
**ADMINISTRATION COMMITTEE
AGENDA
MEETING NO. 5**

Date of Meeting:	Tuesday, June 3, 2003	Enquiry:	Patsy Morris
Time:	9:30 a.m.		Administrator
Location:	Committee Room 2		392-9151
	2nd Floor, City Hall		pmorris@city.toronto.ca
	100 Queen Street West		
	Toronto		

**DECLARATIONS OF INTEREST PURSUANT TO
THE MUNICIPAL CONFLICT OF INTEREST ACT**

CONFIRMATION OF MINUTES.

COMMUNICATIONS/REPORTS

1. Snapshot on City Services

Presentation Item

Presentation respecting the Fleet Services Division.

2. 2003 Access and Equity Grant Program – Allocations

10:00 a.m.

Deputation Item

Report (May 21, 2003) from the Chief Administrative Officer respecting the 2003 Access and Equity Grant Program allocations; advising that of the ninety two (92) applications received, 69 are recommended for funding; and recommending that:

- (1) grants totalling \$468.8 be approved as outlined in Appendix 1 – 2003 Access and Equity Grant Program Allocations;
- (2) \$5.0 be held in reserve for appeals subject to the submission of a report recommending the allocation of this reserve; and

- (3) the appropriate City of Toronto officials be authorised to take the necessary action to give effect thereto.

(Note: A copy of Appendix 3 “2003 Access and Equity Grant Program”, referred to in the aforementioned report was forwarded to all Members of Council and Select Officials and a copy thereof is also on file in the office of the City Clerk, City Hall.)

3. Follow-up Review of the Fair Wage Office, Fair Wage Policy and Fair Wage Schedules – All wards

<i>Presentation Item</i>

Report (May 21, 2003) from the Acting Manager Fair Wage Office, presenting the results from the recent review of the Fair Wage Office (FWO) and Fair Wage Policy; advising that recommendations are made to strengthen the Fair Wage Policy and Office practices, and adopt updated Fair Wage Schedules (2003-2004) for the City of Toronto; and recommending that:

- (1) City Council adopt the revised Fair Wage Policy as set out in Attachment No. 1 to this report, effective August 1, 2003;
- (2) the Manager, Fair Wage Office, communicate with all departments prior to August 1, 2003, to advise of the applicability of the Fair Wage Policy and Labour Trades Contractual Obligations (LTCO) in the construction industry to City contracts;
- (3) City Council adopt the Fair Wage Schedules 2003-2004, including new job classifications for winter maintenance, as attached to this report within Attachment No. 3, and that these Fair Wage Schedules become effective August 1, 2003, for new Tenders, Requests for Quotation, Requests for Proposals, Purchase Orders, and Departmental Purchase Orders issued by the City;
- (4) City Council enact a by-law substantially in the form of the draft by-law contained in Attachment No. 4, subject to any technical or other necessary changes, to codify the responsibilities of the Manager, Fair Wage Office, and codify the updated Fair Wage Schedules;
- (5) the Fair Wage Office include in its submission for the 2004 Operating Budget, a request for additional funding to increase staffing levels of the Office by one permanent position and temporary summer students; and
- (6) the appropriate City Officials be authorized and directed to take the necessary action to give effect thereto.

4. Further Information Regarding the Results of the Request for Quotation (RFQ) No. 0114-03-0001 for Safety Footwear for Various City of Toronto Departments

<i>Deputation Item</i>

Joint report (May 15, 2003) from the Chief Financial Officer and Treasurer and the Commissioner of Corporate Services providing further information with regard to the results of the Request for Quotation for the supply and delivery of Safety Footwear for the period July 1, 2003 to June 30, 2005 in accordance with specifications and service requirements of various City of Toronto departments; advising that the decision to recommend bidders for the safety footwear contract award required expert advice from staff in operating departments; that in accordance with departmental operational requirements, the City of Toronto requires two types of safety footwear service: mobile truck service and store service; that in the case of truck service, the City requires a vendor that can service a variety of locations on a regularly-scheduled basis as well as providing a call-in request service for other locations as required; that the lowest bidder that meets the City's requirements for mobile service is Collins Safety O/A 3077225; that this bidder has therefore been recommended to receive the award for mobile service; and recommending that this report be received for information.

