

THE CITY OF TORONTO

City Clerk's Division

Minutes of the Administration Committee

Meeting No. 1

Thursday, January 17 and 24, 2002

The Administration Committee met on Thursday, January 17 and 24, 2002, in Committee Room 1, 2nd Floor, City Hall, Toronto, commencing at 9:45 a.m.

Attendance

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

January 17, 2002	9:45 a.m. to 12:35 p.m.	2:15 p.m. to 5:00 p.m.
Councillor Lorenzo Berardinetti, Chair	X	X
Councillor Sandra Bussin	X	X
Councillor Rob Ford	X	X
Councillor Doug Holyday	X	X
Councillor David Miller	X	X
Councillor Frances Nunziata Vice-Chair	X	X
Councillor Sherene Shaw	X	X
Councillor David Soknacki	X	X

January 24, 2002	9:45 a.m. to 12:15 p.m.	In-Camera 12:15 p.m. to 12:29 p.m.	2:15 p.m. to 5:40 p.m.
Councillor Lorenzo Berardinetti, Chair	X	X	X
Councillor Sandra Bussin	X	X	X
Councillor Rob Ford	X	X	X
Councillor Doug Holyday	X	X	X
Councillor David Miller	X	X	X
Councillor Frances Nunziata Vice-Chair	X	X	X
Councillor Sherene Shaw	X	X	X
Councillor David Soknacki	X	X	X

Confirmation of Minutes:

On motion by Councillor Ford, the Administration Committee confirmed the minutes of its meeting held on November 13, 2001 and its Special Meeting held on November 28, 2001.

1.1(a) 2002 Operating Budget.

The Administration Committee had before it the 2002 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.

The Administration Committee also had before it a communication (December 10, 2001) from the City Clerk, forwarding Clause No. 1 contained in Report No. 26 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

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- (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.

The following officials gave presentations to the Administration Committee respecting the 2002 Capital and Operating Budgets:

- Ms. Joan Anderton, Commissioner of Corporate Services, assisted by the following staff, respecting the 2002 Capital and Operating Budget for the Corporate Services Department, and filed a copy of her presentation material in regard thereto;
 - Ms. Ulli Watkiss, City Clerk;
 - Ms. Valerie Chavossy, Director of Corporate Communications;
 - Mr. Barry Randell, Director of Court Services;
 - Mr. Bruce Bowes, Executive Director of Facilities and Real Estate;
 - Mr. Christopher Chiaravallotti, Director of Fleet Services
 - Ms. Brigitte Hohn, Executive Director of Human Resources;
 - Mr. James Ridge, Executive Director of Information and Technology; and
 - Ms. Margaret A. Fischer, Director of Real Estate Law/Acting City Solicitor; and
 - Ms. Ana Bassios, Director of Service Improvement and Innovation;
- Ms. Shirley Hoy, Acting Chief Financial Officer, respecting the 2002 Capital and Operating Budget for the Finance Department, and filed a copy of her presentation material in regard thereto;
- Ms. Shirley Hoy, Chief Administrative Officer, respecting the 2002 Operating Budget for the Office of the Chief Administrative Officer, and filed a copy of her presentation material in regard thereto;
- Mr. Al Schultz, Acting Treasurer, and Mr. Paul Jones, Director of Council and Support Services, City Clerk's Division, Corporate Services Department, respecting the 2002 Operating Budget for the Councillors' Offices, and filed a copy of their presentation material in regard thereto; and
- Mr. Al Schultz, Acting Treasurer, respecting the 2002 Operating Budget for the Mayor's Office, and filed a copy of his presentation material in regard thereto;

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- Ms. Margaret A. Fischer, Director of Real Estate Law and Acting City Solicitor, and filed a copy of her presentation material in regard thereto; and
- Ms. Shirley MacPherson, Manager, Budget Services, Finance Division, provided the Administration Committee with a brief presentation respecting the 2002 Operating and Capital Budget.

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

- Mr. Ken Amoroso, Membership Secretary, CUPE, Local 79, and filed a written submission with respect thereto; and
- Mr. Ib Amonsén, and filed a written submission with respect thereto.

The Administration Committee reviewed its 2002 Operating Budget and took the following action in regard thereto:

(I) Corporate Services Department:

(A) City Clerk's Office:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2002 EMT recommended Operating Budget respecting the Clerk's Division;
- (2) approval of the 2002 New/Enhanced Services request pertaining to Issue No. GV800-073, "Protocol for World Youth Day and the Papal visit", subject to funding being found in the World Youth Day Program Budget; and **(Motion by Councillor Soknacki)**
- (3) that the Alcohol and Gaming Commission of Ontario be encouraged to speed up the process for the introduction of new breakopen ticket games which would generate new revenue for the City of Toronto. **(Motion by Councillor Nunziata)**

The Administration Committee referred the following motions to the Director of Election Services for report thereon directly to the Budget Advisory Committee with a business plan and a revised estimate of projected revenue for leasing of vote tabulators: **(Motion by Councillor Soknacki)**

Moved by Councillor Miller:

“That the Administration Committee recommend to the Budget Advisory Committee that the projected revenue for the leasing of vote tabulators be revised from \$300,000 to \$700,000.”

Moved by Councillor Holyday:

“That the foregoing motion by Councillor Miller be amended to provide that the projected revenue for the leasing of vote tabulators be revised from \$300,000 to \$500,000.”

(B) Corporate Communications:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the EMT recommended Operating Budget respecting Corporate Communications Services; and **(Motion by Councillor Soknacki)**
- (2) that the Commissioner of Corporate Services be requested to report to the Administration Committee in May, 2002 on the development of continuous improvement strategies for the delivery of Corporate Communication Services for the City of Toronto, and on the impacts of achieving reductions in Corporate Communications Services across the corporation; such report to be in consultation with the Chief Administrator’s Office so that it addresses these issues in the overall context of citizen participation. **(Motion by Councillors Soknacki and Miller)**

The Administration Committee also:

- (i) referred the following projects within the Corporate Communications Services New/Enhanced budget to the Budget Advisory Committee for consideration with the Economic Development New/Enhanced Budget:

1C100-074 Media Services related to World Youth Day;
1C200-075 Translation Services for World Youth Day;
1C200-076 Web posting of World Youth Day content;
and
1C200-077 Additional Call Centre staff for World Youth Day; and **(Motion by Councillor Soknacki)**

- (ii) referred the following projects within the Corporate Communications Services New/Enhanced budget to the Budget Advisory Committee for consideration with the Works and Emergency Services New/Enhanced Budget:

1C100-078 Emergency/Major Incident communications response; and
1C200-079 Emergency/Major Incident communications response. **(Motion by Councillor Soknacki)**

(C) Court Services:

Recommended to the Budget Advisory Committee the adoption of the 2002 New/Enhanced Services request pertaining to Court Services. **(Motion by Councillor Soknacki)**

(D) Facilities and Real Estate:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the EMT recommended Operating Budget, respecting Facilities and Real Estate, subject to the Commissioner of Corporate Services being directed not to reduce the hours of operation at the Civic Centres;
- (2) that the Commissioner of Corporate Services be requested to consult with each Community Council with respect to the operating hours of the Civic Centres within their boundaries, with the objective of reducing costs without significantly reducing resident participation, and that

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recommendations in regard thereto be tabulated and reported to the Administration Committee as soon as possible;

- (3) the adoption of the following recommendations Nos. (1) and (2) pertaining to the 2002 New/Enhanced Service Requests:

“(1) the 2002 Operating New/Enhanced Service Request of \$1.657 million gross and \$1.457 million net comprised of the following services, be received:

Service	Gross (\$000s)	Net (\$000s)
Facilities	1,657.0	1,457.0
Real Estate	0.0	0.0
Total New/Enhanced Service Requests	1,657.0	1,457.0

- (2) the requests for Facilities and Real Estate, of \$0.200 million gross and zero net which are funded from other revenues, be approved, subject to confirmation of funding;” and
- (4) approval of the request for status reclassification for 23 Security Officers required in CNS per the service level agreement (CA100-052) net zero (23 positions). **(Foregoing Motions by Councillor Soknacki)**

The Administration Committee:

- (1) referred the following project within the Facilities and Real Estate New/Enhanced budget to the Budget Advisory Committee for consideration with the Works and Emergency Services Budget:

CA100-095 Emergency/Major Incidence Response; and

- (2) requested the Commissioner of Corporate Services to submit a report directly to the Budget Advisory Committee respecting the foregoing Recommendation No. (D) (1)

indicating alternative savings should the hours of operation at the Civic Centres not be reduced. **(Foregoing Motions by Councillor Soknacki)**

(E) Fleet Services:

Recommended to the Budget Advisory Committee:

- (i) the adoption of the EMT recommended Operating Budget, respecting Fleet Services;
- (ii) the adoption of the following recommendations Nos. (1) and (2) pertaining to the 2002 New/Enhanced Services requests:

“(1) that the 2002 Operating New/Enhanced Service Requests of \$0.969 million gross and \$0.0 million net, comprised of the following services, be received:

Service	Gross (\$000s)	Net (\$000s)
Fleet Maintenance	(1,019.2)	0.0
Fleet Management	50.0	0.0
Total New/Enhanced Service Requests	(969.2)	0.0

- (2) the request for Transfer of Fire Vehicle Maintenance at the annualized rate of \$1.030 million gross and \$0.0 million net, as approved by Council, be implemented, subject to acceptance by Council of the report from the Commissioner of Works and Emergency Services on the implementation;”;
- (3) approval of the transition plan to reduce fleet vehicle emissions contained in the New/Enhanced Service requests changes list; and
- (4) that the Chief Financial Officer and Treasurer, in consultation with the Director of Fleet Services be requested to develop a procedure prior to the next budget process to minimize unreconciled interdepartmental recoveries. **(Foregoing Motions by Councillor Soknacki)**

(F) Human Resources:

Recommended to the Budget Advisory Committee:

- (i) the adoption of the EMT recommended Operating Budget respecting the Human Resources Division;
- (ii) approval of the 2002 New/Enhanced Services request respecting HR 300-084, Collective Bargaining costs, and that the funding be provided from the 2001 surplus; and
- (iii) approval of the 2002 New/Enhanced Services request respecting HRM – 086, SAP Sustainment. **(Foregoing Motions by Councillor Soknacki)**

The Administration Committee requested the Chief Financial Officer and Treasurer to recommend and report to the Budget Advisory Committee on an alternative corporate funding source respecting the foregoing Recommendation No. (F) (iii) and the Executive Director of Human Resources be requested to report to the Budget Advisory Committee as part of this report on whether there are any savings possible in this project and whether the consultants can be replaced with City staff. **(Foregoing Motion by Councillor Soknacki)**

(G) Information Technology:

Recommended to the Budget Advisory Committee:

- (i) the adoption of the 2002 EMT recommended Operating Budget, respecting Information Technology;
- (ii) the adoption of the following recommendations Nos. (1) and (2) pertaining to the 2002 New/Enhanced Services requests:
 - “(1) the 2002 Operating New/Enhanced Service Requests of \$2.355 million gross and \$1.998 million net, comprised of the following services, be received:

Service	Gross (\$000s)	Net (\$000s)
Desktop Computing	531.8	174.8
Application Delivery	1,823.0	1,823.0
Total New/Enhanced Service Requests	2,354.8	1,997.8

- (2) the request for Tax and Water Collection Systems, of \$0.357 million gross and \$0.000 million net which are funded from interdepartmental recoveries, be approved, subject to confirmation of funding in the Finance Department budget;”;
- (iii) approval of the 2002 New/Enhanced Services Request, Item IT100-096 “Operating Impact on New Capital Projects”, and IT200-085 “Sustainment of SAP Application Environment”;
- (iv) approval of the 2002 New/Enhanced Services Request, Item 200-055 “Contract Management Office”; and
- (v) that within 6 months, the Chief Information Officer be requested to present to the Administration Committee a strategic plan for the Information and Technology Division, such plan to include, but not limited to addressing the issues of:
 - (a) staff turnover and retention;
 - (b) use of consultants versus staff;
 - (c) means of financing; and
 - (d) establishing and maintaining practical measures of efficiency and customer satisfaction. **(Foregoing Motions by Councillor Soknacki)**

The Administration Committee:

- (a) requested the Chief Information Officer to submit a report to the Budget Advisory Committee, at its wrap up meeting, on the costs associated with providing IT support to the City's Association of Community Centres and provide options on how AOCC members could be provided IT support; and
- (b) requested the Chief Financial Officer to submit a report to the Budget Advisory Committee on alternative corporate financing sources respecting the foregoing Recommendation No. (G) (iii) and (iv). **(Foregoing Motions by Councillor Soknacki)**

(H) Legal Services:

Recommended to the Budget Advisory Committee the adoption of the 2002 EMT recommended Operating Budget respecting Legal Services. **(Motion by Councillor Soknacki)**

(I) Service Integration and Support:

Recommended to the Budget Advisory Committee the adoption of the 2002 EMT recommended Operating Budget respecting Service Integration and Support. **(Motion by Councillor Soknacki)**

(II) Finance:

Recommended to the Budget Advisory Committee:

- (i) that the Finance Division budget be approved at the 2001 Budget level (\$31,713.5 Million); and that \$449,700 be applied to partially fund the Finance Division's request to reduce salary gapping levels;
- (ii) that it consider not eliminating the Supervisor of Accounts Payable position effective January 1, 2002; and

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- (iii) approval of the 2002 New/Enhanced Services request respecting the Tax and Water Collection Systems as follows:

“(1) The 2002 Operating New/Enhanced Service Requests of \$0.576 million gross and \$0.475 million net, comprised of the following services, be received:

Service	Gross (\$000s)	Net (\$000s)
Accounting Services	260.8	260.8
Revenue Services	315.3	214.5
Total New/Enhanced Service Requests	576.1	475.3

(2) that the request for Tax and Water Collection Systems of \$0.252 million gross, requiring a tax increase of \$0.151 million net or 0.016 percent be referred to the Administration Committee for its review and consideration, and that alternative funding sources be identified”.

