



THE METROPOLE

14 July 2003

Minutes of MTCC 1170 Meeting Number 030708S — Held on 08 July 2003

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

Absent: Management Office Staff and Brookfield's head office personnel (as per the Board's prior stipulation)

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

02 Adoption of Agenda and Additions:

Resolution 030708S01

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Agenda for Meeting Number 030708S, subject to the following amendment:

“11 (i) Issues arising from the AGM on 18 June 2003”.

Sylvia Furlong/Jason Hum — Carried

03 Review of Previous Meetings' Minutes: Previous meetings' minutes were unavailable for review. Therefore, the Board agreed to defer this item.

04 Adoption of Previous Meetings' Minutes: The Board agreed to defer this item.

05 Unfinished Business Arising from Previous Meetings' Minutes: Save for additional agenda item 11 (i), the Board agreed to defer this item.

06 Correspondence Requiring Action and/or Delegations:

Resolution 030708S02

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall go into Committee of the Whole at 6:46pm.

Dan Chiu/Sylvia Furlong — Carried

Resolution 030708S03

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall rise from Committee of the Whole at 6:58pm.

Sylvia Furlong/Dan Chiu — Carried

Resolution 030708S04

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive as information correspondence from Harry Stinson and Wayne Gasner, and the President's responses thereto.

Dan Chiu/Jason Hum — Carried

Resolution 030708S05

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive as information correspondence from Vivienne Wang, and authorise the General Manager to respond thereto.

Dan Chiu/Jason Hum — Carried

07 Special Committee Reports: Deferred item.

08 Standing Committee Reports: As with Special Committee Reports, this is a deferred item. Nonetheless, the Board's consensus is (a) that a strong Committee system is essential for MTCC 1170's governance, and (b) that the Board should be proactive in inviting participation and developing Committees.

09 Administrative Reports:

Resolution 030708S06

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall accept as information a report dated 07 July 2003 from the MTCC 1170 Management Office, covering the following topics: status report on outstanding maintenance items and condominium issues.

Sylvia Furlong/Dan Chiu — Carried

Discussion of the Administrative Report followed. The Board's consensus was to deal with urgent issues as follows.

- (a) Technical Audit: Keith Bricknell will work with Management, and with MTCC 1170's consulting engineers, to facilitate completion of the Audit and to report to the Board.
- (b) Resumption of Work at 69 Yonge Street: Sylvia Furlong will verify that MTCC 1170 is again named as an insured party on 69 Yonge's insurance policy, and that prior conditions are still in place.
- (c) Elevator Service: Keith Bricknell will work with Management in reviewing the audit, and in addressing concerns about maintenance and reliability.
- (d) Outdoor Lounge Chairs: The Management Office shall get specifications and quotations for outdoor furniture that would be suitable for continuous-duty use. Keith Bricknell will review the data and join Management in reporting to the Board.
- (e) Maintenance Issues — 5th Floor and Penthouse Outdoor Terraces: Sylvia Furlong and Keith Bricknell will review recommendations to paint the 5th Floor railings and do maintenance-work on the Penthouse Terrace. Following review, the Board will receive recommendations.

10 Other Reports: None.

11 New Business:

Resolution 030708S07

WHEREAS Metropolitan Toronto Condominium Corporation 1170 desires to establish an orderly procedure for running its Board Meetings and recording the proceedings thereof; therefore,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the *21st Century Roberts Rules of Order* (1995 edition) as its procedural manual for conducting Board Meetings and Committee Meetings; and,

BE IT RESOLVED that the Secretary shall number motions as “YYMMDDTXX”, where “T” denotes the type of meeting (Regular or Special), and “XX” denotes the numerical sequence of motions within each specific meeting.

Dan Chiu/Sylvia Furlong — Carried

Following passage of Resolution 030708S07, Keith Bricknell explained that Directors and Committee Members could continue to consult their personal editions of *Roberts*. However, in the event of discrepancies, the *21st Century Roberts Rules of Order* (1995 edition) would prevail.

The Board’s consensus was to dispose of other “New Business” items as follows.

- (a) Protocol for Items to Be Considered at Board Meetings: Keith Bricknell agreed to draft a motion for Meeting Number 030723R — on 23 July 2003. The draft motion shall encompass the following issues:
 - (i) a definition of “reasonable notice” that the Board should require before it will consider matters such as “Correspondence Requiring Action” at meetings; and,
 - (ii) adoption of a reporting structure to which residents and/or owners should adhere when communicating suggestions and/or complaints.
- (b) Standardised Format for Routine Motions: Keith Bricknell agreed to finalise this system (introduced experimentally at Meeting Number 030708S) in time for Meeting Number 030723R.
- (c) Time-Lines for Management’s Reports to the Board: Sylvia Furlong advised the Board that Management’s contract with MTCC 1170 obliges Management to adhere to the following time-lines.
 - (i) By the 11th working day of each month, Management shall provide each Director with a copy of the following documents: general bank statement summary, Reserve Fund statement summary, bank reconciliation for the General Account, bank reconciliation for the Reserve Account, and detailed G/L analysis.
 - (ii) At least five (5) business days before each regularly scheduled Board Meeting, Management shall provide each Director with a written report, comprising Management’s formal communication with the Board. The report shall include, at minimum, all pending issues and a summary of Management’s disposition of the Board’s directives.

- (iii) Minutes of previous Meetings should be available to all Directors no more than seven (7) days after each Meeting. Adherence to that time-line is necessary regardless of who prepares the Minutes.
 - (iv) The Security Report (Head Concierge's responsibility) should also be available five business days before each Regular Meeting. (The only exception to this expectation would be emergent issues that a conscientious Board would wish to add to a Meeting's Agenda.)
 - (d) Protocol for Contacts between Directors and Management: Sylvia Furlong provided Directors with copies of the existing protocol, and reminded Directors of the necessity for compliance. Reasonable exceptions are possible, but only by Resolution and/or by the Board's prior consensus.
 - (e) Process for Replacing Directors that Resign: With regret, the Board noted Alan Kennedy's resignation. Sylvia Furlong and Keith Bricknell agreed to draft an open procedure for inviting potential replacements. That draft procedure would be available to the Board before Meeting Number 030723R.
 - (f) Matters Arising from the AGM on 18 June 2003: The Board discussed matters that Jason Hum had recorded during the AGM. Consensus was to take the following steps:
 - (i) require prompt transcription of the tape-recorded proceedings of the AGM;
 - (ii) reconcile the above-noted "official" transcript with Directors' notes; and,
 - (iii) use the "reconciled" list to provide timely responses to concerns raised at the meeting (save for items to which Keith Bricknell has already responded).
- 12 Perusal File of Correspondence Received as Information: No items to report.
- 13 Date of Next Meeting: 23 July 2003 — as per schedule.
- 14 Motion for Adjournment:
Resolution 030708S08
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 030708S at 9:05pm.
Sylvia Furlong/Dan Chiu — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



THE METROPOLE

30 July 2003

Minutes of MTCC 1170 Meeting Number 030723R — Held on 23 July 2003

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

Absent: None

01 Call to Order: Keith Bricknell called the meeting to order at 6:39pm.

02 Adoption of Agenda and Additions:

Resolution 030723R01: Adoption of Agenda

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Agenda for Meeting Number 030723R, as presented.

Dan Chiu/Sylvia Furlong — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 030723R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 030708S, as presented.

Jason Hum/Sylvia Furlong — Carried

04 Unfinished Business Arising from Previous Meetings' Minutes:

(a) The General Manager confirmed that 69 Yonge Street's insurance continues to name MTCC 1170 as a beneficiary, and that prior conditions are still in place to protect MTCC 1170's interests.

(b) The President provided a written report, digital photographs, and recommendations on maintenance issues on the Fifth Floor and Penthouse Outdoor Lounges. A brief summary follows.

(i) Fifth Floor Outdoor Lounge: Staff should immediately repaint the railing on the south parapet, overlooking the 6-8 Colborne Street project. Repainting of the other railings should occur in late autumn, after foliage no longer impedes painting.

