THE REGIONAL MUNICIPALITY OF YORK

REPORT NO. 3
OF THE REGIONAL
FINANCE AND ADMINISTRATION COMMITTEE
MEETING HELD ON MARCH 6, 2003

For Consideration by
The Council of The Regional Municipality of York
on March 27, 2003

Chair: Mayor T. Taylor, Acting Chair
Member: Mayor W. Bell
        Mayor M. Black
        Regional Chair B. Fisch
Staff Present: L. Bigioni, H. Brown, P. Casey, S. Cartwright, B. Crowe, J. Culshaw,
              J. Davidson, M. Garrett, H. Kassam, B. Meekin, J. Simmons, B. Tuckey,
              E. Wilson

The Finance and Administration Committee began its meeting at 9:09 a.m. on March 6, 2003.

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The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, February 18, 2003, from the Commissioner of Health Services and the Commissioner of Finance subject to reference to the “Town of Mount Albert” set out in the report being amended to read “Community of Mount Albert”:

1. RECOMMENDATION

It is recommended that:

1. Finance and Administration Committee and Regional Council authorize the lease arrangement between the Town of East Gwillimbury and The Regional Municipality of York to house an Emergency Medical Services (EMS) facility located at 22 Princess Street in the Town of Mount Albert.

2. The Regional Chair and the Regional Clerk be authorized to execute lease on behalf of The Regional Municipality of York.

3. Staff be authorized to take all steps necessary to complete the construction of the EMS facility in conjunction with staff of the Town of East Gwillimbury.

2. PURPOSE

The purpose of this report is to obtain authorization from Regional Council to enter into a lease for premises required for establishing EMS operations in the Town of East
Gwillimbury by constructing and establishing an EMS Paramedic Response Station in the community of Mount Albert.

3. BACKGROUND
The 2001 York Region EMS Station and Deployment Plan included a recommended strategy for establishing new, and maintaining existing, paramedic response stations. The report identified the need to retain the current location at Queensville and recommended the addition of an EMS response presence in the community of Mount Albert.

In 2001, Regional staff commenced a search for an existing facility to accommodate an EMS Paramedic Response Station in the Town of Mount Albert. The search identified an opportunity to expand the existing Mount Albert Fire Hall or erect a stand alone EMS facility on the existing fire hall property.

Regional staff entered into discussions with the East Gwillimbury Fire Chief and staff regarding the possibility of exploring both these options.

In September 2002, Health and Emergency Medical Services Committee approved the relocation of one ambulance from the Aurora EMS Paramedic Response Station to the Ballantrae Fire Hall to improve response time reliability for the Town of East Gwillimbury.

4. ANALYSIS AND OPTIONS
Regional staff from the Property Services Branch of the Finance Department and the Emergency Medical Services Branch of the Health Services Department examined a number of different options including leased locations and the acquisition of property to build an EMS Paramedic Response Station in the community of Mount Albert.

Town of East Gwillimbury staff advised of the availability of property located at 22 Princess Street in Mount Albert, adjacent to the existing Fire Hall. Due to the large geographical area, the Town of East Gwillimbury requires an additional EMS Paramedic Response Station presence to improve response time reliability. The proposed site is strategically located to meet the projected population growth in and around the community of Mount Albert.

Currently one ambulance is deployed from the Paramedic Response Station located in Queensville. A second ambulance is deployed from the Ballantrae Fire Hall to cover the Mount Albert community. York Region EMS staff determined that a two-bay EMS Paramedic Response Station with crew quarters is required in the Mount Albert location. The proposed two-bay Paramedic Response Station would house one ambulance and one emergency response vehicle (ERV) deployed to patrol the Town of East Gwillimbury and the southern area of Georgina.
Regional staff recommends that the existing Paramedic Response Station at Queensville in the Town of East Gwillimbury continue to be utilized as a Paramedic Response Station. York Region EMS staff, in consultation with East Gwillimbury staff, will explore opportunities for partnership on longer term Paramedic Response Station requirements in the Town of Queensville.

A prototype station will include crew quarters including kitchen, cleaning room, washrooms, lockers, change and shower facilities, entranceway and vestibule. In addition, it will house the facility main building components such as heating, ventilation and air-conditioning (HVAC), electrical and mechanical systems.

The current proposal is to build a 2,500 square foot EMS Paramedic Response Station. Financial estimates for the lease, operating and maintenance (O&M) and capital costs are based on this proposal.

4.1 Relationship to Vision 2026

Vision 2026 provides overall goals in the creation of strong, caring and safe communities. Responding to the needs of our residents by supporting safe and secure communities and continuing to provide and support high quality emergency services will be achieved through this partnership with the Town of East Gwillimbury.

The recommendations of this report also contribute positively to “Managed and Balanced Growth,” and “Infrastructure for a Growing Region.”

5. FINANCIAL IMPLICATIONS

York Region EMS’s financial obligations in this project include the following:
- Lease Costs
- O&M Costs
- Capital Construction

5.1 Lease Costs

Staff from the Property Services Branch and the Town of East Gwillimbury have negotiated lease arrangements for the Paramedic Response Station as noted in the table below.

<table>
<thead>
<tr>
<th>Station</th>
<th>Landlord</th>
<th>Annual Lease Cost (incl. GST)</th>
<th>Term and Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Princess Street</td>
<td>Town of East Gwillimbury</td>
<td>Nominal sum of $5 annually</td>
<td>20-year term</td>
</tr>
<tr>
<td>Mount Albert</td>
<td></td>
<td>(refer agreement,</td>
<td>Right of renewal upon</td>
</tr>
</tbody>
</table>


5.2 Operating and Maintenance Costs

Based upon $5.00 per square foot, the annual operating costs for the facility are estimated to be $12,500 per annum based on a 2,500 square foot facility.