The Administration Committee:

- (1) requested the Chief Financial Officer and Treasurer to submit a report to the Budget Advisory Committee respecting the foregoing Recommendation No. (II) (ii) indicating alternative savings, not already recommended by EMT, should the Supervisor of Accounts Payable position not be eliminated.
- (2) requested the Director of Purchasing and Materials Management to report directly to the Budget Advisory Committee with respect to the proposed reduction in service delivery at the Castlefield and Ellesmere warehouses as to whether these proposals will reduce costs to the overall City and whether any departments may experience hardship. **(Foregoing Motions by Councillor Soknacki)**

(III) Chief Administrator’s Office:

Recommended to the Budget Advisory Committee the adoption of the 2002 EMT recommended Operating Budget respecting the Chief Administrator’s Office. **(Motion by Councillor Soknacki)**

(IV) Council:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2002 EMT recommended Operating Budget respecting the Council budget;
- (2) that the City Clerk's Office undertake the administration of the Skybox; and
- (3) that the cost of hospitality associated with the use of the Skybox be the responsibility of the host councillor and be charged to that Councillor's Global Office Budget. **(Motion by Councillor Soknacki)**

The Administration Committee requested the City Clerk to submit a report directly to the Budget Advisory Committee respecting any money-making opportunities that may be available to the City respecting the use of the Skybox. **(Motion by Councillor Miller)**

(V) Mayor's Office:

Recommended to the Budget Advisory Committee the adoption of the 2002 EMT recommended Operating Budget pertaining to the Mayor's Office. **(Motion by Councillor Miller)**

The Administration Committee also received the communication (December 10, 2001) from the City Clerk, entitled "Fiscal Sustainability Principles and Financial Priority Setting". **(Motion by Councillor Miller)**

Lost Motions and Motions Ruled Out of Order:

The following motion by Councillor Miller was put to a vote and was **lost**:

Human Resources:

That the Administration Committee recommend to the Budget Advisory Committee approval of the additional person recommended for the Fair Wage Office. **(Lost)**

The following motion by Councillor Nunziata was put to a vote and was **lost**:

Council:

That the Administration Committee recommend to the Budget Advisory Committee that the global Council budget be reduced by 5 per cent. **(Lost)**

The following motion by Councillor Miller was ruled Out of Order:

That the City Clerk be requested to submit a report directly to the Budget Advisory Committee respecting the merits of whether or not it would be worthwhile to sell the Skybox in the current market. **(Out of Order)**

(Budget Advisory Committee; Commissioner of Corporate Services; Chief Financial Officer and Treasurer; Chief Information Officer, City Clerk; Executive Director of Human Resources; Director of Election Services; Director of Purchasing and Materials Management; c. Mayor's Office; Chief Administrative Officer; Commissioner of works and Emergency Services; Commissioner of Economic Development, Culture and Tourism; Commissioner of Community and Neighbourhood Services; Director, Budget Services, Finance Division; Director of Corporate Communications; Director of Court Services; Executive Director of Facilities and Real Estate; Director of Fleet Services; Executive Director of Information and Technology; Director of Service Improvement and Innovation; Acting Solicitor; Acting Treasurer; Director of Council and Support Services; Manager, Budget Services, Finance Division; Interested Parties – January 24, 2002)

(Clause No. 24(a) – Report No. 2)

1.1(b) 2002-2006 Capital Budget.

The Administration Committee had before it the 2002-2006 Capital Budgets with respect to:

Corporate Services:

- City Clerk's;
- Corporate Communications;
- Facilities and Real Estate;
- Fleet Management Services;

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- Human Resources;
- Information and Technology;
- Legal; and
- Service Integration and Support.

Finance

Other:

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

The Administration Committee also had before it a communication (December 10, 2001) from the City Clerk, forwarding Clause No. 1 contained in Report No. 26 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:

- (3) 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
- (4) 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.

The following officials gave presentations to the Administration Committee respecting the 2002 Capital and Operating Budgets:

- Ms. Joan Anderton, Commissioner of Corporate Services, assisted by the following staff, respecting the 2002 Capital and Operating Budget for the Corporate Services Department, and filed a copy of her presentation material in regard thereto;
 - Ms. Ulli Watkiss, City Clerk;
 - Ms. Valerie Chavossy, Director of Corporate Communications;
 - Mr. Barry Randell, Director of Court Services;
 - Mr. Bruce Bowes, Executive Director of Facilities and Real Estate;
 - Mr. Christopher Chiaravallotti, Director of Fleet Services
 - Ms. Brigitte Hohn, Executive Director of Human Resources;

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- Mr. James Ridge, Executive Director of Information and Technology; and
- Ms. Margaret A. Fischer, Director of Real Estate Law/Acting City Solicitor; and
- Ms. Ana Bassios, Director of Service Improvement and Innovation;

- Ms. Shirley Hoy, Acting Chief Financial Officer, respecting the 2002 Capital and Operating Budget for the Finance Department, and filed a copy of her presentation material in regard thereto;

- Ms. Shirley Hoy, Chief Administrative Officer, respecting the 2002 Operating Budget for the Office of the Chief Administrative Officer, and filed a copy of her presentation material in regard thereto;

- Mr. Al Schultz, Acting Treasurer, and Mr. Paul Jones, Director of Council and Support Services, City Clerk's Division, Corporate Services Department, respecting the 2002 Operating Budget for the Councillors' Offices, and filed a copy of their presentation material in regard thereto; and

- Mr. Al Schultz, Acting Treasurer, respecting the 2002 Operating Budget for the Mayor's Office, and filed a copy of his presentation material in regard thereto;

- Ms. Margaret A. Fischer, Director of Real Estate Law and Acting City Solicitor, and filed a copy of her presentation material in regard thereto; and

- Ms. Shirley MacPherson, Manager, Budget Services, Finance Division, provided the Administration Committee with a brief presentation respecting the 2002 Operating and Capital Budget.

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

- Mr. Ken Amoroso, Membership Secretary, CUPE, Local 79, and filed a written submission with respect thereto; and

- Mr. Ib Amonsens, and filed a written submission with respect thereto.

The Administration Committee reviewed its 2002-2006 Capital Budget and took the following action in regard thereto:

(I) Corporate Services Department:

City Clerk' Office:

Recommended to the Budget Advisory Committee the adoption of the EMT recommendations respecting the 2002-2006 Capital Budget pertaining to the City Clerk's Office. **(Motion by Councillor Soknacki)**

Facilities and Real Estate:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the EMT recommendations respecting the 2002-2006 Capital Budget pertaining to the Facilities and Real Estate Division subject to:
 - (i) Project 6 (FAC000053-12) pump and piping replacement, being reduced by \$60,000, by reducing the amount for one new pump, piping and controls to \$30,000;
 - (ii) Project 7 (FAC000053-11) pump and piping replacement, being reduced by \$60,000, by reducing the amount for one new pump, piping and controls to \$40,000;
 - (iii) Project 24 (FAC000063-63) podium expansion and balustrade repairs, being reduced by \$132,000, by reducing the amount for bird and weed control to \$28,000; and
 - (iv) Project 39 (FAC000101-11) elevated walkway repairs, being reduced by \$95,000, by reducing the amount for bird control to \$50,000; **(Foregoing Motions by Councillor Soknacki)**

- (2) that the Commissioner of Corporate Services be requested to explore the expansion of the roof garden and other greening initiatives to deal with the bird control issue and submit a report thereon to the Administration Committee; and **(Motion by Councillor Miller)**

- (3) that the Commissioner of Corporate Services, in consultation with the Commissioner of Works and Emergency Services, the Commissioner of Economic Development, Culture and Tourism and the Commissioner of Community and Neighbourhood Services be requested to report to the Administration Committee on the development of a corporate standards program for the maintenance of City facilities. **(Motion by Councillor Soknacki)**

The Administration Committee further:

- (i) requested the Director of the Toronto Atmospheric Fund, in consultation with the Executive Director of Facilities and Real Estate, to submit a report to the Budget Advisory Committee on how the retrofitting of windows at the Scadding Court Community Centre (FAC 000075-32) and the daycare at 511 Richmond Street West (FAC 000075-8) could be achieved using funding from TAF; and **(Motion by Councillor Soknacki)**

- (ii) requested the Commissioner of Corporate Services to submit a detailed report to the Budget Advisory Committee on the assumptions underlying the Master Accommodation Plan, including Gantt charts. **(Motion by Councillor Miller)**

Fleet Services:

Recommended to the Budget Advisory Committee the adoption of the EMT recommendations respecting the 2002–2006 Capital Budget pertaining to Fleet Services.

