



## THE METROPOLE

10 February 2004

### Minutes of MTCC 1170 Meeting Number 040121R — Held on 21 January 2004

Present: Directors — Keith Bricknell, Dan Chiu, Sylvia Furlong, Jason Hum, and Nives Malara; and, Management — Christine MacLean

Absent: None

01 Call to Order: Keith Bricknell called the meeting to order at 6:35pm.

02 Adoption of Agenda and Additions:

Resolution 040121R01: Change of Meeting-Date & Adoption of Agenda

WHEREAS 28 January 2004 is the best available date for MTCC 1170's Directors to meet with representatives of one of the Corporation's service-providers; THEREFORE,

BE IT RESOLVED that MTCC 1170's Regular Meeting for January 2004 shall occur on 21 January 2004, and shall be named "Meeting Number 040121R"; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040121R, with addenda to accommodate the Property Manager's last-minute request for discussion of the following items:

- (a) parking violations;
- (b) training session for security staff; and,
- (c) Metro Compactor — garbage disposal bin/dumpster.

Dan Chiu/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 040121R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 031222R, as presented.

Sylvia Furlong/Nives Malara — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Christine MacLean responded to inquiries regarding items from the Management Report, and from other communications to and/or among Directors.

- (i) Staff Security Educational Issues: The Property Manager described the Management Office's and Head Concierge's suggestions about issues potentially

necessitating retraining. Some retraining issues will remain in abeyance, pending recommendations regarding the fire alarm system.

- (ii) Security Staff's Responses to Fire Alarms: The Board directed the Property Manager to propose a safety-compliance checklist that security staff could use when checking suites that initiate a general fire alarm.
- (iii) Southwest Corner: The Board reminded the Property Manager that Trow Associates' guidelines are the only standard that the Corporation will accept.
- (iv) 6-8 Colborne: H&R's shall to pay for repositioning of one of MTCC 1170's surveillance cameras — according to the Head Concierge's recommendation.
- (v) Brampton Fire — Alarm and Ancillary Systems: Committee Meeting with Directors scheduled for 6:00pm on Wednesday 28 January 2004. As a follow-up to data that Brampton Fire will provide, the Board asked the Property Manager to inquire whether Brookfield could provide a generic set of specifications for fire, security, and surveillance systems.
- (vi) Window Washing: Commencing 22 March 2004; commencing 05 July 2004; and, commencing 01 November 2004.
- (vii) Elevators: Thyssen's management will pay particular attention to repeated outages of Elevator #3 and provide timely reports to MTCC 1170's Management Office. Reports will include identifying the necessity for repairs — for example, vandalism *versus* normal wear and tear.
- (viii) Cleaning Schedule — Pool & Amenities: The Board agreed to provide a motion confirming the revised cleaning schedule.
- (ix) Dryer Maintenance: Cleaning will begin on 08 March 2004, as per the letter that the President and Management have prepared.
- (x) Cleaning Contract: The Board directed the Property Manager to seek three or more bids, and to report results at the Committee Meeting on 28 January 2004.
- (xi) Unaudited Financials: The Treasurer and the Management Office commented briefly on unaudited year-end financials ending 30 November 2003 and month-end ending 31 December 2003.
- (xii) Victoria Street Planters: KCG Landscaping has provided costs and lifespan estimates of/for providing and maintaining year-around perennial plants. The Board deferred a decision, pending further study, and pending cessation of this winter's unusually inclement temperatures.
- (xiii) Gymnasium Energy Management: The Board directed the Property Manager to install permanent, durable signage to limit overhead lighting in daylight hours. Also, the Board directed security staff to turn the gymnasium's lights off entirely at Midnight.
- (xiv) Parking: The Property Manager initiated discussion about parking problems that result, *inter alia*, from possible misconceptions about permissible uses and/or rentals.

- (xv) Training for Security Staff: The Property Manager provided additional information about training that security staff would receive, commencing 22 January 2004.
- (xvi) Replacement of a Garbage Bin/Dumpster: By consensus, the Board agreed to the Property Manager's request for a Reserve Fund expenditure of \$1,050, plus applicable taxes. A formal motion will ensue at February's Board Meeting.

Resolution 040121R03: Acceptance of Administrative Report and Security Report

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall receive, as information, the MTCC 1170 Office's Administrative Report dated 15 January 2004, and the Front Desk Security Report for the period 16 December 2003 to 13 January 2004.

Dan Chiu/Jason Hum — Carried

The Board excused Christine MacLean from further attendance at Regular Meeting 040121R.

05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) The Secretary asked Directors to communicate their final recommendations regarding the "Rules" no later than Meeting Number 040225R.
- (b) The President suggested the format for a covering letter to accompany contract staff's Christmas bonus cheques. By consensus, the Board agreed with the President's suggestions.
- (c) The President and the Treasurer requested extension of the Energy Management Committee's reporting and closure dates.
- (d) Directors agreed to pass a motion confirming the revised schedule for cleaning the swimming pool and related areas.

06 Correspondence Requiring Action and/or Delegations: The Board's consensus was to delegate to the President the duty of responses to correspondence from Marianne Girling and further e-mail from Jordana Ross (Cllr Pam McConnell's assistant). Also, the Board agreed to schedule a daytime meeting Cllr McConnell during February 2004 — in The Metropole's Fifth Floor Lounge, at the President's call.

07 Special Committee Reports and/or Other Enabling Motions:

Resolution 040121R: Extension of the EMC's Reporting Dates and Mandate

WHEREAS the Energy Management Committee (EMC) continues to gather information and propound suggestions; AND,

WHEREAS committee-members' personal and job-related commitments have prevented them from complying with due dates for formal reporting to the Board; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees to extend the EMC's reporting dates and mandate as follows.

- (a) The initial reporting date shall be the earlier of:
  - (i) the Regular Board Meeting in April 2004; or,
  - (ii) a Special Meeting that the Board may call for the express purpose of receiving the EMC's initial report.
- (b) The secondary reporting date shall be the earlier of:
  - (i) the Regular Board Meeting in May 2004; or,
  - (ii) a Special Meeting that the Board may call for the express purpose of receiving the EMC's secondary report.
- (c) The EMC's mandate shall now extend to 31 May 2004, rather than 01 March 2004
- (d) Except for the above-noted changes of dates, all other provisions of Resolution 030827R12 remain in full force and effect.

Dan Chiu/Jason Hum — Carried

Resolution 040121R05: Schedule for Cleaning the Swimming Pool & Amenities

WHEREAS MTCC 1170 wishes to maintain cleanliness of the swimming pool and associated amenities, while minimising down-time and consequent inconvenience to owners and residents; AND,

WHEREAS a trial schedule, from 22 December 2003 to 20 January 2004, has caused little or no inconvenience to owners and residents; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees that cleaning of the swimming pool and amenities shall continue to occur between 5:00pm and 7:00pm on Tuesdays, as per the trial schedule.

Nives Malara/Sylvia Furlong — Carried

Resolution 040121R06: Board Committee-Meeting Date

WHEREAS MTCC 1170 wishes to receive information from, and direct questions to, Brampton Fire and Security Systems; THEREFORE,

BE IT RESOLVED without restrictions as to quorum, MTCC 1170's Directors will convene in committee at 6:00pm on 28 January 2004, with Brampton Fire and Security Systems.

Dan Chiu/Jason Hum — Carried

08 Other Reports: None

09 New Business and/or Enabling Motions:

- (a) Indoor and Outdoor Vegetation and/or Plants: The Board agreed with the Treasurer's suggestion that the Management Office should:
  - (i) provide a detailed breakdown of current costs of indoor and outdoor vegetation; and,

- (ii) offer suggestions (including alternative suppliers) for providing equivalent aesthetic value at lower cost.
  - (b) Telephone Lines: The Treasurer described MTCC 1170's current telephone lines and cost thereof. The Board agreed that the Management Office should reduce by at least one telephone line. The President and the General Manager will be available to work with the Management Office to achieve this goal.
  - (c) Federal Privacy Legislation: The Vice President agreed to provide preliminary research into compliance with this new legislation. Also, the Board agreed that the Management Office should ask Brookfield to provide samples of generic privacy protocols that might be suitable for all of its client residential buildings.
  - (d) Safety and Energy-Management Notices: The Vice President agreed to facilitate the provision of a rotational set of notices that could appear in The Metropole's elevators. The Board's expectation is that Brookfield will already have a set of appropriate generic notices. For the most part, "facilitation" should only comprise adapting Brookfield's existing generic notices to The Metropole's specific needs.
  - (e) Employment of Paid Professional Trainers in Recreational Areas: The Board discussed issues arising from some residents' having employed professional (*ie* "paid") trainers in the Metropole's recreational areas. The Board's consensus was that such employment was inappropriate, as well as being inconsistent with existing Rules. The Secretary agreed to reinforce that point in the revision of MTCC 1170's Rules.
- 10 Perusal File of Correspondence Received as Information: No additional discussion.
- 11 Next Committee Meeting: 2:00pm on Monday 16 February 2004.
- 12 Next Regular Meeting: 6:30pm on Wednesday 25 February 2004, without restrictions as to quorum.
- 13 Motion for Adjournment:

Resolution 040121R07: Adjournment of Meeting Number 040121R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040121R at 9:35pm on Wednesday 21 January 2004.

Nives Malara/Sylvia Furlong — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



## THE METROPOLE

26 February 2004

### Minutes of MTCC 1170 Meeting Number 040225R — Held on 25 February 2004

Present: Directors — Keith Bricknell, Sylvia Furlong, Jason Hum, and Nives Malara; and, Management — Christine MacLean

Absent: Dan Chiu

01 Call to Order: Keith Bricknell called the meeting to order at 6:37pm.

02 Adoption of Agenda and Additions:

Resolution 040225R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040225R as presented.

Nives Malara/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 040225R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040121R, as presented.

Jason Hum/Nives Malara — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Christine MacLean responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

- (i) Staff Security Educational Issues: Training has progressed as far as possible, pending possible upgrades to the fire alarm system.
- (ii) Security Staff's Responses to Fire Alarms: The Property Management Report includes a description (dated 09 February 2004) of Group 4 Falck's recently completed training.
- (iii) Southwest Corner: Trow Associates will attend at 6-8 Colborne to confirm that H&R's remedial work complies with the MTCC 1170's expectations.
- (iv) 6-8 Colborne: Final repositioning of one of MTCC 1170's surveillance cameras — according to the Head Concierge's recommendation, and at H&R's expense — awaits completion of construction.

- (v) Fire and/or Security Alarm System(s): The Board provided a motion to facilitate the issuance of tenders.

Resolution 040225R03: Issuance of Invitational Tenders — Fire and Security

WHEREAS the Board of Directors of MTCC 1170 has received professional advice about its fire alarm and security systems; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall issue invitational tenders and/or requests for proposals (RfPs) to no fewer than three qualified suppliers; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 stipulates that:

- (a) the above-noted invitational tenders and/or RfPs do not comprise an offer to purchase; and,
- (b) MTCC 1170 reserves the right to base any eventual purchase decisions on qualitative and quantitative criteria.

Jason Hum/Sylvia Furlong — Carried

- (vi) Elevators: Thyssen's management will pay particular attention to repeated outages of Elevator #3 and provide timely reports to MTCC 1170's Management Office.
- (vii) Cleaning Contractor: An enabling motion confirms G&M Maintenance's contract, commencing 01 March 2004.

Resolution 040225R04: Appointment of a Cleaning Contractor

WHEREAS the Board of Directors of MTCC 1170 has issued invitational tenders and/or requests for proposals (RfPs) to four qualified contractors; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall enter into a three-year cleaning contract with G&M Maintenance, commencing 01 March 2004; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 based its choice of contractor on the following three criteria:

- (a) over-all costs;
- (b) willingness to retain as many of MTCC 1170's current cleaning staff as possible; and,
- (c) remuneration flowing through to staff — as a means of motivating and retaining good employees.

Nives Malara/Jason Hum — Carried

- (viii) Windows (Caulking) and Balcony Ceilings: Following inspections, Trow Engineering will provide reports and recommendations.
- (ix) Roof Anchors: Construction Control's inspection-report is complete.

Resolution 040225R05: Acceptance of Safety Report on Roof Anchors

WHEREAS Construction Control Inc has submitted its report (09 January 2004) on “Re-Inspection of Roof Anchorage System for Window Cleaning” to the Board of Directors of MTCC 1170; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall receive Construction Control Inc’s report as information.

Nives Malara/Sylvia Furlong — Carried

- (x) Draft Copy of Audited Financials: The Board confirms its acceptance of the auditor’s report for 01 December 2002 to 30 November 2003.

Resolution 040225R06: Acceptance of the Auditor’s Report

WHEREAS the Board of Directors of MTCC 1170 has received MTCC 1170’s audited statements from Daurio & Franklin LLP (Chartered Accountants), for the fiscal year beginning 01 December 2002 and ending 30 November 2003; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 receives the above-noted audited statements as information; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees that the above-noted audited statements fairly and truly represent MTCC 1170’s financial operations during the fiscal year in question.

Jason Hum/Sylvia Furlong — Carried

- (xi) Victoria Street Planters: KCG Landscaping has provided costs and lifespan estimates of providing and maintaining perennial vegetation. The Board agreed to defer a decision until seasonal temperatures return, **and** until construction-related traffic has abated in the Victoria-Colborne area.

- (xii) Gymnasium Energy Management: Energy-conservation and safety-related signage is now nearly complete. Management will ensure that signage also mentions not turning on the gymnasium’s lights during daylight hours.

- (xiii) Security Issues — Parking Areas and Leased Units: Management briefly described security-related and procedural issues relevant to these two areas.

- (xiv) Initial EMC Report: Acceptance of the EMC’s initial report.

Resolution 040225R07: Acceptance of the EMC’s Initial Report

WHEREAS the Energy Management Committee (EMC) has submitted its initial report to the Board of Directors of MTCC 1170; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 thanks the EMC (and especially Vince Malara and Allan Law) for their considerable efforts; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees to receive the EMC’s initial report as information, and to provide a response to the EMC’s findings.

Jason Hum/Sylvia Furlong — Carried



- (xv) Notification to Hydro: Management reported on its procedures for notifying Hydro about the number of suites in MTCC 1170 — to ensure retaining the lowest possible cost per kilowatt hour.
- (xvi) Telephone Lines: The Board directed Management to investigate and report further on: using Rogers as a high-speed ISP, reducing telephone lines in the Management Office, and services for which Sympatico currently invoices MTCC 1170. Management will report amply before Meeting 040324R, to facilitate prior implementation — where warranted.
- (xvii) Upgrading the Office's "Main" Computer: The President and the General Manager will attempt finalisation of this project before Meeting 040324R.
- (xviii) Domain Name: The Board discussed the President's intervention in preventing a recent attempt at "domain slamming" MTCC 1170's Web-address. The Board then renewed MTCC 1170's contract with its real domain name registrar.

Resolution 040225R08: Continuing a Domain Name Registrar

WHEREAS Domains at Cost is MTCC 1170's current domain name registrar; AND,

WHEREAS Domains at Cost's annual fees are fully competitive in the marketplace for such services; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises the General Manager and/or the Management Office to renew MTCC 1170's contract with Domains at Cost for a period of three year(s) when the contract comes up for renewal.

Nives Malara/Jason Hum — Carried

(xix) Energy Management and Safety Data: The Vice President will continue working with the Management Office and Brookfield to provide data for display in elevators, on notice boards, and/or in newsletters.