Operating costs will be accommodated in the proposed 2003 York Region EMS budget.

5.3 Capital Cost

Based on the proposed facility of 2,500 square feet, capital costs for construction of the EMS Paramedic Response Station at a rate of $164 per square foot are noted in Table 2 below. Additional costs relate to construction contingency costs (10%), architect fees (8%) and GST (net). The Emergency Medical Services Branch has allocated $0.5 million in the proposed 2003 capital budget for this project. The total project will be financed through the issuance of 10-year debentures. Construction will be completed by the Property Services Branch, in conjunction with staff from the Town of East Gwillimbury. It is anticipated that construction of the facility will begin in the spring of 2003.

<table>
<thead>
<tr>
<th>Area (Square Feet)</th>
<th>Capital Costs (incl. GST)</th>
<th>Term and Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Area 2,500 sq. ft.</td>
<td>$410,000</td>
<td>Construction Costs-Dedicated</td>
</tr>
<tr>
<td></td>
<td>41,000</td>
<td>Construction Contingency 10%</td>
</tr>
<tr>
<td></td>
<td>32,800</td>
<td>Architect Fees 8%</td>
</tr>
<tr>
<td>$483,800</td>
<td>Sub Total</td>
<td></td>
</tr>
<tr>
<td>14,514</td>
<td>GST (net 3.0%)</td>
<td></td>
</tr>
<tr>
<td><strong>$498,314</strong></td>
<td>Total Project Costs</td>
<td></td>
</tr>
</tbody>
</table>

Table 3

<table>
<thead>
<tr>
<th></th>
<th>Future Annual Tax Levy Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease</td>
<td>$ 5</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
<td>12,500</td>
</tr>
<tr>
<td>Debt Repayment</td>
<td>64,555</td>
</tr>
<tr>
<td><strong>$77,060</strong></td>
<td></td>
</tr>
</tbody>
</table>

Capital financing costs estimates are based on a 10-year debenture issuance at current market rates. Operating and capital financing costs will be included in the proposed EMS 2004 Budget.
6. **LOCAL MUNICIPAL IMPACT**
The Town of East Gwillimbury will receive improved Emergency Medical Services from a permanent EMS Paramedic Response Station located in the Mount Albert community.

7. **CONCLUSION**
The Emergency Medical Services Branch of the Health Services Department requires the facility located at 22 Princess Street in Mount Albert to meet the emergency response needs and improve response time reliability for the Town of East Gwillimbury.

The Senior Management Group has reviewed this report.

*(A copy of the attachment referred to in the foregoing has been forwarded to each Member of Council with the March 6, 2003, Finance and Administration Committee agenda and a copy thereof is on file in the Office of the Regional Clerk.)*

2

**TECHNICAL REVIEW OF FUTURE NETWORK AND SERVER ACCOMMODATIONS**

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, February 20, 2003, from the Commissioner of Finance:

1. **RECOMMENDATIONS**
   It is recommended that:
   1. The competitive bid requirements of the Purchasing By-law A-0304-2002-031 be waived and a contract in the amount of $107,555 be awarded to CNC Global Limited for the technical review of future network and server accommodations.

   2. The Commissioner of Finance be authorized to sign the appropriate agreement with CNC Global.

2. **PURPOSE**
The purpose of the review is to address critical issues with the floor space, cooling and power capacity as well as changing the shape of the computer room to improve the air flow. These changes to the facility are required to accommodate the growth in number and size of servers and peripheral equipment housed in the computer room. The existing accommodations have not changed since the building was opened except for the addition of two air conditioning units in 1998/99. The shape, size and quantity of equipment in the facility have changed significantly over the last 9 years.
The purpose of this report is to recommend external resources currently implementing the Information Technology Services Disaster Recovery Plan (ITS DRP) to complete the technical review of future network and server accommodations.

3. BACKGROUND
The Region’s technology requirements have outgrown the existing accommodations on the third floor of the Administrative Centre. Changes are required to increase floor space, power and air conditioning as well as to change the shape of the facility to improve air flow. The shortcomings of the existing accommodations restrict the implementation of several corporate business solutions.

The project consists of four phases: discovery, design, implementation and testing. The Region requires technical assistance to gather information and prepare the discovery document. The discovery document includes the detailed power and thermal budget for the computer room. The external technicians will schedule and co-ordinate the design and implementation tasks of the electrical and mechanical engineers, the construction contractors, the cabling provider, the computer installers and Regional staff. The external technicians will produce the as-built drawings and develop the testing procedures. The testing procedures will be executed in concert with Regional staff. At various times during the implementation, when systems at the Administrative Centre need to be shutdown and moved, the external technicians will assist Regional staff in temporarily transferring operations to the disaster recovery site at the South Service Centre.

In March 2002, Regional Council awarded an RFP to CNC Global to implement the Information Technology Services Disaster Recovery Plan and work began in September, 2002. CNC Global is setting up the disaster recovery site at the South Service Centre so that computer operations can be transferred there during an extended interruption of service at the Administrative Centre.

4. ANALYSIS AND OPTIONS
External technical resources are required to complete the technical review of future network and server accommodations. The Region will save considerable time and money by using the same technicians currently working on the implementation of the ITS DRP for the review. Many of the tasks required for the project are similar to tasks that CNC Global has or will be completing on the ITS DRP Implementation project. Furthermore the technicians have developed deep knowledge of and experience with the Region’s systems, procedures and suppliers. The cost of the project will be reduced since there will be no learning curve. Furthermore the project will be able to proceed sooner thereby allowing the implementation of corporate business solutions in a timely manner. The concurrent execution of these two projects with a single team will save the Region time and money.
5. **FINANCIAL IMPLICATIONS**
   By implementing the recommendations of this report the cost of the technical review will be reduced by approximately $35,800. The experience of the CNC technicians on the ITS DRP project will reduce the effort required on their components of the project from 240 person days to 180. There are sufficient funds in the 2003 budget for the technical review.