(ii) Penthouse Outdoor Lounge: Following discussion of the President's report, the Board's consensus was to investigate including these maintenance issues in the Technical Audit. *(The Board wishes to verify the suitability of original archway materials — as regards Provincial, Municipal, and CSA specifications.)*

- (c) As agreed during Meeting Number 030708S, Directors co-operated to produce two motions dealing with “reasonable notice” and “reporting structure”.

Resolution 030723R03: Reasonable Notice to Consider a Matter at a Meeting

WHEREAS the Board of Directors of MTCC 1170 desires to balance the duty of accessibility with the duty to provide careful, reasoned, and informed responses to residents’ and owners’ concerns and/or requests, as expressed in writing and/or by delegation; THEREFORE,

BE IT RESOLVED that residents and owners, when presenting concerns and/or requests, and/or when seeking to appear before the Board as a delegation, shall comply with the following procedures and/or expectations.

- (a) Residents and/or owners must communicate concerns and/or requests in writing, addressed to “The Board of Directors of MTCC 1170, c/o the MTCC 1170 Management Office”. All such written communications must also include a statement of each writer’s concerns and/or complaints, and a statement of the remedy that each writer seeks. Individual Directors may continue to receive oral communications of concerns and/or requests. However, the receipt of such communications imposes no obligation, on individual Directors to relay oral communications to the Board, or to act thereupon.
- (b) If residents and/or owners wish to appear before the Board as a delegation, the request to appear must be in writing, addressed to “The Board of Directors of MTCC 1170, c/o the MTCC 1170 Management Office”. The request to appear must also include a statement of a prospective delegation’s concerns and/or complaints, and a statement of the remedy that each prospective delegation seeks. Individual Directors may continue to receive oral requests to appear as delegations. However, the receipt of such communications imposes no obligation, on individual Directors to relay such requests to the Board, or to act thereupon.
- (c) MTCC 1170’s Board usually meets on the fourth Wednesday of each month. Written concerns and/or requests, and/or requests to appear as a delegation, must arrive at MTCC 1170’s Front Desk no later than 8:00pm on the Friday immediately preceding the fourth Wednesday of each month.
- (d) MTCC 1170’s Board may simply receive as information any or all written concerns and/or requests, and/or requests to appear before the Board as a delegation.

Dan Chiu/Sylvia Furlong — Carried

Resolution 030723R04: Reporting Structure for Complaints and/or Concerns

WHEREAS the Board of Directors of MTCC 1170 desires to give full force and effect to the Corporation’s “Rules”, and especially those portions of the

“Rules” dealing with resolution of complaints and/or concerns; THEREFORE;

BE IT RESOLVED that the initial submission and/or statement of complaints and/or concerns shall begin at the lowest hierarchical level compatible with fair resolution. To that purpose’s attainment, the following principles shall apply.

- (a) MTCC 1170’s employees do not make or interpret the Corporation’s “Rules” and/or procedures. Rather, employees simply administer the “Rules” and/or procedures that the Board establishes. Residents and/or owners shall refrain from asking employees to disobey and/or vary from the Corporation’s “Rules” and/or procedures.
- (b) Sometimes, residents and/or owners might disagree with an employee’s understanding and/or enforcement of “Rules” and/or procedures. At such times, the communication of complaints, and/or expressions of concern, shall begin at the Management Office.
- (c) Individual Directors and/or the Board should receive and consider complaints only after the Management Office has had an opportunity to resolve matters.

Dan Chiu/Sylvia Furlong — Carried

(d) As also agreed during Meeting Number 030708S, Directors co-operated to produce a motion prescribing protocols to seek a replacement for the Vice President.

Resolution 030723R05: Procedures to Replace the Vice President

WHEREAS the Board of MTCC 1170 regretfully acknowledges receipt of Alan Kennedy’s resignation from the Board; THEREFORE,

BE IT RESOLVED that the Board of MTCC 1170 shall place advertisements for a “replacement director’s call” in the following locations:

- (a) notice-panels in the four elevators;
- (b) notice-panels in the mail-room and the corridor to the gymnasium; and,
- (c) on MTCC 1170’s “Web-page” at www.mtcc1170.com; AND, FURTHER,

BE IT RESOLVED that the Board of MTCC 1170 reserves the right to establish procedural timelines, and to seek and appoint a “replacement director” in the event that no candidates and/or no appropriate candidates respond to the “replacement director’s call”.

Dan Chiu/Sylvia Furlong — Carried

(e) Responses to Owners’ Questions at the AGM on 18 June 2003: The Board received the AGM Minutes too late to deal properly with a discussion of responses during Meeting Number 030723R.

Resolution 030723R06: Tabling Responses to Questions at the AGM

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall table Agenda Item 04(e) of Meeting Number 030723R to Meeting Number 030827R.

Dan Chiu/Jason Hum — Carried

(f) By consensus, the Board agreed to the General Manager's proposed response to correspondence from Vivienne Wang.

05 Correspondence Requiring Action and/or Delegations: The Board directed staff to remind residents to communicate concerns in writing, as per Resolution 030723R03 (above).

06 Special Committee Reports: The President reported on completion of negotiations with Skyline Cosmopolitan, *vis à vis* payment, technical safety issues, and insurance.

07 Standing Committee Reports: The General Manager reported on the status of recoveries from API (and/or from units that API formerly owned). By consensus, the Board requested the General Manager to continue pursuing this matter.

08 Administrative Reports and/or Officers' Activity Reports: The Board directed the Management Office to continue pursuing the following issues:

(a) monitoring the elevator service company's attention to routine maintenance of MTCC 1170's three elevators; and,

(b) soliciting quotes for durable replacement furniture for the Fifth Floor Outdoor Lounge, and seeking the Board's directions for proceeding with purchases before Meeting Number 030827R.

Resolution 030723R07: Accepting Administrative Reports

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall accept, as information, a report dated 15 July 2003 from the MTCC 1170 Management Office.

Dan Chiu/Sylvia Furlong — Carried

Resolution 030723R08: Accepting a Director's Activity Report

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall accept, as information, a report dated 22 July 2003 from the following Committees and/or Directors: "President's Activity Report and Recommendations — Meeting 030723R".

Dan Chiu/Sylvia Furlong — Carried

09 Other Reports: None.

10 New Business:

(a) Technical Audit: By consensus, the Board directed the Management Office to acquire "as built drawings" from Page & Steel — to facilitate the audit's progress.

- (b) Fire Alarm System: The Board dealt with this matter with the following Resolution. Also, by consensus, the Board agreed that the Management Office could undertake minor additional expenditures herein, but only after consulting with the Treasurer.

Resolution 030723R09: Ensuring Compliance with Current Fire-Safety Standards

WHEREAS Brampton Fire and Security Systems has identified deficiencies in MTCC 1170's fire alarm and fire fighting systems; therefore,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall authorise the Management Office to spend \$10,270, plus applicable taxes from the Reserve Fund, and \$950, plus applicable taxes from Budget, to rectify the identified deficiencies.

