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**ADMINISTRATION COMMITTEE  
AGENDA**

<b>Date of Meeting:</b>	<b>Tuesday, September 10, 2002</b>	<b>Enquiry:</b>	<b>Patsy Morris</b>
<b>Time:</b>	<b>9:30 a.m.</b>		<b>Administrator</b>
<b>Location:</b>	<b>Committee Room 1</b>		<b>392-9151</b>
	<b>2nd Floor, City Hall</b>		
	<b>100 Queen Street West</b>		
	<b>Toronto</b>		

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

**CONFIRMATION OF MINUTES.**

**COMMUNICATIONS/REPORTS.**

- 1. NEW 'IT' STRATEGIC PLAN - "e-City". 10:00 A.M.**

**(DEFERRED FROM THE MEETING HELD ON JUNE 25, 2002)**

**(STAFF PRESENTATION.)**

**(NOTE: A DISCUSSION PAPER RESPECTING THE AFOREMENTIONED  
MATTER WILL BE CIRCULATED AT THE MEETING.)**

- 2. COURT SERVICES DIVISION  
IMPLEMENTATION STATUS REPORT.**

**(DEFERRED FROM THE MEETING HELD ON JUNE 25, 2002).**

Commissioner of Corporate Services  
(June 6, 2002)

Reporting on the Court Services Division's progress with its new responsibilities relating to court administration and court support function for proceedings commenced under Parts I, II and III of the Provincial Offences Act (POA); advising that this report contains

no changes to the 2002 budget; that the Provincial Offences Act transfer was successfully completed on schedule and preliminary figures suggest that unless significant, unidentified costs are incurred, or a departure in enforcement activity occurs, revenue will approximate the 2002 budget; that Data is being collected to establish an annual budget in support of the 2003 budget process; that Court Services Division faces several issues that will influence the long-term efficiency of the program; that Staff have had an opportunity to discuss early program results with other Ontario municipalities and are proceeding with a work plan that focuses on improving public service, remedies some of the inherited program inefficiencies, and includes an effective fine collection approach; that as part of the transfer, the Provincial government has invited Municipal partners to engage in discussions that can streamline activities; that this phase of the agreement begins in September and staff are preparing to participate in these discussions; and recommending that this report be received for information.

### **3. UNSOLICITED BID PROCESS.**

**(DEFERRED FROM THE MEETING HELD ON JUNE 25, 2002).**

Councillor Paul Sutherland  
(Undated)

Advising that after discussions with the procurement department and the CAO's office he has discovered that the City of Toronto does not have a formal process to administer unsolicited tenders; that the lack of a formal process inhibits the ability for private companies to approach the City with imaginative and feasible ideas to promote development; that unsolicited tenders can provide Toronto taxpayers with value for money and act as an economic stimulus; that a number of countries around the world have formalized procedures to deal with unsolicited bids including the U.S.A., United Kingdom, Australia and Ecuador; that the "Swiss Challenge" is an effective model to promote unsolicited bids in a fair and practical way; that the Swiss Challenge model follows a number of steps in order to standardize the process of unsolicited bids; providing an example of the Swiss Challenge format; further advising that the method has proven to provide effective and fair competition, dynamic innovation and transparency of the tender process; that the Swiss Challenge contains a formal evaluation process, evaluation criteria and a review, and an approval committee; and requesting that the Administration Committee refer the "Swiss Challenge" model for unsolicited bids to the CAO and report back to the Administration Committee as to the feasibility of this model or any other suitable model in Toronto.

**4. OPTIMIZING REVENUE FROM DEVELOPMENT POTENTIAL  
TTC PROPERTIES – SCHEDULE “A” PROPERTIES  
(VARIOUS WARDS).**

**(DEFERRED FROM THE MEETING HELD ON JUNE 25, 2002)**

Commissioner of Corporate Services  
(June 24, 2002)

Providing information on the work plan formulated on the Schedule “A” Properties with regard to optimizing revenue from development potential of properties owned and/or operated by the TTC; advising that revenue will be generated from the eventual sale/lease of these properties; that while existing staff will advance this work during the balance of 2002, in order to expedite this project, it is necessary to secure additional temporary staff and other resources; that this report advises that the 2003 Operating Budget submissions for the affected Divisions will include the necessary funding to expedite the project; and recommending that this report be received for information.

