

**THE CITY OF TORONTO**

**City Clerk's Division**

**Minutes of the Budget Advisory Committee**

**Meeting No. 4**

**Friday, February 1, 2002**

The Budget Advisory Committee met on Friday, February 1, 2002, in Committee Room No. 1, City Hall, Toronto, commencing at 9:42 a.m.

Attendance

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

	9:42 a.m. – 12:30 p.m.	1:45 p.m. – 5:15 p.m.
Councillor David Shiner, Chair	X	X
Councillor Paul Sutherland, Vice Chair	X	X
Councillor Olivia Chow	X	X
Councillor Ron Moeser	X	X
Councillor Joe Pantalone	X	X
Councillor Jane Pitfield	X	X
Councillor David Soknacki	X	X

Also Present:

Councillor Rob Ford	Councillor Frances Nunziata
Councillor Pam McConnell	

#### **4.1 2002 Capital and Operating Budgets**

##### **Administration Committee - 2002 Capital Budget**

The Budget Advisory Committee had before it a communication (January 24, 2002) from the City Clerk advising that the Administration Committee on January 17 and 24, 2002, reviewed the 2002-2006 Capital Budget for the Administration Committee 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.

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 \$60,000.00, by reducing the amount for one new pump, piping and controls to \$30,000.00;
  - (ii) Project 7 (FAC000053-11) pump and piping replacement, being reduced by \$60,000.00, by reducing the amount for one new pump, piping and controls to \$40,000.00;
  - (iii) Project 24 (FAC000063-63) podium expansion and balustrade repairs, being reduced by \$132,000.00, by reducing the amount for bird and weed control to \$28,000.00;
  - (iv) Project 39 (FAC000101-11) elevated walkway repairs, being reduced by \$95,000.00, by reducing the amount for bird control to \$50,000.00;

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

- (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
- (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.

Fleet Services:

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

Information Technology:

Recommended to the Budget Advisory Committee the adoption of the EMT 2002-2006 Capital Budget respecting Information Technology.

(II) Finance:

Recommended to the Budget Advisory Committee the adoption of the EMT 2002-2006 Budget respecting the Finance Division.

On motion by Councillor Moeser, the Budget Advisory Committee received the aforementioned communication for information.

**Administration Committee - 2002 Operating Budget**

The Budget Advisory Committee also had before it a communication (January 24, 2002) from the City Clerk advising that the Administration Committee on January 17 and 24, 2002, reviewed the 2002 Operating Budget for the Administration Committee and took the following action in regard thereto:

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

(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
- (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.

(B) Corporate Communications:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the EMT recommended Operating Budget respecting Corporate Communications Services; and
- (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.

(C) Court Services:

Recommended to the Budget Advisory Committee the adoption of the 2002 New/Enhanced Services request pertaining to Court Services.

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

(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 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;”;
- (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).

(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	0.0	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;”;
- (iii) approval of the transition plan to reduce fleet vehicle emissions contained in the New/Enhanced Service requests changes list; and
- (iv) 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.

(F) Human Resources:

Recommended to the Budget Advisory Committee:

- (i) the adoption of the EMT recommended Operating Budget respecting the Human Resources Division;

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

- (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.

(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

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

- (v) that within six 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.

(H) Legal Services:

Recommended to the Budget Advisory Committee the adoption of the 2002 EMT recommended Operating Budget respecting Legal Services.

(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.

(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 \$449,700.00 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
- (iii) approval of the 2002 New/Enhanced Services request respecting the Tax and Water Collection Systems as follows:



Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

“(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”.

(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.

(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.

(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.

On motion by Councillor Chow, the Budget Advisory Committee received the aforementioned communication for information.

**City Clerk's Office – 2002 Capital Budget**

The Budget Advisory Committee had before it the 2002 Capital Budget for the City Clerk's Office.

On motion by Councillor Chow, the Budget Advisory Committee referred the 2002 Capital Budget for the City Clerk's Office to the final wrap-up meeting of February 11, 2002 for consideration at that time.