4(a). Results for the Request for Quotation (RFQ) No. 0114-03-0001 for Safety Footwear for Various City of Toronto Departments

Joint report (March 20, 2003) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer, recommending that:

- (1) the quotations submitted by Collins Safety O/A 3077225 Canada Inc. and Gordon Contract for the supply and delivery of Safety Footwear used by various City of Toronto departments for the period from July 1, 2003 to June 30, 2005, be accepted as the two lowest acceptable quotations received meeting specifications and service requirements as follows:
 - (a) Collins Safety O/A 3077225 Canada Inc. for approximately \$994,622.00 including all charges and applicable taxes, for the supply of safety footwear by truck service supplemented by their Mississauga store when required; and
 - (b) Gordon Contract for approximately \$1,151,431.00 including all charges and applicable taxes, for the supply of safety footwear by store service in the City of Toronto; and
- (2) the appropriate City officials be authorized and directed to take the necessary actions to give effect thereto.

- 4(b).** Communication (May 20, 2003) from Mr. Ben Gordon, President, Gordon Contract Footwear Safety and Uniform Shoes and Boots, forwarding comments respecting the Joint report (March 20, 2003) from the Commissioner of Corporate Services and the Chief Financial Officer and Treasurer regarding the Award of Contract for the Supply and Delivery of Safety Footwear for Various City of Toronto Departments.

5. Professional and Technical Services for Support for the TES (Time Entry System) Replacement Project

Joint report (May 22, 2003) from the Chief Financial Officer and Treasurer and the Commissioner, Corporate Services recommending that:

- (1) a contract be awarded to Arinso Canada Inc. on a sole source basis to assist staff in completing the TES Replacement Project at the per diem rates specified by the vendor in its' response to the Request for Proposal No. 9155-02-7425 for a two year period commencing June 2003 and not to exceed \$1,542,200; and
- (2) the appropriate City officials be authorized to take the necessary action to give effect thereto.

6. Contract to Provide Banking Services for the City of Toronto

Report (May 26, 2003) from the Chief Financial Officer and Treasurer recommending that:

- (1) a five-year contract in an estimated amount of approximately \$1,275,300.00 annually be awarded to the Royal Bank to provide banking services to the City of Toronto with transactional costs that are fixed over the term of the contract;
- (2) the Chief Financial Officer and Treasurer be authorized to implement additional services with the Royal Bank or other financial institutions where such services result in cost savings to the City and report back to Council on the services to be provided;
- (3) the procurement card portion of the RFP be considered separately at a later date in a report to be submitted by the Chief Financial Officer and Treasurer; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to effect thereto.

7. Pre-authorized Water Payment Program

Report (May 22, 2003) from the Chief Financial Officer and Treasurer recommending that:

- (1) the Finance Department be authorized to implement a pre-authorized water payment program (as described in the body of this report), wherein customers who enroll and are accepted in the program will continue to receive their regular water bill statement (based on current billing cycles identified in Table 1 of this report); however, they will have the billed amount automatically withdrawn from their bank account on the withdrawal date identified on their water bill statement; and
- (2) the appropriate City staff be authorized and directed to take the necessary action to give effect thereto.

8. Collection Procedures on Property Tax Arrears for Owner-Occupied Residential Properties

Deferred from the Meeting held on April 29, 2003

Report (April 17, 2003) from the Chief Financial Officer and Treasurer reporting on procedures employed in the collection of tax arrears for owner-occupied residential properties; advising that assuming that the tax arrears for owner-occupied residential properties will be collected faster if the City engages the services of a bailiff agency, the penalty/interest revenue the City realizes on these tax arrears (1.25 percent per month or 15 percent per year) may decrease at a faster rate than the interest the Corporation will realize on investing the cash received; and recommending that the enhanced collection procedures for owner-occupied residential properties, as outlined in Appendix E of this report, be endorsed, including the use of bailiff services to collect upon outstanding residential property taxes that are at least 1-½ years in arrears.