The Administration Committee further requested the Director of Fleet Services to submit a report directly to the Budget Advisory Committee:

- (i) on when and how much of the carryforward of replacements he expects to be delivered in each year; and
- (ii) with a replacement of the Overdue for Replacement Vehicles list as it would stand if the entire backlog of approved vehicles were delivered and if the base capital program were approved, including the transfer of the contribution from the vehicle and Equipment Reserve to Fleet Services. **(Motion by Councillor Soknacki)**

Information Technology:

Recommended to the Budget Advisory Committee the adoption of the EMT 2002-2006 Capital Budget respecting Information Technology. **(Motion by Councillor Soknacki)**

(II) Finance:

Recommended to the Budget Advisory Committee the adoption of the EMT 2002-2006 Budget respecting the Finance Division. **(Motion by Councillor Soknacki)**

The Administration Committee also received the communication (December 10, 2001) from the City Clerk, entitled "Fiscal Sustainability Principles and Financial Priority Setting". **(Motion by Councillor Miller)**

(Budget Advisory Committee; Commissioner of Corporate Services; Chief Financial Officer and Treasurer; Chief Information Officer, City Clerk; Executive Director of Human Resources; Director of Election Services; Director of Purchasing and Materials Management; c. Mayor's Office; Chief Administrative Officer; Commissioner of works and Emergency Services; Commissioner of Economic Development, Culture and Tourism; Commissioner of Community and Neighbourhood Services; Director, Budget Services, Finance Division; Director of Corporate Communications; Director of Court Services; Executive Director of Facilities and Real Estate; Director of Fleet Services; Executive

Director of Information and Technology; Director of Service Improvement and Innovation; Acting Solicitor; Acting Treasurer; Director of Council and Support Services; Manager, Budget Services, Finance Division; Interested Parties – January 24, 2002)

(Clause No. 24(a) – Report No. 2)

1.2 Creation of Director Level Positions.

The Administration Committee had before it the following communications and report:

- (1) (December 27, 2001) from Councillor Jane Pitfield, 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;
- (2) (January 4, 2002) communication addressed to Councillor Pitfield from the Chief Administrative Officer, responding to the communication (December 27, 2001) from Councillor Jane Pitfield respecting the creation of 13 director level positions across the City during the business year 2000 and 2001; advising that there has been some restructuring of existing director positions within approved budgets (such as in WES), but there has not been the creation of new director positions with new funding requirements initiated; and stating that part of the confusion may be the fact that a number of job positions have occurred because of vacancies which needed to be filled; and
- (3) (January 15, 2002) from the Chief Administrative Officer and the Chief Financial Officer, responding to Councillor Pitfield's concern respecting the creation of 13 director level positions during the business years of 2000 and 2001; advising that of the 13 positions identified by Councillor Pitfield, only two positions are new; providing background information on all the positions identified by Councillor Pitfield; and recommending that this report be received for information.

Councillor Jane Pitfield, Don Valley West, appeared before the Administration Committee in connection with the foregoing matter and filed job descriptions (job calls) for various Director level positions within the City of Toronto.

On motion by Councillor Miller, on behalf of Councillor Pitfield, the Administration Committee:

- (1) referred the aforementioned communications, report and the following motion to the Chief Administrative Officer and the Executive Director of Human Resources, for report thereon to the Personnel Sub-Committee:

Moved by Councillor Miller on behalf of Councillor Pitfield:

“That the Chief Administrative Officer be requested to:

- (1) report to the Administration Committee respecting the following questions:
 - (a) what is the process for establishing new positions in the City?;
 - (b) what is the establishment control process in the City?;
 - (c) what is Council’s perspective in relation to increases in staff numbers?;
 - (d) how can Council be assured that new positions do not lead to increased support staffing costs?;
 - (e) of the 235 director positions prior to amalgamation, how many were there, excluding Metro?;
 - (f) what was the process at each of the former six municipalities and Metro with respect to the creation of new Director positions, and did staff have control in each case?;

- (2) compile by April 2002, a City-wide staff database that has the following information in relation to each permanent job in the City: job title, salary grade, normal number of hours per week, unique job number, incumbent name, the job number to which the position reports, and the names of the associated program, service and activity;
 - (3) provide by April 2002, an organizational analysis to compare by department: number of directors, managers, administrative staff and clerks;
 - (4) report by June 2002, on all staff who are not assigned to a permanent job in the requested database;
 - (5) report back on adopting an establishment control process under which Council approves all establishment staff changes twice a year; and
 - (6) provide a plan by June 2002, to phase out all temporary positions that have existed in excess of 12 months duration; and
- (II) requested the City Clerk to notify Councillor Pitfield when this matter will be considered by the Personnel Sub-Committee.

(Chief Administrative Officer; Executive Director of Human Resources; Committee Secretary, Personnel Sub Committee; c: Chief Financial Officer and Treasurer; Councillor Jane Pitfield – January 24, 2002)

(Clause No. 24(b) – Report No. 2)

1.3 Benefit Coverage – Former Municipality of Metropolitan Toronto Over Age 65 Retirees.

The Administration Committee had before it the following communication and reports:

- (1) (November 27, 2001) from the City Clerk, 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; and
 - (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;
- (2) (January 7, 2002) from the Acting Chief Financial Officer, providing further information on the eligibility for prescription drug coverage for retirees, over age 65, as well as information regarding the legal consequences of grandfathering a group of retirees, over age 65, with prescription drug coverage dispensed in Ontario; advising that the cost to provide benefit coverage for existing retirees of the City of Toronto is

\$16 million annually; that in addition, the current liability of providing post retirement benefits to all City employees is \$430 million; that approving the request by COTAPSAI would increase these liabilities by \$9.7 million and create a negative precedent on the administration of retiree benefit plans; and recommending that the Administration Committee confirm the administration of benefit plans for management retirees, over age 65, of the former Municipality of Metropolitan Toronto in accordance with the established benefit plan design which excludes prescription drug coverage within Ontario;

- (3) confidential report (January 21, 2002) from the City Solicitor reporting as requested by the Personnel Sub-Committee on January 9, 2002, on the legal implications to the affected group of retirees based on the representations made in the Sun Life Group Benefits Plan booklet, such report to be considered in-camera having regard that the subject relates to the receiving of advice that is subject to solicitor-client privilege; and
- (4) (January 23, 2002) from the Director, Pension, Payroll and Employee Benefits, Finance, requesting that the reports dealing with the Benefit Coverage for Former Municipality of Metropolitan Toronto Over Age 65 retirees be withdrawn from the agenda in order to allow for more staff consultation.

On motion by Councillor Miller, the Administration Committee referred the foregoing reports and communications to the Chief Financial Officer and Treasurer and the City Solicitor for further consideration and report thereon to the Administration Committee through the Personnel Sub-Committee.

