



THE METROPOLE

18 March 2021

Minutes of MTCC 1170 Meeting Number 210318R — Held on 18 March 2021

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule; and, PropertyWright Management: Nancy Bijelic (all by Microsoft Teams).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1816h.

02 Waiver of Notice, and/or Adoption of Agenda and Additions:

Resolution 210318R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210318R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #210318R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 210318R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210218R, as presented.

Sheila Sproule/Nives Malara — Carried

05 Administrative and Security Reports:

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

- (i) Fire Alarm Silencing: Please refer to Section 07(a) of these Minutes.
- (ii) Outdoor Common Elements: Please refer to Section 07(b) of these Minutes.
- (iii) COVID Safety Plan: Please refer to Section 07(c) of these Minutes.
- (iv) Audited Financials: Please refer to Section 11(a) of these Minutes.
- (v) AGM 2021: Please refer to Section 11(b) of these Minutes.
- (vi) Sanitising Touch-Areas: Please refer to Section 11(c) of these Minutes.
- (vii) Boiler Repairs: Please refer to Section 11(d) of these Minutes.
- (viii) Fire-Safety Repairs: Please refer to Section 11(e) of these Minutes.
- (ix) Fancoil Maintenance: Please refer to Section 11(f) of these Minutes.
- (x) Corporate Legal Counsel: Please refer to Section 11(g) of these Minutes.
- (xi) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.

06 Motion to Receive Administrative and Security Reports as Information:

Resolution 210318R03: Receiving Administrative and Security Reports as Information

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 March 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 31

December 2021, and the Front Desk Security Report for the period 04 February 2021 to 04 March 2021.

Nives Malara/Sheila Sproule — Carried

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

(a) Fire Alarm Silencing:

Resolution 210318R04: Amending Resolution #210218R06

BE IT RESOLVED that MTCC 1170 deletes "\$1,440.00 (+HST)" from the above-noted Resolution and replaces the deleted amount with "\$2,440.00 (+HST)".

Nives Malara/Scott Froebe — Carried

(b) Outdoor Common Elements:

Resolution 210318R05: Providing Access to Outdoor Amenities

WHEREAS access to the outdoor amenities is available only via indoor amenities whose accessibility is problematical and/or prohibited; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay \$894.00 (+HST) to purchase and install cordoning barriers that will provide a direct path to the outdoor amenities, while still preventing any and all other uses of indoor amenities; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 authorises Management to devise and promulgate terms, conditions, and/or rules that shall govern the use of the cordoned pathways to the outdoor amenities; AND, FURTHER,

BE IT RESOLVED that payment for these barriers shall be from the Operating Fund.

James Louttit/Scott Froebe — Carried

(c) COVID Safety Plan:

Resolution 210318R06: Receiving a COVID Safety Plan as Information

WHEREAS MTCC 1170 has Received Management's "COVID Safety Plan" ("Plan"); THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the Plan as information and approves its use; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 authorises the Plan's attachment to the Minutes for Meeting #210318R.

Scott Froebe/Sheila Sproule — Carried

08 Correspondence Requiring Action and/or Response: None.

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Audited Financials:

Resolution 210318R07: Accepting the Auditor's Report

WHEREAS the Board of Directors of MTCC 1170 has received MTCC 1170's audited statements from Rapkin Wein LLP, for the fiscal year beginning 01 December 2019 and ending 30 November 2020; 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.

Nives Malara/Sheila Sproule — Carried

(b) AGM 2021:

Resolution 210318R08: AGM and AGM Package

WHEREAS MTCC 1170's Board of Directors has received and adopted the Corporation's audited financial statements for 01 December 2019 to 30 November 2020 (inclusive of both dates); THEREFORE,

BE IT RESOLVED the Board of Directors of MTCC 1170 agrees to and/or authorises the following:

- (a) MTCC 1170's AGM (hereinafter, "AGM 2021") shall commence at 7:30pm on 26 May 2021 (with registration beginning one-half hour earlier);
- (b) MTCC 1170 shall employ [Quorum IQ](#) to solicit proxies, distribute documents, act as scrutineer, and, by all other means necessary, facilitate AGM 2021 as a "virtual" AGM for \$2,621.60 (+HST);
- (c) AGM 2021's information package to owners shall include, *inter alia*, the following items:
 - (i) an information-letter, agenda, proxy-form, and instructions, in the same general format that MTCC 1170 used for AGM 2020, but amended, as might be necessary, to reflect the *Condominium Act's* requirements;
 - (ii) a President's Report, in the same general format that MTCC 1170 used for AGM 2020; AND,
 - (iii) any other items and/or procedures that the Management Office deems necessary for facilitating the conduct of AGM 2021.