9. Accrual of Pension Benefits for Elected Officials over the Age of 69

Report (May 22, 2003) from the Chief Financial Officer and Treasurer reporting as requested by the Administration Committee at its meeting held on April 29, 2003, on the possible options for the accrual of pension benefits for Council Members' service after the age of 69; advising that staff have considered three options available outside registered plans and advising of the three possible options "Option 1 – Retirement Compensation Arrangement (RCA)"; Option 2 – Special Payment"; and Option 3 – Salary Adjustment"; further advising that any of the options will add additional costs to the City; that these types of arrangements are not normally done and no precedent could be found in the Municipal sector; and recommending that this report be received for information.

10. Toronto Civic Employees' Pension and Benefit Fund – Preliminary Valuation Results as at December 31, 2002

Report (May 20, 2003) from the Chief Financial Officer and Treasurer presenting the Preliminary 2002 Actuarial Valuation Results and the request of the Toronto Civic Employees' Pension and Benefit Fund Committee to increase pensions effective January 1, 2003; and recommending that:

- (1) the 2002 Preliminary Valuation Results Summary be received for information;
- (2) service and disability pensions which commenced prior to December 31, 2002, be increased by 2.3 percent effective January 1, 2003; and
- (3) authority be granted to introduce the necessary bills and the appropriate City officials be authorized to take the necessary action to give effect thereto.

11. Toronto Fire Department Superannuation and Benefit Fund – Preliminary Valuation Results as at December 31, 2002

Report (May 20, 2003) from the Chief Financial Officer and Treasurer presenting the preliminary 2002 Actuarial Valuation results and the request of the Toronto Fire Department Superannuation and Benefit Fund Committee to increase pensions effective January 1, 2003; and recommending that:

- (1) the 2002 preliminary Valuation Results Summary be received for information;
- (2) service and disability pensions which commenced prior to December 31, 2002 be increased by 2.3 percent effective January 1, 2003; and
- (3) authority be granted to introduce the necessary bills and the appropriate City officials be authorized to take the necessary action to give effect thereto.

12. Actuarial Report and Cost Certificate as at December 31, 2002 for the Metropolitan Toronto Pension Plan

Report (May 23, 2003) from the Chief Financial Officer and Treasurer providing comments regarding the Actuarial Valuation, request approval for the recommendations for the pension indexing contained therein and presenting information on the status of the Metropolitan Toronto Pension Plan; and recommending that:

- (1) the December 2002 Actuarial Report for the Metropolitan Toronto Pension Plan be received;

- (2) the full contribution holiday for the employers and employees be continued for the calendar year 2003;
- (3) an increase of 2.30 percent be granted on pensions, effective January 1, 2003, to pensioners on benefit for more than one year with a proportionate increase of 0.1917 percent for each month of pension payment made in 2002 for pensioners who retired during 2002; and
- (4) authority be granted to introduce the necessary bills and the appropriate City officials be authorized to take the necessary action to give effect thereto.

12(a). Actuarial Valuation Report as at December 31, 2002

Communication (May 7, 2003) from the Board Secretary, The Board of Trustees of the Metropolitan Toronto Pension Plan advising that the Board at its meeting held on Friday, April 25, 2002, recommended to the Administration Committee that:

- (a) the contribution holiday that has been in place since the end of 1998 should be continued for 2004; and
- (a) an increase of 2.3 percent be granted on pensions, effective January 1, 2003, to pensioners on benefit for more than one year with a proportionate increase for those who retired during 2002. As with previous practice, the increase should occur with the July 1, 2003 pension payment and the payment of the delayed six months of increases should occur at July 15, 2003; and

requested the Chief Financial Officer and Treasurer to report to the Administration Committee on this matter.

13. Revisions to Employee Benefit Plan – Management/Non-Union Employees and Elected Officials

Report (April 30, 2003) from the Chief Financial Officer and Treasurer, recommending that:

- (1) the level of benefits presented in this report be approved effective April 1, 2003, for all management/non-union employees and elected officials who are entitled to benefit coverage; and
- (2) the appropriate City officials be authorized to take the necessary action to give effect thereto.