**5. ESTABLISHMENT OF THE TORONTO ORDER  
OF MERIT TO ACKNOWLEDGE OUTSTANDING  
CITIZEN ACHIEVEMENT.**

Chief Administrative Officer; and  
Commissioner of Corporate Services  
(August 6, 2002)

Creating a civic award called the Toronto Order of Merit; establishing the Terms of Reference governing the nomination and selection process and the administration of the award program; advising that there is no current year financial impact, however, approval of the recommendations contained in this report will result in a \$30,000 annual increase in the City Clerk’s Office, Protocol operating budget; that this report does not have a financial impact in other departments or agencies, or on reserves/reserve funds or current and future liabilities; that there is no impact on staffing levels; and recommending that:

- (1) the Terms of Reference for the Toronto Order of Merit award program set out in Appendix 1 be adopted for implementation in 2003;
- (2) the Chief of Protocol, City Clerk’s Office be designated as the lead official for the administration of the award program;
- (3) the City Clerk be authorized to follow the process outlined in Appendix 1 to appoint citizen members to a Toronto Order of Merit Advisory Committee, which will make recommendations to Council on award recipients;

- (4) the Chief of Protocol undertake a process to develop a design that reflects the importance of this award;
- (5) The City Clerk establish and conduct the annual Toronto Order of Merit award program, subject to funds in the amount of \$30,000 being added to the City Clerk's annual operating budget, and this request be referred to the 2003 Operating Budget process for consideration; and
- (6) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**6. MEMBER CONSULTATIONS ON THE PROCEDURAL CHANGES RELATING TO DEBATES TO DEFER OR REFER ENTIRE CLAUSES. 12:00 NOON.**

**(DEPUTATION ITEM)**

City Clerk  
(August 27, 2002)

Summarizing consultations on the procedural changes relating to debates to defer or refer entire clauses; advising that there are no financial implications arising from this report; that the option recommended by the City Clerk's Office is an attempt to strike a balance between the efficient time management of Council's agenda and the desire of Members of Council to speak to matters that are of importance to them; that the Members consultations reinforced the need to strike a balance; that the City Clerk will be following up on a number of the alternatives and suggestions in the ongoing meeting management review; and recommending that this report be received for information.

**6(a).** City Clerk  
(May 14, 2002)

Recommending that:

- (1) Chapter 27, Council Procedures, of The City of Toronto Municipal Code, as amended, be amended to give effect to the following procedural changes:

§ 27-44 be amended by adding the following Parts B, C and D, and by renaming the existing subsection as Part A, so that the subsection would read substantially as follows:

“A. A motion to defer, or a motion to refer, made pursuant to § 27-43, shall be debatable only:

- (1) on the desirability of deferring or referring the clause,

- (2) on the appropriateness of the conditions attached to the motion to refer or defer, or
- (3) in making motions to amend the motion to defer or refer,

and no discussion of the main question shall be allowed until after the disposition of the motion to defer or refer;

- B. A member may speak to a motion to defer or refer made pursuant to § 27-43 for a maximum of two minutes without extension;
  - C. § 27-28 applies to any debate in respect of a motion made pursuant to § 27-43, provided that members may ask questions for a maximum of 2 minutes only;
  - D. For the purposes of this section, a motion to defer an entire clause includes a motion to refer an entire clause, and a motion to refer an entire clause includes a motion to defer an entire clause, so that there shall be only one potential debate pursuant to this section for each clause before Council.”; and
- (2) in accordance § 27-137, notice of Council’s intention to amend Chapter 27, Council Procedures, of the City of Toronto Municipal Code be given; and that authority be granted for the introduction of the necessary Bill in Council to give effect thereto.

## **7. ELECTORAL BOUNDARIES READJUSTMENT PROCESS.**

### **(DEPUTATION ITEM)**

Chief Administrative Officer  
(August 23, 2002)

Recommending that:

- (1) the concept of “effective representation for urban Canadians” serve as the basis of the City of Toronto’s position on the federal and provincial electoral boundaries readjustment process;
- (2) the Mayor or his designate make a representation, based on the principles and analysis contained in this report, to the Federal Electoral Boundaries Commission for Ontario at the public hearings to be held in Toronto on November 22, December 9 and December 10, 2002;