Sheila Sproule/James Louttit — Carried

(c) Sanitising Touch-Areas:

Resolution 210318R09: Authorising GermGuard Treatment of Touch-Areas

WHEREAS MTCC 1170 wishes to provide as many safeguards as possible during the COVID-19 pandemic; AND,

WHEREAS civic entities are also deploying similar safeguards for touch-areas; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises [GermGuard](#) to safeguard MTCC 1170's touch-areas for \$4,250.00 (+HST); AND, FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the aforementioned measures shall be from the Operating Fund.

James Louttit/Scott Froebe — Carried

(d) Boiler Repairs:

Resolution 210318R10: Authorising Ignitor Controller Repairs

WHEREAS Management has advised the necessity for minor boiler repairs; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Ambient Mechanical \$4,623 (+HST) to perform procedures and supply components as described in Quote #QUO-15127-T5H1; AND, FURTHER,

BE IT RESOLVED that payment for these procedures and components shall be from the Reserve Fund.

Scott Froebe/Nives Malara — Carried

(e) Fire-Safety Repairs:

Resolution 210318R11: Authorising Fire Safety Repairs

WHEREAS Management has advised the necessity for replacing a fire pump valve; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Regional Fire \$2,673.54 (+HST) to perform procedures and supply components as described in Quote #3444; AND, FURTHER,

BE IT RESOLVED that payment for these procedures and components shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(f) Fancoil Maintenance:

Resolution 210318R12: Authorising Fancoil Cleaning and Servicing

WHEREAS occluded fancoil filters and/or clogged condensate drains impose, respectively, unnecessary utility-costs and/or occasional flooding; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises a three-year contract with Climantics Inc, commencing on 01 March 2021 and ending on 28 February 2024, to perform duties described in a proposal dated 26 February 2021 and subject to the following conditions:

01 Year One: \$12,671.82 (Incl HST);

02 Year Two: \$12,861.90 (Incl HST);

03 Year Three: \$13,054.82 (Incl HST) AND, FURTHER,

BE IT RESOLVED that payment for these services, on dates that Management may determine, shall be from the Operating Fund.

James Louttit/Sheila Sproule — Carried

(g) Corporate Legal Counsel:

Resolution 210318R13: Authorising Change in Legal Counsel

WHEREAS MTCC 1170's long-time legal counsel, Jonathan Fine, is now affiliated with Lash Condo Law; THEREFORE,

BE IT RESOLVED that MTCC 1170 deems that its legal counsel shall be Lash Condo Law and, to the greatest extent possible, Jonathan and/or Jake Fine; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 wishes Jonathan and Jake Fine success and fulfilment in their new situation.

Sheila Sproule/Nives Malara — Carried

12 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.

13 Date of the Next Meeting(s):

(a) Regular Meeting #210422R: 1800h on Thursday 22 April 2021.

14 Motion for Adjournment

Resolution 210318R14: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210318R at 1836h on Thursday 18 March 2021.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

COVID-19 safety plan

Company details

Business name: MTCC 1170

Revision date: March 6 2021

Date completed: March 6 2021

Developed by: Nancy Bijelic, Propertywright Management Inc.

Division/group: Condominium

Others consulted: Municipal, Provincial and National Governments

Date distributed: March 10, 2021

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- The Corporation has adopted a mandatory face mask policy to align with the City of Toronto By-Law 664-2020, requiring everyone to wear a mask when in the common element of the building.
- Management speaks to workers regularly, at least once a week, to remind them to continue to follow government health guidelines. Posters are posted in staff room and throughout building pertaining to mask wearing, physical distancing, washing hands and using hand sanitizers. Management reviews government guidelines regularly for new information.
- The corporation provides all PPE products. Management reminds workers regularly of PPE and protective procedures. Management asks staff regularly if there is anything they need.
- While on site, all workers must wear a mask at all times, supplied by MTCC 1170. MTCC 1170 upgraded the masks to a better quality (KN95). Workers are also supplied gloves to wear while working. Worker is responsible to follow the procedures.
- Plexi glass installed at front desk as barrier to protect front desk staff.
- Touchless scanner installed for parcel pick up.
- Touchless location installed for parcel drop off and pick up.
- All residents, contractors, visitors, delivery personnel must wear a mask. If they do not have one, we provide it. If they refuse to wear one, security denies entry. If they enter anyway, security calls 311 to report and completes incident report. Management issues letter to unit owner and tenant if applicable, with possible legal costs charged. Security is responsible to identify.
- All workers, contractors, real estate agents and buyers complete a COVID-19 health attestation form upon arrival to site. Security is responsible to ensure it is done.
- Residents are asked to identify if they are self isolating. Procedure has been put in place to pick up garbage on a regular basis. Cleaning staff picks up bag left at door in very large plastic bag. Large bag is seal and disposed of. Staff disinfects gloves and disposes of them.
- Ensure all procedures are up to date by checking guidelines daily.

2. How will you screen for COVID-19?

Actions:

- Workers have been provided a checklist which they complete daily upon arrival to the site. All forms are maintained at the front desk. Security ensures forms are completed.
- Workers have been advised not to come to work if they have any COVID-19 symptoms. They are Covid-19 tested prior to returning to work.