6. **LOCAL MUNICIPAL IMPACT**
   There are no local municipal impacts associated with this report.

7. **CONCLUSION**
   The Region will save time and money by awarding a contract to CNC Global for the technical review of future network and server accommodations.

   The Senior Management Group has reviewed this report.

3

**CONTRACT EXTENSION REQUEST FOR HELP DESK, CHANGE MANAGEMENT AND ASSET/NETWORK MANAGEMENT SYSTEM**

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, February 20, 2003, from the Commissioner of Finance:

1. **RECOMMENDATIONS**
   It is recommended that:

2. **PURPOSE**
   The purpose of this report is to seek approval to extend the existing contract with Computer Associates Canada Company from April 1, 2003, through March 31, 2006. This contract will extend maintenance and support on existing product and provide licencing for new product.
3. **BACKGROUND**

In the fall of 1997, the need to enhance the level of Information Technology services within the Region was identified. This was due to the anticipated growth of the Region over the next several years coupled with an increased reliance on Information Technology Services to increase productivity of Regional staff. In support of this goal, the Region commissioned the consulting firm, Deloitte & Touche to perform a Computer Services review.

Several of the key recommendations described in the resulting report are described below:

- The selection and implementation of LAN management tools to reduce dispatched support calls in order to free resources for backlogged issues.

- The selection and implementation of a system that would log, track and analyze all support calls and allow support staff to address any recurring issues more quickly and efficiently.

- The selection and implementation of a system that would allow Information Technology Services (I.T.S.) staff access to a “knowledge base” that would supplement their own knowledge and allow them to resolve problems more efficiently. This system would be designed to ultimately allow clients to share this knowledge as well. The selection and implementation of a system that would allow I.T.S. staff to remotely take over the control of a client’s desktop computer. This would allow Help Desk staff to perform routine repairs to a desktop computer without leaving their desk thus freeing up their time to perform other more complex duties.

3.1 **Request for Proposal 99-04**

In support of the recommendations in the Deloitte & Touche report, Request for Proposal 99-04 was issued for the “Implementation of an Integrated Help Desk, Change Management and Network/Asset Management System”. After a thorough evaluation, the proposal supplied by Computer Associates Canada Company (C.A.) was selected with Daedalian Systems Group providing implementation services on their behalf.

This recommendation was included as Clause 12 of Report 10 of the Finance and Administration Committee adopted by Regional Council on May 27, 1999 and was approved. A three year contract for the supply of product, services and maintenance was approved. Contract negotiations and implementation strategies were completed with the final agreement becoming effective March 31, 2000 and expiring April 1, 2003.
4. **ANALYSIS AND OPTIONS**

4.1 **Current Situation**

The report to council included the description of the phased approach selected by I.T.S. for implementation of the system. This phased approach was selected due to the complexity of the system and the extensive resources required for successful implementation.

The current C.A. system has effectively served the business needs of the Region allowing I.T.S. to provide Regional staff with several valuable support services as well enhancing the ability of I.T.S. staff to manage technology resources operated by the Region. A substantial investment in staff time and resources has been committed to this project and as a result, many of the components of the three phases outlined in the original report have been fully implemented.

4.1.1 **Organizational Review**

I.T.S. staff is currently involved in a new organizational review with the goal of developing processes and procedures based on “best practices” as identified in the Information Technology Infrastructure Library (I.T.I.L.). The goal of the resulting processes and procedures is to better align the I.T.S. Branch with the business needs of the departments. This plan will recommend several procedural and organizational changes within the I.T.S. Branch. The continued use and improvement of the C.A. systems will provide I.T.S. the necessary flexibility to support these changes and further enhance the level service offered to Regional staff.

4.2 **Current Investment in Software Licences and Training**

Similar to the Region’s E.R.P. solution, the Computer Associates solution is considered an “Enterprise” class business application. As with most Enterprise class solutions, it is common practise that after the appropriate research is preformed and selection process completed, the commitment to the product be maintained for a considerable period. This commitment is due to the high up front costs associated with bringing such a complex and fully integrated system to an operational state.

Licences for the current C.A. systems as well as the hardware resources they run on, are one-time costs. As a result, any additional licencing costs will be limited to new features and devices added to the network. While it is possible new suppliers could re-use the existing hardware platform the current software uses, any new supplier would be required to install an entirely new software infrastructure for their specific product as well as charge for implementation and configuration services required to make the solution operational and conform to the Region’s unique requirements. Based on the value of the original contract, cost estimates to entirely replace the existing system could approach one million dollars. In addition, any new Enterprise class product would have similar annual maintenance costs associated.
The infrastructure is already in place with the existing solution. In addition, over the term of the contract, several I.T.S. staff have been trained and have developed a great deal of product knowledge specific to the existing solution. This substantial investment would be lost should the Region change to another vendor’s product.

4.2.1 Mission Critical Features of the Existing System
The existing solution was acquired to meet several business needs. Through a working partnership developed with the vendor and I.T.S. technical staff, the product has delivered on these needs to a great extent. As a result, this solution has become integrated into the Region’s operational processes and has been instrumental in providing I.T.S. with the necessary tools to deliver quality services to Regional staff and ultimately to the constituents they serve. The continued support and enhancement of this solution is imperative in order that I.T.S. staff maintain the ability to provide these mission critical services.

