

**ADMINISTRATION COMMITTEE
AGENDA
MEETING 10**

Date of Meeting:	Tuesday, October 5, 2004	Enquiry: Yvonne Davies
Time:	9:30 a.m.	Committee Administrator
Location:	Committee Room 1 2nd Floor, City Hall 100 Queen Street West Toronto	416-392-7039 admc@toronto.ca

Under the *Municipal Act, 2001*, the Administration Committee must adopt a motion to meet in-camera (privately), and the reason must be given.

Declarations of Interest under the *Municipal Conflict of Interest Act*

Deputations/Presentations - A complete list will be distributed at the meeting.

2:00 p.m. Item 6

1. Council Chamber Elevator Maintenance Costs, Downtime and Possible New Staircase at City Hall

Report (September 23, 2004) from the Commissioner of Corporate Services reporting on the costs associated with the repairs to the Council elevator since amalgamation, the annual downtime, based on 2003, of the City Hall elevators serving Council Chamber and provide recommendations that would improve the performance of these elevators. Also, to bring forward to the Administration Committee the previous report on the installation of a stairway from the Council Chamber to the second floor of City Hall.

Recommendations:

It is recommended that this report be received for information.

2. Status of Special Constable Request and Means Available to Protect City of Toronto Security Officers

Report (September 15, 2004) from the Commissioner of Corporate Services reporting on the status of the request to appoint City of Toronto security officers at City Hall as special constables, the means available to protect these security officers while on duty and how further enhancements can be made to increase benefits to the community.

Recommendations:

It is recommended that this report be received for information.

3. Recipient - 2004-2005 City of Toronto Women's Studies Scholarship at the University of Toronto

Report (September 14, 2004) from the Chief Administrative Officer advising Council of the result of the scholarship application process for the City of Toronto undergraduate scholarship in Women's Studies at the University of Toronto.

Recommendations:

It is recommended that:

- (1) City Council extend its congratulations to Samantha Cutrara as the 2004-2005 recipient of the City of Toronto undergraduate scholarship in Women's Studies at the University of Toronto; and
- (2) the appropriate City Officials be authorised and directed to take the necessary action to give effect thereto.

4. Provision of Recruitment Advertising Services Request for Proposal No. 9103-04-7223

Report (September 20, 2004) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer reporting on the results of Request for Proposal No. 9103-04-7223 issued for recruitment advertising services and to request authority to award a contract to the recommended Proponent, for the period November 1, 2004 to October 31, 2005 with an option to extend the contract for an additional second and third year.

Recommendations :

It is recommended that:

- (1) authority be granted to enter into a one year contract with RecruitAd Advertising, the highest overall scoring Proponent meeting the requirements for the provision of recruitment advertising services, at a cost not to exceed \$400,000.00 including all applicable charges and taxes for the period November 1, 2004 to October 31, 2005, with an option to renew the contract for an additional second and third year;
- (2) the option to renew the contract for a second year be exercised for the period November 1, 2005 to October 31, 2006 at a cost not to exceed \$400,000.00 including all applicable charges and taxes and the option to renew the contract for a third year be exercised for the period November 1, 2006 to October 31, 2007 at a cost not to exceed \$400,000.00 including all applicable charges and taxes under the same terms and conditions and is to be reviewed by the Commissioner of Corporate Services in co-operation with the Purchasing Agent, provided the previous term of the contract was performed satisfactorily, to ensure it is feasible to extend the contract;
- (3) provided that there is a favourable review, in accordance with Recommendation No. 2, the Commissioner of Corporate Services be delegated the authority to exercise the options to renew the contract for a second and third year period on the terms and conditions set out above and be authorized to instruct the Purchasing Agent to process the necessary contract; and
- (4) the necessary City Officials be authorized and directed to take the necessary action to give effect thereto.

5. Contracts Awarded by the Bid Committee During the 2004 Summer Recess Period

Report (September 3, 2004) from the Chief Financial Officer and Treasurer advising the Administration Committee of contracts awarded by the Bid Committee in accordance with the requirements of the City of Toronto Municipal Code, Purchasing, Chapter 195-10.