Sylvia Furlong/Jason Hum — Carried

- (c) Tree Replacement by the City of Toronto — King Street: By consensus, the Board directed the Management Office to be "on the record" by filing written expressions of concern with the City. The Board also agreed to monitor the situation with a view to Directors' involvement in lobbying the City.
- (d) Fax Reception in the Management Office: In late June 2003, the fax-component in the Office's multipurpose machine failed. (*As a stopgap measure, the President has agreed to receive the Office's faxes on his personal fax machine — at no cost to MTCC 1170.*) By consensus, the Board agreed that the Office should resume having independent fax-reception capability. Therefore, the Office will purchase a replacement fax-machine — after consultation with the President and the Treasurer.
- (e) Breakdown of Pool Chlorination Equipment: The Board's concern resulted from a pool closure during the week commencing 16 July 2003. The closure reflected an equipment breakdown on a day when, coincidentally, a Municipal inspection occurred. The Board accepted the Management Office's revised maintenance-procedures resulting from this incident, and will continue to monitor pool chlorination.
- (f) Disposing of a Resolution by the Previous Board on 16 July 2003:

Resolution 030723R10: Rescission of a resolution on or about 16 June 2003

WHEREAS the previous Board of Directors of MTCC 1170 did, on or about 16 June 2003, pass a motion establishing "New Rules", and did deem that receipt of notice of the "New Rules" would occur no later than 01 July 2003, with the "New Rules" taking effect on 31 July 2003, pursuant to Section 58(7) of the *Condominium Act*; AND,

WHEREAS because of sparse attendance at the AGM on 18 June 2003, dissemination of the "New Rules" was insufficient to comply with Section 58(7) of the *Condominium Act*; AND;

WHEREAS the newly-elected Board of Directors ordered the Management Office not to mail or otherwise disseminate the "New Rules" to the balance of owners and/or residents until the new Board had an opportunity to undertake any necessary reconsiderations and/or revisions; THEREFORE,

BE IT RESOLVED that MTCC 1170's Board of Directors rescinds the previous Board's motion, made on or about 16 June 2003, establishing "New Rules"; AND, FURTHER,

BE IT RESOLVED that MTCC 1170's Board of Directors reminds owners, residents, and staff that MTCC 1170's "1999 Rules" continue to have full force and effect.

Dan Chiu/Sylvia Furlong — Carried

(g) Other Items from Reports: The Board directed the Management Office to report further on roof-anchor repairs, and to proceed with waterproofing maintenance in a parking area. Also, the Board appointed legal counsel for dealing with liens. Finally, the Board dealt with matters arising from Section 06 of these Minutes.

Resolution 030723R11: Waterproofing repairs in a parking area

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall accept the repair quotation from Multiseal Waterproofing and Paving, dated 16 June 2003, in the amount of \$3,680, plus applicable taxes.

Dan Chiu/Jason Hum — Carried

Resolution 030723R12: Appointment of legal counsel for pursuing liens

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall cease using "Mr Drenfeld" (*sic*) as its solicitor for the lien process; and further,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall employ Fine & Deo, Barristers & Solicitors, for the lien process.

Sylvia Furlong/Jason Hum — Carried

Resolution 030723R13: 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 at 9:39pm on 23 July 2003.

Dan Chiu/Sylvia Furlong — Carried

Resolution 030723R14: 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 at 10:00pm on 23 July 2003.

Dan Chiu/Jason Hum — Carried

Resolution 030723R15: Ratifying an Agreement with Skyline Cosmopolitan

WHEREAS sometime between 14 May 2003 and MTCC 1170's AGM on 18 June 2003, MTCC 1170's Board of Directors permitted Skyline Cosmopolitan

to begin attaching their strut-plates to The Metropole's south-west wall;
AND,

WHEREAS MTCC 1170's Board of Directors' permission to attach strut-plates comprised part-performance of a contract dated 14 May 2003, in response whereto Skyline Cosmopolitan promised payment of \$20,000; AND;

WHEREAS the contract with Skyline Cosmopolitan, dated 14 May 2003 was deficient as regards insurance coverage naming MTCC 1170 as a beneficiary, and as regards limiting the extent of MTCC 1170's technical and/or structural co-operation with Skyline Cosmopolitan; AND,

WHEREAS MTCC 1170's Board asked the President to attempt resolution of the above-noted deficiencies in the contract with Skyline Cosmopolitan; THEREFORE,

BE IT RESOLVED that MTCC 1170's Board of Directors ratifies the amended agreement that the President executed with Skyline Cosmopolitan, including, *inter alia*, the following key provisions:

- (a) retention of Skyline Cosmopolitan's payment of \$20,000;
- (b) being a "named insured" on Skyline Cosmopolitan's liability insurance policy, in the amount of \$25,000,000, for the duration of the construction project, as per MTCC 1170's insurance broker's recommendation; and,
- (c) strict delimitation of MTCC 1170's technical and/or structural co-operation, as per MTCC 1170's consulting engineers' recommendation.

Dan Chiu/Jason Hum — Carried

11 Perusal File of Correspondence Received as Information: No items to report.

12 Date of Next Meeting: 27 August 2003 — pending a Director's possible request for re-scheduling.

13 Motion for Adjournment:

Resolution 030723R16: Adjournment of Meeting Number 030723R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 030723R at 10:12pm.

Sylvia Furlong/Dan Chiu — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



THE METROPOLE

02 September 2003

Minutes of MTCC 1170 Meeting Number 030827R — Held on 27 August 2003

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

Absent: None

01 Call to Order: Keith Bricknell called the meeting to order at 6:45pm.

02 Adoption of Agenda and Additions:

Resolution 030827R01: Adoption of Agenda

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Agenda for Meeting Number 030827R, subject to the following addition.

06 (c) e-mail from Anne Fraser.

Sylvia Furlong/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 030827R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 030723R, as presented.

Dan Chiu/Sylvia Furlong — Carried

04 Administrative Reports:

Pending Administrative Items — for Discussion at Meeting Number 030925R:

(a) For Meeting Number 030925R, the Management Office will provide information, and offer suggestions, about guidelines for, and issuance of, "Guest Cards".

(b) The General Manager will direct the Management Office's search for replacement lounge chairs for the Outdoor Lounges (5th Floor and Penthouse).

Resolutions Arising from Administrative Reports — at Meeting Number 030827R:

Resolution 030827R03: Scheduling a Special Meeting in September 2003

WHEREAS the Board of Directors of Metropolitan Condominium Corporation 1170 requires additional information before dealing with specific matters described below; AND,

WHEREAS matters described below require disposition before September's Regular Meeting; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall hold a Special Meeting on 10 September 2003 (commencing at 6:30pm) to dispose of any or all of the following issues:

- 01 Adoption of the Minutes of Board Meeting Number 030827R;
- 02 “Technical Audit” data, as presented by Trow Engineering on 20 August 2003;
- 03 “Investigation of the Southwest Corner”, as presented by Trow Engineering on 22 August 2003; and,
- 04 selection of a new Director — to replace Alan Kennedy.

Dan Chiu/Sylvia Furlong — Carried

Resolution 030827R04: Ratifying Permission to Fasten Roxul Insulation

WHEREAS the Site Manager for the construction project at 6-8 Colborne Street requested permission to fasten Roxul insulation to the portion of The Metropole’s west wall adjoining the 6-8 Colborne Street site; AND,

WHEREAS the President consulted immediately with Trow Engineering and determined that the fastening procedure was non-intrusive; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall ratify the agreement of 11 August 2003, allowing the fastening of Roxul insulation to the above-noted wall — “...subject to the standard of workmanship described in MTCC 1170’s agreements with Skyline”.

Sylvia Furlong/Dan Chiu — Carried

Resolution 030827R05: Purchasing a Brother MFC-4800 Multifunction Machine

WHEREAS the MTCC 1170 Office’s multifunction photocopier has lost its capability of sending and/or receiving faxes; AND,

WHEREAS the pre-tax repair-quotation for the above-noted photocopier (three years old in October 2003) is more than \$600; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 authorises the purchase of a Brother MFC-4800 “5 in 1” multifunction machine, plus a three-year service contract, for a pre-tax price not to exceed \$580.

Dan Chiu/Jason Hum — Carried

Resolution 030827R06: Receiving 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 22 August 2003, and the Front Desk Security Report for the period 01 July to 18 August 2003.

Dan Chiu/Sylvia Furlong — Carried

(Following Resolution 030827R06, the Board thanked Christine MacLean for the Administrative Reports and excused her from further attendance at Meeting Number 030827R.)

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

By consensus, the Board deferred lifting these items from the table — pending additional investigation.

06 Correspondence Requiring Action and/or Delegations:

Resolution 030827R07: Receiving Correspondence as Information

WHEREAS the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 has examined correspondence from “The Sons and Daughters of York (represented by Peter Currie), and the President’s written response to the above-noted correspondence; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall receive both of the above noted pieces of correspondence “as information”.

Sylvia Furlong/Jason Hum — Carried

07 Special Committee Reports: The President reported on decisions that the Management Office, Security Staff, and he implemented during the recent “electrical emergency”, and in response to a false fire alarm on Friday 22 August 2003.