(xx) Photocopier: The current unit is more than three years old, and higher maintenance costs are likely. The President shared information with the Board, as a starting point for making a "repair or replace" decision. The Management Office will provide a breakdown of current and pending operating costs for the current unit.

(xxi) Motion to Accept Administrative Reports.

Resolution 040225R09: Acceptance of Administrative Report and Security Report

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall receive, as information, the MTCC 1170 Office's Administrative Report dated 19 February 2004, and the Front Desk Security Report for the period 14 January 2004 to 16 February 2004.

Nives Malara/Jason Hum — Carried

The Board excused Christine MacLean from further attendance at Regular Meeting 040225R.

05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) The Secretary received additional recommendations regarding the “Rules” and suggested that opportunities for input should extend to 24 March 2004. The Board concurred.
- (b) The Vice President received information about CCI’s policies on PIPEDA, but suggested that the Board should consider whether PIPEDA is applicable to condominiums *per se*. The Board agreed that the Vice President should pursue the question of applicability and report on or before 24 March 2004. The Board also agreed that Brookfield should disclose its policies, subject to PIPEDA, for safeguarding individual client-condominiums’ data.
- (c) The President reminded the Board of the necessity for a motion to ratify the purchase of a “three cubic yard compaction container”.

Resolution 040225R10: Purchase of a Compaction Container

WHEREAS MTCC 1170 must replace a “three cubic yard compaction container” because an existing unit is no longer serviceable, due to normal wear and tear; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 ratifies the purchase of a “three cubic yard compaction container” from Metro Compactor Service for \$1,207.50, inclusive of applicable taxes; AND, FURTHER,

BE IT RESOLVED that, since the above-noted component is a common element, payment shall be from MTCC 1170’s Reserve Fund.

Sylvia Furlong/Nives Malara — Carried

06 Correspondence Requiring Action and/or Delegations: None.

07 Special Committee Reports: refer to 04(a)(xiv) — above.

08 Other Reports: None

09 New Business:

- (a) Meeting with Brampton Fire (28 January 2004): refer to 04(a)(v) — above.
- (b) Meeting with Cllr Pam McConnell (16 February 2004): This meeting’s purpose was to discuss the proposed closure of Colborne Street — adjacent to the 6-8 Colborne Street site. Despite MTCC 1170’s concerns, the City of Toronto authorised closure before the meeting began — and with Cllr McConnell’s prior knowledge.
- (c) Employee’s Request to Alter a Work Schedule: The Board received the request, discussed concerns, established potential parameters, and asked the President to communicate with the employee — subject to those limitations.
- (d) Web-page Availability of Board Minutes: The Board agreed to seek volunteer expertise for using MTCC 1170’s home page. In default, the Board will seek other temporary means of uploading minutes — possibly, to an alternative site.
- (e) Review of Security Policies: The Board agreed to begin developing and exchanging ideas for equitably balancing building-security and reasonable accessibility.

- 10 Perusal File of Correspondence Received as Information: No additional discussion.
- 11 Next Committee Meeting: TBD — if any.
- 12 Next Regular Meeting: 6:30pm on Wednesday 24 March 2004.
- 13 Motion for Adjournment:

Resolution 040225R11: Adjournment of Meeting Number 040225R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040225R at 8:55pm on Wednesday 25 February 2004.

Sylvia Furlong/Nives Malara — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum

Adopted at  
Meeting #040324R



## THE METROPOLE

28 March 2004

### Minutes of MTCC 1170 Meeting Number 040324R — Held on 24 March 2004

Present: Directors — Keith Bricknell, Dan Chiu, Sylvia Furlong, and Jason Hum;  
and, Management — Christine MacLean

Absent: Nives Malara

01 Call to Order: Keith Bricknell called the meeting to order at 6:37pm.

02 Adoption of Agenda and Additions:

Resolution 040324R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040324R, with the following additions to “New Business”:

- (e) preparations and setting dates for the AGM;
- (f) bylaws for presentation to owners at the AGM — especially given the lack of quorum for a bylaws-vote at the 2003 AGM;
- (g) discussion of criteria for setting condominium-fees; and,
- (h) items for inclusion in a newsletter distributed to owners.

Sylvia Furlong/Dan Chiu — Carried

03 Review and Adoption of Previous Meetings’ Minutes:

Resolution 040324R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040225R, as presented.

Dan Chiu/Jason Hum/ — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Christine MacLean responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

- (i) Staff Security Educational Issues: On Friday 19 March 2004, Group 4 Falck approved MTCC 1170’s *Guidelines for Security Staff*. Therefore, the *Guidelines* are now operational. (Additionally, Management has provided standard guidelines for dealing with leased units.)

- (ii) Cleaning Staff: Changeover to G&M Maintenance occurred on 01 March 2004. Roberto and Veronica remained with MTCC 1170. G&M brought in Jesus, a new heavy-duty cleaner.

Resolution 040324R03: Go Into Committee of the Whole Board

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole Board at 6:47pm.

Sylvia Furlong/Dan Chiu — Carried

Resolution 040324R04: Rise from Committee of the Whole Board

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole Board at 7:05pm.

Dan Chiu/Jason Hum — Carried

- (iii) Technical Audit: The Board directed the Management Office to ensure that Trow Associates understands MTCC 1170's criteria for prioritising items in the technical audit.
- (iv) Cleaning the Garages' Catch Basins: The Board directed the Management Office to consider whether cleaning should occur before or after the upcoming "power washing" of the garage floors. Then, the Board authorised the expenditure for cleaning the catch basins.

Resolution 040324R05: Clean the Garages' Catch Basins

WHEREAS The Metropole's garages' catch basins are full of debris; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 authorises paying MTB Plumbing to perform the following work for \$1,551.50 (including taxes):

- (a) clean 16 catch basins and two garage ramp trench drains; and,
- (b) dispose of the resulting waste material in a manner that will save MTCC 1170 harmless from the consequences of such disposal.

Sylvia Furlong/Jason Hum — Carried

- (v) Dryer Fighters' Comments: The contractor's comments, reports, and anecdotal reports caused the Board to agree that further education is necessary — encompassing fire-safety *and* energy-management. This could include a newsletter, photographs showing vent-filters' different locations, cleaning instructions, and periodic posting of reminders in the elevators and on other notice boards.
- (vi) Brookfield's "Hydro" Seminar: The Board's consensus is that Keith Bricknell and Dan Chiu will attend the seminar on 13 April 2004 (7:00pm to 9:00pm).
- (vii) Filters — Booster Pumps — Alarm System: The Board directed the Management Office to increase the frequency of filter-replacements from once yearly to twice yearly. Additionally, the Board authorised component-replacements that the following resolution describes.

Resolution 040324R06: Replace Four Booster Pump Filter-Housings

WHEREAS the recent failure of a booster pump's filter-housing caused an outage in MTCC 1170's water supply; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 authorises paying MTB Plumbing to perform the following work for \$1,722.70 (including taxes):

- (a) supply and install supply and install four metal cast housing filters.

Sylvia Furlong/Dan Chiu — Carried

- (viii) Cleaning The Metropole's Drain Stack: Photographic evidence and anecdotal reports motivated the Board to pass the following resolution.

Resolution 040324R07: Cleaning The Metropole's Drain Stacks

WHEREAS symptoms within some residents' suites, plus subsequent investigation, indicate clogging of the stacks on kitchen and/or bathroom "risers"; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 authorises paying MTB Plumbing to perform the following work for \$4,697.30 (including taxes):

- (a) flush and clean all of MTCC 1170's stacks, as indicated in the Management Office's work-order.

Dan Chiu/Jason Hum — Carried

- (ix) Pool-Chlorinator, Leaking Pipe, and Depth Signs: The chlorinator no longer reliably supplies chlorine to the pool. Maintenance staff has identified a leaking pipe. The depth signs misrepresent the pool's actual depth at two points. To remedy these issues, the Board passed the following three resolutions.

Resolution 040324R08: Replace the Swimming Pool's Depth Markers

WHEREAS the swimming pool's depth markers do not comply with the City of Toronto's requirements; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 authorises paying Renaissance to perform the following work for \$895.00 (plus taxes):

- (a) remove existing depth markers; and,
- (b) install new depth markers — to City of Toronto specifications.

Dan Chiu/Sylvia Furlong — Carried

Resolution 040324R09: Repair a Swimming Pool Pipe

WHEREAS some of the swimming pool's piping is leaky; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 authorises paying MTB Plumbing to perform the following work for \$1,177.00 (including taxes):

- (a) isolate and drain the affected area;
- (b) remove the leaky section of piping;

- (c) supply and install new pipe and fittings as needed; and,
- (d) refill and test the system.

Dan Chiu/Jason Hum — Carried

Resolution 040324R10: Replace the Swimming Pool's Chlorinator

WHEREAS the swimming pool's chlorinator is no longer capable of reliably supplying required amounts of chlorine; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 authorises paying Pool People to perform the following work for \$995.95 (plus taxes):

- (a) supply and install a new chlorinator and fittings as needed; and,
- (b) test the system.

Jason Hum/Sylvia Furlong — Carried

- (x) Southwest Corner: Following further discussion with Trow Associates, H&R's remedial work will comply with the MTCC 1170's expectations.
- (xi) Fire and/or Security Alarm System(s): Since June 2003, the Board has carefully considered reports and recommendations about deficiencies in MTCC 1170s systems. As a retrofit is necessary, the Board passed the following resolution awarding the contract.

Resolution 040324R11: Awarding a Fire Alarm Control Retrofit Contract

WHEREAS the Board of Directors of MTCC 1170 has issued invitational tenders and/or requests for proposals (RfPs) to three qualified contractors; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall enter into a three-year installation and testing contract with the lowest bidder, Brampton Fire & Security, commencing 01 April 2004; AND, FURTHER,

BE IT RESOLVED that the basis for the above-noted contract is the tender that Brampton Fire & Security submitted, including, non-exhaustively, the following prices:

- (a) retrofits and year 1 testing, costing \$103,629.50 (inclusive of taxes);
- (b) years 2 and 3 testing at \$2,780 per year, plus applicable taxes; and,
- (c) change-in-work labour charges at the following rates: supervisor, \$30/hr; journeyman, \$25/hr; and, fire alarm technician, \$18/hr, plus applicable taxes.

Dan Chiu/Jason Hum — Carried

- (xii) Elevators: The Board discussed the extent to which inadequate control-room ventilation contributed to a recent "false" fire alarm. Also, the Board considered the impact of inadequate ventilation and air-filtration on elevator motors, *etc.* To address these issues, the Board authorised the use of photoelectric smoke detectors, as well as passing the following resolution.

Resolution 040324R12: Improving Elevator Control-Room's Ventilation

WHEREAS the elevator control room's current ventilation and temperature-control systems are inadequate for optimal operation of elevator-related equipment; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 authorises paying York International to perform the following work for \$4,300 (plus taxes):

- (a) supply and install an "Economiser" unit on the small A/C unit;
- (b) supply and install fan-cycling (head pressure) controls on the large A/C unit; and,
- (c) supply and install a device to filter carbon-dust from the air in the elevator control room.

Sylvia Furlong/Dan Chiu — Carried

- (xiii) Windows (Caulking) and Balcony Ceilings: Trow Engineering will inspect the affected balconies on 24 March 2004 and report thereafter.
- (xiv) Telephone Lines and ISP: MTCC 1170's contract with Sympatico expires no sooner than October 2004. Therefore, a changeover to Rogers is not immediately feasible. However, the Board asked the Secretary to continue his investigations into alternative configurations for telephone services.
- (xv) Upgrading the Office's "Main" Computer: The President and the General Manager will defer this project — possibly, until after the AGM.
- (xvi) Terminating a Service-Contract: The Management Office's current photocopier is near the end of its useful life. Therefore, the Board directed the Management Office to proceed with replacing the current photocopier — subject to prior discussions and instructions, and to ratification at the next regular Board Meeting. Also, the Board ratified the Management Office's prior actions in terminating a service-contract.

Resolution 040324R13: Terminating a Maintenance Contract

WHEREAS MTCC 1170's existing photocopier is at or near the end of its useful life; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 ratifies Management's prior actions in cancelling MTCC 1170s maintenance contract with "Rite Copy".

Dan Chiu/Jason Hum — Carried

- (xvii) Motion to Accept Administrative Reports.

Resolution 040324R14: Acceptance of Administrative Report and Security Report

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall receive, as information, the MTCC 1170 Office's Administrative Report dated 19 March 2004, and the Front Desk Security Report for the period 17 February 2004 to 16 March 2004.



Sylvia Furlong/Dan Chiu — Carried

The Board excused Christine MacLean from further attendance at Regular Meeting 040324R.

05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) Finalisation of "Rules": The Secretary will receive final suggestions until 09 April 2004. The Board will convene in a Special Meeting at 2:00pm on Sunday 11 April 2004 to pass the "Rules", and to discuss bylaws for presentation to the AGM.
- (b) PIPEDA: The Vice President will report on or before 28 April 2004.

06 Correspondence Requiring Action and/or Delegations: An owner requested clarification about procedures for severing a parking spot from one suite and attaching it to another. The Board will direct the Management Office to ensure that the owner complies with MTCC 1170's Declaration and other requirements.

07 Special Committee Reports: None

08 Other Reports: None

09 New Business:

- (a) Community Council Meeting: The Board authorised Keith Bricknell and Sylvia Furlong, or either of them, to appear as a delegation on 07 April 2004, regarding continuance of the closure of Colborne Street.
- (b) Noise-Exemption for Cement-Trowelling at 6-8 Colborne: The Board authorised promulgation, via MTCC 1170's "auxiliary" Web-page, of the City of Toronto's "permission letter" to the developer.
- (c) EMC Report: The Board authorised promulgation, via MTCC 1170's "auxiliary" Web-page, of the main part of this report.
- (d) Web-page Availability of Board Minutes and Other Information: To facilitate this, the Board passed the following resolution.

Resolution 040324R15: Ratifying Directors' Actions — Web Sites

WHEREAS MTCC 1170's Board of Directors is currently reviewing the Corporation's Internet presence; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 ratifies and/or authorises the following actions by directors:

- (a) the Secretary's previous and/or ongoing editing of MTCC 1170's main Web-page, including the provision of a link to MTCC 1170's auxiliary Web-page; and,
- (b) the President's previous and/or ongoing editing of MTCC 1170's auxiliary Web-page, including the provision of a link to MTCC 1170's main Web-page, and/or to sundry external sites providing information relevant to MTCC 1170's operations.

Sylvia Furlong/Dan Chiu — Carried

- (e) AGM Date: The Board agreed that the 2004 AGM shall occur on Wednesday 19 May 2004. In preparation for this meeting, the Board undertook to post reminders, commencing on or before 12 April 2004, of the following electoral information:
    - (i) one Director's term expires at the AGM; and,
    - (ii) the continuance of one replacement Director's term requires confirmation and/or contestation at the AGM.
  - (f) Bylaws: The Board agreed to reintroduce the bylaws that failed to pass at the 2003 AGM, for want of a quorum at that AGM. Also, the Board undertook to do its best to add a "standard unit bylaw" to the above-noted bylaws.
  - (g) Criteria for Setting and/or Assessing Condo Fees: The Board gave direction for resolving a possible anomaly that has come to the Board's attention.
  - (h) Newsletter Items: Directors agreed to communicate items to the Vice President.
- 10 Perusal File of Correspondence Received as Information: No additional discussion.
- 11 Next Committee and/or Special Meeting: As noted in 05(a), the Board will convene for a brief Special Meeting at 2:00pm on Sunday 11 April 2004.
- 12 Next Regular Meeting: 6:30pm on Wednesday 28 April 2004.
- 13 Motion for Adjournment:

Resolution 040324R16: Adjournment of Meeting Number 040324R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040324R at 9:25pm on Wednesday 24 March 2004.