Recommendations :

It is recommended that this report be received for information.

6. Tax Adjustment - *Municipal Act, 2001 Section 357 & 358*

(2:00 p.m. Statutory Meeting under the *Municipal Act, 2001*)

Report (September 16, 2004) from the Chief Financial Officer and Treasurer recommending approval for the cancellation, reduction or refund of taxes pursuant to the provisions of sections 357 and 358 of the *Municipal Act, 2001* (formerly section 442 and 443 under the old *Municipal Act*).

Recommendations:

It is recommended that:

- (1) the individual tax appeal applications made pursuant to section 357 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$3,530,330.49 (excluding phase-in/capping), as provided in the detailed hearing report attached as Appendix C, be approved;
- (2) the individual tax appeal applications made pursuant to section 358 of the *Municipal Act, 2001* resulting in tax adjustments totalling \$227,236.06 (excluding phase-in/capping), as provided in the detailed hearing report attached as Appendix D, be approved; and,
- (3) the appropriate City Officials be authorized and directed to take the necessary actions to give effect thereto.

7. Restrictions on the Ability of Council Members to Seek Higher Office.

Report (September 23, 2004) from the City Clerk reporting on the implications of imposing restrictions on a Council Member's ability to seek higher elected office.

Recommendation:

It is recommended that this report be received for information.

8. Municipal Term of Office

Report (September 21, 2004) from the City Clerk reporting on a four year term for municipal office.

Recommendation:

It is recommended that this report be received for information.

9. Records Retention By-law

Report (September 16, 2004) from the City Clerk seeking City Council approval to introduce a by-law to schedule the retention of City records, and the destruction of records that have no financial, legal or archival value and have completed their scheduled retention.

Recommendations:

It is recommended that:

- (1) a harmonized records retention bylaw be enacted substantially as set out in the draft bylaw attached as Appendix "A";
- (2) a Corporate Records Retention Committee, with staff representation from Legal Services, Internal Audit, and City Clerk's Office (Records and Archives), be established to recommend future amendments of the retention schedule to Administration Committee for City Council approval;
- (3) authority be granted for the introduction of the necessary Bills in City Council to give effect to the foregoing; and
- (4) the appropriate City of Toronto officials be authorized to take the necessary actions to give effect thereto.

10. McMillan vs. City of Toronto - Court Application

Report (September 16, 2004) from the City Solicitor advising Council of the outcome of a Court application brought by Mr. James McMillan. Mr. McMillan asked the Court to declare that the policies adopted by Toronto City Council at its meeting on April 14, 15, and 16, 2003 entitled "Use of Communications, Services and Resources During an Election Year" and "Use of Corporate Resources for Election Purposes Especially During An Election Year" are unlawful, ultra vires the powers of City Council and that they breach section 15 of the Canadian Charter of Rights and Freedoms.

Recommendations:

It is recommended that Council receive this report for its information.

11. Purchase of 248 Brooke Avenue for Municipal Parking Purposes (Ward 16 - Eglinton-Lawrence)

(In-camera : proposed or pending acquisition of land for municipal or local board purposes)

Confidential report (September 21, 2004) from the President, Toronto Parking Authority

12. 2004 Third Quarterly Report on Property Sales and Purchases (All Wards)

Report (September 22, 2004) from the Commissioner of Corporate Services providing the 2004 Third Quarterly Report on property sales and purchases for the information of the Committee.

Recommendations:

It is recommended that this report be received for information.

13. Toronto's Walking Couriers

Communication (August 3, 2004) from the Toronto Pedestrian Committee forwarding action taken by the Committee on July 14, 2004.