- (3) the Federal government be requested to amend the *Electoral Boundaries Readjustment Act* so as to reduce the permissible variance from the provincial electoral quotient (i.e., population divided by number of electoral districts) to plus or minus 10%, unless exceptional circumstances justify a larger deviation; and that the Federation of Canadian Municipalities be requested to advocate for this change;
- (4) the Federal government be requested to amend s.51 of the Constitution Act, 1867 by eliminating the *Representation Act, 1985* “grandfather clause” provision which mandates that no province shall have fewer representatives in the House of Commons than it did during the 33<sup>rd</sup> Parliament;
- (5) the Provincial government be requested to amend the *Representation Act, 1996* to provide that the population of all electoral districts for the Ontario legislature be within plus or minus 10% of the provincial electoral quotient, unless exceptional circumstances justify otherwise;
- (6) the City Clerk monitor voting trends in the City of Toronto’s electoral districts to determine whether there is any relationship between electoral district variance and voter turnout and, if so, whether certain communities face particularly severe electoral disadvantage;
- (7) the Chief Administrative Officer review the forthcoming proposal to be issued by the Federal Electoral Boundaries Commission for Ontario to determine whether or not it may be necessary for the City to take further action;
- (8) copies of this report be distributed to the Prime Minister, Federal cabinet members, MPs from Ontario, the Premier of Ontario, the Minister of Municipal Affairs and Housing, MPPs representing the GTA, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, the Large Urban Mayors’ Caucus of Ontario, and the Big City Mayors’ Caucus; and
- (9) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**7(a).** Mr. Alan Heisey  
(August 27, 2002)

Requesting an opportunity to depute at the September 10, 2002 meeting of the Administration Committee and submitting a political pamphlet entitled “Slow Senate Reform.....until House of Commons representation is fairer.”

**8. RECOVERY OF ELECTION COSTS  
FROM THE SCHOOL BOARDS.**

**(STAFF PRESENTATION.)**

City Clerk

(August 27, 2002)

Reporting on the status of the City Clerk's request to the Province of Ontario for an amendment to the legislation to permit the recovery of election costs from the school boards; advising that should the Province decide to implement the City Clerk's request, a share of the election event budget would be recoverable from the four school boards in the City of Toronto; that Election Services' staff have requested the Ministry of Municipal Affairs and Housing to revoke Ontario Regulation 352/97 to permit the recovery of election costs from the school boards; that staff will need to wait until any proposed amendments to the *Municipal Elections Act, 1996* are introduced in the Fall of 2002 to see if the Ministry has agreed to this request; and recommending that this report be received for information.

**9. FEES FOR COPIES OF AUDITED  
FINANCIAL STATEMENTS OF  
MUNICIPAL CANDIDATES.**

**(STAFF PRESENTATION.)**

City Clerk

(August 27, 2002)

Reporting on the fees charged for copies of Audited Financial Statements of Municipal Candidates; advising that there are no financial implications arising from this report; that any fee structure must balance the need to inform and involve the public in the governance process with the need for cost recovery; that currently there exists the opportunity for members of the public to view all of the documentation free of charge; that the fee of \$0.50 per impression for the audited financial statements of municipal candidates represents an appropriate level of cost recovery and would deter frivolous requests for these documents; that lowering the copying fee would result in an increased cost for the City; and recommending that this report be received for information.

**10. TENANT OUTREACH PROGRAM  
2000 MUNICIPAL ELECTION.**

**(STAFF PRESENTATION.)**

City Clerk

(August 27, 2002)

Describing the tenant outreach program undertaken by the City of Toronto during the 2000 Municipal Election; advising that there are no financial implications arising from this report; that this report has outlined a number of options for the tenant outreach program; that staff will continue to evaluate these options and look at implementing a plan that maintains the same level of service and is the most cost effective; and recommending that this report be received for information.

**11. 2003 MUNICIPAL ELECTION BY-LAWS.**

**(STAFF PRESENTATION.)**

City Clerk

(August 27, 2002)

Recommending that:

- (1) Council authorize the advance votes dates and times as indicated in section number 1 of this report;
- (2) Council authorize certain election material to be made available in the languages set out in section number 2 of this report;
- (3) the City continue the practice of opening voting places at 10:00 a.m. on voting day;
- (4) institutions be open for the full voting day (10:00 a.m. to 8:00 p.m.); and
- (5) leave be granted to introduce the necessary Bills in Council and the appropriate City officials be authorized to take the necessary action to give effect thereto.