The key benefits of the existing product features as well as future enhancements are outlined below:

**The I.T.S. Support Desk**
- The ability to enter, assign, track and escalate customer service requests
- The ability to generate services calls automatically from malfunctioning network devices
- The ability for the end user to input and check status of their own service request via a web browser interface
- The ability to notify ITS Staff of network problems automatically by e-mail, pager or phone
- The ability to track and report on Help Desk statistics and performance metrics
- The ability to create and monitor service level agreements with end users

**Task Management and Change Management**
- The ability to track end user request for moves, adds and changes of computer equipment from generation to completion
- The ability to automatically escalate incomplete moves, adds and changes
- The ability to track projects via the use of workflow capabilities

**Desktop Computers**
- The ability to remotely view and take complete control of any personal computer on the network
- The ability to remotely start or re-start any personal computer on the network
- The ability to diagnose, monitor and remediate hardware and services on a network personal computer
- The ability to remotely set-up and configure software on a networked personal computer
The ability to provide notification to administrators of unauthorized software and hardware changes
The ability to track service history of a given network device
The ability to perform “auto-discovery” and management of all network components
The ability to remotely install revisions, updates, new releases to existing applications corporate-wide

The Network Infrastructure
- The ability to meter for licensing purposes, any application residing on network servers and personal computers
- The ability to pro-actively track and report network performance and fault metrics
- The ability to collect and analyze performance metrics for network components

Databases and Operating Systems
- The ability to monitor the Microsoft Exchange E-Mail environment and compare against pre-determined thresholds considered as normal
- The ability to monitor the Windows 2000 Server environment and compare against pre-determined thresholds considered as normal
- The ability to monitor the Microsoft Sequel Server environment and compare against pre-determined thresholds considered as normal
- The ability to monitor and report performance metrics of the PeopleSoft environment and key Oracle Relational Database resources

Without the features provided by the existing system, maintenance of software, hardware and network devices would become an even greater challenge than it is today. The tools currently employed allow several operations to be performed remotely thus reducing the number of staff that would otherwise be required to perform the same functions using a manual method. An example of this functionality is remote software distribution which allows software updates to be routinely and automatically “pushed” to personal computers that the databases reports as having software that is out of date. In the past, I.T.S. staff would have to physically visit each workstation. On several occasions, the volume of this task was so large that external consultants had been contracted to perform these duties. Each time this occurs represents an inconvenience to the end user and many hours of labour for I.T.S. staff. For example, a relatively simple software update that is currently installed automatically could take up to several hours if a problem occurs during a manual install.

5. FINANCIAL IMPLICATIONS

5.1 Current Costs
As stated in section 4.2 of this report, licence costs for all software and hardware currently owned and operated by the Region are one-time costs. While it is possible hardware costs for alternate systems may be similar, the initial setup costs for software,
implementation and training for any new system would have to be repeated and as a result would be significantly higher than costs associated with continuing with the existing provider.

As with several other software solutions operated by the Region, the costs are divided into two components. The first component includes the licence or purchase cost of the product itself and is a one-time charge. The second is for annual maintenance and support of the product which includes updates, enhancements and fixes to the product as well as telephone, web-based and in some cases, on-site support.

A summary of estimated annual maintenance and new software licence costs for the existing system over three years is outlined in Table 1 below.

<table>
<thead>
<tr>
<th>Term</th>
<th>Estimated Maintenance Cost (Operating Budget)</th>
<th>Estimated License Cost for New Product (Initiative Budget)</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31, 2003- April 1, 2004</td>
<td>$270,292</td>
<td>$175,015</td>
<td>$445,307</td>
</tr>
<tr>
<td>March 31, 2004- April 1, 2005</td>
<td>$312,478</td>
<td>$263,339</td>
<td>$575,817</td>
</tr>
<tr>
<td>March 31, 2005- April 1, 2006</td>
<td>$348,664</td>
<td>$351,664</td>
<td>$700,328</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$931,434</strong></td>
<td><strong>$790,018</strong></td>
<td><strong>$1,721,452</strong></td>
</tr>
</tbody>
</table>

I.T.S. has estimated requirements and received quotes for product and services to address the requirements for 2003. These costs are outlined in Table 2 below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance on Existing Product</td>
<td>$170,489</td>
</tr>
<tr>
<td>Maintenance and Licencing on an estimated 550 new desktop computers</td>
<td>$82,373</td>
</tr>
<tr>
<td>Maintenance and Licencing on an estimated 10 new corporate servers</td>
<td>$192,445</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$445,307</strong></td>
</tr>
</tbody>
</table>
The existing solution provides capabilities to manage the corporate servers and network infrastructure as well as all the individual desktop computers on the network. The overall cost of these components is directly related to the number of servers, network devices and desktop computers on the network. For example, each desktop computer added to the network receives a suite of other standard applications that could include items such as Microsoft Office, PeopleSoft and Virus Protection. As the Region’s staff complement or technology requirements increase, so does the requirement for the software covered under this contract.

Cost estimates for future years are based on maintaining existing product and acquiring sufficient new product and services to meet forecasted departmental requirements. For this reason, the final cost will be determined by the number of devices approved during the annual budget process. In the event of less growth than anticipated within the various departments, actual costs would be less than indicated in this report.

6. LOCAL MUNICIPAL IMPACT
There are no local municipal impacts associated with this report.

7. CONCLUSION
The management systems operated by the Region are critical to the success of ongoing business operations. In order to provide cost effective, reliable I.T. services to the Region’s various departments, the Computer Associates solution or a similar system must be maintained. Due to the complexity of these systems, a complete re-engineering would be required should the Region select another product. This re-engineering coupled with the educational requirements for a new product would require significant funds, impose an extremely large burden on limited I.T.S. resources, adversely affect other projects currently underway and ultimately affect the level of service offered to Regional staff. The contract extension requested in this report will allow I.T.S. to offer uninterrupted and increasing levels of service to the Region’s business operations. It is in the best interests of the Region to continue the existing contract with Computer Associates Canada Company.