Dan Chiu/Jason Hum — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



## THE METROPOLE

28 April 2004

### Minutes of MTCC 1170 Meeting Number 040413S — Held on 13 April 2004

Present: Directors — Keith Bricknell, Dan Chiu, Sylvia Furlong, and Jason Hum

Absent: Christine MacLean (by prior agreement with the Board)

01 Call to Order: Keith Bricknell called the meeting to order at 6:37pm.

02 Motion to Waive Notice and Vary a Meeting-Date:

Resolution 040413S01: Waiver of Notice for a Special Meeting

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 waives notice for the calling of a Special Meeting on 13 April 2004 (hereinafter, “Special Meeting Number 040413S”); AND, FURTHER,

BE IT RESOLVED that Special Meeting 040413S replaces the Special Meeting originally scheduled for 11 April 2004.

Sylvia Furlong/Nives Malara — Carried

03 Adoption of the Agenda:

Resolution 040413S02: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040413S, as presented.

Dan Chiu/Jason Hum — Carried

04 Review and Adoption of Previous Meetings’ Minutes:

Resolution 040413S03: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040324R, as presented.

Dan Chiu/Jason Hum/ — Carried

05 Engineering Reports:

(a) The Board reviewed and discussed Trow Engineering’s progress reports on the RFS and the Technical Audit. The Board then agreed that Trow should prioritise the RFS between now and Regular Meeting 040428R

06 Revised Rules:

(a) The Board reviewed inconsistencies between two existing versions of the Rules (dated 28 May 2003 and 18 June 2003).

- (b) The Board reviewed advice that Fine & Deo had already provided in 2003, regarding the above-noted Rules.
- (c) In the absence of “software copies” of the Rules dated 18 June 2003, the Treasurer and the President agreed to facilitate electronic conversion of “hard copy” into an editable “software copy”. Additionally, the President agreed to reformat the resulting “software copy”.
- (e) The Secretary agreed to transfer existing changes (reflecting prior work) into the re-formatted “software copy” that the President would provide.

12 Next Regular Meeting: 6:30pm on Wednesday 28 April 2004.

13 Motion for Adjournment:

Resolution 040413S04: Adjournment of Meeting Number 040413S

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040413S at 7:52pm on Tuesday 13 April 2004.

Sylvia Furlong/Nives Malara — Carried

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President: Keith Bricknell

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Secretary: Jason Hum

Adopted at  
Meeting #040428R



## THE METROPOLE

12 May 2004

### Minutes of MTCC 1170 Meeting Number 040428R — Held on 28 April 2004

Present: Directors — Keith Bricknell, Dan Chiu, Sylvia Furlong, Jason Hum, and Nives Malara; and, Management — Christine MacLean

Absent: None

01 Call to Order: Keith Bricknell called the meeting to order at 6:47pm.

02 Adoption of the Agenda:

Resolution 040428R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040428R, as presented.

Jason Hum/Dan Chiu — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 040428R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040413S, as presented.

Dan Chiu/Jason Hum/ — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Christine MacLean responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Financial Statements: The Treasurer and the Property Manager commented briefly on the Financial Statements.

Resolution 040428R03: Go Into Committee of the Whole Board

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole Board at 6:55pm.

Nives Malara/Sylvia Furlong — Carried

Resolution 040428R04: Rise from Committee of the Whole Board

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole Board at 8:17pm.

Jason Hum/Dan Chiu — Carried

- (ii) Direction to the Management Office: By consensus and/or resolution, the Board gave direction to the Management Office regarding ventilation-related issues, personnel issues, Reserve Fund Study (RFS) follow-up, and AGM materials.

Resolution 040428R05: Adoption of the Comprehensive Reserve Fund Study

WHEREAS MTCC 1170's Board of Directors has received MTCC 1170's Comprehensive Reserve Fund Study (RFS) from Trow Engineering; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 adopt the above-noted RFS for MTCC 1170.

Sylvia Furlong/Nives Malara — Carried

Resolution 040428R06: Authorisation of the AGM Package

WHEREAS MTCC 1170's Board of Directors has agreed that MTCC 1170's Annual General Meeting (AGM) shall commence at 7:30pm on 19 May 2004 (with registration beginning one-half hour earlier); AND,

WHEREAS approvals of By-law 7, By-law 8, By-law 9, and By-law 10 could not occur at the June 2003 AGM, for want of a quorum; THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 authorises the following:

- (a) MTCC 1170's AGM shall commence at 7:30pm on 19 May 2004 (with registration beginning one-half hour earlier);
- (b) The information package to owners ("the 2004 AGM package") shall include, *inter alia*, the following items:
  - (i) an information-letter, agenda, proxy-form, and instructions, as presented to the Board of Directors at Regular Meeting 040428R;
  - (ii) a President's Report, as presented to the Board of Directors at Regular Meeting 040428R; and,
  - (iii) copies of By-law 7, By-law 8, By-law 9, and By-law 10.
- (c) any other procedures that the Management Office deems necessary for facilitating the conduct of MTCC 1170's AGM.

Jason Hum/Dan Chiu — Carried

- (iii) Technical Audit: The Board agreed to schedule a meeting with Trow Engineering — sometime after 19 May 2004 (MTCC 1170's AGM date).
- (iv) South-West Corner: H&R have confirmed that they will contact the Management Office before resuming remedial work.
- (v) Brampton Fire — Alarm System: Work will commence after the contractor has received a building permit. Additional contractual safeguards are in place to secure MTCC 1170's interests.

- (vi) Lounge Chairs: Given the need to focus on the RFS and the AGM, the Board agreed to defer this to the Regular Meeting in May 2004.
- (vii) Elevators — Detectors: Brampton Fire has replaced the elevator rooms' detectors, as well as the one in the hatch.
- (viii) Elevators — Ventilation: Work should be complete by 29 April 2004.
- (ix) Balcony Ceilings: Trow's inspection team has completed its work. Additionally, they have evaluated life expectancy of the caulking.
- (x) Garage Catch Basin Cleaning: This will begin after MTCC 1170's staff has completed power washing of the garages (commencing 03 May 2004).
- (xi) Filters — Booster Pumps: The contractor has changed and tagged the filters, and has replaced the four remaining plastic canister casings with aluminium casings. *(To reduce the probability of future water outages, filter changes will occur at least twice yearly.)*
- (xii) Building Drain Stack Cleaning: This is now complete. (Residents should note that bath-drains and sink-drains function more effectively now.)
- (xiii) Swimming Pool: Depth-indicator lettering is now in place — correctly identifying the deepest portion of the pool.
- (xiv) Rogers Cable — Internet: Changeover to Rogers (as an ISP) will occur in August 2004, at a discount available to properties that Brookfield manages.
- (xv) Photocopier: The Board reminded the Management Office to begin the process of replacing the Office's photocopier with the model that the Board previously specified.
- (xvi) Motion to Accept Administrative Reports.

Resolution 040428R07: Acceptance of Administrative Report and Security Report

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall receive, as information, the MTCC 1170 Office's Administrative Report dated 22 April 2004, and the Front Desk Security Report for the period 17 March 2004 to 21 April 2004.

Sylvia Furlong/Jason Hum — Carried

The Board excused Christine MacLean from further attendance at Regular Meeting 040428R.

05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) Finalisation of "Rules": The Board agreed to meet in Committee on Thursday 06 May 2004 to review all recommendations. Thereafter, the revised rules will go to legal counsel for final editing.
- (b) PIPEDA: The Vice President will have information sufficient for responses to general questions that might arise at the AGM.

06 Correspondence Requiring Action and/or Delegations: The Board dealt with all such correspondence in Committee of the Whole.

- 07 Special Committee Reports: None
- 08 Other Reports: None
- 09 New Business: None
- 10 Perusal File of Correspondence Received as Information: No additional discussion.
- 11 Next Committee and/or Special Meeting(s):
- (a) Committee Meeting: 6:30pm on Thursday 06 May 2004, in the 5<sup>th</sup> Floor Lounge;
  - (b) Special Meeting: 6:30pm on Wednesday 12 May 2004, in the 5<sup>th</sup> Floor Lounge; and,
  - (c) AGM: 7:30pm on Wednesday 19 May 2004, in the 5<sup>th</sup> Floor Lounge.
- 12 Next Regular Meeting: 6:30pm on Wednesday 26 May 2004.
- 13 Motion for Adjournment:

Resolution 040428R08: Adjournment of Meeting Number 040428R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040428R at 8:45pm on Wednesday 28 April 2004.

Dan Chiu/Jason Hum — Carried

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President: Keith Bricknell

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Acting Secretary: Dan Chiu





## THE METROPOLE

26 May 2004

### Minutes of MTCC 1170 Meeting Number 040512S — Held on 12 May 2004

Present: Directors — Keith Bricknell, Dan Chiu, and Nives Malara

Absent: Directors — Jason Hum and Sylvia Furlong; and Management — Christine MacLean (all by prior arrangement and/or agreement)

01 Call to Order: Keith Bricknell called the meeting to order at 6:40pm. Given the Corporate Secretary's absence, the Directors' consensus was to designate the Treasurer as Acting Corporate Secretary — for the duration of Meeting Number 040512S.

02 Waiving Notice for a Special Meeting

Resolution 040512S01: Waiver of Notice for a Special Meeting

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 waives notice for the calling of a Special Meeting on 12 May 2004 (hereinafter, "Special Meeting Number 040512S").

Nives Malara/Dan Chiu — Carried

03 Adoption of the Agenda:

Resolution 040512S02: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040428R, as presented.

Nives Malara/Dan Chiu — Carried

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 040512S03: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040428R, as presented.

Dan Chiu/Nives Malara — Carried

05 Committee of the Whole:

Resolution 040512S04: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 6:48pm.

Nives Malara/Dan Chiu — Carried

06 Rise from Committee of the Whole:

Resolution 040512S05: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 7:14pm.

Dan Chiu/Nives Malara — Carried

07 Adoption of the Reserve Fund Plan:

Resolution 040512S06: Adoption of the Reserve Fund Plan

WHEREAS Trow Engineering has recommended a plan for future funding of MTCC 1170's Reserve Fund (hereinafter, "RFP"); AND,

WHEREAS Trow Engineering's recommended RFP is contained in Form 15, under subsection 94(9) of Ontario's current Condominium Act (hereinafter, "Form 15"); THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 adopts the RFP contained in Form 15, with adoption of the RFP effective on 29 April 2004, and implementation of the RFP beginning on 01 December 2004; AND, FURTHER,

BE IT RESOLVED that, notwithstanding the above-noted implementation-date for the RFP, nothing in this motion precludes the Board of Directors of MTCC 1170 from undertaking either or both of the following actions before and/or after 01 December 2004:

(a) authorising expenditures from MTCC 1170's Reserve Fund, provided that such expenditures are consistent with Section 95 and subsection 93(2) of Ontario's current Condominium Act; and/or,

(b) authorising special assessments of owners.

Dan Chiu/Nives Malara — Carried

08 Supplementary Motion:

Resolution 040512S07: Supplementary Motion, *re* Resolution 040324R08

WHEREAS the payment authorised in Resolution 040324R08 was insufficient to cover actual cost of the expenditure's object; AND,

WHEREAS the Board of Directors of MTCC 1170 desires to give full force and effect to Resolution 040324R08; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises an additional payment to "Renaissance", sufficient only to cover invoiced cost of the expenditure's object; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 requires the Management Office to seek alternative suppliers should similar repairs be necessary in future.

Dan Chiu/Nives Malara — Carried

09 Refund of an Owner's Overpayment:

Resolution 040512S08: Refunding Overpayment by Suite 2109

WHEREAS Suite 2109 has, since 01 December 1999, overpaid the portion of Common Elements attributable to its parking space; AND,

WHEREAS Suite 2109 is the only suite in MTCC 1170 to have encountered the anomaly contributing to such overpayment(s); THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 directs the Management Office to undertake the following corrective measures:

- (a) refund \$1,416.05 to the owner of Suite 2109, in respect of overpayments from 01 December 1999 to 30 November 2003;
- (b) adjust Suite 2109's common element assessment in respect of parking **from** 0.0530% **to** 0.0265%, with effect on 01 December 2003; and,
- (c) adjust, via contra entries or a refund, Suite 2109's overpayments (based on the difference between 0.0530% and 0.0265%) since 01 December 2003.

Dan Chiu/Nives Malara — Carried

10 Reduction, by Mutual Consent, of the Property Manager's Hours:

Resolution 040512S09: Agreement to Reduce the Property Manager's Hours

WHEREAS the Property Manager has requested a reduction in her working week at MTCC 1170 — from four days per week to three days per week (Monday to Friday); AND,

WHEREAS MTCC 1170's original intention, when Menkes (later, Brookfield Residential Services Ltd) became MTCC 1170's Management Company, was to supply an onsite Property Manager for only three days per week, exclusive of the "Site Administrator", who shall remain at five days per week (Monday to Friday); AND,

WHEREAS the reduction in Property Manager's hours will effect an annual operational cost-reduction to MTCC 1170 of at least \$12,075; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises the above-noted reduction in the Property Manager's working week, subject to the following conditions:

- (a) the Property Manager's reduced working week may commence on 01 June 2004, on a three-month trial-basis, and be subject to review no later than the Board of Directors' Regular Meeting in August 2004;
- (b) if the Property Manager's reduced working week commences later than 01 June 2004, the *pro rata* review-date will be no later than the Board of Directors' Regular Meeting three months after the actual starting-date; and,
- (c) without limiting the generality of the foregoing, continuance of the Property Manager's reduced working week, beyond the three-month

trial will depend, *inter alia*, on MTCC 1170's Board of Directors' satisfaction with the scheduling and/or apportionment of the Property Manager's weekdays at MTCC 1170.

Dan Chiu/Nives Malara — Carried

- 11 Other Items: Directors' consensus on "Other Items" follows.
- (a) Ventilation Issues — Commercial Unit: Directors agreed that the Management Office's primary focus should continue to be potential safety issues. Potential "Tech Audit" items, while important, are secondary to the above-noted.
  - (b) Rules: Deferred, pending ongoing discussions with legal counsel.
  - (c) Movie-Shoots — Impact on Adjacent Streets: The Board asked the President to communicate MTCC 1170's concerns to the City of Toronto. The President agreed, but suggested deferring communication until after the AGM — to allow owners' input.
  - (d) 6-8 Colborne Street: The Board will continue pursuing issues as and when the developer's actions might adversely affect MTCC 1170.
  - (e) Annual General Meeting: The Board agreed on directions to the Management Office — to ensure a quorum for the AGM, and for passage of the by-laws.
- 12 Next Regular Meeting: 6:30pm on Wednesday 26 May 2004.
- 13 Motion for Adjournment:

Resolution 040512S10: Adjournment of Meeting Number 040512S

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040512S at 7:33pm on Wednesday 12 May 2004.