**12. 2003 CONTRIBUTION REBATE PROGRAM.****(STAFF PRESENTATION.)**City Clerk

(August 27, 2002)

Recommending that:

- (1) should City Council decide to authorize the payment of rebates to persons who make contributions to candidates for office on the Council of the City of Toronto during the 2003 municipal election, the contribution rebate program be as outlined in Appendix "A" of this report; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto, including the introduction of a bill substantially in the form of Appendix A.

**13. ESTABLISHMENT OF A FUTURE CITY INTEGRITY COMMISSIONER AND AN IMMEDIATE INTERIM COMPLAINT PROCEDURE RESPECTING THE CODE OF CONDUCT FOR COUNCIL MEMBERS.****(DEPUTATION ITEM)**City Clerk

(August 8, 2002)

Advising that City Council at its meeting held on July 30, 31 and August 1, 2002, had before it Clause No. 37 of Report No. 10 of The Administration Committee, headed "Other Items Considered by the Committee"; advising that Council directed that the aforementioned Clause be received for information, subject to striking out and referring Item (q), entitled "Establishment of a Future City Integrity Commissioner and an Immediate Interim Complaint Procedure Respecting the Code of Conduct for Council Members", embodied therein, back to the Administration Committee for further consideration.

- “(q) Establishment of a Future City Integrity Commissioner and an Immediate Interim Complaint Procedure Respecting the Code of Conduct for Council Members.

The Administration Committee reports having referred the following communication back to the Ethics Steering Committee with a request that the Ethics Steering Committee:

- (1) develop the Interim Complaint Procedure as a stand-alone process in the absence of a City Integrity Commissioner function; and
- (2) reconsider the recommendations within the context of having the Interim Complaint Procedure established as a stand-alone process:

(June 20, 2002) from the City Clerk, Ethics Steering Committee, advising that the Ethics Steering Committee on June 20, 2002, recommended to the Administration Committee that:

- (1) consistent with its Terms of Reference, the Ethics Steering Committee be charged with the responsibility of recommending to Council, the protocols, by-laws and policies governing the ethical behaviour of members of Council;
- (2) consistent with its Terms of Reference, neither the Ethics Steering Committee nor any other Council body or individual (including a City employee) shall have a role in the investigation or adjudication of the ethical behaviour of another member of Council, with the one exception noted in Recommendation No. (6);
- (3) an Integrity Commissioner function similar to the Provincial model and having an appointment term that does not exceed five years, be established by the City of Toronto to advise Council members on Code of Conduct inquiries, assess the nature and legitimacy of formal Code of Conduct complaints, determine whether investigation is warranted, and ensure that appropriate actions are taken in this regard for report and recommendation to Council;
- (4) qualifications for the City Integrity Commissioner include, at a minimum, membership in the Law Society of Upper Canada, municipal or other administrative law experience, municipal law adjudication experience, and impartiality such as that perceived with a retired judge;
- (5) Council grant authority for application to be made for special legislation from the Province to establish a City Integrity Commissioner similar to the Provincial model and that the City Solicitor and Chief Administrative Officer develop the required Draft Act;
- (6) the Integrity Commissioner operate in an arm's length capacity from Council and the Mayor's office except that, following the Provincial model, Council will make the final decision on whether any penalty (as may be recommended by the Integrity Commissioner) is imposed on the member found to have contravened the Bill Code;
- (7) while awaiting special legislation from the Province, the Interim Complaint Procedure presented in Appendix 2 be approved for implementation including its provisions for an informal complaint process, or a formal process using the services of external legal counsel, fixed penalty provisions, specified reporting

procedures and timeframes, conditions respecting payment of legal costs, and a role for Ethics Steering Committee to convey the report to Council and advise on the extent of public disclosure;

- (8) the cost of processing any complaints under the proposed Interim Complaints Procedure during the year 2002, be absorbed by the Clerk's Division since funds have been confirmed as available for this purpose;
- (9) the Ethics Steering Committee report to the Administration Committee in the fall of 2002 on a recommended Advice Protocol for processing requests for advice to an Integrity Commissioner under the Draft Act;
- (10) the Ethics Steering Committee report to the Administration Committee in the fall of 2002 on a recommended Complaint Protocol for processing investigation requests to an Integrity Commissioner under the Draft Act;
- (11) Council determine the source of a budget to cover the establishment of an Integrity Commissioner function, as well as what monetary or other limitations should apply, only after special legislation has been enacted; and
- (12) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**14. AMENDMENT TO LEASE AND  
SHARED FACILITIES AGREEMENT  
93 AND 95 LAVINIA AVENUE  
(WARD 13 – PARKDALE – HIGH PARK).**