The Senior Management Group has reviewed this report.

SALE OF SURPLUS PROPERTY
VALLEY MILL DEVELOPMENTS LTD.
CITY OF VAUGHAN

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, February 20, 2003, from the Commissioner of Finance:
1. **RECOMMENDATIONS**
   It is recommended that:
   1. Regional Council authorize the conveyance of the lands described as being Part of the road allowance between Lots 15 and 16, Concession 5, City of Vaughan designated as Part 11 on Reference Plan 65R-13922 less any land required for a 0.3 metre reserve across the Regional road frontage, to Valley Mill Developments Ltd., the adjacent owner, for the sum of $128,000.00.

   2. The appropriate regional officials perform all acts necessary to give effect to the foregoing.

2. **PURPOSE**
   The purpose of this report is to obtain Regional Council’s authorization to convey surplus property located at the southeast corner of Rutherford and Weston Roads in the City of Vaughan less any land required for a 0.3 metre reserve across the Regional road frontage, to Valley Mill Developments Ltd., the adjacent owner, for the sum of $128,000.00.

3. **BACKGROUND**
   Valley Mill Developments Ltd. owns 1.238 hectares (3.06 acres) of land in the south-east corner of Weston Road (YR 56) and Rutherford Road (YR 73) (see Attachment No. 1) that it has developed with a gas bar/convenience store and is proposing a restaurant on part of the remaining property. The company has requested that the Region sell to it surplus Regional lands that are adjacent to its northerly boundary along Rutherford Road. The surplus property is described as Part of the road allowance between Lots 15 and 16, Concession 5, City of Vaughan designated as Part 11 on Reference Plan 65R-13922 (see Attachment No. 2). Regional Council declared these lands surplus at its meeting held on October 9, 1997. The property has a frontage of 22.57 metres (74.05 feet) on the intersection day-lighting triangle and 98.89 metres (324.44 feet) on Rutherford Road and an area of 858.4 square metres (0.212 acres). The surplus lands were created when the intersection of Rutherford Road (YR 73) and Weston Road (YR 56) was realigned. The property cannot be developed as a separate building lot.

4. **ANALYSIS AND OPTIONS**
   The appraised value for the property is $128,000.00. This is based on a value of $740,000.00 per acre less $29,000.00 for remedial works required due to the deep ditch along the northerly boundary. This appraisal, prepared by D. Bottero & Associates Limited, has been reviewed by the Director of Realty Services and appears to be fair and reasonable. The proceeds from the sale of this property will be deposited into the Region’s Capital Reserve.
5. **LOCAL MUNICIPAL IMPACT**
There are no local municipal implications associated with this report.

7. **CONCLUSION**
It is recommended that the property described as Part 11 on Reference Plan 65R-13922 less any land required for the new 0.3 metre reserve be sold to Valley Mill Developments at the appraised value of $128,000.00 (One Hundred and Twenty-eight Thousand Dollars).

The Senior Management Group has reviewed this report.

(A copy of the attachments referred to in the foregoing has been forwarded to each Member of Council with the March 5, 2003, Finance and Administration Committee agenda and a copy thereof is on file in the Office of the Regional Clerk.)

5

DEVELOPMENT CHARGE CREDIT REQUEST
ROYBRIDGE HOLDINGS LIMITED
HIGHWAY 27 AND ZENWAY BOULEVARD
CITY OF VAUGHAN

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, February 20, 2003, from the Commissioner of Finance:

1. **RECOMMENDATIONS**
It is recommended that:

1. Council authorize a development charge (“DC”) credit in the amount of $38,824 (76.5%) for the growth-related component (development charges) and a recovery of $11,926 (23.5%) for the non-growth component (tax levy) of proposed road works to be undertaken by Roybridge Holdings Limited in the City of Vaughan, subject to completion of the works to the satisfaction of the Commissioner of Transportation and Works; and,

2. Development charge credits applicable to proposed non-residential plan of subdivision be funded from future Regional roads DC credits otherwise payable at the time of building permit issuance.

2. **PURPOSE**
The purpose of this report is to authorize a development charge credit for road improvements performed by Roybridge Holdings Limited on Highway 27 and Zenway
Blvd in the City of Vaughan in advance of the completion of the intersection works carried out by the Region.

3. BACKGROUND

3.1 DC Credit Policy
At its May 9th and May 23, 1996 meetings, Regional Council approved a detailed development charge credit policy for capital works undertaken by the developer in advance of the planned reconstruction program (subsequently amended June 25, 1998 as part of the passing of Regional Development Charge By-law No. DC-3-98-77).

The developer, Roybridge Holdings Limited, has forwarded a request for the consideration of DC credits for road intersection improvements on Highway 27 and Zenway Blvd in the City of Vaughan (Attachment 1).

4. ANALYSIS AND OPTIONS

4.1 Development Charge Credit Request
Roybridge Holdings Limited is currently developing an industrial subdivision in the City of Vaughan. In order to proceed with the development of the lands, the developer is required to undertake road improvements on Highway 27 and Zenway Blvd in the City of Vaughan in advance of the planned reconstruction program at an estimated cost of $54,353.

5. FINANCIAL IMPLICATIONS
The subject subdivision (19T-89058) is comprised of approximately 2 million square feet of industrial floor area. Buildout of the subdivision results in Regional development charges payable of approximately $5 million of which $2.3 million pertains to the roads component of the charge.