(Chief Financial Officer and Treasurer; Director, Pension, Payroll and Employee Benefits; City Solicitor; c: Committee Secretary, Personnel Sub-Committee; Mr. John Markle, President, Metropolitan Toronto Retirees Association; Mr. Jack Horsley; Mr. Peter Ferguson, Treasurer, Metropolitan Toronto Retirees Association - January 24, 2002)

(Clause No. 24(c) – Report No. 2)

**1.4 Policy Statement and Guidelines for
Political Activities of City Grant Recipients.**

The Administration Committee had before it a report (December 20, 2001) from the Acting Commissioner of Community and Neighbourhood Services, 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.

On motion by Councillor Soknacki, the Administration Committee recommended to Council:

- (1) the adoption of the aforementioned report (December 20, 2001) from the Acting Commissioner of Community and Neighbourhood Services; and
- (2) that the Chief Administrative Officer be requested to submit a report to the Administration Committee, as soon as possible, on whether it is desirable to develop and implement a policy with respect to political activities with all entities which have a contractual relationship with the City of Toronto, examples of these entities include, but are not limited to, suppliers, business improvement allocations and other organizations.

(Clause No. 22 – Report No. 2)

**1.5 City of Toronto
Multilingual Services Policy.**

The Administration Committee had before it the following report and communication:

- (1) (December 17, 2001) from the Commissioner of Corporate Services, 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.”; and

(2) (January 16, 2002) from Councillor Peter LiPreti, writing in support of the proposed City of Toronto Multilingual Services Policy.

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

- Ms. Manon Le Paven, President, City of Toronto French Committee;
- Mr. Jean Bédard, Q.C., incoming President, The Toronto French Committee; and
- Mr. Francois Bergeron, and filed a written submission in regard thereto.

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

A. Councillor Shaw moved that the Administration Committee recommend to Council:

- (1) the adoption of the report (December 17, 2001) from the Commissioner of Corporate Services;
- (2) that the Commissioner of Corporate Services be requested to:
 - (a) monitor the policy and report back to the Administration Committee prior to the end of the year on any additional strategies that need to be considered to ensure that the policy is effective; and

- (b) continue to work with the French community, multicultural committees, ethnic media (including local media) in the City to address the concerns raised with respect to lack of advertising in the ethnic and French media, and report thereon to the Ethnic and Race Relations Committee. **(Carried)**

- B. Councillor Soknacki moved that Part 1 of the foregoing motion A. By Councillor Shaw, be amended by adding thereto the following words “subject to the cost of providing the French language translation services, referred to therein, not exceeding \$10,000 per year”. **(Carried)**

(Clause No. 4 – Report No. 2)

**1.6 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).**

The Administration Committee had before it a report (December 12, 2001) from the Commissioner of Corporate Services, 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.

On motion by Councillor Nunziata, the Administration Committee recommended to Council the adoption of the aforementioned report (December 12, 2001) from the Commissioner of Corporate Services.

(Clause No. 5 – Report No. 2)

**1.7. 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).**

The Administration Committee had before it a report (December 12, 2001) from the Commissioner of Corporate Services, 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.

On motion by Councillor Nunziata, the Administration Committee recommended to Council the adoption of the aforementioned report (December 12, 2001) from the Commissioner of Corporate Services.

(Clause No. 6 – Report No. 2)

**1.8. Request for Quotation No. 3302-00-3192 for the
Supply and Delivery of Stationery/Office Supplies.**

The Administration Committee had before it a communication (January 3, 2002) from the City Clerk, 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 Stationery/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 Stationery/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 Stationery/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 Stationery/Office Supplies for 2002.

On motion by Councillor Holyday, the Administration Committee recommended to Council that the balance of the second year option 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 Stationery/Office Supplies for 2002, be approved.

(Clause No. 7 – Report No. 2)

**1.9 2001 Fourth Quarterly Report on Sales
(All Wards).**

The Administration Committee had before it a report (December 19, 2001) from the Commissioner of Corporate Services, 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.

On motion by Councillor Soknacki, the Administration Committee received the aforementioned report.

(Clause No. 24(d) – Report No. 2)

**1.10 Report on Hardship Situation
785 Woodbine Avenue
(Scarborough Transportation Corridor)
(Ward 32 – Beaches-East York).**

The Administration Committee had before it a report (December 17, 2001) from the Commissioner of Corporate Services, 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
- (2) the appropriate City Officials be authorized and directed to give effect thereto.

On motion by Councillor Miller, the Administration Committee recommended to Council the adoption of the aforementioned report (December 17, 2001) from the Commissioner of Corporate Services.

(Clause No. 9 – Report No. 2)

**1.11 Declaration as Surplus
973 Lansdowne Avenue
(Ward 18 – Davenport).**

The Administration Committee had before it a joint report (December 19, 2001) from the Commissioner of Corporate Services and the Acting Commissioner of Community and Neighbourhood Services, 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.

On motion by Councillor Ford, the Administration Committee recommended to Council the adoption of the aforementioned joint report (December 19, 2001) from the Acting Commissioner of Community and Neighbourhood Services and the Commissioner of Corporate Services.

(Clause No. 11 – Report No. 2)

**1.12 Declaration as Surplus
267R and 275 Ontario Street
(Ward 28 – Toronto-Centre Rosedale).**

The Administration Committee had before it a joint report (December 11, 2001) from the Commissioner of Corporate Services and the Acting Commissioner of Community and Neighbourhood Services, 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.

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

- Ms. Angela Shaw, Director, St. Jude Community Homes, and filed a submission in regard thereto;
- Mr. Ian McPhail; and
- Mr. Raul Galvez.

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

Councillor Miller, on behalf of Councillor McConnell, moved that the Administration Committee recommend to Council the adoption of the aforementioned joint report (December 11, 2001) from the Acting Commissioner of Community and Neighbourhood Services and the Commissioner of Corporate Services. **(Carried)**

Councillor Holyday moved that the aforementioned joint report be forwarded to the appropriate Community Council for the hearing of deputations and report thereon to the Administration Committee. **(Lost)**

(Clause No. 12 – Report No. 2)

**1.13 Declaration as Surplus
205 Yonge Street
(Ward 27 – Toronto Centre Rosedale).**

The Administration Committee had before it a report (December 19, 2001) from the Commissioner of Corporate Services, 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.

On motion by Councillor Miller, the Administration Committee:

- (1) recommended to Council the adoption of the aforementioned report (December 19, 2001) from the Commissioner of Corporate Services; and
- (2) requested the Commissioner of Corporate Services, in consultation with the Commissioner of Economic Development, Culture and Tourism, to submit a report directly to Council for its meeting scheduled to be held on February 13, 2002, outlining if the current heritage easement agreement protects the property in question.

(Commissioner of Corporate Services; c. Commissioner of Economic Development, Culture and Tourism – Confidential - January 24, 2002)

(Clause No. 13 – Report No. 2)

1.14. 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).

The Administration Committee had before it a report (December 3, 2001) from the Commissioner of Corporate Services, 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.

On motion by Councillor Holyday, the Administration Committee recommended to Council the adoption of the aforementioned report (December 3, 2001) from the Commissioner of Corporate Services.

(Clause No. 14 – Report No. 2)

**1.15 Sale of Surplus Property Located
at 13 Hubbard Boulevard,
Toronto, (THC:C2102)
(Ward 32 – Beaches-East York).**

The Administration Committee had before it a report (January 2, 2002) from the Chief Executive Officer, Toronto Housing Company, 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 19, 2001) from the Chief Executive Officer, 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.