14. Accounts Receivable – Largest Debtors With Tax Arrears Greater Than \$500,000

Report (May 20, 2003) from the Chief Financial Officer and Treasurer providing information on property tax accounts with outstanding receivables of \$500,000 or more as at March 31, 2003; advising that there are no financial implications arising from this report; and recommending that this report be received for information.

15. 2002 Parking Tag Activity Report

Report (May 20, 2003) from the Chief Financial Officer and Treasurer reporting on the number and breakdown of all parking infraction notices issued in the City of Toronto in 2002 and whether a breakdown of parking infraction notices can be provided on a Ward by Ward basis; advising that there are no financial implications associated with this report; that although information on a Ward by Ward basis cannot be provided at this time without additional resources, staff will continue to investigate whether the parking tag system can be modified to produce this information in the future; and recommending that this report be received for information.

16. Red Light Camera Photo Evidence – Appeal to the Ontario Court of Justice

Report (May 7, 2003) from the City Solicitor reporting on the successful appeal of a decision that jeopardized the use of photographic evidence obtained under the City's Red Light Camera Program; and recommending that this report be received for information.

17. First Meeting of the 2003-2006 Council

Report (May 14, 2003) from the City Clerk recommending that:

- (1) the First Meeting of City Council for the 2003-2006 term commence on Tuesday, December 2, 2003, at 2:00 p.m., at Toronto City Hall, and conclude on Thursday, December 4, 2003;
- (2) the order of business for such First Meeting be substantially as set out in Appendix "A" to this report, and include provision for a recess in order to permit:
 - (a) Community Councils to meet for the purpose of electing their chairs and vice-chairs; and
 - (b) the Striking Committee to meet in order to recommend to Council a new schedule of meetings for the first year of the new term, and to recommend the appointment of Members of Council to those positions and bodies set out in §27-102 of the Toronto Municipal Code, Chapter 27, Council

Procedures, plus any other positions and bodies, as may be determined by the current and the incoming Council;

- (3) despite the provisions of §27-3 of the Toronto Municipal Code, Chapter 27, Council Procedures, for this First Meeting only, Community Councils meet at City Hall to elect their chairs and vice-chairs;
- (4) for the period between the day following the last day of scheduled meetings for the current term of Council and the day upon which the cycle of committee meetings for the next term commences, the Bid Committee be authorized to award contracts pursuant to §195-10 of the Toronto Municipal Code, Chapter 195, Purchasing;
- (5) the Department Heads, in consultation with the City Solicitor, be requested to report to Council through the appropriate standing committee, by September 2003, on any permitted delegations of authority which might be appropriate in order to continue City programs which might otherwise require a decision from Council, provided that each exercise of such delegation is reported to the appropriate Committee upon Council's regular cycle of meetings commencing in early 2004; and
- (6) the necessary bills be introduced, and the appropriate staff be authorized and directed to take any necessary action to give effect to these recommendations.

18. Prayer Before Council Meetings

Communication (May 14, 2003) from Councillor Lorenzo Berardinetti advising that he would like to bring a motion to Toronto City Council regarding the inclusion of a prayer before the start of all Toronto City Council meetings; and that this matter must be considered by Administration Committee prior to forwarding to City Council.

19. Official Mark Protection under the Trade-Mark Act for the City of Toronto's Emergency Services' Names and Identifiers

Joint report (May 6, 2003) from the Commissioner of Works and Emergency Services and the Commissioner of Corporate Services, recommending that:

- (1) the word marks "Toronto Fire Services," "Toronto Fire Department" and "Toronto Emergency Medical Services" and the Heavy Urban Search And Rescue (HUSAR) and the Emergency Medical Services (EMS) visual identifiers be adopted and used as official marks of the City of Toronto, and the City Solicitor be directed to request the Registrar of Trade-marks to give public notice of their adoption and use; and

- (2) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto and to take any action required to be taken thereunder.

20. Annual Report: Multilingual Services

Report (May 15, 2003) from the Commissioner of Corporate Services discussing the need for translation and interpretation services and how the policy is monitored; advising that this report also includes, in the appendices, a submission from each department describing how the policy is being applied in the delivery of departmental programs and services; that there are no immediate financial implications arising from this report; and recommending that this report be received for information.