Pending Administrative Item — for Discussion at Meeting Number 030925R:

(a) For Meeting Number 030925R, the Management Office will advise the Board of cost-recovery from the false fire alarm on Friday 22 August 2003.

Resolutions Arising from Special Committee Reports — at Meeting Number 030827R:

Resolution 030827R08: Ratifying Reduced Services after 15 August 2003

WHEREAS the Province of Ontario suffered from an electrical blackout and reduced supply of electricity from 14 to 24 August 2003; AND,

WHEREAS the Government of Ontario requested all citizens’ and corporations’ cooperation in reducing electricity-consumption and forestalling additional blackouts; THEREFORE,

Be It Resolved that the Board of Directors of Metropolitan Condominium Corporation 1170 ratifies the Management Office’s actions in shutting down the air-conditioner “chiller” (14 August to 16 August 2003); AND, FURTHER,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 ratifies subsequent energy-conservation measures undertaken by the Management Office and the President, as described in the Management Office’s “Notice” dated 21 August 2003 and prominently displayed throughout The Metropole.

Dan Chiu/Sylvia Furlong — Carried

Resolution 030827R09: Ratifying Security Staff’s Response to a False Fire Alarm

WHEREAS security staff saw an unidentified person use one of the front door fire alarms to cause a “false” fire alarm between 9:00pm and 10:00pm on Friday 22 August 2003; AND,

WHEREAS security cameras had “caught” the above-noted “unidentified person” on tape; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 ratifies security staff’s actions in:

01 notifying the Toronto Police of the incident; and,

02 offering the Toronto Police access to the security tapes; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 requests all residents’ co-operation in reporting misuse of the fire alarm system.

Dan Chiu/Sylvia Furlong — Carried

Agenda items 08 to 11 (inclusive of both) included confidential issues. Therefore, the Board chose to resolve itself into a Committee of the Whole Board.

Resolution 030827R10: Going 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 at 8:45pm on 27 August 2003.

Dan Chiu/Sylvia Furlong — Carried

Resolution 030827R11: 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 9:40pm on 27 August 2003.

Dan Chiu/Sylvia Furlong — Carried

08 Standing Committee Reports:

(a) The Board’s consensus was to investigate the following issues over the next three or four months:

(i) verification of MTCC 1170’s and independent contractors’ compliance with workplace health and safety standards, and with the CCRA’s requirements; and,

(ii) assessment of office operations — with specific emphasis on office automation, computer security, supplies, and telephone systems.

(b) The Board asked the General Manager to report on bringing closure to the “balcony glazing” process.

(c) The President provided a brief oral report on, and background to, potential energy management issues and possibilities in The Metropole.

Resolutions Arising from Standing Committee Reports and/or Officers' Reports — at Meeting Number 030827R:

Resolution 030827R12: Establishing an Energy Management Committee

WHEREAS emergency events of 14 to 24 August 2003 reaffirmed the necessity for comprehensive energy and resource management strategies; AND,

WHEREAS the purchase of water, gas, electricity, and related components comprises a significant portion of MTCC 1170's annual budget for consumable products and/or services; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 (hereinafter, "the Board") shall establish an *ad hoc* committee whose name shall be "The MTCC 1170 Energy Management Committee"; AND, FURTHER,

BE IT RESOLVED that "The MTCC 1170 Energy Management Committee" (hereinafter, the "Committee") shall operate under, and comply fully with, the following guidelines, time-lines, and/or limitations.

01 The Committee shall comprise no fewer than two Directors and no more than five Owners of units in MTCC 1170. To encourage Owners' participation, the Board shall issue an invitation to participate.

02 Before joining the Committee, prospective members — be they MTCC 1170's Directors or Owners of units in MTCC 1170 — shall declare any conflict of interest that might arise from the Committee's eventual recommendations to purchase conservational products and/or services.

03 The Chair of the Committee shall be one of MTCC 1170's Directors. MTCC 1170's President shall have *ex officio* membership on the committee. As an *ex officio* committee-member, the President, shall defer to the Director who is Chair of the Committee.

04 In its proceedings, the Committee shall function according to the procedures that Resolution 030708S07 establishes for Regular and Special Board Meetings.

05 The Committee may invite written and/or oral submissions from all residents and/or commercial property owners that use MTCC 1170's supplied electricity, gas, and/or water.

06 The Committee's primary mandate shall be as follows:

(a) to investigate and report on ways in which MTCC 1170 might reduce the cost of electricity, gas, and/or water supplied to MTCC 1170's "common elements";

(b) to investigate and report on ways in which MTCC 1170 might reduce the cost of consumable products necessary for distributing services that consume electricity, gas, and/or water;

- (c) to identify strategies for facilitating all aspects of resource-conservation within individual units;
- (d) to identify governmental grants that could assist MTCC 1170 and/or individual owners to implement energy-conservation measures.

After completing its “initial mandate”, the Committee will report to the Board — no later than the Regular Meeting in November 2003.

07 If the Committee’s findings and/or recommendations indicate insufficient prospect of achieving significant cost-reductions, the Board may direct the Committee to proceed to its secondary mandate. That mandate shall comprise:

- (a) ascertaining methods, costs, and prospective governmental funding for sub-metering of electricity, gas, and water;
- (b) providing a report, fully relevant to MTCC 1170, on the costs and benefits of implementing sub-metering of electricity, gas, and water; and,
- (c) providing a report on the steps and costs that would be necessary to prepare units to take full advantage of sub-metering of electricity, gas, and water.

After completing its “secondary mandate”, the Committee will report to the Board — no later than the Regular Meeting in January 2004.

08 The Committee shall report only to the Board, and only via the Director that is Chair of the Committee.

09 The Board’s only obligation to the Committee is to receive the Committee’s reports and or proceedings “as information”.

10 The Committee is purely *ad hoc*. Thus, the Committee shall dissolve no later than 31 January 2004, unless the Board specifically extends its mandate.

Sylvia Furlong/Jason Hum — Carried

Resolution 030827R13: Receiving Correspondence as Information

WHEREAS the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 has examined e-mail correspondence from Anne Fraser; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 delegates to the General Manager the duty of response to Anne Fraser.

Dan Chiu/Jason Hum — Carried

09 Other Reports: None.

10 New Business:

- (a) Procedure for Recruiting a Director: Resolution 030827R03 establishes a special meeting for accomplishing this.
- (b) Providing Training for Directors: The Board agreed that all Directors should attend Canadian Condominium Institute seminars — at the earliest opportunity.
- (c) Energy Management Newsletter: The Board agreed that the President should provide an “Energy Management Newsletter” — for posting on MTCC 1170’s home-page. This “Newsletter” could also provide background for the “Energy Management Committee”.
- (d) Release of “Unofficial” Minutes of Meetings: The Board agreed to post “unofficial” minutes on MTCC 1170’s home-page.

Resolutions Arising from New Business — at Meeting Number 030827R:

Resolution 030827R14: Permitting the Release of Unofficial Minutes

WHEREAS the Board of Directors of Metropolitan Condominium Corporation 1170 wishes to facilitate the flow of information to owners and/or residents;
THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall make available, via its home-page, “unofficial” versions of the minutes of all meetings, with the understanding on readers’ part that “unofficial” minutes may be subject to amendment preceding formal adoption.

Jason Hum/Sylvia Furlong — Carried

- 11 Perusal File of Correspondence Received as Information: No items to report.
- 12 Date of Next Meeting: 25 September 2003 — to accommodate a commitment that the President had made before 18 June 2003.
- 13 Motion for Adjournment:

Resolution 030827R15: Adjournment of Meeting Number 030827R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 030827R at 10:00pm.

Dan Chiu/Sylvia Furlong — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum



THE METROPOLE

22 September 2003

Minutes of MTCC 1170 Meeting Number 030919S — Held on 19 September 2003

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

Absent: Christine MacLean (by prior agreement)

01 Call to Order: Keith Bricknell called the meeting to order at 8:40pm.

02 Adoption of Agenda and Additions, and Rescheduling a Meeting-Date:

Resolution 030919S01: Rescheduling a Meeting

WHEREAS unforeseen events precluded holding Meeting Number 030910S; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall carry the above noted Meeting's agenda forward to 19 September 2003 as Meeting Number 030919S.