Dan Chiu/Nives Malara — Carried

"Keith Bricknell"

President: Keith Bricknell

"Dan Chiu"

Acting Secretary: Dan Chiu



## THE METROPOLE

20 June 2004

### Minutes of MTCC 1170 Meeting Number 040526R — Held on 26 May 2004

Present: Directors — Keith Bricknell, Dan Chiu, Sylvia Furlong, Jason Hum, and Nives Malara; and, Management — Christine MacLean

Absent: None

01 Call to Order: Keith Bricknell called the meeting to order at 6:37pm.

02 Directors' Assignments as MTCC 1170's Corporate Officers: The Board's consensus was that all Directors should continue in the offices that they held before MTCC 1170's 2004 AGM.

03 Adoption of Agenda and Additions:

Resolution 040526R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040526R, as presented.

Nives Malara/Jason Hum — Carried

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 040526R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040512S, as presented.

Dan Chiu/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Christine MacLean responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Trow Engineering — Technical Audit: The President and the General Manager will review and reconcile past and recent analyses, and report to the Board.

(ii) MTCC 1170's Southwest Corner: No further work has occurred. Trow will continue to monitor H&R's activities — to ensure that H&R honours its agreement to comply with MTCC 1170's expectations.

(iii) Commercial Unit — Safety, Ventilation, and Building Deficiencies: The Board reiterated direction that it has given to the Management Office, and agreed to await reports from Trow Engineering.

- (iv) 6-8 Colborne Street: The President advised the Board of Skyline Development's request for a meeting at 2:00pm on 27 May 2004. The Board's consensus was that the President should attend on behalf of MTCC 1170.
- (v) Brampton Fire — Alarm System: All permits should be available by the first week in June 2004. Work will begin immediately thereafter.
- (vi) Lounge Chairs: The Board directed the Management Office to purchase lounge chairs from a selection that Directors circulated by e-mail prior to Meeting Number 040526R.
- (vii) Elevators: The Management Office will work with Thyssen to investigate noise affecting some of the "08" units. Directors also discussed possible strategies for sound-attenuation — should the need arise.
- (viii) Office Hours: The Board will give direction to the Management Office regarding "Office Hours" — especially regarding flexibility sufficient to address residents' needs. Also, the Board suggested that staff should use a "Back in 'x' Minutes" sign when the office is vacant during normal office hours. Finally, the Board asked staff to investigate using one-way glass, rather than opaque material, to cover the office's window during busy times.
- (ix) RFS: The RFS will be available to residents in "hard copy" format — via the Front Desk and/or the Management Office.
- (x) Landscaping — Planters: The Board directed the Management Office to ensure planting of seasonal flowers and/or mini-shrubs — at the earliest opportunity.
- (xi) Building Planning Calendar: Directors asked the Management Office to provide Directors with a "soft" copy of this item, with updates as they occur.
- (xii) Balcony Ceilings: MTCC 1170 still awaits Trow Engineering's report.
- (xiii) Finalisation and/or Formalisation of By-laws: Directors asked the Management Office to undertake the procedural measures necessary for complying with subsections 56(9) and 56(10) of the Condominium Act.
- (xiv) Staff Overtime — AGM: The Board asked the General Manager about Staff overtime in preparing for and conducting the AGM.
- (xv) Motion to Accept Administrative Reports.

Resolution 040526R03: Receive Administrative Report & Security Report

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Office's Administrative Report dated 21 May 2004, and the Front Desk Security Report for the period 22 April to 21 May 2004.

Jason Hum/Dan Chiu — Carried

The Board excused Christine MacLean from further attendance at Regular Meeting 040526R.

06 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) The President will continue to work with/liaise with legal counsel in editing the revised rules. This item could resurface as early as Regular Meeting 040623R, but more likely at Regular Meeting 040728R.

07 Correspondence Requiring Action: None.

08 Special Committee Reports: None

09 Other Reports: None

10 New and/or Brought-Forward Business:

- (a) Communications Committee: The Board authorised the Vice President to enlist owners' and/or residents' support in forming a Communications Committee.

- (b) Meeting with Skyline Developments: Referenced at 05(a)(iv).

Resolution 040526R04: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 7:53pm.

Jason Hum/Dan Chiu — Carried

Resolution 040526R05: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 8:27pm.

Jason Hum/Dan Chiu — Carried

11 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.

12 Next Committee Meeting: TBA

13 Next Regular Meeting: 6:30pm on Wednesday 23 June 2004.

14 Motion for Adjournment

Resolution 040526R06: Adjournment of Meeting Number 040526R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040526R at 8:30pm on Wednesday 26 May 2004.

Jason Hum/Dan Chiu — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum



## THE METROPOLE

23 June 2004

### **Minutes of MTCC 1170 Meeting Number 040620S — Held on 20 June 2004**

Present: Directors — Keith Bricknell, Dan Chiu, Jason Hum, and Nives Malara

Absent: Directors — Sylvia Furlong and Management — Christine MacLean

01 Call to Order: Keith Bricknell called the meeting to order at 2:08pm.

02 Waiver of Notice for a Special Meeting:

Resolution 040620S01: Waiver of Notice for a Special Meeting

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 waives notice for the calling of a Special Meeting on 20 June 2004 (hereinafter, "Special Meeting Number 040620S").

Dan Chiu/Nives Malara — Carried

03 Adoption of the Agenda:

Resolution 040620S02: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040620S, as presented.

Nives Malara/Dan Chiu — Carried

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 040620S03: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040526R, as presented.

Nives Malara/Dan Chiu — Carried

05 Condominium Management Agreement:

Resolution 040620S04: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 2:15pm.

Nives Malara/Dan Chiu — Carried

Resolution 040620S05: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 2:44pm.

Nives Malara/Dan Chiu — Carried



Resolution 040620S06: Review of MTCC 1170's Condominium Management Agreement

WHEREAS Metropolitan Toronto Condominium Corporation's Board of Directors had previously agreed that any change in onsite Property Management personnel would trigger a review of the Corporation's condominium management services; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall terminate its Condominium Management Agreement with Brookfield Residential Services Limited, effective 01 September 2004, as per Section XVI(a) of the above-noted Condominium Management Agreement.

Nives Malara/Dan Chiu — Carried

06 Other Business:

(a) The attainment of a by-law quorum at the 2004 AGM reflected extra effort by Management Office staff — Chris and Dawn, and by three Security staff — Sothi, Alan, and Douglas. At their *personal* expense, Directors provided these five staff-members with Famous Players gift certificates (valued, in total, at \$200) — in recognition of extra effort. The President called on Directors to join him in signing thank-you cards to accompany the gift certificates.

07 Next Regular Meeting: 6:30pm on Wednesday 23 June 2004.

08 Adjournment:

Resolution 040620S07: Adjournment of Meeting Number 040620S

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Special Meeting Number 040620S at 2:55pm on Sunday 20 June 2004.

Nives Malara/Dan Chiu — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum



## THE METROPOLE

28 July 2004

### Minutes of MTCC 1170 Meeting Number 040623R — Held on 23 June 2004

Present: Directors — Keith Bricknell, Dan Chiu, and Jason Hum; and, Management — Christine MacLean

Absent: Sylvia Furlong and Nives Malara

01 Call to Order: Keith Bricknell called the meeting to order at 7:15pm.

02 Adoption of Agenda and Additions:

Resolution 040623R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040623R, as presented.

Dan Chiu/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 040623R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040620S, as presented.

Dan Chiu/Jason Hum — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Christine MacLean responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Trow Engineering — Technical Audit: The President and the General Manager will continue reviewing and reconciling past and recent analyses, and report to the Board on request.

Resolution 040623R03: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 7:22pm.

Dan Chiu/Jason Hum — Carried

Resolution 040623R04: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 8:24pm.

Dan Chiu/Jason Hum — Carried

(b) After rising from Committee of the Whole, the Board disposed of the onsite Property Manager's items as follows.

- (i) Commercial Unit: MTCC 1170 will remedy identified deficiencies and seek repayment from the Commercial Unit's owner/occupant.
- (ii) Window Cleaning: MTCC 1170 will begin general window cleaning during July 2004. Also, MTCC 1170 will attempt cost-recovery from the construction site at 6-8 Colborne Street for a portion of the above-noted window cleaning.
- (iii) Lounge Chairs:

Resolution 040623R05: Purchase of Lounge Chairs

WHEREAS MTCC 1170 wishes to facilitate owners' and/or residents' enjoyment of the two outdoor lounges; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 approves the Property Manager's prior purchase of eight lounge chairs, at a cost of \$159.99 each, plus \$50 delivery, plus taxes.

Dan Chiu/Jason Hum — Carried

- (iv) Elevators: During the AGM on 19 May 2004, an owner asked for evaluation and/or remediation of noise, allegedly emanating from an elevator/stairwell shaft. In response, Krupp-Thyssen replaced rollers and other components in the week beginning 24 May 2004. MTCC 1170's staff then verified that elevator-movement was inaudible in/from the subject-suite. On or about 15 June 2004, the owner requested further evaluation and/or remediation. The Board directed the onsite Property Manager to work with Trow Engineering — to ascertain the source and severity of alleged noise. Further, the Board concurred with the President's suggestion to seek Trow Engineering's quantification of alleged decibel-levels.
- (v) Balcony Ceilings:

Resolution 040623R06: Receive Water Leakage Report

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, Trow Associates' *Water Leakage Investigation: 7 King Street East*, dated 18 June 2004, but received at MTCC 1170 on 21 June 2004.

Dan Chiu/Jason Hum — Carried

- (vi) Staff's Mobile Radios: Given the age and rising maintenance costs of this equipment, the Board directed the onsite property manager to acquire five replacement units. A ratifying motion will occur after the purchase is complete.
- (vii) Mirtech Security System: The Board concurred with the onsite Property Manager's decision to delay and/or refuse payment of a disputed invoice — pending satisfactory explanation. The Board directed the onsite Property Manager to prepare tenders for replacement of the security system.

- (viii) Emergency Generator — Fuel Shutoff Valve: The Board directed the onsite Property Manager to make the necessary repairs. A ratifying motion will occur after repairs are complete.
- (ix) Security Access Cards: The Board clarified replacement costs. All first-instance issuance shall remain at \$75 per card. Replacement of lost and/or damaged cards shall be at \$20 per card. Where Security deems that a card is defective, through no fault of its owner/user, replacement shall be free of charge. In all instances, Security shall deactivate any card(s) for which an owner/user seeks and/or requires replacement(s). On a case-by-case basis, the onsite Property Manager will evaluate requests for first-instance issuance of cards to *bona fide* medical and/or home-care/disability providers, and make recommendations to the Board.
- (x) Pigeons: In response to concerns about pigeon-excrement on balconies, the Board authorised owners'/residents' experimental use of bird-control nets. Before such nets become permanent, the Board will seek opinions about their effectiveness and evaluate their aesthetic impact on the building.
- (xi) Front Lobby Winter Mats: The current mats are at, or nearing, the end of their useful and/or aesthetically acceptable life. Therefore, the Board directed the onsite Property Manager to get quotes for replacements.
- (xii) Buffing Machine: The current machine is at the end of its useful life. Therefore, the Board directed the onsite Property Manager to get quotes for replacements.
- (xiii) Interval Metering: Without committing MTCC 1170 to anything, the Board directed the onsite Property Manager to seek further information about interval metering, and to report to the Board when ready.
- (xiv) Motion to Accept Administrative Reports.

Resolution 040623R07: Receive Administrative Report & Security Report

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Office's Administrative Report dated 17 & 23 June 2004, and the Front Desk Security Report for the period 22 May to 14 June 2004.

Jason Hum/Dan Chiu — Carried

The Board excused Christine MacLean from further attendance at Regular Meeting 040623R.

- 05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
  - (a) Revised Rules: The President will continue to work with/liaise with legal counsel in editing the revised rules. This item will resurface no earlier than Regular Meeting 040825R.
  - (b) Communications Committee: The Vice President will post notices in August 2004, and await expressions of interest in serving on this external Committee.
- 06 Correspondence Requiring Action: None.

07 Special Committee Reports: None

08 Other Reports: None

09 New and/or Brought-Forward Business:

Resolution 040623R08: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 8:27pm.

Dan Chiu/Jason Hum — Carried

Resolution 040623R09: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 8:30pm.

Jason Hum/Dan Chiu — Carried

Resolution 040623R10: Request for Proposals for Property Management Services

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Treasurer's "Request for Proposals for Property Management Services", subject to minor revisions, such as dates, contact-information, *etc.*

Dan Chiu/Jason Hum — Carried

10 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.

11 Next Committee Meeting: TBA

12 Next Regular Meeting: 6:30pm on Wednesday 28 July 2004.

13 Motion for Adjournment

Resolution 040623R11: Adjournment of Meeting Number 040623R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040623R at 8:36pm on Wednesday 23 June 2004.

Dan Chiu/Jason Hum — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



## THE METROPOLE

11 August 2004

### Minutes of MTCC 1170 Meeting Number 040728R — Held on 28 July 2004

Present: Directors — Keith Bricknell, Dan Chiu (7:15pm), Jason Hum, Sylvia Furlong and Nives Malara; and, Management — Angela Griffith

Absent: None

01 Call to Order: Keith Bricknell called the meeting to order at 6:37pm.

02 Adoption of Agenda and Additions:

Resolution 040728R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040728R, as amended.

(a) 04(a)(xv): onus for repairing a screen allegedly damaged during window-washing; and,

(b) 04(a)(xvi): Town Houses' hot water systems.

Nives Malara/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Keith Bricknell surrendered the Chair to Nives Malara.

Resolution 040728R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040623R, as presented.

Keith Bricknell/Jason Hum — Carried

Keith Bricknell resumed the Chair.

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Angela Griffith responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) 6-8 Colborne Street — Crane Removal: The President's latest information is that this will occur during August 2004. Directors asked the Onsite Property Manager to ensure the developer gives ample prior notice to MTCC 1170.

- (ii) 6-8 Colborne Street — Rooftop Mechanicals: The President provided information on this topic, including copies of some municipal by-laws and specifications. Directors asked the Onsite Property Manager to document all communications with the developer — regarding noise-mitigation and/or noise-attenuation.
- (iii) Compensatory Lighting — MTCC 1170's West Side: This item reflects the General Manager's comments about the new structure's impact on available natural light. The Board will consider the General Manager's suggestions.
- (iv) Owner's Key-Access to the Upper Garage: Resolution of this issue occurred when the owner learnt of available locked bicycle storage in the Lower Garage.
- (v) Elevator Noise: The President and the Onsite Property Manager have provided opinions about noise in and from the elevators. Directors will await further information from Trow Engineering. If owners' concerns persist past the point where elevators' noise-levels reflect "normal" specifications, the Board will have to decide where the onus lies in paying for additional testing.
- (vi) Balcony Ceilings: The following Resolution disposes of this issue.

Resolution 040728R03: Remediation of Water Leakage

WHEREAS MTCC 1170 is responsible for ensuring the completion of repairs to general and exclusive-use common elements; AND,

WHEREAS Trow Associates Inc has provided a written report explaining the causes of water leakage into Suites 1205, 1305, 1713, 2203, 2303, and 2312, and explaining the steps necessary for remedying such leakage; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises the Property Manager to initiate repairs to the aforementioned Suites, subject to the following steps and/or conditions.

- 01 MTCC 1170 shall notify H&R that MTCC 1170 deems H&R to be fully responsible for the cost of remedying water leakage, and shall provide documentation appropriate for supporting such attribution of responsibility.
- 02 MTCC 1170 shall ask H&R to effect immediate repairs, as described in Trow Associates' written report, and to assume full cost of such repairs.
- 03 If H&R refuses to accept responsibility for undertaking repairs, and/or for undertaking immediate repairs, MTCC 1170 shall undertake such repairs, and shall pursue H&R for full recovery of costs.
- 04 MTCC 1170 deems that the expression "immediate repairs" shall reflect MTCC 1170's assessment of the time-lines for availability of contractors suitable for undertaking the tasks.