**City Clerk's Office – 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for the City Clerk's Office.

The Budget Advisory Committee also had before it a report (January 28, 2002) from the Commissioner of Corporate Services reporting, as requested by the Administration Committee at its meeting held on January 17 and 24, 2002, on the potential for renting out the City's vote-counting equipment; and recommending that this report be received for information.

On motion by Councillor Soknacki, the Budget Advisory Committee:

- (1) referred the 2002 Operating Budget for the City Clerk's Office and the aforementioned report to the final wrap-up meeting of February 11, 2002 for consideration at that time; and
- (2) requested the Commissioner of Corporate Services, in consultation with the City Clerk, to provide the Business Plan for Election Services directly to the Administration Committee for its meeting scheduled for April 30, 2002, such report to include comments on whether a Commission Account could be established to insert funding received to hire more staff, if required.

(E-Mail: Commissioner of Corporate Services; c. City Clerk; Committee Administrator, Administration Committee - February 4, 2002)

### **Corporate Communications - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Corporate Communications.

- A. Councillor Pitfield moved that the Budget Advisory Committee:
- (1) refer the 2002 Operating Budget for Corporate Communications to the final wrap-up meeting of February 11, 2002 for consideration at that time; and
  - (2) request the Commissioner of Corporate Services, in consultation with the Director of Corporate Communications, to provide Councillor Pitfield with information on how the total reduction in staff costs, \$466,500.00 plus \$221,700.00 for a total of \$688,200.00, was determined in relation to the reduction of four staff.
- (Carried)**

- B. Councillor Pantalone moved that the Budget Advisory Committee:
- (1) request the Chief Administrative Officer, in consultation with the Commissioner of Economic Development, Culture and Tourism, to report for the final wrap-up meeting of February 11, 2002 on the Economic Development, Culture and Tourism Department assuming responsibility of the Toronto City Store in all or in part, given that it provides Tourism and Economic opportunities to the City; and
  - (2) reinstate \$62,000.00 of the \$124,000.00 reduction for translation services in order to continue the Portuguese language translation services.
- (Lost)**

(E-Mail: Commissioner of Corporate Services; c. Director of Corporate Communications; Committee Administrator, Administration Committee Councillor Jane Pitfield - February 4, 2002)

### **Court Services - 2002 Capital Budget**

The Budget Advisory Committee had before it the 2002 Capital Budget for Court Services.

On motion by Councillor Sutherland, the Budget Advisory Committee:

- (1) referred the 2002 Capital Budget for Court Services to the final wrap-up meeting of February 11, 2002 for consideration at that time; and
- (2) requested the Chief Administrative Officer, the Commissioner of Corporate Services and the Director of Court Services to meet with Councillor Sutherland prior to the February 11, 2002 meeting of Budget Advisory Committee, and, if necessary, provide information to Members of the Budget Advisory Committee at wrap-up on a specific business plan with actual numbers of people required and the potential income that the City will receive.

(E-Mail: Chief Administrative Officer; Commissioner of Corporate Services; Director of Court Services; c. Members, Budget Advisory Committee - February 4, 2002)

### **Court Services - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Court Services.

On motion by Councillor Soknacki, the Budget Advisory Committee referred the 2002 Operating Budget for Court Services to the final wrap-up meeting of February 11, 2002 for consideration at that time.

### **Facilities and Real Estate Services - 2002 Capital Budget**

The Budget Advisory Committee had before it the 2002 Capital Budget for Facilities and Real Estate Services.

The Budget Advisory Committee also had before it the following reports:

- (a) (January 30, 2002) from the Commissioner of Corporate Services providing the Budget Advisory Committee with an overview and update of the Business Integration Project for the Facilities and Real Estate Division; and recommending that this report be received for information;