Commissioner of Corporate Services; and  
Commissioner of Community and Neighbourhood Services  
(August 21, 2002)

Recommending that:

- (1) authority be granted to amend the Ground Lease and the Shared Facilities Agreement between the City as the Landlord and the Swansea Town Hall Residences as the Tenant, accepting a surrender of a portion of the demised premises as described herein, on the terms and conditions as agreed and in a form acceptable to the City Solicitor;
- (2) authority be granted to accept a payment of \$50,000.00 from the Swansea Town Hall Residences in return for a release from the City of all potential claims for damage to the Swansea Town Hall which arose at the time of construction of the Residences, and to apply that payment to the costs of constructing the expansion to the Swansea Town Hall;

- (3) authority be given to the Commissioner of Community and Neighbourhood Services, or his designate, to approve, on behalf of the City of Toronto, as service manager, the partial surrender of the lease by Swansea Town Hall Residences, as required under the *Social Housing Reform Act, 2000* (the “SHRA”), and to submit a business case to the Ministry of Municipal Affairs and Housing (the “Minister”) on behalf of Swansea Town Hall Residences to seek Ministry approval under the SHRA; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**15. TORONTO CENTRE FOR THE ARTS -  
5040 YONGE STREET - AMENDMENTS TO LEASE RESPECTING  
DEVELOPMENT OF ADJACENT LANDS  
(WARD 23 – WILLOWDALE.)**

Commissioner of Corporate Services  
(August 23, 2002)

Recommending that:

- (1) the City, as tenant, enter into a Lease Amending Agreement with OPG-700 University Inc., (“OPG”) to amend provisions of the May 31, 1991 Ground Lease (the “Lease”) including limiting the landlord’s rights to approve Arts Centre alterations, to broaden Arts Centre’s permitted uses, to reflect the service utility easements recommended below and to acknowledge that zoning density rights previously transferred to the then landlord’s adjacent lands also apply to the new owners of such lands;
- (2) the City enter into a Reciprocal Operating Agreement with Menkes 5000 Yonge Development Ltd. (“Menkes”) and Transamerica Life Canada (“Transamerica”) joint owners of the land east of the Arts Centre and with Broadway Residences Inc. owner of the land south of the Arts Centre to reflect the above mentioned lease revisions;
- (3) the City, as tenant, enter into agreements, to approve as part of the Ground Lease:
  - (a) an easement from Menkes, Transamerica and OPG on land adjacent to easterly limit of the Arts Centre, to provide the main entrance of the Arts Centre with an improved replacement driveway turning circle, drop-off area, and canopy overhang and to terminate the turning circle easement dated March 3, 1993;

- (b) an easement from Menkes, Transamerica and OPG on land adjacent to the easterly limit of the Arts Centre, to provide the Arts Centre with access to the east elevation wall of the Arts Centre to carry out any maintenance, repairs, alterations etc., when required; and
  - (c) an easement on land adjacent to the southerly limit of the Arts Centre from Broadway Residences Inc. (a Menkes subsidiary) and OPG, for emergency vehicular road ingress and egress between the Arts Centre and Becroft Road;
- (4) the City, as tenant, enter into agreements to amend the Ground Lease to authorize OPG, the landlord, to provide the following easements in the Arts Centre to adjacent landowners:
- (a) a below grade easement beneath the north easterly corner of the Arts Centre's premises to Menkes and to Transamerica for a sanitary sewer line;
  - (b) a surface easement over a triangular area at the rear south-easterly corner of Arts Centre's premises to Broadway Residences Inc. for a shared hammerhead driveway turnaround; and
  - (c) an easement to Menkes and to Transamerica for the access doors of their development's elevator/stairway vestibule (connecting the Arts Centre to their adjacent underground parking garage and to the subway station) to open into the Arts Centre premises.
- (5) the City enter into such other agreements and execute such other documents as may be required to implement these recommendations. These agreements and the agreements recommended above shall include terms and conditions satisfactory to the Commissioner of Corporate Services in accordance with these recommendations, in a form satisfactory to the City Solicitor; and
- (6) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**16. REPORT ON 2001 OPERATING BUDGET  
REDUCTIONS OF 19 CUSTODIAL STAFF.**

Commissioner of Corporate Services  
(June 3, 2002)

Reporting on the reduction strategy of 19 full-time positions; advising that in 2001, a saving of \$440,000 was achieved by reducing 19 full-time custodial positions; that the reduction strategy employed ensured that surplus staff were provided with future

employment in other areas of the Division thereby reducing the impact of the reduction of positions; that as a result, the expected savings of \$440,000 were realized in 2001; and recommending that this report be received for information.