Dan Chiu/Sylvia Furlong — Carried

- (vii) Radio — Repair/Replacement: Replacement radios have been purchased. The Board will defer its ratifying motion to a subsequent Regular Meeting, when details of costs are available.
- (viii) Terrace Doors — 5<sup>th</sup> Floor Lounge: Directors asked the Onsite Property Manager to investigate legislation and/or regulations governing such facilities. Following such investigation, the Onsite Property Manager will report to the Board.
- (ix) Security Tenders: The following resolution disposes of this item. (Additionally, the Onsite Property Manager will advise on the minimum notice period for MTCC 1170's contract with Mirtech.)

Resolution 040728R04: Tenders for Security-Access and CCTV

WHEREAS MTCC 1170 is responsible for The Metropole's security systems; AND,

WHEREAS MTCC 1170's Board of Directors wishes to investigate potential benefits accruing to upgrading security-access and/or CCTV systems; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 directs the Property Manager to issue invitational tenders to no fewer than three (3) qualified suppliers of security-access and/or CCTV systems, with expectation of responses no later than 16 August 2004; AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees that the invitations to tender shall include specifications previously circulated by the Property Manager.

Nives Malara/Dan Chiu — Carried

- (x) Mats — Front Lobby: Directors concurred with the Secretary's suggestion that Onsite Property Manager should delay requesting quotes. The current carpets are clean, and MTCC 1170 can use them for one more winter season. The request for quotes can occur thereafter — with the expectation of lower off-season prices.
- (xi) Exercise Room — Treadmill: Directors asked the Onsite Property Manager to research the current and ongoing costs of repairing a deteriorating piece of equipment, *versus* the cost of replacement.
- (xii) Swimming Pool Filter: Directors asked the Onsite Property Manager to replace the sand in the swimming pool's filter.
- (xiii) Cleaning Equipment: By consensus, Directors asked the Onsite Property Manager to purchase a "Minuteman Burnisher: Two Speed (1500/2500 rpm), 20-inch Pad, with Dust Control". When the final price is available, a ratifying motion can occur.
- (xiv) Marble Flooring — Maintenance: Directors asked the Onsite Property Manager to facilitate Marble Clinic's proposed demonstration in an appropriately available elevator.



- (xv) Screen-Repair: Directors agreed that MTCC 1170 would pay for damage to a window screen during routine window cleaning. Directors' agreement reflects an industry-standard exclusion clause in the contract with the window-cleaning company.
- (xvi) Town Houses Hot Water Systems: Directors asked the President to research the owner's query and respond on behalf of MTCC 1170.
- (xvii) Motion to Receive Administrative and Security Reports.

Resolution 040728R05: Receive Administrative and Security Reports

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Office's Administrative Reports dated 23 July 2004, and the Front Desk Security Report for the period 15 June to 20 July 2004.

Sylvia Furlong/Jason Hum — Carried

The Board excused Angela Griffith from further attendance at Regular Meeting 040728R.

- 05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
  - (a) Revised Rules: The President will continue to work with/liaise with legal counsel in editing the revised rules. This item will resurface no earlier than Regular Meeting 040929R.
  - (b) Communications Committee: The Vice President will post notices in August 2004, and await expressions of interest in serving on this external Committee.
- 06 Correspondence Requiring Action: None.
- 07 Special Committee Reports: None
- 08 Other Reports: None
- 09 New and/or Brought-Forward Business:

Resolution 040728R06: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 7:59pm.

Dan Chiu/Sylvia Furlong — Carried

Resolution 040728R07: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 8:20pm.

Dan Chiu/Sylvia Furlong — Carried
- 10 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.
- 11 Next Committee Meetings: 6:00pm on Wednesday 04 August 2004, and 6:00pm on Thursday 05 August 2004 — to interview respondents to MTCC 1170's RfP for Property Management services.

12 Next Regular Meeting: 6:30pm on Wednesday 25 August 2004.

13 Motion for Adjournment

Resolution 040728R08: Adjournment of Meeting Number 040728R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040728R at 8:23pm on Wednesday 28 July 2004.

Dan Chiu/Sylvia Furlong — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum

Adopted at  
Meeting #040812S



## THE METROPOLE

24 August 2004

### Minutes of MTCC 1170 Meeting Number 040812S — Held on 12 August 2004

Present: Directors — Keith Bricknell, Dan Chiu, Jason Hum, and Nives Malara

Absent: Directors — Sylvia Furlong and Management — Angela Griffith

01 Call to Order: Keith Bricknell called the meeting to order at 6:34pm.

02 Waiver of Notice for a Special Meeting:

Resolution 040812S01: Waiver of Notice for a Special Meeting

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 waives notice for the calling of a Special Meeting on 12 August 2004 (hereinafter, “Special Meeting Number 040812S”).

Nives Malara/Jason Hum — Carried

03 Adoption of the Agenda:

Resolution 040812S02: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040812S, as presented.

Dan Chiu/Jason Hum — Carried

04 Review and Adoption of Previous Meetings’ Minutes:

Resolution 040812S03: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040728R, as presented.

Nives Malara/Jason Hum — Carried

05 MTCC 1170’s Staff Fund:

Resolution 040812S04: Accepting a Volunteer’s Resignation

WHEREAS Michael Furlong has voluntarily managed MTCC 1170’s Staff Fund ably and energetically for the past several years; AND,

WHEREAS Michael Furlong has tendered his resignation from MTCC 1170’s Staff Fund; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 regretfully accepts Michael Furlong’s resignation from MTCC 1170’s Staff Fund; AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 wholeheartedly thanks Michael Furlong for his unstinting efforts, and for his generous offer of as-

sistance in transferring responsibilities and duties to a new volunteer, and/or to new volunteers.

Nives Malara/Jason Hum — Carried

06 Committee of the Whole:

Resolution 040812S05: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 6:40pm.

Dan Chiu/Jason Hum — Carried

Resolution 040812S06: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 7:12pm.

Nives Malara/Dan Chiu — Carried

07 Management Contract:

Keith Bricknell surrendered the Chair to Nives Malara.

Resolution 040812S07: Awarding MTCC 1170's Condominium Management Contract

WHEREAS MTCC 1170's Board of Directors sent Requests for Proposals (RfPs) to eleven qualified property management companies and received replies from four of the above-noted companies; AND,

WHEREAS MTCC 1170's Board of Directors has interviewed the four companies that responded to the RfP, and has analysed qualitative and quantitative aspects of those companies' written and oral responses; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ ICC Property Management as its property management company, commencing 01 September 2004; AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorise the President and the Secretary to act on MTCC 1170's behalf, in consultation with the Treasurer, with regard to the following:

- (a) awarding the contract to the second-ranked bidder if the first-ranked bidder attempts to make substantial alterations to its response to MTCC 1170's RfP; **and/or**,
- (b) negotiating and/or completing minor contractual details that ICC Property Management might have omitted in its response to the RfP; **and**,
- (c) signing the resulting contract on MTCC 1170's behalf.

Keith Bricknell/Jason Hum — Carried

Keith Bricknell resumed the chair.

08 Provision of an Interim Audit:

WHEREAS MTCC 1170's Board of Directors has awarded a new property management contract, effective 01 September 2004; AND,

WHEREAS MTCC 1170's Board of Directors wishes to exercise due diligence on behalf of the Corporation during the transition from one property management company to another; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 requests its auditors to perform an interim audit of MTCC 1170's finances for the period beginning 01 December 2003 and ending 31 August 2004, inclusive of both dates; AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 request the Treasurer and the President to oversee the interim audit.

Dan Chiu/Jason Hum — Carried

09 Replacement of a Common Element:

WHEREAS MTCC 1170's treadmill has failed to the point of no longer being economically operable and/or maintainable; AND,

WHEREAS MTCC 1170's treadmill is a common element that the Corporation is obliged to maintain and/or replace; AND,

WHEREAS the "Bodyguard T500" treadmill stands out among four competing models as having the best warranty and greatest suitability for MTCC 1170's needs; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises purchase of a "Bodyguard T500" treadmill for \$4,700, including delivery, set-up, and taxes; AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorise using Reserve Funds for the above-noted expenditure.

Dan Chiu/Nives Malara — Carried

10 Next Regular Meeting: 6:30pm on Wednesday 25 August 2004.

11 Adjournment:

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Special Meeting Number 040812S at 7:22pm on Thursday 12 August 2004.

Nives Malara/Dan Chiu — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



## THE METROPOLE

25 August 2004

### Minutes of MTCC 1170 Meeting Number 040825R — Held on 25 August 2004

Present: Directors — Keith Bricknell, Dan Chiu, Jason Hum, and Nives Malara;  
and, Management — Angela Griffith

Absent: Sylvia Furlong

01 Call to Order: Keith Bricknell called the meeting to order at 6:35pm.

02 Adoption of Agenda and Additions:

Resolution 040825R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040825R, as presented.

Nives Malara/Dan Chiu — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 040825R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040812S, as presented.

Dan Chiu/Jason Hum — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Angela Griffith responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Trow — Technical Audit: The Board's consensus was to authorise MTCC 1170's paying Trow Engineering <=\$2,400 to estimate and prioritise costs of rectifying any remaining items.

(ii) Trow — SW Water Leakage: The Board's consensus was to send H&R the Management Office's suggested covering letter and explanatory documentation from Trow.

(iii) Trow — Cladding System, Visual Barrier, & Noise-Attenuation: The Board directed the Management Office to get copies of H&R's plans for the cladding system. Additionally, the Board directed the Management Office to as-

certain H&R's and/or the developer's plans for visual barriers and/or noise attenuation for the rooftop air-handling systems at 6-8 Colborne Street.

- (iv) Trow — Elevator Noise Concerns: The Board directed the Management Office to take steps necessary for identifying noises attributed to the southwest elevator. Investigative steps can include shutting down the above-noted elevator during low-traffic periods such as 11:00pm to 5:30am.
- (v) 6-8 Colborne Street — Crane Removal: The Board directed the Management Office to ensure that removal-dates do not interfere with recycling and/or garbage days.
- (vi) Balcony Ceilings & Pigeons: For the exclusive-use common element areas of the most grievously affected suite, the Board agreed that MTCC 1170 would pay \$270 towards removal of damaged drywall and stucco. Also, the Board received, as information, the Management Office's recommendation regarding Pigeon Busters' bid (\$359 per balcony — taxes in) for preventive netting for other balconies. The Board's expects that owners will pay for any such preventive netting. This expectation is similar to the expectation regarding balcony glazing.
- (vii) Security Issues: The Board dealt with an instance where an occupant damaged, but did not destroy, a common element. For this instance, and any similar incidents, the Board directed the Management Office to assess damage, based on a percentage of the affected common element's replacement cost, and to invoice perpetrators for that percentage of replacement cost.
- (viii) 5<sup>th</sup> Floor Door Frame and Signage: The Board directed the Management Office to proceed with Hi-Lon's \$600 repair quote. A ratifying motion will follow, reflecting invoiced costs.
- (ix) Cleaning Equipment: The Board will review this topic further, as additional information becomes available about necessary capacity and ongoing ownership and/or maintenance costs.
- (x) Meeting with Pelican Woodcliff: In a telephone conversation, the President asked Pelican Woodcliff's management to defer meetings until after the management changeover has occurred.
- (xi) Mobile Radios: Motion necessary to approve \$2,898.05 expenditure.

Resolution 040825R03: Replacement of the Two-Way Radios

- WHEREAS MTCC 1170's portable two-way radios have failed to the point of no longer being economically operable and/or maintainable; AND,
- WHEREAS MTCC 1170's portable two-way radios are common elements that the Corporation is obliged to maintain and/or replace; AND,
- WHEREAS the Onsite Property Manager had previously received MTCC 1170's Board of Directors' consensus during Regular Meeting 040728R, at Section 04(a)(vii), and has already acquired the above-noted radios; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 ratifies the above-noted purchase for \$2,898.05 (including taxes), AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorise using Reserve Funds for the above-noted purchase.

Dan Chiu/Jason Hum — Carried

- (xii) Cooling Tower/Chemical Feed: The Board accepted MTB Plumbing's quote, and authorised work to begin during switchover. (Is the quote \$244.50, or is it \$2,440.50 — taxes in?) A ratifying motion will follow, reflecting invoiced costs.
- (xiii) Marble & Granite Flooring: The Board will defer any maintenance-related decisions until after ICC Property Management has an opportunity to provide advice.
- (xiv) Cleaning Contractor: The Board concurred with the Management Office's reminder that the cleaning contractor must liaise with the Board before removing an/or reassigning cleaning personnel.
- (xv) Thermostat Controllers — Steam Rooms: MTCC 1170 awaits quotes and recommendations from Mercury Lighting.
- (xvi) Compensatory Lighting — MTCC 1170's West Side: Mercury Lighting will provide further information.
- (xvii) Motion to Accept Administrative Reports.

Resolution 040825R04: Receive Administrative and Security Reports

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Office's Administrative Reports dated 20 August 2004, and the Front Desk Security Report for the period 21 July to 16 August 2004.

Nives Malara/Dan Chiu — Carried

The Board excused Angela Griffith from further attendance at Regular Meeting 040825R. Before Ms Griffith's departure, the Board expressed its appreciation for the excellent service that she and Ms Dawn Rogers had provided. Also, the Board extended its best wishes to Ms Griffith and Ms Rogers in the reassignments that Brookfield has offered to them.

05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) Revised Rules: The President will continue to work with/liaise with legal counsel in editing the revised rules. This item will resurface no earlier than Regular Meeting 040929R.
- (b) Communications Committee: The Vice President advised receiving expressions of interest from one Director and one resident. Additional expressions of interest would be most welcome!
- (c) Staff Fund — Chairperson: The President advised that one resident had expressed interest in replacing the recently resigned Chairperson.



06 Correspondence Requiring Action: None.

07 Special Committee Reports: None

08 Other Reports: None

09 New and/or Brought-Forward Business:

Resolution 040825R05: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 7:40pm.

Dan Chiu/Jason Hum — Carried

At 8:26pm, Jason Hum regrettably excused himself from Committee of the Whole, and from the balance of Regular Meeting 040825R. Directors sufficient for a quorum remained.

Resolution 040825R06: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 8:38pm.

Nives Malara/Dan Chiu — Carried

Resolution 040825R07: Cancelling a Maintenance Contract

WHEREAS MTCC 1170 has a maintenance contract with Mirtech International Security Incorporated (hereinafter, "Mirtech"); AND,

WHEREAS the above-noted maintenance contract is due to expire on or before 30 November 2004, but with mutual requirement of a notice-period; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 wish the above-noted maintenance contract to lapse on its expiry-date, AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 require the Onsite Property Manager to serve notice herein upon Mirtech no later than Friday 27 August 2004.

Nives Malara/Dan Chiu — Carried

Keith Bricknell surrendered the Chair to Nives Malara.

Resolution 040825R08: Upgrading the Security System(s)

WHEREAS MTCC 1170's security systems (including, *inter alia*, card access, key tags, computer, intercom, CCTV, and cameras) has experienced significant maintenance problems; AND,

WHEREAS the above-noted security systems are inadequate for safeguarding persons and/or property; AND,

WHEREAS relevant sections of the *Condominium Act* authorise condominiums' boards to use reserve funds as follows.