3. How will you control the risk of transmission in your workplace?

Actions:

- MTCC 1170 installed the plexiglass barrier at the front desk.
- MTCC 1170 installed touchless hand sanitizing stations in the lobby and at each garage elevator lobby.
- We continue to clean/disinfect high touch surfaces every two hours (from 7:30 am – 3:30 pm) including lobby doors, handles, mail room handles, push buttons, fob scanners, garbage chute area handles, stairwell railings and doors, parking level lobbies and hallway to loading dock. Once a day we clean the actual mailboxes. Twice a week we clean each suite door handle.
- Our make up air units are running and filters are replaced regularly.
- Our amenity areas are closed.
- We keep spare masks at the front desk for anyone in need of one. We ensure all staff and trades sign health attestation forms prior to commencement of work. Real estate agents and their clients viewing also sign these. New in suite renos have been told to wait until our “lock-down” is lifted to start renos. Those in progress were permitted to continue, as per the Order.
- We remind staff regularly to follow all PPE and cleaning procedures.
- Cleaners clean/disinfect all stairwell railings, stairwell doors twice a day.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- Toronto Public Health will be called if a worker is confirmed as having COVID-19. Toronto Public Health 416.338.7600 Monday-Friday 8:30 am - 8:00 pm. The staff room would be used to isolate the individual until they can leave or medical assistance arrives.
- If anyone, resident or worker reports that they are COVID-19 positive, Management calls a sanitation company immediately to sanitize all areas accessible to the individual. These include the corridors, elevators, lobbies etc.
- If a resident reports they are self isolating, cleaning staff pick up garbage at their door, disinfect the door and handle and place it in an oversized bag. Once disposed of the worker sanitizes their gloves and disposes of them.
- A notice is sent to all residents advising of the COVID-19 case was reported. No personal information is provided.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- Workers are essential workers. If they have any Covid-19 symptoms they stay home and each service provider sends a replacement worker until they can return.
- Management staff works on site with the door closed.

6. How will you make sure your plan is working?

Actions:

- Weekly discussions with workers to ensure they are following procedures and have everything they need to minimize risk.
- Any changes are communicated to workers as they occur.
- Management constantly assesses the situation, making adjustments as needed.

COVID-19 safety plan – snapshot

Business name: MTCC 1170

Division/group: Condominium

Date completed: March 6 2021

Revision date: March 6 2021

Measures we're taking:

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19:

- Provide KN95 masks and gloves.
- Ensure supplies of hand sanitizer are maintained.
- Ensure the high touch surfaces are cleaned every 2 hours while cleaning staff is on site.
- Workers, contractors, real estate agents and buyers complete a health attestation form upon arrival.
- Meeting regularly with staff to ensure procedures are being followed.
- Notice and floor stickers have been posted to remind everyone of physical distancing, mandatory face covering and hand washing.

How we're screening for COVID-19:

- Workers have been advised to stay home if they have any COVID-19 symptoms.
- Upon arrival complete a health attestation form.

How we're controlling the risk of transmission in our workplace:

Physical distancing and separation

- Sign and floor stickers have been posted to advise of the physical 2 meter distancing.
- Plexi glass has been installed at the front desk to protect the staff.
- No touch parcel pick-up scanner has been installed.
- No touch parcel pick-up and drop off has been installed.
- Management office staff working with door closed.

Cleaning

- MTCC 1170 installed touchless hand sanitizing stations in the lobby and at each garage elevator lobby.
- We continue to clean/disinfect high touch surfaces every two hours (from 7:30 am – 3:30 pm) including lobby doors, handles, mail room handles, push buttons, fob scanners, garbage chute area handles, stairwell railings and doors, parking level lobbies and hallway to loading dock. Once a day we clean the actual mailboxes. Twice a week we clean each suite door handle.
- Our make up air is operating properly, maintained regularly including filter replacement.
- Our amenity areas are closed.
- We keep spare masks at the front desk for anyone in need of one. We ensure all staff and trades sign health attestation forms prior to commencement of work. Real estate agents and their clients viewing also sign these. New in suite renos have been told to wait until our “lock-down” is lifted to start renos. Those in progress were permitted to continue, as per the Order.
- We remind staff regularly to follow all PPE and cleaning procedures.
- Cleaners clean/disinfect all stairwell railings, stairwell doors twice a day.

Other

- Open communication with workers and residents

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Workers stay home.
- Residents advised to self-quarantine.
- Communication provided to workers and residents of positive case, while maintaining personal privacy.
- Cleaning/sanitizing procedure followed.
- Garbage pick-up and delivery to suite door procedure followed if resident tested positive.

How we're managing any new risks caused by the changes made to the way we operate our business:

- Following the news and government websites for any new information.
- Providing PPE to workers, residents, delivery people.
- Ensuring contractors follow our procedures while on site.
- Keeping amenity areas closed.