On motion by Councillor Bussin, the Administration Committee recommended to Council the adoption of the report (December 19, 2001) from the Chief Executive Officer, Toronto Housing Company and Toronto Community Housing Corporation, appended to the aforementioned communication (January 2, 2002) from the Chief Executive Officer, Toronto Housing Company.

(Clause No. 15 – Report No. 2)

**1.16 Sale of Surplus Property Located at
15 Hubbard Boulevard, Toronto,
(Ward 32 – Beaches-East York) THC:C2103.**

The Administration Committee had before it a communication (January 4, 2002) from the Chief Executive Officer, Toronto Housing Company, 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.

Councillor Jane Pitfield, Don Valley West, appeared before the Administration Committee in connection with the aforementioned matter.

On motion by Councillor Bussin, the Administration Committee submitted the aforementioned report (January 4, 2002) from the Chief Executive Officer, Toronto Housing Company, to Council for information.

(Clause No. 16 – Report No. 2)

**1.17 Access Legislation and the
Safety Footware Quotation.**

The Administration Committee had before it a report (December 10, 2001) from the City Clerk, 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.

On motion by Councillor Miller, the Administration Committee:

- (1) recommended to Council that it be mandatory for Department Heads to consult with the Director, Corporate Access and Privacy, respecting disclosure of propriety information in public and in-camera reports to ensure that Council has sufficient information to make informed decisions including as much public disclosure as possible with respect to major contracts such as leasing; and
- (2) received the report (December 10, 2001) from the City Clerk, entitled "Access Legislation and the Safety Footware Quotation".

(Clause No. 17 – Report No. 2)

**1.18 Security on the
Toronto Transit Commission.**

The Administration Committee had before it a communication (November 29, 2001) from the City Clerk, Race and Ethnic Relations Committee, advising that 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.

On motion by Councillor Shaw, the Administration Committee recommended to Council the adoption of the recommendations of the Race and Ethnic Relations Committee embodied in the aforementioned communication (November 29, 2001) from the City Clerk.

(Clause No. 18 – Report No. 2)

**1.19 Recipients – 2001/2002 City of Toronto
Scholarships at the University of Toronto.**

The Administration Committee had before it a report (December 20, 2001) from the Chief Administrative Officer, recommending that:

- (1) 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
- (2) the appropriate City officials be authorised and directed to take the necessary action to give effect thereto.

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

On motion by Councillor Miller, the Administration Committee recommended to Council the adoption of the aforementioned report (December 20, 2001) from the Chief Administrative Officer.

(Clause No. 19 – Report No. 2)

1.20 Urban Aboriginal Economic Development.

The Administration Committee had before it a communication (January 2, 2002) from the City Clerk, Aboriginal Affairs Committee, 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.

On motion by Councillor Miller, the Administration Committee recommended to Council the adoption of the aforementioned joint report (July 27, 2000) from the Chief Financial Officer and Treasurer, the City Solicitor and the Commissioner of Economic Development, Culture and Tourism.

(Clause No. 20 – Report No. 2)

1.21 Protection of the Identity of Candidates Applying for Positions Within the City of Toronto.

The Administration Committee had before it the following communications:

- (1) (November 14, 2001) from the City Clerk, 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; and

- (2) (January 14, 2002) from the City Clerk, advising that the Ethics Steering Committee on January 9, 2002, deferred consideration of the communication (November 14, 2001) from the City Clerk advising of Council's referral of a motion regarding steps to be taken to protect the identity of candidates who apply for positions within the City of Toronto, to the next meeting of the Ethics Steering Committee on February 27, 2002, and requested that the Administration Committee be so advised of the Committee's action in this regard.

On motion by Councillor Miller, the Administration Committee deferred consideration of the aforementioned communication until its meeting scheduled to be held on March 26, 2002, having regard that the Ethics Steering Committee on January 9, 2002, deferred consideration of this matter until its meeting scheduled to be held on February 27, 2002.

(Ethics Steering Committee – January 24, 2002)

(Clause No. 24(e) – Report No. 2)

1.22 RECAPP – Asset Management Program.

The Administration Committee had before it a communication (December 11, 2001) from Mr. Roy Shore, President and CEO, Physical Planning Technologies Inc., 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.

Mr. Casey Goossens, Vice President, Sales and Marketing, Physical Planning Technologies Inc., appeared before the Administration Committee in connection with the aforementioned matter, and filed a written submission in regard thereto.

On motion by Councillor Nunziata, the Administration Committee received the aforementioned communication and presentation from Mr. Casey Goossens, Vice President, Sales and Marketing, Physical Planning Technologies Inc.

(Mr. Roy Shore, President and CEO, Physical Planning Technologies Inc. – January 24, 2002)

(Clause No. 24(f) – Report No. 2)

1.23 Sweatshop Abuses in the Garment Industry.

The Administration Committee had before it the following communications:

- (1) (January 11, 2002) from Ms. Tina Conlon, Canadian Programme Officer, Oxfam Canada, Ontario Region, writing to confirm that the Committee will defer consideration of her communication (December 5, 2001) respecting “Sweatshop Abuses in the Garment Industry” until the meeting of the Administration Committee scheduled to be held on April 30, 2002; and
- (2) (December 5, 2001) Ms. Tina Conlon, Canadian Programme Officer, Oxfam Canada, 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.

On motion by Councillor Nunziata, the Administration Committee deferred consideration of the aforementioned communications until its meeting scheduled to be held on April 30, 2002, at the request of Ms. Tina Conlon, Canadian Programme Officer, Oxfam Canada.

(Commissioner of Corporate Services; Executive Director, Human Resources; Ms. Tina Conlon, Canadian Programme Officer, Oxfam Canada, Ontario Region – January 24, 2002)

(Clause No. 24(g) – Report No. 2)

1.24 Photocopier Request for Proposals.

The Administration Committee had before it a communication (November 13, 2001) from Councillor Sandra Bussin, 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.

On motion by Councillor Bussin, the Administration Committee referred the aforementioned communication to the Commissioner of Corporate Services for report thereon to the Administration Committee.

(Commissioner of Corporate Services; c. Mr. Bill Norgate, President, 4 Office Administration Ltd. – January 24, 2002)

(Clause No. 24 (h) – Report No. 2)

**1.25 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).**

The Administration Committee had before it a confidential report (December 13, 2001) from the Commissioner of Corporate Services, respecting the Rouge Valley System, respecting a request from Save the Rouge Valley System Inc., to protect an important piece of Toronto's cultural and natural heritage, which was forwarded to Members of Council under confidential cover; and further that discussions pertaining thereto be held in-camera having regard that the subject matter relates to the acquisition of property.

The Administration Committee also had before it the following communications:

- (1) (January 15, 2001) from Councillor Brad Duguid, writing in support of the Save the Rouge Valley System (SRVS) Inc.'s request for the City of Toronto to investigate the possibility of securing the culturally and ecologically important Rouge Valley property owned by Village Securities and two adjacent slivers of land; and providing reasons why the Administration Committee should support this request for acquisition;
- (2) (January 16, 2001) from Mr. Jeffrey L. Davies, advising that Davies, Howe Partners are representatives of the Morningside Heights community including 554056 Ontario Limited (Brookside), Mattamy Neilson Limited, Mattamy Staines Limited, Neilson-Finch Residential Developments Inc. (M & R Holdings) and Trans-Gate Inc. ("the Group"); that the Group consists of most of the major landowners in Morningside Heights; and putting the Committee on notice of certain adverse implications to the Group arising out of the proposed purchase of the Village Securities lands by the TRCA on behalf of the City;
- (3) (January 16, 2002) from Mr. Ron Christie, Chair, Rouge Park Alliance, writing to express its strong support for the securement of the "Village Securities" properties by the City of Toronto; advising that the City of Toronto has always been one of the most aggressive supporters of the Rouge Park; and respectfully requesting that the City explore every creative alternative to acquire these important and strategic 25 acres for the Rouge Park; and
- (4) (January 15, 2002) from Ms. Linda Carscadden, writing in support of the preservation of the Rouge Park and surrounding wildlife.