- (a) A reserve fund shall be used solely for the purpose of major repair and replacement of the common elements and assets of the corporation. 1998, c. 19, s. 93 (2).
- (b) No part of a reserve fund shall be used except for the purpose mentioned in subsection 93 (2). 1998, c. 19, s. 95 (1).
- (c) The board does not require the consent of the owners to make an expenditure out of a reserve fund. 1998, c. 19, s. 95 (2).
- (d) If the corporation has an obligation to repair the units or common elements after damage or to maintain them and the corporation carries out the obligation using materials that are as reasonably close in quality to the original as is appropriate in accordance with current construction standards, the work shall be deemed not to be an addition, alteration or improvement to the common elements or a change in the assets of the corporation for the purpose of this section. 1998, c. 19, s. 97 (1).
- (e) A corporation may, by resolution of the board and without notice to the owners, make an addition, alteration or improvement to the common elements, a change in the assets of the corporation or a change in a service that the corporation provides to the owners if...in the opinion of the board, it is necessary to make the addition, alteration, improvement or change to ensure the safety or security of persons using the property or assets of the corporation or to prevent imminent damage to the property or assets... 1998, c. 19, s. 97 (2);  
THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises purchase of the above-noted security systems from Brampton Fire & Security Systems, subject to the terms in Brampton Fire & Security Systems “Bid Forms” dated 16 August 2004; AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorise using Reserve Funds for the above-noted expenditure.

Keith Bricknell/Dan Chiu — Carried

Keith Bricknell resumed the Chair.

Resolution 040825R09: Cancelling a Gas Contract

WHEREAS MTCC 1170 has a gas contract with Ontario Energy Savings Corporation (hereinafter, “OESC”); AND,

WHEREAS the above-noted gas contract is due to expire on or before 01 December 2004, but with OESC’s requirement of notice on or before 02 September 2004; AND,

WHEREAS ICC Property Management has advised MTCC 1170 against renewing the above-noted gas contract; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 wish the above-noted gas contract to lapse on its expiry-date, AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 require the Onsite Property Manager to serve notice herein upon OESC no later than Friday 27 August 2004.

Nives Malara/Dan Chiu — Carried

Resolution 040825R10: Changing Banking Arrangements

WHEREAS the appointment of ICC Property Management as MTCC 1170's Property Manager necessitates a change in banking arrangements; THEREFORE,

BE IT RESOLVED that MTCC 1170's Board of Directors authorises banking signatures via Scotiabank's (*aka*, "the Bank of Nova Scotia's") Banking Resolution and other related forms and/or protocols; AND, FURTHER,

BE IT RESOLVED that MTCC 1170's Board of Directors authorise ICC Property Management to act on MTCC 1170's behalf in transferring all of MTCC 1170's operating funds from MTCC 1170's current bank to Scotiabank (*aka*, "the Bank of Nova Scotia").

Nives Malara/Dan Chiu — Carried

10 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.

11 Next Committee Meetings: TBA.

12 Next Regular Meeting: 6:30pm on Wednesday 22 September 2004.

13 Motion for Adjournment

Resolution 040825R11: Adjournment of Meeting Number 040825R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040825R at 8:45pm on Wednesday 25 August 2004.

Nives Malara/Dan Chiu — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



## THE METROPOLE

22 September 2004

### **Minutes of MTCC 1170 Meeting Number 040922R — Held on 22 September 2004**

Present: Directors — Keith Bricknell, Jason Hum, Nives Malara (6:38pm), and Sylvia Furlong; and, ICC Property Management — Steven Christodoulou and Marilitta Lee

Absent: Dan Chiu

01 Call to Order: Keith Bricknell called the meeting to order at 6:34pm.

02 Adoption of Agenda and Additions:

Resolution 040922R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 040922R, as presented.

Sylvia Furlong/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 040922R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040825R, as presented.

Sylvia Furlong/Jason Hum — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Marilitta Lee responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Pending from Meeting 040825R — Saunas: The Board authorised two 60-minute timers for the saunas.

Resolution 040922R03: Installation of Demand-Timers in the Two Saunas

WHEREAS MTCC 1170 wishes to achieve a realistic balance between energy-efficiency and residents' reasonable access to the saunas; AND,

WHEREAS the current interval-timers totally preclude use of the saunas during pre-set times each day; AND,

WHEREAS the current interval-timers (which can remain in place, albeit disarmed) have already achieved energy-savings (“payback”) far greater than their cost of installation; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises paying Cosmo Electrical \$1,475, plus taxes, to install one 60-minute timer on each of the two saunas; AND, FURTHER,

BE IT RESOLVED that the above-noted expenditure shall be from MTCC 1170’s Reserve Fund.

Nives Malara/Jason Hum — Carried

- (ii) Monthly Fire Tests: The current statutory requirement is that appropriate site personnel shall inspect the fire hose cabinets and extinguishers monthly. (*MTCC 1170 complies with this requirement.*) The Board discussed a non-statutory recommendation to have certified external technicians inspect the fire system — at a cost of \$110 per month. The Board agreed to defer a decision until after expiry of the warranty on the newly updated fire-protection system.
- (iii) Concierge Area: The Onsite Manager proposed refurbishment of the “counter desk”. The Board agreed to defer a decision until after upcoming work on the security system is complete.
- (iv) Distribution of Rules to Tenants and/or Owners: The Onsite Manager asked the Board’s expectations. The Board advised that the current system of distributing of materials to owners should continue. The Board also advised that landlord-owners remained responsible for providing materials for their tenants.
- (v) Posting Rules — Billiard Room, Party Room, & Lounge Room: The Board directed the Onsite Manager to defer this until after revision of rules is complete. In the meantime, the 1999 rules continue in full force and effect, regardless of whether a specific area has “posted” rules.
- (vi) Fan Coil Maintenance: The Board concurred with the Onsite Manager’s suggestion to discuss costs and procedures with the current and/or equivalent service providers.
- (vii) Chewing Gum Marks: The Onsite Manager asked for direction about the chewing gum marks on public sidewalks adjacent to The Metropole. Given the high volume of pedestrian traffic, the displays in the clothing store’s merchandising area, and the proximity of the subway staircase, the Board agreed that MTCC 1170 should not undertake power washing of public sidewalks.
- (viii) Painting of Doors in Common Areas: The Board directed the Onsite Manager to discuss duty-priorities with Metropolitan Building Systems Services (MBSS). The objective would be to identify times when MBSS’s staff could undertake painting.

- (ix) Scheduled Changeover from Heating to Cooling: Following a pre-meeting exchange of e-mail among Directors and Staff, the Onsite Manager will defer changeover and fan coil maintenance until later in autumn.
- (x) Unused Access Cards: By consensus, the Board supported the Onsite Manager's suggestion about seeking credit for unused access cards.
- (xi) Staff Training & Inventory Control System: By consensus, the Board expressed its approval and support for these two potentially valuable initiatives.
- (xii) E-Mail Sharing — Management Office: The Board explained prior issues and reaffirmed its preference for a single e-mail reception point, with subsequent assignment of duties by the Onsite Manager.
- (xiii) Treasurer's Items: On the Treasurer's behalf, the Board gave direction for timelines for preparing 2004-2005's budget. Draft materials will go to all Directors by 09 October 2004. Subsequently, the President and the Treasurer will call a Special Meeting (date TBA) to pass 2005-2005's budget, in time for mailing in early November 2004. Steven Christodoulou reminded Directors to suggest new budget-lines and/or items in ample time for factoring into 2004-2005's budget.

Resolution 040922R04: Go into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 7:35pm.

Sylvia Furlong/Nives Malara — Carried

Resolution 040922R05 Rise from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 7:47pm.

Nives Malara/Sylvia Furlong — Carried

- (xiv) Owner's Request for Reimbursement: By consensus, the Board denied an owner's request for reimbursement of investigatory plumbing costs that MTCC 1170 charged when seeking the source of a water leak.
- (xv) Computer-related External Services: By consensus, the Board agreed to pay minor costs incurred for computer services during the changeover of management companies. The Board also advised that some Directors have considerable computer skills, always available free of charge to MTCC 1170. The Onsite Manager agreed to have recourse to these free services before deciding to pay for external assistance.
- (xvi) Motion to Accept Administrative Reports.

Resolution 040922R06: Receive Administrative and Security Reports

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Office's Administrative Reports dated 17 September 2004, and the Front Desk Security Report for the period 17 August to 13 September 2004.

Jason Hum/Sylvia Furlong — Carried

The Board excused ICC personnel from further attendance at Regular Meeting 040922R.

05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

(a) Revised Rules: The President will continue to work with/liaise with legal counsel in editing the revised rules. This item will resurface no earlier than Regular Meeting 041124R.

(b) Communications Committee: The Vice President advised receiving one additional expression of interest — beyond prior expressions from one Director and one resident. As always, additional expressions of interest would be most welcome!

(c) Staff Fund — Chairperson:

Resolution 040922R07: Appointing a Chair of the MTCC 1170 Staff Fund

WHEREAS MTCC 1170 operates its "Staff Fund" as an external committee, reporting to the Board of Directors; AND,

WHEREAS the MTCC 1170 Staff Fund currently lacks a Chairperson; THEREFORE,

BE IT RESOLVED that MTCC 1170's Board of Directors appoints Mrs Margaret (Peggy) Bricknell as Chairperson of the MTCC 1170 Staff Fund — effective immediately.

Nives Malara/Jason Hum — Carried

(d) Consulting Services — Trow Associates

Resolution 040922R08: Authorising Additional Consulting Services

WHEREAS MTCC 1170 wishes to ensure proper and efficacious installation of waterproofing and/or waterproofing systems in the interstice between The Metropole and the new building at 6-8 Colborne Street; AND,

WHEREAS MTCC 1170 wishes to identify the source of noise(s) imputed to one or more of the elevators; THEREFORE,

BE IT RESOLVED that MTCC 1170's Board of Directors authorises Trow Associates ("Trow") to provide consulting services as follows, reflecting Trow's letters dated 30 July 2004 and 03 August 2004:

(a) for \$2,000, plus applicable taxes, provide recommendations and specifications that MTCC 1170 will use as its expectation of the contractor(s) at the 6-8 Colborne Street site; and,

(b) for \$800, plus applicable taxes, assess the source and magnitude of sound in suites whose residents have complained of noise from elevators, and provide a written report to the Board; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 reserves the right to charge back to the above-noted complaining owners a portion of the consulting fee in part (b) if Trow offers the opinion that noises emanated from a source other than an elevator and/or the elevators.

Nives Malara/Jason Hum — Carried

- (e) Meeting with Pelican Woodcliff: In early October 2004, the President will schedule a meeting with Pelican Woodcliff to discuss “clean-up” items from the construction at 6-8 Colborne Street. In the interim, the Board directs the Onsite Manager to contact H&R’s site supervisor about use of the swing-stage on H&R site’s east wall. Specifically, Directors request that H&R should follow the same protocols that window cleaners follow when cleaning banks of windows at MTCC 1170. This would entail H&R’s giving timely notification of the swing-stage’s daily locations. Thus, MTCC 1170’s residents would be able to take precautions if the swing stage is likely to be near their windows and/or balconies.

06 Correspondence Requiring Action:

- (a) The Board discussed a resident’s request to use MTCC 1170’s Common Elements for commercial photography and/or activities reasonably construable as such. MTCC 1170’s Declaration and/or Rules prohibit commercial filming in MTCC 1170’s Common Elements. Therefore, the Board directs the Onsite Manager to deny the resident’s request on MTCC 1170’s behalf.
- (b) The Board discussed another resident’s request a resident’s request to use MTCC 1170’s Common Elements for commercial dance lessons, and/or activities reasonably construable as such. Again, the request would entail conducting a commercial activity in one of MTCC 1170’s Common Elements. Therefore, the Board directs the Onsite Manager to deny the resident’s request on MTCC 1170’s behalf. The Board also directs the Onsite Manager to advise the resident that the Board will further consider activities that could potentially benefit significant numbers of MTCC 1170’s residents.
- (c) The Board discussed a letter containing recommendations from Fine & Deo (MTCC 1170’s legal counsel).

Keith Bricknell surrendered the Chair to Nives Malara.

Resolution 040922R09: Legal Counsel’s Recommendations *re* a Management Contract

WHEREAS MTCC 1170 wishes to safeguard its interests in its Management Contract with ICC Property Management (“ICC”); THEREFORE,

BE IT RESOLVED that MTCC 1170’s Board of Directors:

- (a) ratifies the President’s having sent a copy of the above-noted Management Contract to Fine & Deo, with a request for the latter’s opinion and/or recommendations;
- (b) agrees with and/or to Fine & Deo’s recommended amendments, *per* their letter dated 08 September 2004; and,
- (c) authorises the President and/or the General Manager to forward Fine & Deo’s recommended amendments to ICC Property Management, with the expectation that ICC will incorporate the recommended amendments into the final draft of the Management Contract.

Keith Bricknell/Jason Hum — Carried



Keith Bricknell resumed the Chair.

07 Special Committee Reports: None

08 Other Reports: None

09 New and/or Brought-Forward Business: None

10 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.

11 Next Committee Meetings: TBA.

12 Next Special Board Meeting: At the Treasurer's and/or the President's call, following receipt of 2004-2005's first-draft budget in early October 2004.

12 Next Regular Meeting: 6:30pm on Wednesday 27 October 2004.

13 Motion for Adjournment

Resolution 040922R10: Adjournment of Meeting Number 040922R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 040922R at 8:25pm on Wednesday 22 September 2004.

Sylvia Furlong/Jason Hum — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum



## THE METROPOLE

27 October 2004

### Minutes of MTCC 1170 Meeting Number 041020S — Held on 20 October 2004

Present: Directors — Keith Bricknell, Dan Chiu, Jason Hum, and Sylvia Furlong;  
and, Management — Marilitta Lee

Absent: Directors — Nives Malara

01 Call to Order: Keith Bricknell called the meeting to order at 6:32pm.

02 Waiver of Notice for a Special Meeting:

Resolution 041020S01: Waiver of Notice for a Special Meeting

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 waives notice for the calling of a Special Meeting on 20 October 2004 (hereinafter, "Special Meeting Number 041020S").

Jason Hum/Dan Chiu — Carried

03 Adoption of the Agenda:

Resolution 041020S02: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 041020S, as presented.

Sylvia Furlong/Dan Chiu — Carried

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 041020S03: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 040922R, as presented.

Dan Chiu/Jason Hum — Carried

05 Committee of the Whole:

Resolution 041020S04: Going into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 6:40pm.

Jason Hum/Dan Chiu — Carried

06 Rising from Committee of the Whole:

Resolution 041020S05: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 7:06pm.

Dan Chiu/Jason Hum — Carried

07 New &/or Urgent Business:

- (a) Repairs to the Ladies' Sauna: Directors discussed an exchange of e-mail between the President and MTCC 1170's usual service-provider. Following discussion, Directors' consensus was:
- (i) the Management Office should seek a second opinion no later than Monday 25 October 2004; and,
  - (ii) following consultation with the President and/or the Treasurer, the Management Office may proceed with the repair that the usual service-provider recommended in e-mail dated 19 October 2004.
- (b) Contract-Renewals for Signature: The Management Office provided contract-renewals. Directors will deal with them at and/or before Regular Meeting 041027R.