21. Retaining Collection Agency Services for Outstanding Pre-Transfer Provincial Offences Act Fines

Report (May 15, 2003) from the Commissioner of Corporate Services, recommending that:

- (1) Council authorize the circulation of a request for proposal/quote for collection services for outstanding pre-transfer Provincial Offences Act fines;
- (2) Council authorize awarding contracts, for a one year term with the possibility to extend for an additional year subject to a successful performance review, to as many as three successful proponents;
- (3) an interim report on collections activity, including an update on outstanding pre-transfer accounts receivable, be prepared by the Commissioner of Corporate Services after nine months following the awarding of the contracts; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

22. Declaration as Surplus Vacant Land – 543 Arlington Avenue (Ward 21 – St. Paul’s)

Report (May 15, 2003) from the Commissioner of Corporate Services, recommending that:

- (1) the parcel of vacant land municipally known as 543 Arlington Avenue, being Part of Lot 66 on Plan 1527, designated as Parts 14 and 15 on Plan 64R-15549, and shown as Parts 1 and 2 on Sketch No. PS-2003-004, be declared surplus to the City’s requirements, subject to an existing sewer easement, and be listed for sale on the open market and, if in the opinion of staff, a recommendable offer is not

received, that the Commissioner of Corporate Services be authorized to invite offer(s) to purchase for any or all of the property from the owners of 541 and 545 Arlington Avenue, as deemed appropriate by the Commissioner of Corporate Services;

- (2) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken;
- (3) City Council approve, as the approving authority under the provisions of the *Expropriations Act*, the disposal of the land identified above without giving the original owners from whom the lands were expropriated the first chance to repurchase the land; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

23. Declaration as Surplus Parcel of Vacant Land Located at the Rear of Nos. 15, 17, 19 and 21 Red Deer Avenue (Ward 36 – Scarborough Southwest)

Report (May 14, 2003) from the Commissioner of Corporate Services, recommending that:

- (1) the parcel of vacant land located at the rear of Nos. 15, 17, 19 and 21 Red Deer Avenue, being part of Lot 66 on Plan 2597, also shown as Parts 1, 2, 3 and 4 on Sketch No. PS-2003-032 (the “Property”), be declared surplus to the City’s requirements, and the Commissioner of Corporate Services be authorized to invite offer(s) to purchase parts of the Property from the owners of Nos. 15, 17, 19 and 21 Red Deer Avenue, as outlined in the body of this report;
- (2) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

24. Declaration as Surplus Parcel of Vacant Land North Side of North Queen Street and Adjacent to 14 North Queen Street (Ward 5 – Etobicoke-Lakeshore)

Report (May 14, 2003) from the Commissioner of Corporate Services, recommending that:

- (1) the parcel of vacant land located on the north side of North Queen Street and adjacent to 14 North Queen Street, being Part of Lot 6, Concession 4 and designated as Part 3 on Plan 64R-14770, be declared surplus to the City’s

requirements and the Commissioner of Corporate Services be authorized to invite an offer to purchase from the owner of 800 Kipling Avenue and all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken;

- (2) the Commissioner of Corporate Services be authorized to negotiate an easement for access purposes with the owner of 800 Kipling Avenue over the lands, being Part of Lot 6, Concession 4 and designated as Part 17 on Plan 64R-14770; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

25. Declaration as Surplus Parcel of Vacant Land Municipally known as 49 Connaught Avenue (Ward 32 – Beaches-East York)

Report (May 14, 2003) from the Commissioner of Corporate Services, recommending that:

- (1) the Property be declared surplus to the City's requirements, subject to the retention of an easement over the entire Property for sewer purposes;
- (2) the Commissioner of Corporate Services be authorized to invite an offer to purchase the portion of the Property shown as Part 1 on Sketch No. PS-2002-061 (the "Part 1 Lands") from the abutting owner at 1435 Queen Street East and to invite an offer to purchase the portion of the Property shown as Part 2 on Sketch No. PS-2002-061 (the "Part 2 Lands") from the abutting owner at 39 Connaught Avenue, and if, in the opinion of staff, recommendable offers are not received in respect of both the Part 1 Lands and Part 2 Lands, then the Commissioner of Corporate Services be authorized to invite offer(s) to purchase all or a portion of the Property from either or both abutting owners at 1435 Queen Street East and 39 Connaught Avenue, as deemed appropriate by the Commissioner of Corporate Services;
- (3) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (4) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