Sylvia Furlong/Dan Chiu — Carried

Resolution 030919S02: Adoption of Agenda

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Agenda for Meeting Number 030919S, as presented.

Dan Chiu/Sylvia Furlong — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 030919S03: 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) 030827R, as presented.

Dan Chiu/Sylvia Furlong — Carried

04 Engineering Reports:

Resolution 030919S04: Tabling of Agenda Items

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall table items 5(a) and 5(b) of the Agenda for Meeting Number 030919S.

Sylvia Furlong/Dan Chiu — Carried

05 Appointment of a New Director:

Resolution 030919S05: Appointment of a New Director

WHEREAS the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 has advertised for, and interviewed, candidates to fill a vacancy on the Board; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall appoint Nives Malara, a resident owner, as a Director, effective 19 September 2003, subject to Sections 34(2) and 34(3) of the *Condominium Act*.

Dan Chiu/Sylvia Furlong — Carried

06 Adjournment:

Resolution 030919S06: Adjournment of Meeting Number 030919S

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall adjourn Special Meeting Number 030919S at 09:06pm on Friday 19 September 2003.

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum

Adopted at
Meeting #030925R



THE METROPOLE

06 October 2003

Minutes of MTCC 1170 Meeting Number 030925R — Held on 25 September 2003

Present: Directors — Keith Bricknell, Dan Chiu (7:10pm), Sylvia Furlong, and Jason Hum; and Staff — Christine MacLean

Absent: Nives Malara (commitment prior to joining the Board)

01 Call to Order: Keith Bricknell called the meeting to order at 6:39pm.

02 Adoption of Agenda and Additions:

Resolution 030925R01: Adoption of Agenda

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Agenda for Meeting Number 030925R, as presented.

Sylvia Furlong/Jason Hum — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 030925R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 030919S, as presented.

Sylvia Furlong/Jason Hum — Carried

04 Administrative and Security Reports:

- (a) Roof Anchors: Additional information is pending — for decision during Meeting Number 031023R, or at a prior Special Meeting.
- (b) Caulking of Leaky Windows: Additional information is pending — for decision during Meeting Number 031023R, or at a prior Special Meeting.
- (c) Southwest Corner Brickwork: The Management Office will contact H&R about this deficiency and report to Directors individually — preferably before Meeting Number 021023R.
- (d) Brampton Fire — Alarm System: Additional information is pending — for decision during Meeting Number 031023R, or at a prior Special Meeting.
- (e) Lounge Chairs: The General Manager and the Secretary will work with the Management Office to get post-season prices for presentation at Meeting Number 031023R.
- (f) Carpet Cleaning: The Board's consensus was to delay major shampooing of residential corridors until the spring of 2004.
- (g) Security Issues and Owners' Outstanding Obligations: The Board and the Management Office discussed the following issues.

- (i) False Fire Alarms: The Board's consensus was that residents needed to be more fully aware of safety and financial issues flowing from false fire alarms. Also, the Board will seek methods of deterring false fire alarms.
 - (ii) LLBO Regulations for Condominiums: The Management Office shall clarify the LLBO's expectations *re* common elements in condominiums.
 - (iii) Liens: During Meeting Number 031023R, or at a prior Special Meeting, the Board will deal with court costs owed by former API suites.
 - (iv) Access Cards: The Management Office presented suggestions for issuing access cards to occupants' family members.
- (h) Reserve Fund Study: The Board will continue receiving and reviewing information from prior and/or current consulting engineers.
- (i) Office Computer and Internet Connection (reflecting the Minutes of Meeting Number 030827R — Subsections 08(a)(i)&(ii)):
- (i) The Secretary will work with the Management Office to set up a high-speed Internet connection.
 - (ii) The President will work with the Management Office to deal with performance issues relating to office equipment.

Resolution 030925R03: Receiving 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 22 September 2003, and the Front Desk Security Report for the period 19 August to 16 September 2003.

Dan Chiu/Sylvia Furlong — Carried

(Following Resolution 030925R03, the Board thanked Christine MacLean for the Administrative Reports and excused her from further attendance at Meeting Number 030925R.)

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

The Secretary provided a summary of recommendations for amending the Rules. By consensus, the Board deferred lifting this from the table — pending study of the recommendations before Meeting Number 031023R.

06 Correspondence Requiring Action and/or Delegations:

Resolution 030925R04: Receiving Correspondence as Information

WHEREAS the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 has examined e-mail from Peter Currie, dated 29 August 2003;
THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 delegates to the President the duty of response to Peter Currie.

Sylvia Furlong/Dan Chiu — Carried

07 Special Committee Reports:

- (a) The Board agreed on the final format of the Treasurer's proposed advertisement for volunteers for the Energy Management Committee (EMC).
- (b) The Board agreed to defer publication and placement of an "energy management newsletter".

08 Standing Committee Reports:

- (a) Finance: The Treasurer commented briefly on Brookfield's comparison of YTD and Budget data.
- (b) Management: The General Manager reported that finalisation of administrative matters *re* balcony glazing was ongoing.

09 Other Reports: None.

10 New Business: The Board read and discussed draft documents dealing with the following issues:

- (a) development and/or clarification of criteria to assist Directors and staff to identify and/or avoid potential conflict of interest situations;
- (b) development and/or clarification of criteria and/or protocols for authorising unbudgeted expenditures between Board Meetings (or in the absence of calling a Special Meeting); and,
- (c) development and/or clarification of protocols for Directors' communicating with residents on behalf of MTCC 1170.

The Board's consensus was to defer formal consideration of the above-noted topics until Meeting Number 031023R, or later.

11 Perusal File of Correspondence Received as Information: No items to report.

12 Date of Next Meeting: 23 October 2003 — to accommodate Directors' attendance at a CCI course.

13 Motion for Adjournment:

Resolution 03092505: Adjournment of Meeting Number 030925R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 030925R at 9:54pm.

Sylvia Furlong/Dan Chiu — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



THE METROPOLE

01 November 2003

Minutes of MTCC 1170 Meeting Number 031023R — Held on 23 October 2003

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

Absent: None

01 Call to Order: Keith Bricknell called the meeting to order at 6:40pm.

02 Adoption of Agenda and Additions:

Resolution 031023R01: Adoption of Agenda

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Agenda for Meeting Number 031023R, as presented.

Nives Malara/Sylvia Furlong — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 031023R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 shall adopt the Minutes for Meeting(s) Number(s) 030925R, as presented.

Jason Hum/Dan Chiu — Carried

04 Administrative and Security Reports:

(a) Roof-Anchors: Directors' consensus was to instruct Management to proceed with work, *per* the supplier's quotation. At a subsequent meeting, a motion will apportion costs to appropriate accounts.

(b) Caulking of Leaky Windows: This item still awaits completion of work on the roof-anchors, and receipt of a quotation for the cost of caulking.

(d) Brampton Fire — Investigation continues, with the possibility that any deficiency might be limited to the annunciator panel.

(e) Lounge Chairs: MTCC 1170 will investigate mutual economies attainable by piggy-backing with another condominium's contemplated purchase(s).

(f) Window Washing: This item also awaits completion of work on the roof-anchors.

(g) Garage Power-Washing: This will begin on or shortly after 03 November 2003.

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

(a) The Secretary noted omissions in the AGM Minutes dated 18 June 2003, and discussed appropriate responses to issues raised during that AGM. (The Board agreed that copies of the current insurance certificate should accompany the next budget mailing.)

(b) The Secretary asked other Directors' opinions about changes to MTCC 1170's Rules.

06 Correspondence Requiring Action and/or Delegations: The Board's consensus was that the Management Office should continue responding to correspondence from Richard Paul.

07 Special Committee Reports:

(a) Dan Chiu, *qua* Chair of the Energy Management Committee (EMC) provided a progress report. By consensus, the Board accepted publicity and/or informational documents that the EMC presented, and passed a resolution to facilitate the posting of such documents.