The Regional Transportation and Works Department has reviewed the request submitted by Urban Ecosystems Limited in accordance with the approved DC credit policy, and has determined that $50,750 of the total value of the road works is eligible for DC credit (Attachment 2).

It is proposed that a DC credit be permitted for the growth-related component of the works in the amount of $38,824 (76.5%) and $11,926 (23.5%) for the non-growth component. Since no Regional subdivision agreement is required as development charges are payable at building permit issuance for non-residential development, it is proposed that the growth-related component (development charges) of the DC credit be achieved through DC credits otherwise payable at building permit issuance. The DC credit will be subject to completion of the works to the satisfaction of the Commissioner.
of Transportation and Works. The non-growth component (tax levy) of the works is provided for in the 2003 Roads Capital Budget and will be reimbursed once the works have been completed to the satisfaction of the Commissioner of Transportation and Works. The developer has been contacted and is in agreement with the credit amount.

6. LOCAL MUNICIPAL IMPACT
The proposed road improvements will benefit the City of Vaughan in terms of improving traffic flow along Highway 27 and Zenway Blvd. These improvements also facilitate the buildout of the non-residential subdivision in the City of Vaughan.

7. CONCLUSION
The DC credit request submitted by Urban Ecosystems Limited has been reviewed in accordance with the approved DC credit policy. It is proposed that, subject to satisfactory completion of the works, the developer be eligible for a roads DC credit of $38,824 (76.50%) and a non-growth cost recovery of $11,926 (23.5%) from tax levy.

The Senior Management Group has reviewed this report.

(A copy of the attachments referred to in the foregoing is included with this report and is also on file in the Office of the Regional Clerk.)

6
SALE OF SURPLUS PROPERTY
CITY OF VAUGHAN

The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, March 4, 2003, from the Commissioner of Finance:

1. RECOMMENDATIONS
It is recommended that:
1. Regional Council declare surplus and give notice of its intention to sell 0.559 acres of land described as being Part of Lot 17, Concession 7, City of Vaughan and designated as Parts 21 and 22 on Reference Plan 65R-20470.

2. The lands described as Parts 21, 22 and 23 on Reference Plan 65R-20470 be stopped up and closed in accordance with the notice and hearing requirements of the Municipal Act and the Region shall retain Part 23 for a 0.3 meter reserve.

3. Notice be given of Council’s intent to sell these lands to the abutting land owner.
4. The Director of Realty Services be directed to conduct an appraisal of the property, the cost of which shall be paid in advance by the purchaser, and to commence negotiations, for the sale of the property, and present the results to Council for consideration.

5. An administration fee of $1,500.00, together with all costs in connection with this transaction such as advertising, legal and any necessary utility relocation are to be paid for by the purchaser in advance of any expenditure by the Region.

2. PURPOSE

The purpose of this report is to obtain Council’s approval to:

1. Declare the lands described in Recommendation 1 above as surplus to the Region’s requirements.

2. To do all acts necessary to stop up and close the lands described as Parts 21, 22 and 23 on Reference Plan 65R-20470.

3. To obtain an appraisal of these lands and to negotiate the sale of the property with the abutting owner to the west and to report back to Council with the selling price.

3. BACKGROUND

The History Hill Group, and its partners, are attempting to consolidate approximately 3 acres of land on the south-west corner of Sonoma Boulevard and Islington Avenue (YR 17) (see Attachment No. 1). The Sorbara Group with the History Hill Group, the City of Vaughan, Castlepoint and the Region of York own the lands (see Attachment No. 3). The City of Vaughan has been approached to stop and close and sell part of Clarence Street to the group. The History Hill Group has requested that the Region declare surplus and sell to it and its partners Regional lands that are adjacent to the easterly boundary along Islington Avenue (see Attachment No. 2). Once the consolidation has been completed there are plans to develop the site into a day care centre and a Montessori school. The legal description of the Regionally owned parcel is Parts 21 and 22 on Reference Plan 65R-20470. The property is irregular in shape and has an area of 2261.58 square meters (0.559 acres). The property cannot be built upon due to its shape and could only be developed in conjunction with the adjacent properties. The parcel was created in 1964 by the moving of Islington Avenue (formerly known as Old Weston Road and the Woodbridge-Kleinberg Road) to the east of its original location by the Toronto and York Roads Commission.
4. **FINANCIAL IMPLICATIONS**
The proceeds from the sale of this property will be deposited into the Region’s Capital Reserve.

5. **LOCAL MUNICIPAL IMPACT**
There are no local municipal implications associated with this report.

6. **CONCLUSION**
The property described as Parts 21 and 22 on Reference Plan 65R-20470 is surplus to the Regional road needs. All Regional departments have been contacted and none have indicated an interest in the property. History Hill Group and the Sorbara Group, the adjacent property owner, have requested that Regional Council declare the land surplus and sell it to them. Due to the shape of the subject lands they cannot be sold separately and could only be developed in conjunction with the adjacent lands. It is recommended that the Region sell these lands to History Hill Group and the Sorbara Group at a price based on current market value.

(A copy of the attachments referred to in the foregoing has been forwarded to each Member of Council with the March 6, 2003 Finance and Administration Committee agenda and a copy thereof is on file in the Office of the Regional Clerk.)

7 **TRANSPORTATION AND WORKS DEPARTMENT SPACE REQUIREMENTS**
The Finance and Administration Committee recommends the adoption of the recommendations contained in the following report, March 3, 2003 from the Commissioner of Finance and the Commissioner of Transportation and Works:

1. **RECOMMENDATIONS**
   It is recommended that:
   1. Finance and Administration Committee and Regional Council authorize the lease agreement for the additional office space located at 520 Cane Parkway, Newmarket for Transportation and Works Department staff.

