



## THE METROPOLE

17 June 2021

### Minutes of MTCC 1170 Meeting Number 210617R — Held on 17 June 2021

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

Regrets: Nives Malara

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 210617R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210617R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) Assignment of Officers' Duties until AGM 2022:

Surname	Given Name	Position
Bricknell	Keith	President
Froebe	Scott	General Manager
Louttit	James	Vice President
Malara	Nives	Treasurer
Sproule	Sheila	Corporate Secretary

(b) *Pro Tempore* Reassignments: Unnecessary for Meeting #210617R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 210617R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210520R, as presented.

Sheila Sproule/Scott Froebe — 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) Solucore's Change Order: Please refer to Section 07(b) of these Minutes.

(ii) 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 210617R03: 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 June 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 31 March 2021, and the Front Desk Security Report for the period 04 May 2021 to 03 June 2021.

James Louttit/Sheila Sproule — Carried

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

(a) Outdoor Common Elements:

- (i) Directors thanked Management for further revising the COVID Safety Plan to include provisions necessary for accommodating residents' use of the two outdoor terraces. Directors agreed to append the Plan to these Minutes.
- (ii) Management and Directors discussed an Owner's request, during AGM 2021, to re-open the barbeques. Two issues militate against immediate re-opening. First, the City of Toronto's guidance<sup>1</sup> on communal barbeques says, "Allow extra time between usage for cleaning and disinfecting of high-touch surfaces and equipment (*eg*, barbeque equipment)." Second, MTCC 1170 lacks the cleaning-staff necessary for compliance with the guideline, especially since much barbeque-use is "after-hours". Provision of additional staff, via new hires and/or via overtime, would be prohibitively expensive. However, Management continues to be alert about evolving relaxation of restrictions and cleaning regimens and will recommend changes as soon as feasible.

(b) Solucore's Change Order:

Resolution 210617R04: Giving Force and Effect to Resolution 210422R07

WHEREAS MTCC 1170 has received Solucore's Change Order & Addendum thereto for expediting the tower elevators' refurbishment (as referenced in Resolution 210422R07); THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises Management to sign the Change Order & Addendum on MTCC 1170's behalf.

Scott Froebe/James Louttit — 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: None

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 #210722R: 1800h on Thursday 22 July 2021.

14 Motion for Adjournment

Resolution 210617R05: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210617R at 1820h on Thursday 17 June 2021.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

"Sheila Sproule"

President: Keith Bricknell

Secretary: Sheila Sproule

<sup>1</sup> <https://www.toronto.ca/wp-content/uploads/2020/03/8ecd-General-Infection-Prevention-and-Control-Practice-and-Disinfection-Guidance-for-Commercial-or-Residential-Buildings.pdf>

# COVID-19 safety plan

## Company details

Business name: MTCC 1170

Revision date: June 17, 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: June 18, 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 are 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 4<sup>th</sup> 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, filters are replaced regularly. Increased the filter replacement to bi-weekly for the summer months.
- Our indoor amenity areas are closed. The 5<sup>th</sup> floor and PH Terrace are open for residents use only. Bookings are required. MTCC 1170 is following occupancy guideline as provided by municipal and provincial governments. Each hour the Terraces are closed for cleaning and disinfecting.
- 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: June 17, 2021**

## Measures we're taking:

How we are 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 table 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. Increased filter replacement to bi-monthly in summer months
- Our indoor amenity areas are closed. The 5<sup>th</sup> floor and PH Terrace are open for residents use only. Bookings are required. MTCC 1170 is following occupancy guideline as provided by municipal and provincial governments. Each hour the Terraces are closed for cleaning and disinfecting.
- 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.
- 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 4<sup>th</sup> 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 indoor amenity areas closed.