Resolution 031023R03: MTCC 1170's Use of Additional and/or Alternative Web Sites

WHEREAS Web sites additional and/or alternative to, www.MTCC1170.com are available at no additional cost to MTCC 1170; THEREFORE,

BE IT RESOLVED that, from time to time, MTCC 1170 may, by the Board's prior and/or *post hoc* consensus and/or motion, utilise such sites; AND, FURTHER,

BE IT RESOLVED that the Board will provide owners and/or residents with timely notification of its use of such additional and/or alternative sites.

Dan Chiu/Jason Hum — Carried

08 Standing Committee Reports:

(a) Finance: The Treasurer briefly questioned Christine MacLean about Brookfield's comparison of YTD and Budget data. Also, the Treasurer noted the necessity for a Special Meeting early in November 2003 — to finalise the Budget for 01 December 2003 to 30 November 2004 (inclusive of both dates).

(b) Management: The General Manager commented further on finalisation of administrative matters *re* balcony glazing.

(c) The President provided a written and photographic report on the impact of construction at the 6-8 Colborne Street site.

As she had completed her duties, the Board excused Christine MacLean from further attendance at Regular Meeting 021023R.
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Resolution 031023R04: 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 October 2003, and the Front Desk Security Report for the period 17 September 2003 to 14 October 2003.

Sylvia Furlong/Jason Hum — Carried

Resolution 031023R05: Approval of Directors' Actions on Behalf of MTCC 1170

Be It Resolved that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall approve the following actions by Directors on behalf of the Corporation:

- (a) the Secretary — switching MTCC 1170 from Sympatico dial-up to BellNet basic business broadband, for Internet and e-mail;
- (b) the President — shutting down the treadmill on 07 October 2003, to prevent further damage, pending repairs; and,
- (c) the General Manager and the President — investigation of computer-related issues in the General Office.

Jason Hum/Dan Chiu — Carried

Resolution 031023R06: 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 during November 2003; AND, FURTHER,

BE IT RESOLVED that the above-noted Special Meeting's primary purpose will be finalisation of the Budget for 01 December 2003 to 30 November 2004, inclusive of both dates.

Jason Hum/Nives Malara — Carried

Resolution 031023R07: Ratification of the President's Report on 6-8 Colborne Street

Be It Resolved that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 ratifies the President's report, dated 23 October 2003, on construction at 6-8 Colborne Street, including possible incursion on MTCC 1170's property.

Sylvia Furlong/Nives Malara — Carried

- 09 Other Reports: Discussion of the President's comments on MTCC 1170's Directors' ongoing attendance at the Canadian Condominium Institute's seminars.
- 10 New Business: By consensus, the Board clarified criteria and protocols for instances when individual Directors act directly on behalf of MTCC 1170.
- 11 Perusal File of Correspondence Received as Information: No items to report.
- 12 Date of Next Regular Meeting: Wednesday 26 November 2003.
- 13 Motion for Adjournment:

Resolution 031023R08: Adjournment of Meeting Number 031023R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 031023R at 9:25pm.

Jason Hum/Dan Chiu — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum



THE METROPOLE

26 November 2003

Minutes of MTCC 1170 Meeting Number 031103S — Held on 03 November 2003

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

Absent: None

01 Call to Order: Keith Bricknell called the meeting to order at 6:43pm.

02 Waiver of Notice

Resolution 031103S01: Waiver of Notice for Calling a Special Meeting

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation Number 1170 reaffirms Resolution 031023R06 and waives notice for calling Special Meeting Number 031103S.

Jason Hum/Nives Malara — Carried

03 Adoption of Agenda and Additions:

Resolution 031103S02: Adoption of Agenda

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Agenda for Meeting Number 031103S, as presented.

Sylvia Furlong/Dan Chiu — Carried

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 031103S03: 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) 031023R, as presented.

Jason Hum/Nives Malara — Carried

05 Matters from Prior Administrative and Security Reports:

Resolution 031103S04: Approval of Repair-Quotation — Roof Anchors

WHEREAS Ankor Engineers has agreed to remedy a davit base-plate deficiency at no cost to MTCC 1170; AND,

WHEREAS Trow Associates has confirmed the need to resolve other safety-related deficiencies in MTCC 1170's roof anchor systems; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation Number 1170 accepts Ankor Engineers' repair-quotation, and allocates expenditures as follows:

- (a) from the Reserve Fund, a total of \$6,741.00 (inclusive of applicable taxes) for nylon bushings and davit base rods — comprising replacements of items present in the “as-built” common elements; and,
- (b) from the Operating Budget, a total of \$2,225.60 (inclusive of applicable taxes) for drawings, rope-stops, and the performance of pull-tests — comprising items and/or services relevant to ongoing maintenance and safety.

Sylvia Furlong/Dan Chiu — Carried

Resolution 031103S05: Approving Engineers to Update the Reserve Fund Study

WHEREAS the Condominium Act and Regulations require MTCC 1170 to update its existing Reserve Fund Study by May 2004; AND,

WHEREAS MTCC 1170 has already employed Trow Associates (a) to perform a condition-audit and ongoing surveillance during construction at 6-8 Colborne, and (b) to complete MTCC 1170’s Technical Audit Resolution Process; AND,

WHEREAS Trow Associates has, in the performance of its duties, gained comprehensive structural, mechanical, and electrical knowledge of The Metropole; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation believes (a) that MTCC 1170 will benefit from Trow Associates’ accumulated knowledge, and (b) that MTCC 1170 does not wish to pay for inevitable duplication of research entailed in employing another consultant; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 shall employ Trow Associates to perform the provincially mandated update to its Reserve Fund Study in time sufficient for MTCC 1170 to meet the May 2004 deadline.

Sylvia Furlong/Nives Malara — Carried

06 Special Committee Reports:

Resolution 031103S06: Appointing an Interim Chair for the EMC

WHEREAS work-related duties might occasionally cause the Chair of the EMC to be unavailable to attend and preside over the EMC’s meetings; THEREFORE,

BE IT RESOLVED that the President of MTCC 1170 shall attend and preside over the EMC’s meetings as Interim Chair during the Chair’s absences; AND, FURTHER,

BE IT RESOLVED that that the Interim Chair will keep records of the meetings where he presides and provide those records to the Chair in timely fashion.

Dan Chiu/Sylvia Furlong — Carried

07 New Business:

Resolution 031103S07: 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 at 6:55pm.

Jason Hum/Nives Malara — Carried

Resolution 031103S08: 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 at 8:15pm.

Jason Hum/Nives Malara — Carried

Resolution 031103S09: Approval of the 2003-2004 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 the Management Office; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation Number 1170 authorises the following budget for 01 December 2003 to 30 November 2004 (inclusive of both dates):

(a) an Operating Budget of \$1,327,521.00; and,

(b) a Reserve Fund Contribution of \$185,853.00; AND, FURTHER,

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

Dan Chiu/Jason Hum — Carried

08 Perusal File of Correspondence Received as Information: No items to report.

09 Date of Next Regular Meeting: Wednesday 26 November 2003.

10 Motion for Adjournment:

Resolution 031103S10: Adjournment of Meeting Number 031103S

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 031103S at 8:18pm.

Nives Malara/Sylvia Furlong — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum



THE METROPOLE

22 December 2003

Minutes of MTCC 1170 Meeting Number 031126R — Held on 26 November 2003

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

Absent: Christine MacLean — with the Board's Prior Approval

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

02 Adoption of Agenda and Additions:

Resolution 031126R01: Adoption of Agenda

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Agenda for Meeting Number 031126R, as presented.

Jason Hum/Nives Malara — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 031126R02: 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) 031103S, as presented.

Dan Chiu/Sylvia Furlong — Carried

04 Administrative and Security Reports:

In Christine MacLean's absence, the President and/or the General Manager responded to questions about the following items from, and/or arising from, the Reports.

