



THE METROPOLE

20 May 2021

Minutes of MTCC 1170 Meeting Number 210520R — Held on 20 May 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 1815h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 210520R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210520R, as presented.
Scott Froebe/James Louttit — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #210520R.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 210520R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210422R, 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) MUAs' Filters: Please refer to Section 11(a) of these Minutes.
(ii) Elevator Deposit: Please refer to Section 11(b) of these Minutes.
(iii) 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 210520R03: 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 May 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 28 February 2021, and the Front Desk Security Report for the period 05 April 2021 to 03 May 2021.
Nives Malara/Sheila Sproule — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

(a) Outdoor Common Elements: Given the GTA's currently stringent limitations, Management suggested deferring access to the outdoor common elements until at very least 02 June 2021. Directors agreed with the suggestion.

(b) COVID Safety Plan: Appendix #01 of these Minutes comprises the most recent revision.

08 Correspondence Requiring Action and/or Response:

(a) X001 Unit's Suggestion to Consider P1-P3 Ramp-Reversal: The President thanked Directors and Management for their emailed suggestions. Directors thanked the President for synthesising those responses and P1-P3's history into a newsletter whose distribution they approved. Appendix 02 of these Minutes comprises that newsletter.

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Semi-Monthly MUA Filter Replacement:

Resolution 210520R04: Authorising Semi-Monthly MUA Filter Replacement

WHEREAS during spring, summer, and early autumn, airborne dust and/or allergens are at their peak; AND,

Whereas MTCC 1170 wishes to safeguard the corridor pressurisation system's air-quality; THEREFORE,

BE IT RESOLVED MTCC 1170 authorises paying an additional \$2,755.20 (+HST) to Ambient Mechanical to increase the MUAs' filter-replacement from monthly to semi-monthly from 01 June 2021 to 30 September 2021 (inclusive of both dates); AND, FURTHER,

BE IT RESOLVED that payment for the above-noted incremental service shall be from the Operating Fund.

Scott Froebe/James Louttit — Carried

(b) Relocation and/or Deliveries Deposit:

Resolution 210520R05: Increasing the Relocation and/or Deliveries Deposit

WHEREAS during a recent relocation and/or delivery, inadvertent damage exceeded the current \$300.00 deposit; AND,

WHEREAS MTCC 1170's Rule Number 10.03 empowers the Board of Directors to set and/or amend the "...cash security/damage deposit..."; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises increasing the relocation and/or deliveries deposit from \$300.00 to \$500.00; AND, FURTHER,

BE IT RESOLVED that provision of the relocation and or deliveries deposit may be cash or Management's confirmation that an annually prepaid unit's balance of account contains funds sufficient for the aforesaid unit's next month's Common Element payment plus \$500.00.

Nives Malara/Sheila Sproule — 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 #210617R: 1800h on Thursday 17 June 2021.

14 Motion for Adjournment

Resolution 210520R06: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210520R at 1825h on Thursday 20 May 2021.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #210617R

COVID-19 safety plan

Company details

Business name: MTCC 1170

Revision date: May 5 2021

Date completed: March 6 2021

Developed by: Nancy Bijelic, Propertywright Management Inc.

Division/group: Condominium

Date distributed: March 10, 2021

Others consulted: Municipal, Provincial and National Governments

Revision Distributed: May 7, 2021

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

Actions:

- Management speaks to staff 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 masks, 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.
- All workers must wear a mask, at all times, while on site, 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.
- All common element high touch surfaces have been treated with GermGuard Microbe Shield Treatment which includes all entry/exit handles, all suite door knobs and handles, elevator buttons in elevators and call buttons on each floor, mailboxes, amenity

handles and light switches, stairwell rails from the 4th floor down to the ground, security area, and management office.

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 asked to be tested.

3. 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 asked to be tested.

4. 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 asked to be tested.

5. 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 is 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.

6. 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.

7. 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.

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

Actions:

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

9. 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 and needs, making adjustments as needed.

COVID-19 safety plan – snapshot

Business name: MTCC 1170

Division/group: Condominium

Date completed: March 6 2021

Revision date: May 5 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 all of physical distancing, facial 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 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.
- All common element high touch surfaces have been treated with GermGuard Microbe Shield Treatment which includes all entry/exit handles, all suite door knobs and handles, elevator buttons in elevators and call buttons on each floor, mailboxes, amenity handles and light switches, stairwell rails from the 4th floor down to the ground, security area, and management office.

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 door procedure followed if resident.

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.



THE METROPOLE

21 May 2021

P1-P3 Parking Garages' Ramps

As some residents will already have noticed, MTCC 1170 has installed wrong-lane sensing devices on P1-P3's ramps. Those sensors provide information to the Security Desk when they detect vehicles that are in the wrong lane. In this case, the "wrong lane" infraction comprises using a "down-ramp" as an "up-ramp" when exiting the garage.

Why is this occurring? Some drivers report greater ease in executing turns onto the "down-ramp" than onto the actual "up-ramp". So, what's the story about P1-P3? Was it always configured as it is now, or was there a so-called "golden age" when using the correct "up-ramp" was easier than some residents now perceive it to be?

Except for preventive maintenance a few years ago, our underground parking garages (P1-P3) are the same as they were in 1963, when our building opened as a National Trust tower. Back then, P1-P3 were the building's only parking facilities, and the ramp-configuration was the same as it is now. (*P4-P5 arrived when condo-conversion began in 1996 and entailed the reinforcing of two floors of former office-space to safely accommodate the weight of the vehicles that now use the space.*)

In 1963, most cars were humongous. For example, a 1963 Oldsmobile Delta 88 (stereotypical banker's car) was nearly 18 feet long and about six and one-half feet wide. Competing "big three" cars were comparably capacious.

So, from 1963 to 1995, when National Trust departed, P1-P3's users exited the parking garage by manoeuvring their 18-foot behemoths onto and up the right-hand ramps and into Colborne Street. And yes, no doubt there was a minuscule minority that impatiently used the left-hand ramps — in an era when wrong-lane signalling sensors and high-tech alerts to security desks didn't exist...

Fast-forward to 2021, and we find that GMC's Yukon SUV is (wait for it) about 18 feet long and, no doubt, commensurately wide. How typical is that?

[One site says](#), "The average length of an SUV is around...14½ feet to 16 feet. This changes if you take into consideration Mini SUVs [that] are... 9 to 12 feet..."

[Another site](#) provides information about other types of vehicles. For example, the average full-sized sedan is about 15.7 feet long. Small cars and small SUVs average 13.8 to 14.4 feet in length.

Probably, these statistics encompass many, if not most, of the vehicles in our parking garages. With only a few exceptions all are likely much smaller than the 1963-era behemoths that first used P1-P3.

Your Board and Management perceive two issues about lane-use.

- ❖ If 18-foot vehicular behemoths from the 1960s could navigate the proper "up-ramps", is there any reason why modern 14-foot vehicles cannot do so?
- ❖ Some buildings' underground garages do have lane-systems opposite to what P1-P3 has always had. However, those buildings always had a "reversed system" — for ramps and for lane-ways to the parking stalls. That continuity, from the get-go, means that there is less of a learning-curve, and less likelihood of mishaps. This is not so for MTCC 1170's lane configurations.

Absent a considerable groundswell to alter P1-P3's ramps and lanes, the current configuration should continue. Your Board and Management require only that residents use the correct lanes.

Thank you for your anticipated co-operation.

Board of Directors and Management
MTCC 1170