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

- (b) (January 28, 2002) from the Chief Administrative Officer and the Commissioner of Corporate Services responding to a request by the Policy and Finance Committee to report to the Administration Committee and the Budget Advisory Committee on an expedited process for declaring land surplus and selling surplus lands; and recommending that:
- (1) the property management and disposal process set out in this report be endorsed;
  - (2) this report be referred by the Budget Advisory Committee to the Administration Committee for its meeting to be held on March 26, 2002; and
  - (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto;
- (c) (January 31, 2002) from the Commissioner of Corporate Services providing information on the Master Accommodation Plan (MAP) activities and associated capital budget estimates for 2002; and recommending that this report be received for information; and
- (d) (January 31, 2002) from the Executive Director, Toronto Atmospheric Fund reporting as requested by the Administration Committee at its meeting held on January 17 and 24, 2002, 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 recommending that this report be received for information.
- A. Councillor Soknacki moved that the Budget Advisory Committee refer the 2002 Capital Budget for Facilities and Real Estate Services and the aforementioned reports to the final wrap-up meeting of February 11, 2002 for consideration at that time. **(Carried)**
- B. Councillor Sutherland moved that the Budget Advisory Committee request the Commissioner of Corporate Services, in consultation with the Director of Facilities and Real Estate, to provide information on the deferral until 2003 of \$1 million of new capital projects, on a priority basis, such information to include an impact statement on such deferrals. **(Carried)**

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

C. Councillor Chow moved that:

- (1) Councillor Sutherland's motion B. be amended by inserting the words "with the exception of small local neighbourhood centres, heritage buildings and community facilities," so that such motion to read as follows:

"B. Councillor Sutherland moved that the Budget Advisory Committee request the Commissioner of Corporate Services, in consultation with the Director of Facilities and Real Estate, to provide information on the deferral until 2003 of \$1 million of new capital projects, on a priority basis, with the exception of small local neighbourhood centres, heritage buildings and community facilities, such information to include an impact statement on such deferrals."; and

- (2) the Commissioner of Corporate Services, in consultation with the Director of Facilities and Real Estate be requested to review the joint report (January 28, 2002) from the Chief Administrative Officer and the Commissioner of Corporate Services, entitled "Expedited Process for Declaring Land Surplus and Selling Surplus Land", and meet with Councillor David Soknacki, Councillor Michael Feldman, Chair of the Economic Development and Parks Committee, Councillor Betty Disero, Chair of the Works Committee, Mayor Mel Lastman or his designate, Councillor Lorenzo Berardinetti, Chair of the Administration Committee, Councillor Ron Moeser, Councillor Joe Pantalone and appropriate staff and report findings to the Budget Advisory Committee through the Administration Committee.

**(Carried)**

D. Councillor Pantalone moved that the Budget Advisory Committee request the Commissioner of Corporate Services, in consultation with the Director of Facilities and Real Estate, to provide information to Councillor Soknacki and Councillor Chow on:

- (1) \$1.4 million new workstation acquisitions (furniture); and
- (2) \$1.4 million professional/technical fees.

**(Carried)**

(E-Mail: Commissioner of Corporate Services; c. Director of Facilities and Real Estate; Mayor Mel Lastman; Councillor David Soknacki; Councillor Olivia Chow; Councillor Michael Feldman; Councillor Betty Disero; Councillor Lorenzo Berardinetti; Councillor Ron Moeser; Councillor Joe Pantalone; Committee Administrator, Administration Committee - February 4, 2002)

### **Facilities and Real Estate Services - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Facilities and Real Estate Services.

The Budget Advisory Committee also had before it the following communication and report:

- (a) (November 12, 2001) from the City Clerk advising that City Council at its meeting held on November 6, 7 and 8, 2001, adopted, without amendment, Clause No. 15 of Report No. 16 of The Administration Committee, headed "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", directed that this Clause be forwarded to the Budget Advisory Committee for consideration of the funding aspects during the 2002 Operating Budget process; and
- (b) (January 29, 2002) from the Commissioner of Corporate Services reporting as requested by the Administration Committee at its meeting held on January 17 and 24, 2002, on the savings to be achieved by adjusting the operating procedures and by reducing the hours available to the users of the six Civic Centres; and recommending that the Commissioner of Corporate Services be requested to:
  - (1) direct staff to commence turning off building mechanical systems, reducing lighting and re-distributing staff workloads to achieve utilities and staff savings up to \$70,000.00 with no initial reduction in hours the facilities are available to the users;
  - (2) consult with each of the Community Councils with respect to the reduction of operating hours of the Civic Centres within their boundaries with the objective of saving up to \$30,000.00 in utilities and security savings without significantly reducing resident participation;

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

- (3) monitor the savings achieved until the end of August 2002 and if the full reduction in user open hours is initially not possible report back to Administration Committee in September 2002 on actual savings realized and provide alternate proposals on open hours to bring the total savings up to \$100,000.00; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

On motion by Councillor Pitfield, the Budget Advisory Committee referred the 2002 Operating Budget for Facilities and Real Estate Services and the aforementioned communication and report to the final wrap-up meeting of February 11, 2002 for consideration at that time.