- (i) Security Staff: With departures from the Security Staff, the Head Concierge will be training two new staff over the next few weeks
- (ii) Roof Anchors: Work is underway. Inspection and certification will follow.
- (iii) Windows — Caulking: This item awaits completion of 04(a)(ii).
- (iv) Southwest Corner: H&R has agreed in writing to do this brickwork at no cost to MTCC 1170. Trow Engineering will continue to monitor the situation, assess the suitability of H&R's proposal, and report to the Board.
- (v) Brampton Fire — Alarm System: The Board will instruct the Management Office to invite Brampton Fire Alarm to attend a Board Meeting to explain alternatives to the Directors.
- (vi) Elevators: With the report of further instances of broken glass on elevators, the Board will investigate installing cameras and video-feed in the elevators. (Such investigation will be part of a comprehensive review of security procedures at The Metropole.)

- (vii) Hot Water Tank Problems — Townhouses: The Board asked the President to research the problem and report to Directors by e-mail before Regular Meeting Number 031222R.
- (viii) Winter Mats: The Board directed the Management Office to get quotations for purchase and/or rental of replacement mats.
- (ix) Dryer Maintenance: By consensus, the Board authorised proceeding with this item. Also, the Board agreed that the explanatory letter to owners shall include a copy of the Ontario Fire Marshall's advisory on dryer maintenance.
- (x) Garage Floor Drain: By consensus, the Board directed the Management Office to add this ongoing item to the Technical Audit.
- (xi) Lunch Break Relief for the Head Concierge: The Board concurred with the Management Office's recommendation for the Building Superintendent to substitute for the Head Concierge for 30 minutes per day.
- (xii) Cleaning Schedule for the Swimming Pool: The Board directed the Management Office to report to the President on pool-usage, and to suggest times and dates for cleaning.
- (xiii) 6-8 Colborne Street — Possible Parking Violations: The Board directed the Management Office to continue photographing instances when vehicles block access to The Metropole's lower parking garage, and to report immediately to the City of Toronto's Parking Authority.

Resolution 031126R03: Acceptance of Administrative Report and 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 Reports dated 24 & 26 November 2003, and the Front Desk Security Report for the period 15 October to 16 November 2003.

Jason Hum/Nives Malara — Carried

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

- (a) The Secretary reported that he was continuing work on tentative changes to MTCC 1170's Rules.

06 Correspondence Requiring Action and/or Delegations: The Board's consensus was to receive correspondence from John Todd as information, and defer the matter to Regular Meeting Number 031222R.

07 Special Committee Reports and/or Enabling Motions:

- (a) The Chair of the EMC reported the necessity for extending the Committee's work beyond the dates that the Board had initially contemplated.

Resolution 031126R04: Extension of the EMC's Reporting Date and Mandate

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

WHEREAS the impending increase in electricity-costs adds a new variable to the EMC's work and eventual report(s); 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 January 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 February 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 01 March 2004, rather than 31 January 2004
- (d) Except for the above-noted changes of dates, all other provisions of Resolution 030827R12 remain in full force and effect.

Dan Chiu/Sylvia Furlong — Carried

08 Standing Committee Reports and/or Enabling Motions

- (a) Finance: The Treasurer commented briefly on reasons for MTCC 1170's continuing surplus for the fiscal year ending 30 November 2003.
- (b) Management: The General Manager explained the necessity for passing a motion to approve and facilitate balcony glazing.

Resolution 031126R05: Approval and Facilitation of Balcony Glazing

WHEREAS where applicable, Metropolitan Condominium Corporation 1170 (MTCC 1170) permits owners to install a balcony glazing system, provided that all such installation(s) shall occur at no cost to MTCC 1170, and provided that all such installation(s) shall comply fully with Section 98 of Ontario's *Condominium Act*; AND,

WHEREAS construction at 6-8 Colborne Street has made balcony glazing desirable, especially at The Metropole's southwest corner, MTCC 1170 wishes to facilitate such installations by providing low-cost documents and procedures necessary for each and every installation; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises and/or requires the following procedures for owners that wish to install balcony glazing.

- (a) To honour processes initiated by the previous Board(s), MTCC 1170 shall absorb \$1,000 of the legal costs of preparing the "Balcony Glazing Alteration Agreement" ("the Agreement"), on the expecta-

tion that subsequent registrations, and owners' fees for using the Agreement, shall fully defray this cost.

- (b) Copies of the Agreement are available to owners at MTCC 1170's Management Office. Regardless of owners' choice of legal representation for registering alterations on title, MTCC 1170's agreement is the sole format in which MTCC 1170 will accept applications for approval of balcony glazing installations. MTCC 1170 reserves the right to refuse applications to approve balcony glazing if an applicant or applicants has/have altered the Agreement.
- (c) Section 98 of the Condominium Act requires owners to enter into an Alteration Agreement ("the Agreement") with MTCC 1170, before proceeding with any and all alterations, including balcony glazing. Before beginning any or all balcony glazing installations, each owner shall apply for the MTCC 1170's approval. All such applications shall comprise a completed and signed copy of the Agreement and payment of \$100. The payment is non-refundable and helps to defray costs of the Agreement, whose prior preparation and communal cost benefits all applicants.
- (d) Section 98 of the *Condominium Act* also requires any and all alterations, including balcony glazing, to be registered on title to the affected unit. Owners must file copies of any and all such registrations with MTCC 1170's Management Office, within 60 days of completion of the alteration. Furthermore, owners are responsible for all costs of registration on title, and for all costs of providing copies to MTCC 1170's Management Office.
- (c) In default of an owner's (or owners') providing MTCC 1170's Management Office with a copy of registration on title within 60 days after completion of each and every balcony glazing installation, MTCC 1170 will instruct its solicitor to register the agreement at each and every non-complying owner's (or owners') expense. Furthermore, any and all such expenses shall comprise a lien against each and every non-compliant property.

Sylvia Furlong/Dan Chiu — Carried

09 Other Reports: None

10 New Business and/or Enabling Motions:

Resolution 031126R06: 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 at 7:58pm.

Jason Hum/Nives Malara — Carried

Resolution 031126R07: 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 at 8:31pm.

Jason Hum/Nives Malara — Carried

(a) Recent MPAC Assessment Notices: The Board directed the Management Office to ask if Brookfield Property Management could provide names of companies that could represent owners that wish to challenge recent property assessments.

(b) CEF Invoices: The President reported on procedures used in preparing these invoices.

Resolution 031126R08: Acceptance of a Director's Activity Report

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall accept, as information, a report or reports dated 25 November 2003 from the following Committees and/or Directors:

(a) President's report on the CEF invoicing procedure.

Jason Hum/Nives Malara — Carried

(c) MTCC 1170 Staff Fund: The General Manager provided some details of the Fund's operation and requested an enabling motion.

Resolution 031126R09: Continuance of the MTCC 1170 Staff Fund in December 2003

WHEREAS the Board of Directors of MTCC 1170 seeks to recognise the staff's contribution to The Metropole's smooth operations and general efficiency;
THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 takes pleasure in continuing previous Boards' practice of sponsoring the "MTCC 1170 Staff Fund" ("the Fund"), and of operating the Fund according to the general practices and criteria established in previous years' operations.

Jason Hum/Nives Malara — Carried

(d) Toy Bank: By consensus, the Board authorised the General Manager to organise a toy bank for MTCC 1170, with donations to the Children's Aid Society of Toronto.

11 Perusal File of Correspondence Received as Information: No items to report.

12 Date of Next Regular Meeting: Monday 22 December 2003.

10 Motion for Adjournment:

Resolution 031126R10: Adjournment of Meeting Number 031126R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 031126R at 9:02pm.

Sylvia Furlong/Nives Malara — Carried

"Keith Bricknell"

President: Keith Bricknell

"Jason Hum"

Secretary: Jason Hum



THE METROPOLE

21 January 2004

Minutes of MTCC 1170 Meeting Number 031222R — Held on 22 December 2003

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 031222R01: Adoption of Agenda

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

Sylvia Furlong/Nives Malara — Carried

03 Review and Adoption of Previous Meetings' Minutes:

Resolution 031222R02: 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) 031126R, as presented.