08 Budget: 01 December 2004 to 30 November 2005 (Inclusive of Both Dates):

Resolution 041020S06: 2004-2005 Budget

WHEREAS the *Condominium Act* and *Regulations* require condominiums' boards to assume sole responsibility for passing annual budgets; AND,

WHEREAS the Board of Directors of Metropolitan Toronto Condominium Corporation Number 1170 has received, examined, and discussed recommendations from ICC Property Management personnel; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation Number 1170 authorise the following budget for 01 December 2004 to 30 November 2005 (inclusive of both dates):

(a) an Operating Budget of \$1,385,408; and,

(b) a Reserve Fund Contribution of \$197,004; AND, FURTHER,

BE IT RESOLVED that that the Board of Directors of Metropolitan Condominium Corporation authorises the Treasurer, the General Manager, or the President, or any of them, to append a covering letter to the above noted Budget, explaining the Budget *per se*, and/or any circumstances that might give rise to a Special Assessment during the above-noted Budget's operating period.

Dan Chiu/Sylvia Furlong — Carried

10 Next Regular Meeting: 6:30pm on Wednesday 27 October 2004.

11 Adjournment:

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Special Meeting Number 041020S at 7:10pm on Wednesday 20 October 2004.

Dan Chiu/Jason Hum — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum



## THE METROPOLE

27 October 2004

### Minutes of MTCC 1170 Meeting Number 041027R — Held on 27 October 2004

Present: Directors — Keith Bricknell, Dan Chiu, Jason Hum, Nives Malara (6:40pm), and Sylvia Furlong (6:40pm); and, ICC Property Management — Steven Christodoulou and Marilitta Lee

01 Call to Order: Keith Bricknell called the meeting to order at 6:35pm.

02 Adoption of Agenda and Additions:

Resolution 041027R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 041027R, as presented.

Dan Chiu/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 041027R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 041020S, as presented.

Jason Hum/Dan Chiu — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Marilitta Lee responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Winter Mats: MTCC 1170 shall use the existing mats for one more season. The Board's discussion of replacements will occur in mid-2005.

(ii) Meeting with Group 4: Security will advise deliveries only to residential telephone numbers unless residents sign waivers indicating otherwise. The Board agreed to defer other items, pending receipt of additional documentation from "Group 4" and from the Onsite Property Manager.

(iii) Privacy Act Policy: ICC Property Management agreed to review existing templates and provide a recommendation for Meeting Number 041124R.

(iv) Pool Maintenance Contract: The Board agreed to defer this item, pending receipt of additional documentation the Onsite Property Manager.

(v) Master Keys: The Board directed the Onsite Property Manager to proceed, if the contractor can complete re-keying at no additional cost to MTCC 1170.

(vi) Sauna Wiring: By consensus, the Board authorised splitting the circuits to reduce electricity costs further. Ratification will occur when work is complete.

- (vii) Saunas — Flushing: By consensus, the Board authorised repairs necessary for re-opening the Ladies' Sauna. Repairs include installation of a self-flushing system that will reduce or prevent mineral-occlusion. Ratification will occur when work is complete.
- (viii) Fan-Coil Maintenance Report: The Board will await the Onsite Property Manager's compilation of information.
- (ix) Suites' Plumbing Inspection: The Board directed that separate explanations and/or notifications are necessary for each cause of entry to suites under Section 19 of the *Condominium Act*.
- (x) Office Administrator: Steven Christodoulou explained that ICC Property Management will be providing an Onsite Property Manager from 9:00am to 5:00pm — Monday to Friday, and an Administrator from 1:00pm to 5:00pm — Monday to Friday.
- (xi) Deployment of Surplus: By consensus, the Board authorised improvements that the Onsite Property Manager recommended on page 4/7 of the Management Report dated 22 October 2004. Ratification will occur when work is complete.
- (xii) Compliance with the Fire Code: By consensus, the Board directed the Onsite Property Manager to remedy a minor deficiency in a wall separating a commercial unit from a common element, and to charge the cost of remediation to the owner of the commercial unit. By further consensus, the Board directed the Onsite Property Manager to repair an aesthetic deficiency in the previously mentioned common element's south wall. Finally, the Onsite Property Manager will report additionally on sprinkler-pressure by Regular Meeting 041124R.
- (xiii) Clarification: The Board responded to the Onsite Property Manager's questions about communicating the Board's decisions to residents.
- (xiv) Vacuum Cleaner Purchase: The Board acknowledged the Onsite Property Manager's efforts in securing a considerably reduced price for this item.

Resolution 041027R03: Purchasing Cleaning Equipment

WHEREAS MTCC 1170's existing wide upright vacuum cleaner reached the end of its useful life and broke down in mid-October 2004; AND,

WHEREAS the Onsite Property Manager relied on Directors' e-mail consensus and purchased a "Nobles Magna Twin Model MT3000" vacuum cleaner from Quality Chemical; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 ratifies expenditure of \$2,900 (including taxes) for the above-noted equipment; AND, FURTHER,

BE IT RESOLVED that the above-noted expenditure shall be from MTCC 1170's Reserve Fund.

Dan Chiu/Jason Hum — Carried

- (xv) Next Board Meeting Date: The Board excused the Onsite Property Manager from attending this meeting. Steven Christodoulou indicated that he would probably attend.
- (xvi) Swimming Pool — Leakage of Sand: By consensus, the Board authorised replacement of the sand tank. Ratification will occur when work is complete.
- (xvii) Light Lenses: Replacement of light lenses in the loading dock area occurred at no additional cost to MTCC 1170.
- (xviii) Combining Two Suites — Reflecting an Owner's Inquiry: The Board advised the Onsite Property Manager about procedures that must proceed and/or accompany owners' alteration to suites. *Inter alia*, the Board directed the Onsite Property Manager's attention to Section 98 of the *Condominium Act*, and to contractual issues — especially regarding consulting engineers.
- (xix) Survey Instrument — Cooling and Heating: The Vice President agreed to collate results; the President, to provide a summary analysis.
- (xx) Motion to Accept Administrative Reports:

Resolution 041027R04: Receive Administrative Reports

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Office's Administrative Reports dated 22 October 2004.

Dan Chiu/Jason Hum — Carried

The Board excused ICC personnel from further attendance at Regular Meeting 041027R.

- 05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
  - (a) Revised Rules: The President will continue to work with/liaise with legal counsel in editing the revised rules. This item will resurface no earlier than Regular Meeting 050126R.
  - (b) Meeting with Pelican Woodcliff: In mid-November 2004, the President will schedule a meeting with Pelican Woodcliff to discuss "clean-up" items from the construction at 6-8 Colborne Street. This discussion will include the recent proliferation of Styrofoam dust — from completion of the new building's east wall.
  - (c) Meeting with Brampton Fire: The Board directed the President to schedule a meeting on any of 16, 17, or 18 November 2004. *Inter alia*, the discussion will encompass technical specifications (*eg*, type of key-fob, number and location of camera-feeds, computer set-up, *etc*).
- 06 Correspondence Requiring Action: Encompassed at 04(a)(vii).
- 07 Special Committee Reports: None
- 08 Other Reports: None
- 09 New and/or Brought-Forward Business:

- (a) MTCC 1170 Staff Fund: The Board responded to operational questions from the Chair of the MTCC 1170 Staff Fund.

Resolution 041027R05: Go into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 8:30pm.

Dan Chiu/Jason Hum — Carried

Resolution 041027R06: Rise from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 9:23pm.

Dan Chiu/Jason Hum — Carried

- (b) Tour of Mechanical Systems: Directors agreed to participate on 16, 17, or 18 November 2004 — on a date other than the one referenced at 05(c).

- (c) Pending By-Laws: The Board directed the general Manager to investigate and report, *inter alia*, on issues such as standard unit, electronic meetings and/or votes, *etc.*

10 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.

11 Next Committee Meetings: TBA, plus ones referenced at 05(c) and 09(b).

12 Next Regular Meeting: 6:30pm on Wednesday 24 November 2004.

13 Motion for Adjournment

Resolution 041027R07 Adjournment of Meeting Number 041027R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 041027R at 9:25pm on Wednesday 27 October 2004.

Dan Chiu/Jason Hum — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum



## THE METROPOLE

24 November 2004

### **Minutes of MTCC 1170 Meeting Number 041124R — Held on 24 November 2004**

Present: Directors — Keith Bricknell, Dan Chiu, Jason Hum, Nives Malara, and Sylvia Furlong; and, ICC Property Management (6:36pm) — Steven Christodoulou and Nancy Bijelic

01 Call to Order: Keith Bricknell called the meeting to order at 6:34pm.

02 Adoption of Agenda and Additions:

Resolution 041124R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 041124R, as presented.

Dan Chiu/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 041124R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 041027R, as presented.

Nives Malara/Jason Hum — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

Resolution 041124R03: Go into Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 6:39pm.

Nives Malara/Sylvia Furlong — Carried

- (i) Insurance Renewal: An enabling motion follows Section 04(a).
- (ii) Mechanical — Parking Garage: Metropolitan Building Systems Service has recommended repairs to an exhaust fan. The anticipated cost is \$660, plus taxes. As this is an indoor air quality issue, the Board's consensus was to authorise the recommended repair. A ratifying motion will occur when York International advises actual costs.
- (iii) Mechanical — Filtration of Make-Up Air: York International has recommended trying high-efficiency dust block filters. The additional cost would be \$336, plus taxes, for the six-month trial-period. Again, as this is an indoor air quality issue, the Board's consensus was to authorise the recommended trial-



period. A ratifying motion (which might include extending the use of high-efficiency dust block filters) will occur when York International advises actual costs.

- (iv) Air Conditioning System — Chemical Feed Line: An enabling motion follows Section 04(a).
- (v) Contract Services — MBSS: The Board's consensus was to extend MBSS's contract for a five-year term, beginning 01 December 2004. A ratifying motion will occur during Meeting 041222R.
- (vi) Party Room — Provision of Furniture: The Board's consensus was to allow use of MTCC 1170's tables and chairs, subject to conditions described herein. First, tables and chairs are available for a surcharge of \$25, atop the usual fee for renting the Party Room. Second, development of an appropriate waiver-form must precede any such availability of rentable tables and chairs. A ratifying motion will occur during Meeting 041222R — although Directors' informal e-mail consensus is possible before 22 December 2004.
- (vii) 6-8 Colborne — Cleanup: H&R requested access to suites to clean up concrete-spatter and other debris. The Board agreed that H&R should, instead, pay overtime to MTCC 1170's cleaning personnel to complete the clean-up, as well as paying for Security to accompany the cleaners. Also, the Board asked the President and the Management Office to develop an advisory letter for suites involved in the clean-up — *inter alia*, explaining prudent procedures. Finally, the Board asked the Management Office to ensure that H&R completes cleaning of all glass blocks and surrounding frameworks along MTCC 1170's west wall.
- (viii) Elevators — Operational Velocity: MTCC 1170's northeast and northwest elevators are commercial, direct-drive units. As such, they can operate safely at velocities between 500 ft/min and 750 ft/min. Following the Management Office's inquiries about noises attributed to elevators' operations, Krupp-Thyssen suggested an operating velocity of 500 ft/min. By consensus, the Board agreed to implement 500 ft/min, effective immediately. The Management Office will monitor residents' perceptions of elevators' operations.
- (ix) Elevators — Noise-Complaints by an Owner: The Directors reiterated their prior e-mailed agreement with the President's interim response(s) to the owner. Directors then agreed on a final response, and asked the President to summarise and communicate it to the owner. Finally, Directors agreed to invite all residents to respond to questionnaires during January 2005.
- (x) Omnibus Ratification — Prior "Expenditures by Consensus": An enabling motion follows Section 04(a).
- (xi) Interim Audit: The Treasurer commented briefly on the Interim Audit (01 December 2003 to 31 August 2004).
- (xii) Trow Engineering — Technical Audit: Steven Christodoulou and the President reported briefly on their meeting with Trow on 02 November 2004.

- (xiii) Brampton Fire — Security System: ICC Property Management, the Secretary, and the President met with Victor Nicoletti on 18 November 2004. The Secretary reported on information received during the meeting. Also, the Onsite Property Manager distributed copies of brochures for Directors that could not attend the meeting.
- (xiv) Onsite Property Manager's Role: As Ms Nancy Bijelic (Onsite Property Manager) is new to MTCC 1170, she asked the Board about expectations and procedures. The Board assured Ms Bijelic of its support for her approach to her role, as evidenced by her work during November 2004.

Resolution 041124R04: Rise from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 8:07pm.

Nives Malara/Sylvia Furlong — Carried

- (xv) Motion to Receive Administrative and Security Reports as Information

Resolution 041124R05: Receive Administrative Reports

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Management Office's Administrative Report for November 2004, and the Front Desk Security Report for the period 14 September 2004 to 16 November 2004.

Sylvia Furlong/Jason Hum — Carried

Resolution 041124R06: Appoint an Insurance Underwriter

WHEREAS MTCC 1170 has received bids from its current insurance underwriter and one other insurance underwriter; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 chooses Paisley Manor Insurance Group as its insurer, with effect on the expiry-date of the current insurance policy; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorise payment of \$29,339 (plus taxes) for the above-noted insurance coverage.

Dan Chiu/Sylvia Furlong — Carried

Resolution 041124R07: Ratifying Prior Purchases

WHEREAS MTCC 1170's Board of Directors wishes to expedite operations by providing consensus for the Onsite Property Manager to purchase goods and/or services within specific price-ranges; AND,

WHEREAS the Onsite Property Manager has received invoices for purchases which had received the Board of Directors' consensus; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 ratify the following expenditures.

- 01 Maintenance Item — Repairs to the Cooling Tower Chemical Feed: \$1,444.50 (including taxes), for an item first referenced at Section 04(a)(xii) of the Minutes for Regular Meeting 040825R.
- 02 Fire Code Item — Commercial Unit: \$125 (plus taxes), with charge-back to the aforesaid unit's owner, for an item first referenced at Section 04(a)(xii) of the Minutes for Regular Meeting 041027R.
- 03 Maintenance Item — Aesthetic Deficiency: \$125 (plus taxes), for an item first referenced at Section 04(a)(xii) of the Minutes for Regular Meeting 041027R.
- 04 Reserve Fund Item — Ladies' Sauna: \$3,106.07 (plus taxes), for replacement of a steam generator, an item first referenced at Sections 04(a)(vi) and (vii) of the Minutes for Regular Meeting 041027R.
- 05 Maintenance Item — Ladies' Sauna: \$375 (plus Taxes), for wiring a thermostat to a steam generator, an item first referenced at Sections 04(a)(vi) and (vii) of the Minutes for Regular Meeting 041027R.
- 06 Reserve Fund Item — Sand Tank: \$1,540 (plus taxes), for replacing the Swimming Pool's "sand tank", an item first referenced at Section 04(a)(xvi) of the Minutes for Regular Meeting 041027R.

Dan Chiu/Jason Hum — Carried

- 05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
  - (a) The President will continue to work with/liaise with legal counsel in editing the revised rules. Given the recent and unexpected spate of commitments, the earliest this item will resurface is at Regular Meeting 050126R.
  - (b) Meeting with Pelican Woodcliff: In mid-November 2004, the President will schedule a meeting with Pelican Woodcliff to discuss "clean-up" and/or remedial items from the construction at 6-8 Colborne Street. This item is referenced also at Section 04(a)(vii) & partly at (xii).
- 06 Correspondence Requiring Action:
  - (a) Referenced at Section 04(a)(viii) and Section 04(a)(ix)
  - (b) A motion is necessary to receive as information the report from Metropolitan Building Services, dated 29 October 2004.

Resolution 041124R08: Receiving a Contractor's Report

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, Metropolitan Building Systems Service's report dated 29 October 2004.