### **Fleet Management Services - 2002 Capital Budget**

The Budget Advisory Committee had before it the 2002 Capital Budget for Fleet Management Services.

The Budget Advisory Committee also had before it the following reports:

- (a) (January 25, 2002) from the Commissioner of Corporate Services responding to a request by the Administration Committee at its meeting held on January 17 and 24, 2002, to report to the Budget Advisory Committee on when and how much of the carry forward of replacements expected to be delivered in each year; and recommending that this report be received for information; and
- (b) (January 25, 2002) from the Commissioner of Corporate Services responding to a request by the Administration Committee at its meeting held on January 17 and 24, 2002, to report to the Budget Advisory Committee 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 for Fleet Services; and recommending that this report be received for information.

A. Councillor Moeser moved that the Budget Advisory Committee:

- (1) refer the 2002 Capital Budget for Fleet Management Services to the final wrap-up meeting of February 11, 2002 for consideration at that time; and



Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

(2) defer consideration of the following reports until its meeting of February 11, 2002:

(a) (January 25, 2002) from the Commissioner of Corporate Services, entitled "Expected Delivery of Vehicles Included in Carry Forward Amounts for 2002 Capital Budget"; and

(b) (January 25, 2002) from the Commissioner of Corporate Services, entitled "Impact of Funding Levels on Status of Vehicle Replacement".

**(Carried)**

B. Councillor Pitfield moved that the Budget Advisory Committee request the Commissioner of Corporate Services to report to the Budget Advisory Committee during the 2003 Budget deliberations on how much has been saved as a result of new vehicle purchases, based on warranties and less maintenance required.

**(Carried)**

Councillor Shiner appointed Councillor Sutherland Acting Chair and vacated the Chair.

C. Councillor Shiner moved that the Budget Advisory Committee request the Commissioner of Corporate Services, in consultation with the Director of Fleet Services, to provide information to the Budget Advisory Committee at its meeting of February 11, 2002 on the following:

(1) the number of light duty vehicles needed to bring the fleet up to a level which would replace all pick-up and panel trucks which are past due normal replacement schedules, including the number of each different vehicle type and the cost of the vehicles;

(2) identify a strategy to provide the maximum savings for both purchasing and maintenance of vehicles and yearly savings, including, but not limited to maintenance costs, reduction of spares and the various department's staff time; and

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

- (3) advise of funding for vehicles in the fleet capital envelope that may not be delivered in 2002 which can be reallocated for this purpose.

**(Carried)**

Councillor Shiner resumed the Chair.

(E-Mail: Commissioner of Corporate Services; c. Director of Fleet Services - February 4, 2002)

**Fleet Management Services - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Fleet Management Services.

- A. Councillor Moeser moved that the Budget Advisory Committee refer the 2002 Operating Budget for Fleet Management Services to the final wrap-up meeting of February 11, 2002 for consideration at that time.

**(Carried)**

- B. Councillor Pitfield moved that the Budget Advisory Committee request the Chief Administrative Officer to provide the following information to the Budget Advisory Committee for its meeting of February 11, 2002:

- (1) Fleet Assignment Policy used for justification of fleet vehicles for business purposes;
- (2) circumstances under which personal use of City vehicles is allowed; and
- (3) policy for assignment of City owned or leased vehicles as part of compensation for City staff or payment of cash in lieu thereof.

**(Carried)**

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

- C. Councillor Soknacki moved that the Budget Advisory Committee request the Commissioner of Corporate Services, in consultation with the Director of Fleet Services, to provide information to the Budget Advisory Committee for its meeting of February 11, 2002, on approved positions impacts with respect to the transfer of maintenance of Fire Service vehicles, including the overtime savings versus the head count of cost ratio.