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

- Mr. R.M. Christie, Chair, Rouge Park Alliance, and filed a written submission in regard thereto; a pamphlet entitled "Rouge Park Connection" and a map of the surrounding area;
- Mr. David Grey Eagle Sandford; and filed a petition in regard thereto;
- Mr. Marcel Donio, Executive Director, Chiefs of Ontario;
- Mr. Jeffrey L. Davies, Davies Howe Partners;
- Mr. William Dempsey;

- Mr. Murray Johnston; and
- Mr. Glenn De Baeremaeker, President, Save the Rouge Valley System Inc., and filed a written submission in regard thereto.

Councillor Raymond Cho, Scarborough-Rouge River, also appeared before the Administration Committee in connection with the aforementioned matter.

Councillor Berardinetti appointed Councillor Nunziata Acting Chair and vacated the Chair.

Councillor Berardinetti moved that the Administration Committee recommend to Council that Council give consideration to the confidential communication (January 24, 2002) from the City Clerk respecting a request from Save the Rouge Valley System Inc., to protect an important piece of Toronto's cultural and natural heritage, which was forwarded to Members of Council under confidential cover; and further that discussions pertaining thereto be held in-camera having regard that the subject matter relates to the acquisition of property. **(Carried)**

Councillor Berardinetti resumed the Chair.

Councillor Holyday moved that the Administration Committee recommend to Council the adoption of the confidential report (December 13, 2001) from the Commissioner of Corporate Services. **(Lost)**

Councillor Shaw moved that the Administration Committee forward the confidential report (December 13, 2001) from the Commissioner of Corporate Services to Council without recommendation. **(Lost)**

(City Council; Chief Financial Officer and Treasurer – Confidential -
January 24, 2002)

(Clause No. 2 – Report No. 2)

1.26 Remuneration and Expenses of Members of Council and of Council Appointees to Local Boards and Other Special Purpose Bodies for the Year Ended December 31, 2001.

The Administration Committee had before it a report (January 10, 2002) from the Acting Chief Financial Officer, advising Council on the status of the 2001 report on Councillors remuneration and expenses; that in accordance with Section No. 247(1) of The Municipal Act (R.S.O. 1990), the City Treasurer shall submit to Council an itemized statement of remuneration and expenses paid to Members of Council and Council Appointees of Local Boards and other Special Purpose Bodies; that legislation requires that this statement be presented to Council by the end of February; that owing to year end processing schedules and information gathering from the City Boards and Agencies, the report will not be available for submission prior to that date; that this report for 2001 will be forwarded to the Administration Committee meeting on March 26, 2002; and recommending that that this report be received and forwarded to Council for information.

On motion by Councillor Nunziata, the Administration Committee concurred with the recommendation embodied in the aforementioned report (January 10, 2002) from the Acting Chief Financial Officer.

(Clause No. 23 – Report No. 2)

1.27 Request for Quotation No. 3102-01-3379 for the Supply and Delivery of Fine Paper.

The Administration Committee had before it a joint report (January 15, 2002) from the Acting Chief Financial Officer and the Commissioner of Corporate Services, advising the Committee of the results of the Request for Quotation issued for the supply and delivery of Fine Paper used for printing and photocopying in all departments in accordance with specifications, for the period January 1, 2002 to December 31, 2002; requesting authority to award a contract to the recommended bidder; further advising that funds will be provided in the appropriate Operating Budgets for 2002 subject to availability of funds in specific accounts; and recommending that the quotation submitted by Graphic Resources for the supply and delivery of Fine Paper used for printing and photocopying in all departments in accordance with the specifications, for the period January 1, 2002 to December 31, 2002, be accepted at a total price of \$2,275,278.41 including all taxes and charges, subject to escalation or de-escalation as shown, being the lowest acceptable quotation received.

The Administration Committee recommended to Council the adoption of the aforementioned joint report (January 15, 2002) from the Acting Chief Financial Officer and the Commissioner of Corporate Services subject to the necessary funds being available in the 2002 Operating Budget.

(Clause No. 8 – Report No. 2)

1.28 Harmonization of Management Benefit Plans.

The Administration Committee had before it the following report and communications:

- (1) (January 15, 2002) from the City Clerk, Personnel Sub-Committee, recommending to the Administration Committee:
 - (I) the adoption of the report (January 8, 2002) from the Acting Chief Financial Officer, subject to:
 - (1) amending Recommendation No. 2 by inserting the words “(as defined under OMERS) with the City of Toronto” after the words “credited service” so that Recommendation No. (2) shall now read as follows:
 - “2) Grandparenting provisions for retiree benefits be implemented for employees who are within five years of being eligible to retire or have 10 years of credited service (as defined under OMERS) with the City of Toronto at the time of implementation, to the employees’ former retiree benefits if more generous. The retiree benefits are applicable from the first date of retirement.

The current OMERS regulation provides the following criteria for all employees except firefighters:

- (i) age 50; or
- (ii) age 50 and 80 points (age plus credited service plus eligible service); or
- (iii) age 50 and 30 years of credited service and eligible service.

The current OMERS regulation provides the following criteria for all firefighters:

- (i) age 45; or
 - (ii) age 45 and 75 points (age plus credited service plus eligible service); or
 - (iii) age 45 and 30 years of credited service and eligible service;
- (2) amending Recommendation No. (3) by inserting the words “(as defined under OMERS) with the City of Toronto” after the words “credited service” so that Recommendation No. (3) shall now read as follows:
- “(3) Grandparenting provisions for retiree benefits be implemented for elected officials who are within five years of being eligible to retire or have 10 years of credited service (as defined under OMERS) with the City of Toronto at the time of implementation, or come from the former municipalities of Toronto or North York, to the elected officials’ former retiree benefits if more generous. The retiree benefits are applicable from the first date of retirement; and
- (3) by deleting Recommendation No. (4) and replacing with the following new Recommendation No. (4):
- “(4) that this policy supercede, replace and repeal any authorities, by-laws, policies and procedures of the seven former municipalities pertaining to current management and non-union employees and elected officials employee and retiree benefit plans, for greater certainty, this does not affect existing retirees; and

so that the recommendations of the Personnel Sub-Committee shall now read as follows:

- (1) the active employee and retiree benefits as outlined in this report be approved for all management, non-union staff and elected officials who have entitlement to benefit coverage;

- (2) Grandparenting provisions for retiree benefits be implemented for employees who are within five years of being eligible to retire or have 10 years of credited service (as defined under OMERS) with the City of Toronto at the time of implementation, to the employees' former retiree benefits if more generous. The retiree benefits are applicable from the first date of retirement.

The current OMERS regulation provides the following criteria for all employees except firefighters:

- (i) age 50; or
- (ii) age 50 and 80 points (age plus credited service plus eligible service); or
- (iii) age 50 and 30 years of credited service and eligible service.