   2. Finance and Administration Committee and Regional Council authorize staff to negotiate a lease agreement for the additional office space located at Gates of York Plaza, 17310 Yonge Street, Newmarket for Transportation and Works Department staff and report back to Committee and Council in April 2003.
3. Staff be authorized to investigate the buy option of the Cane Parkway site subject to a favourable cost benefit analysis and report back to Committee and Council with further recommendations.

4. The Regional Chair and the Regional Clerk be authorized to execute the lease on behalf of The Regional Municipality of York.

2. PURPOSE

The purpose of this report is to obtain authorization from the Finance and Administration Committee to enter into a lease agreement for additional office space at 520 Cane Parkway and negotiate an additional lease at the Gates of York Plaza to house Transportation and Works staff. Authorization is also requested for staff to investigate the buy option of the Cane Parkway site subject to a favourable cost benefit analysis.

3. BACKGROUND

3.1 Current Accommodation Issues

3.1.1 Administrative Centre at Capacity

The recently completed Space Needs Assessment Study clearly identified that this building is operating at or over capacity. A number of regional departments within the Administrative Centre are experiencing severe accommodation pressures. Transportation and Works Department and the Information Technology (IT) Services Branch of the Finance Department have been identified as a critical areas that must be addressed immediately.

3.1.2 Administrative Centre - IT Services

Existing IT network and server accommodations are currently at critical mass in terms of over capacity, and immediate action is required (details are addressed in a separate report this month to Committee and Council). Major issues from an accommodation perspective are twofold: expansion of current equipment space and subsequent re-location of 14 IT staff within the Administrative Centre. Adjacent space presently occupied by Transportation and Works staff has been identified as being the most appropriate expansion space for IT staff.

3.1.3 Administrative Centre - Transportation and Works

During 2001, the Transportation and Works Department reviewed its occupied space in the Administrative Centre. To accommodate new full-time staff forecasted in the budget years 2001 and 2002, the Department removed some individual offices to accommodate more staff in an open-space environment. This was done in conjunction with the Property Services Branch using the proposed new Corporate criteria for space allocation.
Even with this action, the 2002 staff complement could not be sufficiently housed in the Administrative Centre.

In October 2002, Health and Safety representatives recommended the evacuation of staff from the north area of the Woodbine Avenue Operations building due to the possibility of toxic mould. The affected staff were relocated to 520 Cane Parkway. The section temporarily housing these staff is now slated for renovation for Emergency Medical Services Branch staff who are due to move into this newly restored area in April/May, 2003.

3.2 Interim Strategy - Three to Five Year Plan

Over the next three to five years, it is estimated that an additional 130 FTEs for all Departments will need to be accommodated in the Administrative Centre. Based on our current allocation per FTE of 224 square feet, this equates to an additional 30,000 square feet. When applying the proposed new space standards of 185 square feet per FTE, the demand drops to 25,000 square feet.

In order to address this deficiency of 25,000 to 30,000 square feet, staff have identified two lease opportunities, for a total of 16,000 square feet, within a very short distance of the Administrative Centre. Additionally, with the Infectious Diseases Branch of the Health Services Department transfer to the Newmarket Health Centre scheduled in November 2003, this will free up an additional 4,500 square feet within the Administrative Centre.

This would still leave us with a shortfall of 5,000 to 10,000 square feet to address over the next three to five years.

One of the basic principles of the Space Needs Assessment Study is that the Administrative Centre should be focused on continued use as a corporate and administrative centre, not for front-line service delivery. A number of Transportation and Works staff are front-line service delivery personnel that could be located to alternate locations. This would free up space needed within the Administrative Centre to meet critical needs that have been identified.

4. ANALYSIS AND OPTIONS

Presently existing space in the Administrative Centre cannot accommodate the Transportation and Works Department’s current or future needs, nor the IT Branch equipment and staff needs.

In the Transportation and Works Department, eleven positions still must be housed from the 2002 budget approval. These positions are either vacant or staff who are now performing jobs in inadequate space. The Department complement will increase by eleven positions in the 2003 budget and a (proposed) eleven in the 2004 budget. These future projections may increase further in the coming years with new initiatives and/or
downloads from other levels of government. The option of transferring staff to other existing locations is not practical, as these sites are all operating at or over capacity.

The Bales Drive site is a future consideration but it will not be available for another three to four years. Water and sewer capacities are currently being assessed to finalize the number of staff that can be accommodated at this facility.

Transportation and Works and Property Services Branch staff, have investigated a number of options to relocate various components of Transportation and Works Department staff housed at the Administrative Centre and other Regional locations.

4.1 **Cane Parkway**

The EMS Branch is currently leasing approximately 11,500 sq. ft. of the Cane Parkway site. The remaining approximately 9,000 square feet of space is currently available.

Current terms of the lease agreement for EMS are $14 per square foot base rent with $6.00 per square foot additional rent to cover (O&M and realty and taxes) for the first five-year term; with an option to renew for a further five-year term, at a rate of $15 per sq. ft. for base rent.

Property Services staff have negotiated rates favourably to those noted above based on the premise that the Region will lease the total facility. Based on an overall footprint of approximately 22,000 sq. ft. this represents a saving to the EMS branch and the new space requirements for Transportation and Works staff of $113,000 inclusive of taxes during the remainder of the first five-year term. Should the Region exercise its renewal option (second five-year term) additional savings of $141,600 could be achieved over our existing arrangement with the landlord. Property Services staff are also actively investigating the buy versus lease option and related financial benefits. A further report will be forwarded to Committee and Council presenting various options and a suggested course of action.