26. Declaration as Surplus Parcel of Vacant Land Located Between Nos. 103 and 105 Mercury Road (Ward 2 – Etobicoke North)

Report (May 14, 2003) from the Commissioner of Corporate Services, recommending that:

- (1) the parcel of vacant land located between Nos. 103 and 105 Mercury Road, being Block E on Plan M-901, be declared surplus to the City's requirements, subject to the retention of a permanent easement over the entire property for storm sewer purposes, and the Commissioner of Corporate Services be authorized to invite an offer to purchase from the owner of 103 Mercury Road;
- (2) all steps necessary to comply with Chapter 213 of the City of Toronto Municipal Code be taken; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

27. Application for Approval to Expropriate Interest in Land, TTC Western Bus Garage Project, 121 Industry Street (Ward 12 – York South-Weston)

Report (May 15, 2003) from the Commissioner of Corporate Services, recommending that:

- (1) authority be granted to initiate the expropriation process for the property interests detailed in the body of this report;
- (2) authority be granted to serve and publish Notices of Application for Approval to Expropriate property interests herein detailed, to forward to the Chief Inquiry Officer any requests for hearings that are received and to report the Inquiry Officer's recommendations to Council for its consideration; and
- (3) the appropriate City officials be authorized and directed to take the necessary action to give effect thereto.

28. Process for Disposal of City Property (All Wards)

Report (May 15, 2003) from the Commissioner of Corporate Services responding to a request by City Council for a report to the Administration Committee on the process used for the disposal of City property, such report to include recommendations for actions that should be taken to make this process a more transparent public process; advising that there are no financial implications arising from this report; that continuing to follow the process as set out in Appendix "A" to this report respecting the marketing and disposal of surplus property ensures an open and transparent process and contributes to the continued

success of the City's real property sales programme; and recommending that this report be received for information.

29. Feasibility of a Spiral Staircase Retrofit to Access the Council Chamber, City Hall, 100 Queen Street West

Report (April 14, 2003) from the Commissioner of Corporate Services reporting back to the Administration Committee on better access to the Council Chamber, specifically what type of staircase could be installed in an elevator shaft at City Hall, including consideration of a spiral staircase to gain access to the Council Chamber; advising that there are no financial implications as a result of the conclusions contained in this report; and recommending that the Commissioner of Corporate Services be directed to take no further action to install a staircase to gain access to the City Hall Council Chamber.

30. Progress Report – Optimizing Revenue from Development Potential of TTC Properties – Various Wards

Joint report (May 20, 2003) from the Commissioner of Corporate Services and the Chief General Manger, Toronto Transit Commission, providing an update on the review being undertaken with regard to optimizing revenue from development potential of properties owned and/or operated by the TTC; advising that funding for this review is provided in the approved 2003 Operating Budget; that any additional costs or savings beyond 2003 would be reflected in future year budgets; and recommending that this report be received for information.

In-Camera In Accordance with the Municipal Act, a motion is required for the Committee to meet privately and the reason must be stated.

In-Camera

**31. Trinity Community Recreation Centre Project
Contractor Construction Claim – Proposed Settlement
(Ward 19 – Trinity-Spadina)**

Joint confidential report (April 7, 2003) from the Commissioner of Corporate Services, the Commissioner of Economic Development, Culture and Tourism, and the City Solicitor respecting Trinity Community Recreation Centre Project Contractor Construction Claim – Proposed Settlement (Ward 19 – Trinity-Spadina) such report to be considered in-camera having regard that the subject matter relates to litigation or potential litigation.

In-Camera**32. Civic Centre Food Services
(Ward 27 – Toronto Centre-Rosedale)**

Confidential report (May 21, 2003) from the Commissioner of Corporate Services respecting Civic Centre Food Services (Ward 27 – Toronto Centre-Rosedale) such report to be considered in-camera having regard that the subject matter relates to potential litigation matters.