**17. UPDATE ON UNALLOCATED FLEET ASSETS.**

Commissioner of Corporate Services  
(August 12, 2002)

Responding to the motion passed by the Administration Committee at its meeting of March 27, 2001 to provide an update of information on the status of unallocated fleet assets; advising that there are no financial implications resulting from the adoption of this report; and recommending that this report be received for information.

**18. TENDER FOR GASOLINE AND DIESEL FUELS - 2003.**

Chief Financial Officer and Treasurer;  
Commissioner of Corporate Services;  
Medical Officer of Health; and  
Commissioner of Works and Emergency Services  
(August 26, 2002)

Advising 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, 2003 to December 31, 2003; presenting two options to the Administration Committee for consideration; requesting authority to award a contract to the recommended bidders based on one of the two options detailed in this report; and recommending that the Administration Committee adopt Option B contained in this report.

**19. REVIEW OF COUNCIL POLICY REQUIRING BIDDERS ON A CITY CONTRACT TO DISCLOSE INFORMATION RELATING TO CONTACT MADE WITH SENIOR MANAGEMENT EMPLOYEES - ONE SMALL STEP TO CUT RED TAPE IN CITY PROCUREMENTS.**

Mr. John Adams  
President and CEO  
Cottingham Solutions Inc.  
(Undated)

Recommending that the Administration Committee:

- (1) recommend that City Council rescind the 1998 policy requiring any firm bidding on a contract with the City to provide the name of any former senior management employee of the former Metropolitan Toronto or Area Municipality; or
- (2) request the Chief Administrative Officer and the Chief Financial Officer and Treasurer to review and report to the November, 2002 meeting of the Committee on the merits of rescinding or retaining the 1998 policy.

**20. LANDSCAPE MAINTENANCE AND/OR SNOW CLEARANCE/REMOVAL SERVICES AT VARIOUS POLICE FACILITIES THROUGHOUT THE CITY OF TORONTO FOR THE YEARS 2002 THROUGH 2005 REQUEST FOR QUOTATION NO. 6032-02-0176.**

Commissioner of Corporate Services; and  
Chief Financial Officer and Treasurer  
(August 23, 2002)

Recommending that:

- (1) the quotation submitted by Industrial Property Services (IPS) be accepted for the Landscape Maintenance and/or Snow Clearance/Removal services at various Police Facilities throughout the City of Toronto, for the period November 15, 2002, through November 14, 2003, in the total amount of \$394,830.00, including all taxes and charges, being the lowest quotation received; and
- (2) the balance of the award in the amount of \$789,660.00 to Industrial Property Services (IPS) be referred to Council for approval since the budgets related to the required portion of the contract for 2003/2004 and 2004/2005 must be approved by Council.

**21. COLLECTION AGENCY SERVICES CONTRACT  
REQUEST FOR PROPOSAL NO. 9138-01-7489.**

Chief Financial Officer and Treasurer  
(August 28, 2002)

Recommending that:

- (1) Canadian Bonded Credits Limited, as the highest overall scoring proponent, be retained to provide collection services under a pilot-project for a one year period, at a cost not to exceed \$996,000, with a provision to extend the contract for two additional one-year periods at a cost of \$1 million per year if the pilot-project proves to be successful as stated in the RFP, and
- (2) authority be granted to appropriate City staff to enter into an agreement with Canadian Bonded Credits Limited to provide collection services for outstanding parking fines, such agreement to contain clauses satisfactory to the Chief Financial Officer and Treasurer and the City Solicitor.

**22. APPORTIONMENT OF TAXES.**

Chief Financial Officer and Treasurer  
(August 28, 2002)

Requesting approval for the apportionment of property taxes pertaining to properties listed as in Appendix "A" of this report; advising that there are no financial implications arising from this report; and recommending that the Administration Committee approve the apportionment of property taxes for the properties listed as in Appendix "A".

