



**BUDGET ADVISORY COMMITTEE**  
**2002 CAPITAL AND OPERATING BUDGETS**

**AGENDA**

**COMMUNICATIONS/REPORTS**

**1.1 CITY CLERK'S**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.2 CORPORATE COMMUNICATIONS**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.3 COURT SERVICES**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.4 FACILITIES AND REAL ESTATE**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.4(a) REQUEST FOR QUOTATION NO. 0203-01-0182 FOR THE SUPPLY OF ALL LABOUR, MATERIALS, EQUIPMENT AND SUPERVISION TO PERFORM JANITORIAL SERVICES IN FACILITIES AND REAL ESTATE, FACILITIES OPERATIONS WEST DISTRICT, VARIOUS WARDS**

**1.5 FLEET MANAGEMENT SERVICES**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.6 HUMAN RESOURCES**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.7 INFORMATION AND TECHNOLOGY**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.8 LEGAL**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.9 SERVICE IMPROVEMENT AND INNOVATION**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.10 FINANCE DEPARTMENT**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.10(a) SELECTION OF A PRINTING COMPANY FOR THE INFORMATION MANAGEMENT, FILM, PRINT PRODUCTION, LASERING, LETTERSHOPPING AND MAILING OF VARIOUS WATER BILLING FORMATS AND OTHER RELATED DOCUMENTS, REQUEST FOR QUOTATION NO. 3003-01-7629**

**1.10(b) SELECTION OF A PRINTING COMPANY FOR THE PRODUCTION AND MAILING OF PROPERTY TAX BILLS, BROCHURES AND EVELOPES - REQUEST FOR QUOTATION NO. 3003-00-7111**

Source: City Clerk  
(November 12, 2001)

Advising that City Council at its meeting held on November 6, 7 and 8, 2001, adopted, without amendment, Clause No. 16 of Report No. 16 of The Administration Committee, headed "Selection of a Printing Company for the Production and Mailing of Property Tax Bills, Brochures and Envelopes - Request for Quotation No. 3003-00-7111", directed that this Clause be forwarded to the Budget Advisory Committee for consideration of the funding aspects during the 2002/2003 Operating Budget process.

**1.10(c) INSURANCE RESERVE FUND ADEQUACY**

Source: Acting Chief Financial Officer  
(November 7, 2001)

Updating the adequacy of the Insurance Reserve Fund, highlighting insurance cost and funding pressures; developing a funding strategy to alleviate depletion of the Fund through cost reductions and increased funding; and recommending that:

- (1) contributions to the Insurance Reserve Fund be increased by \$4 million in 2002 and consideration be given to a further \$5 million in 2003 and a further \$5 million in 2004; and
- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

**1.10(d) RESERVES AND RESERVE FUNDS  
VARIANCE REPORT - SEPTEMBER 30, 2001**

Source: Chief Administrative Officer and Acting Chief Financial Officer and Acting Treasurer and Director of Accounting Services  
(November 12, 2001)

Providing information on reserve and reserve fund balances as at September 30, 2001, activity in reserves and reserve funds during the first nine months of 2001; identifying impacts on balances projected as at December 31, 2001; and recommending that an amount of \$2,097,426.00 be transferred from the Working Capital Reserve to the Solid Waste Management Perpetual Care Reserve Fund and that this report be forwarded to the Audit Committee for information.

**1.10(e) MANAGEMENT AND MAINTENANCE OF THE REVENUE SERVICES DIVISION'S TAX AND WATER MANAGEMENT AND COLLECTION SYSTEMS AND SUBSIDIARY SYSTEMS**

Source: City Clerk  
(December 10, 2001)

Advising that City Council at its meeting held on December 4, 5 and 6, 2001, directed that Clause No. 6 of Report No. 18 of The Administration Committee, headed "Management and Maintenance of the Revenue Services Division's Tax and Water Management and Collection Systems and Subsidiary Systems", be forwarded to the Budget Advisory Committee for its consideration concurrent with the review of the Finance Department 2002 Operating Budget estimates.

**1.10(f) INVOICING THE PROVINCE OF ONTARIO FOR ADMINISTERING SCHOOL BOARD TRUSTEE ELECTIONS, AND FOR COLLECTING THE EDUCATION LEVY**

Source: Chief Administrative Officer and  
Acting Chief Financial Officer  
(January 18, 2002)

Providing information pertinent to the issue of charging the Province of Ontario for conducting school board trustee elections, and for collecting the education levy; and recommending that this report be received for information.

**1.11 AUDIT SERVICES**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.11(a) AUDIT SERVICES - 2002 OPERATING PLAN AND BUDGET**

Source: City Clerk  
(December 4, 2001)

Advising that the Audit Committee on November 29, 2001 approved the 2002 Operating Plan and Budget for Audit Services attached to the report (November 18, 2001) from the City Auditor forwarded same to the Budget Advisory Committee.

**1.12 CHIEF ADMINISTRATOR'S OFFICE**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.13 COUNCIL**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*

**1.14 MAYOR'S OFFICE**

*(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)*