarships at the University of Toronto:

Neetu Kumar, Graduate Scholarship in Women's Studies;
Eugenia Soprounova, Graduate Scholarship for Women in Mathematics; and
- (3) the appropriate City Officials be authorised and directed to take the necessary action to give effect thereto.

20. URBAN ABORIGINAL ECONOMIC DEVELOPMENT.

City Clerk, Aboriginal Affairs Committee
(January 2, 2002)

Advising that the Aboriginal Affairs Committee, at its meeting held on November 29, 2001, endorsed the joint report (July 27, 2000) from the Chief Financial Officer and Treasurer, the City Solicitor and the Commissioner of Economic Development, Culture and Tourism entitled "Urban Aboriginal Economic Development" wherein it is recommended that:

- (1) Purchasing and Materials Management continue to conduct the competitive bidding process in an open, fair and accessible manner that does not actively favour or give preferential treatment to any particular group;
- (2) set-aside programs for minority owned businesses/special interest groups not be established;
- (3) Economic Development, Culture and Tourism, in association with the Access and Equity Unit, Purchasing and Materials Management Division, and other related agencies, continue to work with the Aboriginal community and Aboriginal-run businesses to ensure access to the City's competitive bidding process, upcoming seminars, business counselling events and trade shows, and proceed in a strategy that will increase the visibility and accessibility of the competitive bidding process; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**21. PROTECTION OF THE IDENTITY
OF CANDIDATES APPLYING FOR
POSITIONS WITHIN THE CITY OF TORONTO.**

City Clerk

(November 14, 2001)

Advising that City Council, at its meeting held on November 6, 7 and 8, 2001, during consideration of the appointment of the Chief Administrative Officer, referred the following motion to the Administration Committee and the Ethics Steering Committee:

"It is recommended that the City investigate what steps can be taken to protect the identity of candidates who apply for positions within the City of Toronto."

22. RECAPP.

(DEPUTATION ITEM.)

Mr. Roy Shore, President and CEO, Physical Planning Technologies Inc.

(December 11, 2001)

Advising that his organization has developed a program (RECAPP) to assist in planning and managing current and future capital asset renewal requirements; and requesting an opportunity to appear before the Administration Committee to fully present RECAPP.

23. SWEATSHOP ABUSES IN THE GARMENT INDUSTRY.**(DEPUTATION ITEM.)**

Ms. Tina Conlon, Canadian Programme Officer,
Oxfam Canada, Ontario Region.
 (December 5, 2001)

Advising that Oxfam Canada volunteers are working with local unions and community groups to make sure that tax dollars do not go to sweatshops; that the City of Toronto spends millions of dollars each year on uniforms for police, firefighters and other public employees and that much of this money may be going to companies using sweatshops subjecting workers to unacceptable conditions and poverty wages; that over the past two years over 30 municipalities in the United States have passed procurement resolutions calling on their governments to avoid purchasing uniforms made in sweatshops; that in March of 2001, the New York City Council overwhelmingly passed an anti-sweatshop procurement bill which provides a good model for Toronto; and requesting an opportunity to appear before the Administration Committee on January 17, 2002, respecting this issue.

24. PHOTOCOPIER REQUEST FOR PROPOSALS.

Councillor Sandra Bussin.
 (November 13, 2001)

Forwarding a communication (November 13, 2001) from Mr. Bill Norgate, President, 4 Office Administration Ltd., addressed to various Members of Council regarding the March 27, 2001 meeting of the Administration Committee in connection with photocopier requests for proposals.

IN CAMERA In Accordance with the Municipal Act, a motion is required for the Committee to meet privately and the reason must be stated.

**25. INCAMERA
 SAVE THE ROUGE VALLEY SYSTEM
 REQUEST TO PROTECT A PROPERTY OWNED BY
 VILLAGE SECURITIES – EAST SIDE OF STAINES ROAD
 NORTH OF FINCH AVENUE EAST
 (WARD 42 – SCARBOROUGH ROUGH RIVER).**

Commissioner of Corporate Services
 (December 13, 2001)

Confidential report respecting the Rouge Valley System, request to protect a property owned by Village Securities.