**23. METROPOLITAN TORONTO PENSION PLAN –  
ELECTION FOR INCREASED SPOUSAL PENSION,  
PREDECEASE OF SPOUSE, DISCONTINUATION  
OF REDUCTION IN MEMBER'S PENSION.**

Chief Financial Officer and Treasurer  
(August 29, 2002)

Recommending that:

- (1) By-law No. 15-92 of the former Municipality of Metropolitan Toronto as heretofore amended, governing the Metropolitan Toronto Pension Plan, be further amended by substituting "2000" for "2001" in the second-last line of subsection 32(8); and

- (2) leave be granted for the introduction of the necessary Bill in Council to implement such amendment.

**24. DECLARATION AS SURPLUS  
STRIP OF LAND ADJACENT TO  
120 SINNOTT ROAD  
(WARD 35 – SCARBOROUGH SOUTHWEST).**

Commissioner of Corporate Services  
(August 16, 2002)

Recommending that:

- (1) the strip of land adjacent to 120 Sinnott Road, described as Part of Lot 11 on Plan 3759, be declared surplus to the City's requirements and Commissioner of Corporate Services be authorized to invite offer(s) to purchase from the adjoining property owner at 120 Sinnott Road, subject to the retention of a sewer easement, and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**25. DECLARATION AS SURPLUS  
PARCEL OF VACANT LAND  
NORTHWEST CORNER OF BEDFORD PARK  
AND GREY ROAD  
(WARD 16 – EGLINTON AND LAWRENCE).**

Commissioner of Corporate Services  
(August 16, 2002)

Recommending that:

- (1) the parcel of vacant land located at the northwest corner of Bedford Park Avenue and Grey Road, described as Part of Lot 775 on Plan M108 and shown as Part 1 on Sketch No. PS-2002-020, be declared surplus to the City's requirements and Commissioner of Corporate Services be authorized to invite offer(s) to purchase from the adjoining property owner at 410 Bedford Park Avenue, and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**26. DECLARATION AS SURPLUS  
PARCEL OF VACANT LAND  
12 KIPPING AVENUE  
(WARD 17 – DAVENPORT).**

Commissioner of Corporate Services  
(August 16, 2002)

Recommending that:

- (1) the parcel of vacant land, municipally known as 12 Kipping Avenue, described as being Part of Lots 76, 77 and 78, Block A, Plan 886 and designated as Part 11 on Reference Plan 64R-16146, be declared surplus to the City's requirements and the Commissioner of Corporate Services be authorized to invite offer(s) to purchase 12 Kipping Avenue from the adjoining property owner at 10 Kipping Avenue and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**27. DECLARATION AS SURPLUS  
PARCEL OF VACANT LAND  
PORTION OF 4667 KINGSTON ROAD  
(WARD 44 – SCARBOROUGH EAST).**

Commissioner of Corporate Services  
(August 16, 2002)

Recommending that:

- (1) the parcel of vacant land located between Nos. 4665 and 4669 Kingston Road and being a portion of 4667 Kingston Road, described as Part of Lot 2 on Plan 1502 and shown on the attached Sketch PS-2001-081 as Part 1, be declared surplus to the City's requirements and the property be listed 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
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**28. DECLARATION AS SURPLUS  
VACANT PARCEL OF LAND  
113 PARLIAMENT STREET  
(WARD 28 – TORONTO CENTRE – ROSEDALE).**

Commissioner of Corporate Services  
(August 16, 2002)

Recommending that:

- (1) the property known municipally as 113 Parliament Street, described as Part of Lot 7 on Plan 108 and designated as Part 9 on Reference Plan RD178, be declared surplus to the City's requirements and the Commissioner of Corporate Services be authorized to invite offer(s) to purchase the property from the tenant, Mediacom Inc., and if, in the opinion of staff, no recommendable offer is received, then to invite offer(s) to purchase the property, from the abutting property owner at 115 Parliament Street, and if, in the opinion of staff, no recommendable offer is received, then the property be listed for sale on the open market, and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code 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 land was 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.