4.2 **Gates of York Plaza**

Currently this plaza has two locations available for lease.

The available terms for this site are $12 per square foot base rent, $4 per sq. ft. for O&M costs and $7.50 per sq. ft. to cover realty taxes. The square footage available is 7,300 on the south side (best window frontage) and 5,000 on the west side (minimal window frontage). The space on the south side would be the preferred option.

4.3 **Other Commercial Office Locations**

Property Services staff have completed a thorough investigation of commercial office space within the Newmarket/Aurora areas and have concluded that these are the two best options available within the market place to meet Transportation and Works operational requirements.
This research confirmed there is extremely limited commercial space available in the Newmarket area primarily due to the expansion of the Southlake Regional Health Centre with no anticipated construction of commercial office space expected in the near future.

Property Services, in consultation with the Transportation and Works Department, is recommending leasing additional space at 520 Cane Parkway and negotiating the lease space at The Gates of York Plaza.

An open concept design will be utilized at both locations to minimize leasehold improvements to the greatest extent possible.

4.4 Transportation and Works Department Implementation Strategy

Upon Committee and Council approval, the following steps will be taken to implement Transportation and Works operational requirements over the next three years pending finalization of the Bales Drive operational facility. This implementation strategy will also allow us to proceed with upgrades to server and network accommodation and re-location of 14 staff for IT Services.

- Negotiate lease and leasehold improvements at the Gates of York plaza March ’03.
- Re-locate approximately 20 Transportation and Works staff to the Gates of York Plaza May ’03 (upon Committee & Council) approval.
- Start construction on server and network accommodation for IT services May ’03.
- Re-locate existing IT staff into space vacated by T&W staff May ’03.
- Complete leasehold improvement to Cane Parkway site as required June/July’03.
- Transfer approximately 30 T&W staff to 520 Cane Parkway July ’03.

With the relocation of 16 Transportation and Works staff, there will be sufficient expansion space on the third floor to meet the IT Branch requirements for staff and equipment.

5. FINANCIAL IMPLICATIONS

<table>
<thead>
<tr>
<th>Location</th>
<th>Landlord</th>
<th>Annual Lease Cost (incl. GST net)</th>
<th>Term and Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>520 Cane Parkway</td>
<td>Dave Wood Holdings Ltd</td>
<td>$173,812 remainder of 1st 5 year term annually $182,812 (should the 2nd 5 year option be exercised)</td>
<td>5 year term @ 12.75 per sq. ft. expiring Feb. 28th/07 with an option to renew for a 2nd 5 year term at 13.75 per sq. ft plus 6.00 per sq.ft for O&amp;M and realty taxes</td>
</tr>
</tbody>
</table>
Annual lease costs highlighted above include base rent, O&M costs and all applicable taxes.

Operating costs may be accommodated within the overall 2003 operating budget for Transportation and Works.

5.1 520 Cane Parkway Leasehold Requirements

- Voice/data.
- Wall relocates and upgrades.
- Carpeting and painting as required.
- Exterior windows.
- Kitchen/Meeting rooms.
- Security.

Cost estimates are based on a range of $22 to $26 per sq. ft. or $180,000 to 234,000. This space will be used as overflow space for the Region if vacated by Transportation and Works staff until the end of the first five-year term.

Leasehold costs may be accommodated within the overall 2003 operating budget for Transportation and Works.

6. LOCAL MUNICIPAL IMPACT

There are no local municipal implications associated with this report.

7. CONCLUSION

These recommendations address critical interim accommodation needs at the Administrative Centre for the Transportation and Works Department and IT Branch equipment and staff space requirements over the short term until finalization of York Region’s Strategic Accommodation plan and the construction of the Bales Drive facility.

The Senior Management Group has reviewed this report.

8 UPDATE - COMMITTEE PROCEEDINGS

The Finance and Administration Committee advises Council of the following matters having been considered by the Finance and Administration Committee with the following action:
COMMUNICATIONS

1. Stephen Gauthier, Director/Technical Services Centre, Government Finance Officers Association, December 24, 2002, notifying that the annual financial report for the fiscal year ended December 31, 2001 qualifies for a Canadian Award for Financial Reporting. Received and staff directed to make the necessary application for the award.

2. Marc Neeb, Vice-Chair, Community Safety Village of York Region, February 27th, 2003, making a formal request for a financial guarantee totalling $500,000 to complete the project in September of 2003. Committee directed staff to work with the group and bring back a report to Council in two weeks outlining the need for Council assistance.

3. Susan Frame, Executive Director, Centred on Children Child Care Centre, March 4, 2003, requesting deputant status to speak to the matter of property tax on their non-profit child care centre and the Beaubien report. Received and deputant status granted.

DEPUTATION

4. Susan Frame, Executive Director, Centred on Children Child Care Centre, appeared to express her concerns about the commercial tax rate her child care centre is faced with paying and indicated that alternative options to relocate have not been considered viable. Received and referred to staff to prepare a further report outlining options to assist.

OTHER BUSINESS

5. The Committee acknowledged the recent assistance provided by Sandra Cartwright, Commissioner of Finance, to the municipality of Sumperk in the Czech Republic. The Canadian Urban Institute sponsored the opportunity for the visit to allow for a Canadian perspective to municipal financial accounting.

6. The Committee having been notified of the absence of the Chair and Vice Chair, the Committee, proceeded to appoint Mayor Taylor as Acting Chair for this meeting.

The Finance and Administration Committee adjourned at 9:40 a.m.
Respectfully submitted,

March 6, 2003
Newmarket, Ontario

T. Taylor
Acting Chair

(Report No. 3 of the Planning and Economic Development Committee was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting on March 27, 2003.)