Dan Chiu/Jason Hum — Carried

04 Administrative and Security Reports:

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

- (i) Southwest Corner: By consensus, the Board directed the Management Office to communicate with H&R regarding the Board's insistence on Trow Associates' recommended method for correcting H&R's omission from The Metropole's construction.
- (ii) 6-8 Colborne: Trow Associates will leave monitoring equipment at The Metropole's P3 Level — until 6-8 Colborne's construction is complete.
- (iii) Brampton Fire — Alarm System: The Management Office will invite Brampton Fire Alarm to meet with Directors and explain recommendations.
- (iv) Elevators — Security: With the report of further instances of broken glass on elevators, the Board directed the Management Office to include elevator-

surveillance in a comprehensive investigation of possible updates for The Metropole's over-all security system(s).

- (v) Window-Washing: This cannot occur until recertification of The Metropole's roof-anchor systems is complete, following recent mandatory revisions and/or repairs. Therefore, the Board agreed to defer window-washing until March 2004.
- (vi) Elevators — Maintenance: The Board supported the Management Office's suggestion to communicate with Thyssen and demand continuity of the service personnel assigned to regular service dates at The Metropole.
- (vii) Hot Water Tank Problems — Townhouses: The Board accepted Drew Industrial's opinion regarding townhouses' hot water tanks. Drew Industrial's opinion is that the problems reflect the tanks' defective dip tubes, rather than quality of water supplied to the townhouses. Hot water tanks, and their components, are the sole responsibility of Individual townhouse owners. Nonetheless, the Board's consensus was that the President could provide townhouse owners with a synopsis of his research into defective dip tubes — to assist them in communications with the tanks' manufacturer(s).
- (viii) Cleaning Schedule — Pool & Amenities: The Board's consensus was that Management shall schedule cleaning between 5:00pm and 7:00pm on Tuesday of each week — commencing 23 December 2003, and subject to review at the Regular Board Meeting in January 2004.
- (ix) Dryer Maintenance: The Board's consensus was that the Management Office should arrange a date for this service, and work with the President in drafting an explanatory letter to owners.
- (x) Balcony Glazing Procedure: The General Manager provided forms and a summary of steps to facilitate this procedure. The Board's consensus was that the Management Office should use these documents when owners initiate balcony glazing.
- (xi) Garage Floor Drain: Recent information from the Management Office indicates that further investigation is necessary before proceeding with this item.
- (xii) Review of Residents' Photo-Identification Procedure: This item also reflects instances when owners might consider leasing suites for fewer than three months. The Board's consensus was that the Management Office should include copies of relevant case-law, together with an explanatory covering letter, when issuing Status Certificates.
- (xiii) API Recovery: Information is pending on the anticipated recovery resulting from a re-sale of one of the suites that API had owned.
- (xiv) Reimbursement of Staff for Minor Expenses: On rare occasions, employees may have to use their personal printers to produce documents for MTCC 1170. The Board's consensus was that employees' reimbursement shall be 10 cents per page, inclusive of the cost of paper. (Nonetheless, no reimbursement

will be available to Directors that use their personal printers to produce documents for MTCC 1170.)

- (xv) Reimbursement from Brookfield: The Management Office advised the Board of computer-related services for which Brookfield provided partial reimbursement.
- (xvi) Distribution of Correspondence: The Board reiterated the expectation that the Management Office should (a) forward electronic copies of outbound correspondence to Directors, and (b) include hard copies of inbound correspondence in a perusal file to be available to Directors during Board Meetings.
- (xvii) Unaudited Year-End Financials: Before commenting definitively, the Treasurer and the Management Office will await receipt of the trial balance.

Resolution 031222R03: Acceptance of Administrative Report and 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 Reports dated 19 December 2003, and the Front Desk Security Report for the period 17 November to 15 December 2003.

Dan Chiu/Jason Hum — Carried

The Board excused Christine MacLean from further attendance at Regular Meeting 031222R.

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

- (a) The Secretary provided copies of his work in progress on revisions to the "Rules" that the previous Board attempted to disseminate on or about 16 June 2003.

06 Correspondence Requiring Action and/or Delegations: The Board's consensus was to delegate to the President the duty of responses to correspondence from John Todd and e-mail from Jordana Ross (Cllr Pam McConnell's assistant). Other decisions follow.

Resolution 031222R04: Refusal of Private Use of Planters

WHEREAS a resident owner has asked permission to assume responsibility for maintenance of, and planting in, the planter(s) appurtenant to her/his townhouse; AND,

WHEREAS section 11(d) of MTCC 1170's Declaration says that, "No owner shall make any change or alteration to the common elements, or maintain, decorate, alter or repair any part of the common elements, except for maintaining those parts of the common elements which he has a duty to maintain, without obtaining the approval of the Corporation in accordance with the Act."; AND,

WHEREAS section 22(a) of MTCC 1170's Declaration says that, "Each owner shall maintain and repair, at his own expense, his unit and any part of the common elements of which he has exclusive use (including, without limitation, all ducts and services within the unit) with the exception of planting (including the planting of the patios adjoining commercial units and the planters in front of the townhouses fronting Victoria Street being

Units 1 to 8 inclusive, Level 1) which will be the responsibility of the Corporation to maintain and repair.”; AND,

WHEREAS section 98(2)(e) of the Condominium Act allows owners to make alterations to the common elements only if, “...the proposed addition, alteration or improvement...will not contravene the declaration or any prescribed requirements...”; THEREFORE,

BE IT RESOLVED that the resident owner’s request does contravene MTCC 1170’s declaration; AND, FURTHER,

BE IT RESOLVED that Board of Directors of MTCC 1170 envisions itself as having no choice except refusing the resident owner’s request.

Sylvia Furlong/Nives Malara — Carried

Resolution 031222R05: Acceptance of Refund — Brookfield Residential Services Limited

WHEREAS Brookfield Residential Services Limited attributed \$1,142.84 in costs to MTCC 1170, summarised in BCR Invoices 1594 and 1595; AND,

WHEREAS in July and August 2003, MTCC 1170’s Board questioned the benefit to MTCC 1170 of the services described in the above-noted invoices; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees to accept Brookfield Residential Services’ refund of \$1,142.84.

Nives Malara/Jason Hum — Carried

07 Special Committee Reports and/or Enabling Motions: None

08 Standing Committee Reports and/or Enabling Motions

- (a) Finance: The Treasurer declined definitive commentary pending receipt of the trial balance for 01 December 2002 to 30 November 2003.
- (b) Management: The General Manager’s report on balcony glazing appears in Section 04(a)(x).
- (c) President: The President offered additional explanatory comments and suggestions about water quality and about the problem with dip tubes in the townhouses’ hot water tanks.

09 Other Reports: None

10 New Business and/or Enabling Motions:

- (a) Communications Strategy: The Board agreed to investigate a communications strategy aimed, *inter alia*, at disseminating technical and/or other information potentially beneficial to The Metropole’s residents and/or owners. The Vice President agreed to coordinate and/or edit newsletters that might result from a communications initiative. The Secretary agreed to contact owners and/or residents that might wish to offer assistance with Web-based communications.

- (b) Christmas Bonuses — Distribution Procedure: The Board agreed to review the procedure in ample time for implementation in December 2004.
- (c) CAS Toronto Christmas Toy Drive: The Vice President and the General Manager expressed gratitude for residents' enthusiastic participation, and briefly described the delivery of MTCC 1170's donations to CAS Toronto.

- 11 Perusal File of Correspondence Received as Information: No additional discussion.
- 12 Date of Next Regular Meeting: tentatively, Wednesday 28 January 2004, but dependent on scheduling of the Board Committee meeting with Brampton Fire in January 2004.
- 10 Motion for Adjournment:

Resolution 031222R06: Adjournment of Meeting Number 031222R

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Meeting 031222R at 9:04pm.

Dan Chiu/Jason Hum — Carried

“Keith Bricknell”

President: Keith Bricknell

“Jason Hum”

Secretary: Jason Hum

Adopted at
Meeting #040121R