**29. DECLARATION AS SURPLUS  
COMMERCIAL CONDOMINIUM UNIT  
220 DUNCAN MILL ROAD, UNIT 217  
(WARD 34 – DON VALLEY EAST).**

Commissioner of Corporate Services  
(August 12, 2002)

Recommending that:

- (1) 220 Duncan Mill Road, Unit 217, described as Unit 17, Level 2 and Unit 21, Level 2 and Unit 212, Level A and Unit 245, Level A on Metropolitan Condominium Plan No. 918 and its appurtenant common interest be declared surplus to the City's requirements and be listed 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

- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**30. DECLARATION AS SURPLUS  
PARCEL OF LAND ADJOINING  
40 SHEPPARD AVENUE WEST  
(WARD 23 – WILLOWDALE).**

Commissioner of Corporate Services  
(August 16, 2002)

Recommending that:

- (1) the parcel of land adjoining 40 Sheppard Avenue West, described as Part of Lot 7 on Plan M389 and designated Part 1 on Reference Plan 66R-19585, be declared surplus to the City's requirements and Commissioner of Corporate Services be authorized to invite offer(s) to purchase from the adjoining property owner at 40 Sheppard Avenue West and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**31. DECLARATION AS SURPLUS  
COMMERCIAL CONDOMINIUM UNITS  
222 SPADINA AVENUE, UNIT 8 AND  
222 SPADINA AVENUE, UNIT 10  
(WARD 20 – TRINITY-SPADINA).**

Commissioner of Corporate Services  
(August 16, 2002)

Recommending that:

- (1) 222 Spadina Avenue, Unit 8, described as Unit 8, Level A on Metropolitan Toronto Condominium Plan No. 1089 together with its appurtenant common interest and 222 Spadina Avenue, Unit 10, described as Unit 10, Level A on Metropolitan Toronto Condominium Plan No. 1089 together with its appurtenant common interest, be declared surplus to the City's requirements and listed 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

- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**32. DECLARATION AS SURPLUS  
22 WASCANA AVENUE  
(WARD 28 – TORONTO CENTRE-ROSEDALE).**

Commissioner of Corporate Services  
(August 27, 2002)

Recommending that:

- (1) the property municipally known as 22 Wascana Avenue, described as Lot 5 on Plan 860, be declared surplus to the City's requirements and the property be listed for sale on the open market and all steps necessary to comply with Chapter 213 of the Municipal Code be taken; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**33. DECLARATION AS SURPLUS  
31 TRACY STREET  
(WARD 28 – TORONTO CENTRE-ROSEDALE).**

Commissioner of Corporate Services  
(August 27, 2002)

Recommending that:

- (1) the property known municipally as 31 Tracy Street, described as Part of Lot 7, Plan 108, be declared surplus to the City's requirements and the property be listed for sale on the open market and all steps necessary to comply with Chapter 213 of the Municipal Code be taken; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**34. REVIEW OF THE POLICE REFERENCE CHECK PROGRAM AND RECORD RETENTION SCHEDULE.**

**(DEPUTATION ITEM)**

Mr. Norm Gardiner, Chair, Toronto Police Services Board  
(July 10, 2002)

Providing the final results of a review of the police reference check program and responses to comments by deputants with respect to retention periods for records of the Toronto Police Service; advising that there are no financial implications in regard to the receipt of this report; and recommending that this report be received for information.

**(NOTE: A COPY OF THE BOUND COMPREHENSIVE PACKAGE ENTITLED “OVERVIEW OF THE POLICE REFERENCE CHECK AND RECORD RETENTION SCHEDULE” ATTACHED TO THE AFOREMENTIONED REPORT IS ON FILE IN THE OFFICE OF THE CITY CLERK, CITY HALL.)**

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

**IN CAMERA**

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

**(DEFERRED FROM THE MEETING HELD ON JUNE 25, 2002)**

**(STAFF PRESENTATION)**

**(DEPUTATION ITEM)**

City Clerk.  
(June 11, 2002)

Confidential communication respecting Benefit Coverage – Former Municipality Toronto Over Age 65 Retirees, such report to be considered in-camera having regard that the subject matter relates to personal matters about identifiable individuals.

**35(a) Mr. Jack Horsley.**  
(June 24, 2002)

Submitting a summary outlining what he considers to be the essential legal documents and issues pertaining to the matter of benefit coverage for former Municipality of Metropolitan Toronto over age 65 Retirees.

**IN CAMERA**

**36. ACQUISITION OF NO. 36 HOLMES AVENUE  
FOR THE NORTH YORK CENTRE PLAN SERVICE ROAD  
(WARD 23 – WILLOWDALE).**

Commissioner of Corporate Services.  
(August 13, 2002)

Confidential report respecting the Acquisition of No. 36 Holmes Avenue for the North York Centre Plan Service Road, such report to be considered in-camera having regard that the subject matter relates to the pending acquisition of land for municipal purposes.