The current OMERS regulation provides the following criteria for all firefighters:

- (i) age 45; or
- (ii) age 45 and 75 points (age plus credited service plus eligible service); or
- (ii) age 45 and 30 years of credited service and eligible service;

- (3) Grandparenting provisions for retiree benefits be implemented for elected officials who are within five years of being eligible to retire or have 10 years of credited service (as defined under OMERS) with the City of Toronto at the time of implementation, or come from the former municipalities of Toronto or North York, to the elected officials' former retiree benefits if more generous. The retiree benefits are applicable from the first date of retirement; and
- (3) that this policy supercede, replace and repeal any authorities, by-laws, policies and procedures of the seven former municipalities pertaining to current management and non-union employees and elected officials employee and retiree benefit plans, for greater certainty, this does not affect existing retirees; and

- (II) that the issues raised by the former Metropolitan Toronto employees be referred to the Chief Financial Officer and the Benefits Monitoring Committee for a report back to the Personnel Sub-Committee meeting scheduled to be held on June 11, 2002, on the specific understanding that the plan might be amended at that time to address the concerns raised, noting the Committee's direction that any solution be cost neutral;
- (2) (January 23, 2002) from the Director, Pension, Payroll and Employee Benefits addressed to Councillor David Miller, responding to his communication (January 21, 2002) related to how the "new grandparenting" would work;
- (3) (January 23, 2002) from the Director, Pension, Payroll and Employee Benefits, addressed the Executive Director, COTAPSAI, responding to the supplementary report submitted by COTAPSAI to the Personnel Sub-Committee regarding the Harmonization of Management Benefit Plans, answering the 13 questions that were asked in that communication; and
- (4) (January 24, 2002) from the Executive Director, COTAPSAI, recommending as follows:
 - (1) that, prior to the implementation date, the Benefits Monitoring Committee review any Options/Alternatives which can produce savings to be used to maintain current levels of benefits within current costs, and have the Committee report these options/alternatives to the Personnel Sub-Committee;
 - (2) that City Staff provide information regarding the cost of benefits to the Benefits Monitoring Committee so that the Committee can review any Options/Alternatives; and
 - (3) that, at the conclusion of each round of bargaining with the Unions, the City review benefit coverage for non-union, exempt management employees and retirees.

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

- Mr. Stephen Benjamin, President, COTAPSAI; and
- Mr. Richard Majkot, Executive Director, COTAPSAI, and filed a written submission with respect thereto.

On motion by Councillor Miller, the Administration Committee recommended to Council:

- (I) the adoption of the recommendations of the Personnel Sub-Committee embodied in the communication (January 15, 2002) from the City Clerk;
- (II) that staff continue to regularly conduct reviews of the active and retiree benefit plans as they relate to active employees and report thereon to the Administration Committee through the Personnel Sub-Committee and that this review include the possibility of amending the grandparenting arrangements (and the related employee elections) as part of this report; and
- (III) the adoption of the recommendations of COTAPSAI (City of Toronto Administrative, Professional, Supervisory Association, Incorporated) embodied in the communication (January 24, 2002) from the Executive Director of COTAPSAI, subject to amending Recommendation No. (2) by adding the word “general” after the word “provide”, so that the Recommendations embodied in the aforementioned communication now read as follows:
 - (1) that prior to the implementation date, the Benefits Monitoring Committee review any options/alternatives which can produce savings to be used to maintain current levels of benefits within current costs and have the Committee report these options/alternatives to the Personnel Sub-Committee;
 - (2) that City staff provide general information regarding the cost of benefits to the Benefits Monitoring Committee so that the Committee can review any options/alternatives; and
 - (3) that at the conclusion of each round of bargaining with the Unions, the City review benefit coverage for non-union, exempt management employees and retirees.

(Clause No. 1 – Report No. 2)

1.29 Senior Staff Contracts.

The Administration Committee had before it a communication (January 16, 2002) from the City Clerk, advising that the Personnel Sub-Committee received the report (December 27, 2001) from the Commissioner of Corporate Services regarding senior staff contracts.

On motion by Councillor Miller, the Administration Committee received the aforementioned communication (January 16, 2002) from the City Clerk; and, as directed by Council at its meeting held on December 4, 5 and 6, 2001, submitted this matter to Council for consideration.

(Clause No. 21 – Report No. 2)

**1.30 Request for Expression of Interest
No. 9155-01-7765
Operation of the City Hall Store.**

The Administration Committee had before it a report (January 4, 2002) from the Commissioner of Corporate Services, recommending that:

- (1) the results of the REOI for the operation of the City Hall store be received for information;
- (2) the City Hall store be closed in 2002, as recommended in the 2002 Budget submitted by the Corporate Communications Division; and
- (3) a further report be submitted to the next Administration Committee outlining details on how the sale of City publications and City-produced products will be maintained.

On motion by Councillor Soknacki, the Administration Committee recommended to Council the adoption of the aforementioned report (January 4, 2002) from the Commissioner of Corporate Services.

(Clause No. 3 – Report No. 2)

**1.31 1997 Election – Contribution Rebate
Database and Access Legislation.**

The Administration Committee had before it a report (January 14, 2002) from the City Clerk, respecting an impending judicial review of an Order of the Information and Privacy Commissioner/Ontario upholding the City's decision to refuse to disclose an electronic copy of a database containing the personal information of campaign contributors, such judicial review to take place February 28, 2002; advising that there are no financial implications resulting from this report; and that this report be received for information.

On motion by Councillor Soknacki, the Administration Committee received the aforementioned report.

(Clause No. 24(i) – Report No. 2)

**1.32 Report on Hardship Situation
48 Darrell Avenue (Scarborough Transportation Corridor)
(Ward 32 – Beaches–East York).**

The Administration Committee had before it a report (January 15, 2002) from the Commissioner of Corporate Services, seeking authority to proceed with the sale of the surplus property identified as 48 Darrell Avenue; advising that revenue will be generated from the eventual sale; and recommending that:

- (1) authority be granted to proceed with offering 48 Darrell Avenue for sale on the open market; and
- (2) the appropriate City Officials be authorized and directed to give effect thereto.

On motion by Councillor Bussin, the Administration Committee recommended to Council the adoption of the aforementioned report (January 15, 2002) from the Commissioner of Corporate Services subject to the tenant vacating the property by February 28, 2002.

(Clause No. 10 – Report No. 2)

**1.33 Pastor Christian Leaders Network
Booking of Council Chambers.**

The Administration Committee had before it a communication (January 23, 2002) from Councillor Berardinetti forwarding a communication (January 15, 2002) from Councillor Joe Mihevc, requesting that the Administration Committee recommend to Council that the Pastor Christian Leaders Network be granted authority to pre-book Council Chambers for six dates per annum and that the policy respecting the use of Council Chambers be waived for this group; and advising that the group understands that if a last minute conflict arises with a Council or Committee meeting, they may be moved to the Metro Hall Chambers.

On motion by Councillor Soknacki, the Administration Committee referred the aforementioned communication to the Commissioner of Corporate Services for report thereon to the Administration Committee.

(Commissioner of Corporate Services; c. Councillor Berardinetti;
Councillor Mihevc – January 24, 2002)

(Clause No. 24(j) – Report No. 2)

The Administration Committee adjourned its meeting on Thursday, January 24, 2002 at 5:40 p.m.

Chair