Recommendation:

The Toronto Pedestrian Committee recommends that the Administration Committee request City Council to:

- (1) set an example by advocating the use of pedestrian messengers, whenever possible, if any small packages are to be delivered in the City of Toronto (especially downtown), that such delivery be done by foot, bicycle or public transit; and

- (2) request that the Provincial and Federal Governments follow the same sustainably responsible delivery practice, as well as the private sector, when they are conducting their business within the confines of the City.

14. Implementation Plan for the “3-1-1” Customer Service Strategy

(Report from the Chief Administrative Officer is not yet available and will be included on the Supplementary Agenda)



**ADMINISTRATION COMMITTEE
SUPPLEMENTARY AGENDA
MEETING NO. 10**

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	2nd Floor, City Hall		ydavies@toronto.ca
	100 Queen Street West		
	Toronto		

1(a). Council Chamber Elevator Maintenance Costs, Downtime and Possible New Staircase at City Hall

For information, Clause 25 of Report 5 of The Administration Committee, as adopted by the Council of the City of Toronto at its meeting held on June 24, 25 and 26, 2004, titled "Feasibility of A Spiral Staircase Retrofit to Access the Council Chamber, City Hall, 100 Queen Street West"

NEW ITEMS

15. Redevelopment of the St. Lawrence Market North Property (Ward 28 - Toronto Centre - Rosedale)

Report (September 20, 2004) from the Commissioner of Corporate Services seeking City Council's endorsement of a set of development parameters for the St. Lawrence Market North property and an updated Strategic Vision statement for the entire St. Lawrence market Complex.

Recommendations:

It is recommended that:

- (1) Council adopt the development parameters for St. Lawrence Market North and Strategic Vision statement for the entire St. Lawrence Market Complex as set out in Appendices 1 and 2(A) respectively;
- (2) the Commissioner of Corporate Services investigate and report back on access and parking options for St. Lawrence Market North; and
- (3) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

16. Complaint re: Actions at Committee Meeting

(In-camera : Personal matters about an identifiable individual)

Confidential report (September 22, 2004) from the City Solicitor.



**ADMINISTRATION COMMITTEE
SUPPLEMENTARY 2 AGENDA
MEETING NO. 10**

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NEW ITEMS

17. Progress Report, Phase 1 - Fuel Site Review (All Wards)

Report (September 27, 2004) from the Commissioner of Corporate Services reporting on the progress of the Fuel Site Review and advise of a delay in the completion of Phase One.

Recommendations:

It is recommended that this report be received for information.

18. Expropriations for the North York Centre Plan Service Road of six parcels of land: 25 and 27 Holmes Avenue; parts of 21, 26 and 33 Holmes Avenue and part of 482 Kenneth Avenue. (Ward 23 - Willowdale)

Report (September 30, 2004) from the Commissioner of Corporate Services seeking approval for the expropriations of 25 and 27 Holmes Avenue, parts of 21, 26 and 33 Holmes Avenue and part of 482 Kenneth Avenue.

Recommendations:

It is recommended that:

- (1) City Council, as the approving authority under the *Expropriations Act*, approve the City's Application for Approval to expropriate the properties and interests in six properties specified in the Schedule attached to this report (the "Property") that are required for construction of the east service road in the North York Centre area;
- (2) City Council, as the expropriating authority, authorize all necessary steps in accordance with the *Expropriations Act* to expropriate the Property for the establishment of a new public highway and for all works and uses ancillary thereto, such steps including but not limited to, preparation and registration of an Expropriation Plan and service of Notices of Expropriation, Notices of Election as to a Date for Compensation and Notices of Possession;
- (3) the Director of Real Estate or the Executive Director of Facilities and Real Estate be authorized to sign the Notices of Expropriation and Notices of Possession on behalf of the City;
- (4) leave be granted for introduction of the necessary Bill in Council to give effect thereto; and
- (5) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

19. Acquisition of a part of 18 Kempford Boulevard - North York Centre Plan Service Road (Ward 23 - Willowdale)

(In-camera: proposed or pending acquisition of land for municipal or local board purposes)

Confidential report (September 28, 2004) from the Commissioner of Corporate Services.