**(Carried)**

(E-Mail: Commissioner of Corporate Services; c. Director of Fleet Services - February 4, 2002)

**Human Resources - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Human Resources.

- A. Councillor Soknacki moved that the Budget Advisory Committee refer the 2002 Operating Budget for Human Resources to the final wrap-up meeting of February 11, 2002 for consideration at that time.

**(Carried)**

- B. Councillor Pitfield moved that the Budget Advisory Committee request the Chief Financial Officer and Treasurer and the Commissioner of Corporate Services, in consultation with the Executive Director of Human Resources, to include departmental chargebacks in the alternative corporate funding source report requested by the Administration Committee at its meeting on January 17 and 24, 2002.

**(Carried)**

(E-Mail: Chief Financial Officer and Treasurer; Commissioner of Corporate Services; c. Executive Director of Human Resources - February 4, 2002)

### **Legal Services - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Legal Services.

On motion by Councillor Soknacki, the Budget Advisory Committee referred the 2002 Operating Budget for Legal Services to the final wrap-up meeting of February 11, 2002 for consideration at that time.

### **Service Improvement and Innovation - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Service Improvement and Innovation.

On motion by Councillor Soknacki, the Budget Advisory Committee referred the 2002 Operating Budget for Service Improvement and Innovation to the final wrap-up meeting of February 11, 2002 for consideration at that time.

### **Audit Services - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Audit Services.

The Budget Advisory Committee also had before it the following communication and report:

- (a) (December 4, 2001) from the City Clerk 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 and forwarded same to the Budget Advisory Committee; and
- (b) (January 30, 2002) from the City Auditor, addressed to Councillor David Soknacki, advising of the savings which have accrued to the City in the last year as a result of various reports prepared by the Auditor's office.
  - A. Councillor Soknacki moved that the Budget Advisory Committee refer the 2002 Operating Budget for Audit Services and the aforementioned communication and report to the final wrap-up meeting of February 11, 2002 for consideration at that time.

**(Carried)**

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

- B. Councillor Pitfield moved that the Budget Advisory Committee request the Chief Administrative Officer to monitor the management of the workload of the Audit Department and report thereon to the Audit Committee if additional personnel is required in six month's time.

(Carried)

(E-Mail: Chief Administrative Officer; c. Committee Administrator, Audit Committee - February 4, 2002)

### **Chief Administrator's Office - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Chief Administrator's Office.

On motion by Councillor Soknacki, the Budget Advisory Committee referred the 2002 Operating Budget for the Chief Administrator's Office to the final wrap-up meeting of February 11, 2002 for consideration at that time.

### **Council Services - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for Council Services.

The Budget Advisory Committee also had before it a report (January 28, 2002) from the City Solicitor reporting as requested by the Administration Committee at its meeting held on January 17 and 24, 2002, on whether the City can raise money from Suite 311 (the "City Skybox") in the Skydome Stadium (the "Stadium"); and recommending that this report be received for information.

On motion by Councillor Soknacki, the Budget Advisory Committee:

- (1) referred the 2002 Operating Budget for Council Services and the aforementioned report to the final wrap-up meeting of February 11, 2002 for consideration at that time; and
- (2) requested the Commissioner of Corporate Services, in consultation with the City Clerk, to report to the March 26, 2002 meeting of the Administration Committee on a protocol and procedure for use of the City Skybox that provides for the distribution of tickets to all available events on a fair and equitable basis.

Budget Advisory Committee Minutes  
Friday, February 1, 2002

---

(E-Mail: Commissioner of Corporate Services; c. City Clerk; Committee Administrator, Administration Committee - February 4, 2002)

**Mayor's Office - 2002 Operating Budget**

The Budget Advisory Committee had before it the 2002 Operating Budget for the Mayor's Office.

On motion by Councillor Soknacki, the Budget Advisory Committee referred the 2002 Operating Budget for the Mayor's Office to the final wrap-up meeting of February 11, 2002 for consideration at that time.

The Budget Advisory Committee adjourned its meeting at 5:15 p.m.

---

Chair