Dan Chiu/Jason Hum — Carried

- 07 Special Committee Reports: None
- 08 Other Reports: Where applicable these are part of the Administrative Reports.

09 New and/or Brought-Forward Business:

- (a) The Secretary requested a review of the 2003-2004 surplus, and a decision regarding purchase of items such as an elliptical trainer. The Onsite Property Manager confirmed that previously agreed purchases were already underway. The Board also directed the Onsite Property Manager to investigate prices for an elliptical trainer. The latter would have potential for redirecting activity from a well-used treadmill.
- (b) The General Manager requested discussion of MTCC 1170's repetition of December 2003's facilitation of a "charitable initiative", and of the potential beneficiary of any such initiative. The Board agreed to repeat December 2003's "toy drive", and to retain the same beneficiary. The Vice President agreed to assume a lead role in this initiative.
- (c) ICC Property Management provided a Privacy Policy that Directors adopted during Meeting 041124R.

Resolution 041124R09: Adoption of a Privacy Policy

Whereas MTCC 1170 wishes to manage Personal Information (PI) in accordance with the provisions of the PI Protection and Electronic Documents Act, ("PIPEDA"); AND,

WHEREAS ICC Property Management has recommended and provided a "Privacy Policy for the Collection, Use, Disclosure, and Security of Personal Information" (hereinafter, "Privacy Policy"); THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 adopts the above-noted Privacy Policy, hereto attached, and requires its use by MTCC 1170 and its service-providers.

Nives Malara/Sylvia Furlong — Carried

*(The above-noted Privacy Policy appears in these Minutes' Appendix.)*

- 10 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.
- 11 Next Committee Meeting: TBA
- 12 Next Regular Meeting: 6:30pm on Wednesday 22 December 2004.
- 13 Motion for Adjournment

Resolution 041124R10: Adjournment of Meeting 041124R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 041124R at 8:44pm on Wednesday 24 November 2004.

"Keith Bricknell"

President: Keith Bricknell

"Dan Chiu"

Acting Secretary: Dan Chiu

**APPENDIX TO RESOLUTION 041124R09**

**Privacy Policy for the Collection, Use, Disclosure, and Security of Personal Information  
Metropolitan Toronto Condominium Corporation 1170**

**Introduction**

Metropolitan Toronto Condominium Corporation 1170 and its Board of Directors (hereinafter called “the Corporation”) was created pursuant to the Condominium Act for the purpose of administering and managing the lands known as “The Metropole”, located at 7 King Street East, Toronto, Ontario and providing services to its residents.

In the process of operating and managing a multi-residential condominium corporation, the Corporation collects certain personal information from unit owners, tenants and employees (hereinafter called “Individuals”) and may employ or contract third party services from a variety of individuals, companies and professionals who may need access to this personal information.

Personal Information means information that is personally identifiable to Individuals. This may include, without limitation, addresses, telephone numbers, email addresses, bank account numbers, payment histories, information about his or her family, seasonal address, emergency contact names and any special needs.

This Privacy Policy is based on, and complies with, Canada’s Personal Information Protection and Electronic Documents Act (“PIPEDA”). It sets out principles that the Corporation follows to ensure that it protects Individual’s personal information when it collects, uses or discloses it in the course of carrying on its activities. All of the Corporation’s Employees, Contracted Employees and its Managing Agent who have access to personal information must adhere to this Policy and related procedures.

The Corporation shall use this policy and the guidelines of Section 55 of the Condominium Act, 1998 in its handling of the collection, use and disclosure of information.

No part of this policy shall contravene any part of the Condominium Act, 1998.

**Collection**

The Corporation shall collect information necessary to maintain an accurate Owners Register as required by the Condominium Act, 1998. The Corporation shall only collect information that is reasonably necessary for the purposes identified. The information will be collected by fair and lawful means.

Information that is typically collected includes, but is not limited to, the following:

- ❖ Name
- ❖ Address — Current and Seasonal
- ❖ Telephone Numbers
- ❖ E-mail Address
- ❖ Name of Mortgagee on the unit
- ❖ Financial Institution and Bank Account Number
- ❖ Tenant Names
- ❖ Persons residing in unit
- ❖ Emergency Contact and Contact Information
- ❖ Vehicle Information including License Plate Numbers
- ❖ Special Needs of Owners

In addition, information other than as set out above may also be collected from time to time including, but not limited to:

- ❖ video surveillance cameras are located throughout the building for security purposes and to record pedestrian and vehicular access to and within the property;
- ❖ registration of visitors, including name, time of entry, license plate number and unit being visited;
- ❖ computerised registration of access cards or fobs recording access point, time of use and registered user of access device;
- ❖ listing of residents who would require special assistance during a fire emergency; and,
- ❖ other similar lists related to security, pre-authorised access to the building by relatives, guests or service individuals.

#### **Use and Disclosure**

The Corporation shall not authorise the use of personal information for purposes other than those in keeping with the effective operation and management of the Condominium Corporation without the written consent of the individual.

The Corporation periodically shares or transfers any personal information collected with its Property Manager. The Corporation also uses a number of employees, third party service providers, consultants and other agents that may in the course of their duties have limited access to personal information retained. These include building superintendents, maintenance staff, concierge, security staff, housekeeping staff, consultants, temporary employees or employees of third party suppliers, auditors, lawyers and others. We restrict their access to any personal information we hold except to the extent necessary for them to reasonably perform their role on the Owner's behalf. The purpose of disclosing personal information to these parties is to ensure an Individual's safety, security and reasonable enjoyment of their place of residence, to ensure Individual's have access to their premises and services that the Corporation provides, to preserve the property and to collect monies owing for the provision of services to Individuals.

Personal information will only be used or disclosed for the purpose for which it was collected unless an Individual has otherwise consented, or when it is required or permitted by law. In certain exceptional circumstances, the Corporation may have a legal duty or right to disclose personal information without an Individual's knowledge or consent with respect to matters that concern the public's interest or in complying with the Condominium Act, 1998 or a court order.

The Corporation shall not disclose matters of a financial nature concerning its relationship with any owner or resident with any person except the registered unit owner named in the Corporation's Owner Registry, unless the Corporation has received written authorisation from the owner or resident authorising the disclosure of such information to an individual named in writing, or in the event that the Corporation is presented with a Power of Attorney signed by the registered unit owner.

The Corporation may also disclose information without the Owners' consent when permitted by law including in situations involving medical emergencies, collection of debt and suspicion of illegal activities.

The Corporation shall release information of a financial nature regarding their relationship with an owner as necessary in the preparation and distribution of a Status Certificate required by the Condominium Act, 1998.

The Corporation shall allow an owner access to their information within a reasonable time upon receipt of a written request to view the information.

#### **Accuracy & Security**

The Corporation will keep all personal information as accurately and as current as necessary to fulfil the identified purposes for which it was collected. The Corporation will update or correct any personal information held by it if the individual concerned provides the Corporation with particulars of any information which requires updating or correction.

The Corporation acknowledges the responsibility of safely maintaining accurate records for the purpose of operating the Condominium Corporation. All information kept in the on-site management office will be stored out of site of visitors or guests to the on-site management office.

Personal information is safeguarded to protect against loss, theft or unauthorised access, disclosure, use or modification of information using physical, organisational and electronic security measures.

#### **Accountability**

A copy of this policy and Section 55 of the Condominium Act, 1998 shall be kept available in the on-site management office and will be made available for review upon request.

Owners or residents may address specific concerns regarding the use or distribution of personal information to the Board of Directors of the Corporation or their Property Manager.

The Corporation will ensure that their Property Manager strictly complies with the Policy.

#### **Questions or Concerns**

The Corporation has policies and procedures to receive, investigate and respond to any questions or concerns respecting this Privacy Policy or the personal information that is held. Individuals may contact the Corporation's Property Manager with any questions or concerns or to request access to their personal information.



## THE METROPOLE

22 December 2004

### Minutes of MTCC 1170 Meeting Number 041222R — Held on 22 December 2004

Present: Directors — Keith Bricknell, Dan Chiu, and Nives Malara; and, ICC Property Management — Nancy Bijelic

Regrets: Directors — Sylvia Furlong and Jason Hum; and, ICC Property Management — Steven Christodoulou

01 Call to Order: Keith Bricknell called the meeting to order at 6:34pm.

(a) At the Board's request, given the Secretary's absence, Dan Chiu graciously accepted appointment as Acting Secretary.

02 Adoption of Agenda and Additions:

Resolution 041222R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 041222R, as presented.

Nives Malara/Dan Chiu — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 041222R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 041124R, as presented.

Dan Chiu/Nives Malara — Carried

04 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

(i) Insurance Renewal: The Board thanked the Onsite Property Manager for negotiating a further reduction of the insurance premium from \$29,339 plus taxes to \$28,839 plus taxes. Given that the difference is 1.7%, the Board's consensus was that Resolution 041124R06 needed no amending resolutions.

(ii) Mechanical — Parking Garage: Repairs to the exhaust fan are complete. The Onsite Property Manager advised the Board of costs.

(iii) Mechanical — Filtration of Make-Up Air: York has installed high-efficiency dust block filters. The Onsite Property Manager advised the Board of costs.

(iv) Air Conditioning System — Chemical Feed Line: This repair is complete. The Onsite Property Manager will advise costs for Meeting 050126R.



- (v) Party Room — Provision of Furniture: ICC Property Management advises that the rental agreement already has an appropriate waiver. Therefore, the Party Room Form and Inspection Report can now accommodate residents' requests for rentals of tables and chairs.
- (vi) 6-8 Colborne — Cleanup: The Onsite Property Manager has communicated MTCC 1170's immediate concerns to H&R and awaits a response.
- (vii) Swimming Pool — Sand Tank: The contractor's subsequent examination indicates that the problem was in a severed air relief line. Replacement of that line has occurred, for \$167.13 (including taxes). Therefore, the President served notice to the Board of his intention to initiate rescission of Section 06 of Resolution 041124R07, no later than Regular Meeting 050126R.
- (viii) November 2004 Financials: The Treasurer commented briefly on the November 2004 Financials. Finally, he noted that prior completion of the interim audit meant the residual portion of the audit would encompass only 01 September 2004 to 30 November 2004. Therefore, an earlier date for the 2005 AGM might be possible.
- (ix) Toy Drive: The Vice President commented on the success of MTCC 1170's Toy Drive in December 2004.

Keith Bricknell surrendered the Chair to Nives Malara.

Resolution 041222R03: Receiving the Toy Drive Committee's Report

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the Vice President's oral report on MTCC 1170's "Toy Drive for Christmas 2004", dated 22 December 2004; AND FURTHER,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170:

- 01 thank residents for their support of the Toy Drive, and of the Toronto CAS's efforts on behalf of needy children; and,
- 02 thank the Vice President for the management of December 2004's solicitation and delivery of toys for the Toronto CAS.

Keith Bricknell/Dan Chiu — Carried

Keith Bricknell resumed the Chair.

- (x) Staff Fund: The Board reviewed the Staff Fund Chairperson's "Final Report" on contributions and disbursements for December 2004.

Resolution 041222R04: Receiving the Staff Fund Committee's Report

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, MTCC 1170's "Staff Fund Final Report for Christmas 2004", dated 22 December 2004; AND FURTHER,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170:

01 thank residents for their support of the Staff Fund; and,

02 thank the Staff Fund Chairperson for the management of December 2004's solicitation and distribution of contributions.

Dan Chiu/Nives Malara — Carried

- (xi) Brampton Fire — Security System: Brampton Fire has rectified deficiencies. The TFD has inspected the new fire alarm system and has received the new Fire Safety Plan for review and comment.
- (xii) Deployment of Surplus: The Onsite Property Manager reported on Staff Room improvements, already underway, and presented quotes for an elliptical trainer for the exercise room. Following review of the quotes, the Board asked the Onsite Property Manager to verify details and report to Directors by e-mail.
- (xiii) Heating System Leak: The Board reviewed photographs and directed the Onsite Property Manager to seek professional and/or regulatory opinions, conduct further investigations, and report by e-mail.
- (xiv) Security Reports: The Onsite Property Manager responded to the Board's requests for clarification.

Resolution 041222R05: Ratification of Prior Purchases

WHEREAS MTCC 1170's Board of Directors wishes to expedite operations by providing consensus for the Onsite Property Manager to purchase goods and/or services within specific price-ranges; AND,

WHEREAS the Onsite Property Manager has received invoices for purchases which had received the Board of Directors' consensus; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 ratify the following expenditures.

01 Maintenance Item — Parking Garage: \$706.20 (including taxes), for an item first referenced at Section 04(a)(ii) of the Minutes for Regular Meeting 041124R.

02 Maintenance Item — Filtration of Make-Up Air: \$359.52 (including taxes), for an item first referenced at Section 04(a)(iii) of the Minutes for Regular Meeting 041124R.

Dan Chiu/Nives Malara — Carried

Resolution 041222R06: Going in Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 7:20pm.

Dan Chiu/Nives Malara — Carried

Resolution 041222R07: Rising from Committee of the Whole

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 7:50pm.

Dan Chiu/Nives Malara — Carried

Resolution 041222R08: Receiving Reports on Elevators

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the following reports

- 01 TSSA Inspection Reports dated 29 and 30 November 2004; AND,
- 02 ThyssenKrupp's letter dated 10 December 2004.

Nives Malara/Dan Chiu — Carried

- (xv) Elevators: The Board awaits further data, including reports on the completion of maintenance-work previously referenced at Section 04(a)(viii) of the Minutes for Regular Meeting 041124R, before taking any further action, including a survey previously referenced at Section 04(a)(ix) of the Minutes for Regular Meeting 041124R.

- (xvi) Motion to Receive Administrative and Security Reports as Information

Resolution 041222R09: Receiving Administrative & Security Reports

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive, as information, the MTCC 1170 Management Office's Administrative Report for December 2004, and the Front Desk Security Report for the period 17 November 2004 to 15 December 2004.

Nives Malara/Dan Chiu — Carried

05 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) The President will continue to work with/liaise with legal counsel in editing the revised rules. Given the recent and unexpected spate of commitments, the earliest this item will resurface is at Regular Meeting 050126R.

- (b) Meeting with Pelican Woodcliff: This item should await the outcome of 04(a)(vi).

06 Correspondence Requiring Action:

- (a) The Board gave direction to the Onsite Property Manager for responding to a resident's inquiry into various items, including exclusive-use common elements.
- (b) The Board reviewed the President's written response to a tenant's inquiries.

Resolution 041222R10: Ratifying a Corporate Officer's Response to an Inquiry

WHEREAS on 17 December 2004, the President provided a written response to a tenant's inquiry about communications between tenants and condominium corporations; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 ratify the above-noted written response; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 support the development of a brochure, and/or other appropriate means of communication, to ensure that this type of information is available for dealing with other tenants' similar inquiries.

Dan Chiu/Nives Malara — Carried

07 Special Committee Reports: None

08 Other Reports: Where applicable, these are part of the Administrative Reports.

09 New and/or Brought-Forward Business: None

10 Perusal File of Correspondence Received as Information: Received by e-mail from the Management Office, and/or available in a folder during the Board Meeting.

11 Next Committee Meeting: TBA

12 Next Regular Meeting: 6:30pm on Wednesday 26 January 2005.

13 Motion for Adjournment

Resolution 041222R11: Adjournment of Meeting 041222R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 041222R at 8:00pm on Wednesday 22 December 2004.

“Keith Bricknell”

President: Keith Bricknell

“Dan Chiu”

Acting Secretary: Dan Chiu