



THE METROPOLE

19 August 2021

Minutes of MTCC 1170 Meeting Number 210819R — Held on 19 August 2021

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

Regrets: Sheila Sproule

- 01 Call to Order: Keith Bricknell called the meeting to order at 1822h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 210819R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210819R, as presented.
Nives Malara/James Louttit — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Nives Malara graciously accepted appointment as Acting Corporate Secretary for the duration of Meeting #210819R.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 210819R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210722R, as presented.
Nives Malara/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) Fire Alarm Panel: Please refer to Section 11(a) of these Minutes.
(ii) Alteration Request: 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 210819R03: 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 August 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 30 June 2021, and the Front Desk Security Report for the period 04 July 2021 to 04 August 2021.
James Louttit/Scott Froebe — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
(a) Elevators' Refurbishment: As <https://www.ontario.ca/page/reopening-ontario> indicates, "In response to evolving data around the Delta variant and based on the recent experiences

of other jurisdictions, the government, in consultation with Ontario’s Chief Medical Officer of Health, is pausing the exit from the Roadmap to Reopen.” Thus, MTCC 1170 should continue to maintain “distancing” on its elevators. The maintenance of such “distancing” would be incompatible with shutting down a tower elevator for the time necessary for refurbishment. Management will continue to monitor developments on the “Roadmap to Reopen” and advise the Board accordingly. In that regard, Ontario’s daily case-counts are available at <https://covid-19.ontario.ca/covid-19-epidemiologic-summaries-public-health-ontario#daily>

(b) Revised Safety Plan (23 July 2021 or later): Directors thanked Management for providing the latest revisions to the Safety Plan and authorised attachment of the Plan to these Minutes.

08 Correspondence Requiring Action and/or Response: None

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

James Louttit assumed the Chair.

(a) Fire Alarm Panel:

Resolution 210819R04: Replacing Fire Panel Components

WHEREAS Management has reported issues affecting the fire panel’s reliability;
THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Regional Fire and Security Systems \$5,839.84 (Incl HST) to supply and install components described in Estimate #3669; AND, FURTHER,

BE IT RESOLVED that payment for fulfilling Estimate #3669 shall be from the Reserve Fund.
Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(b) Alteration Request:

Resolution 210819R05: Receiving an “Addition, Alteration and Improvement Agreement”

WHEREAS MTCC 1170 has received a version of an “Addition, Alteration and Improvement Agreement” (hereinafter, “Agreement”) from the Owner of an XX05 Unit (hereinafter, “the Unit”); THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 receives the version of the Agreement as information; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees that the Owner may alter the Unit’s specified exclusive use common element to achieve the aim(s) that the Agreement specifies; AND, FURTHER,

BE IT RESOLVED that MTCC 1170’s Management may act on its own initiative in enforcing the above-noted Agreement and in saving MTCC 1170 harmless from the Agreement’s implementation.

James Louttit/Scott Froebe — 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 #210819R: 1800h on Thursday 23 September 2021.

14 Motion for Adjournment

Resolution 210819R06: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210819R at 1830h on Thursday 19 August 2021.

Scott Froebe/James Louttit — Carried

President: Keith Bricknell

Secretary: Sheila Sproule

Unofficial — Pending Adoption

COVID-19 safety plan

Company details

Business name: MTCC 1170

Revision date: July 23, 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: July 26, 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 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 complete the on-line screening form available at <https://covid-19.ontario.ca/screening/worker/> and submit to the site management office prior to starting their workday.
- 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 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 amenities are now open to residents with the following guidelines: Subject to the CAO's requirements, and subject (*inter alia*) to MTCC 1170's Rules 12.10 and 12.11, MTCC 1170's plan for re-opening amenities follows.
- 01 Outdoor Terraces — Occupancy and Precautions:
- (a) the **lesser of** 100 people **or** the number of people that the space can accommodate whilst still maintaining 2-metre distancing;
 - (b) cleaning twice daily; and,

- (c) pre-screening consistent with Ontario's and/or Toronto's protocols.
- 02 BBQ — Booking and Cleaning
- (a) book one-hour increments;
 - (b) users to wipe handles before and after use;
 - (c) users to bring own utensils;
 - (d) pre-screening consistent with Ontario's and/or Toronto's protocols; and,
 - (e) cleaning of the facility twice daily.
- 03 5th Floor Lounge — Serving Temporarily as the “Cardio” Part of the Exercise Facility
- (a) two stationary bikes – one at west wall, one at east wall;
 - (b) one treadmill and one elliptical trainer – one on each side of wooden wall;
 - (c) one rowing machine – in an area a minimum 2-meter distance from all other equipment;
 - (d) users must wipe devices' handles, seats, and control panels before and after each use;
 - (e) pre-screening consistent with Ontario's and/or Toronto's protocols;
 - (f) users must wear masks at all times;
 - (g) maximum occupancy two people per booking;
 - (h) bookings in one-hour increments; and,
 - (i) cleaning of the facility twice daily.
- 04 Sauna — Booking and Cleaning
- (a) one person/family per use;
 - (b) bookings in one-hour increments;
 - (c) pre-screening consistent with Ontario's and/or Toronto's protocols; and,
 - (d) cleaning of the facility twice daily.
- 05 Swimming Pool — Booking and Cleaning
- (a) one person/family per use;
 - (b) bookings in one-hour increments;
 - (c) pre-screening consistent with Ontario's and/or Toronto's protocols; and,
 - (d) cleaning of the facility twice daily.
- 06 Change-rooms/toilets/urinals/showers/sinks — as accessories to the swimming pool and sauna
- (a) solely for use with sauna and/or pool (so as to control maximum occupancy);
 - (b) can accommodate up to two people or a family-group not to exceed five people; and
 - (c) cleaning of the facilities twice daily.
- 07 Exercise Room — Booking, Equipment, and Cleaning
- (a) available equipment comprises the universal weight machine and free weights;
 - (b) users must wear masks at all times;
 - (c) users must wipe all contact-surfaces before and after each use;
 - (d) pre-screening consistent with Ontario's and/or Toronto's protocols;
 - (e) maximum occupancy of two people per booking;
 - (f) bookings in one-hour increments; and,
 - (g) cleaning of the facility twice daily.
- 08 PH Lounge — Occupancy and Protocols
- (a) ***the lesser of 25 people*** or the number of people that the space can accommodate whilst still maintaining 2-metre distancing;

- (b) pre-screening consistent with Ontario's and/or Toronto's protocols;
- (c) users must wear masks at all times; and,
- (d) cleaning of the facility twice daily.

- 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 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, maintaining 2-metre distancing with all people entering office.

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 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: July 23, 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 3 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 staff works on site with the door closed, maintaining 2-metre distancing with all people entering office.

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 three 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 5th 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. Terraces are cleaned twice a day.
- 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 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 indoor amenity areas closed.

Our amenities are now open to residents with the following guidelines: Subject to the CAO's requirements, and subject (*inter alia*) to MTCC 1170's Rules 12.10 and 12.11, MTCC 1170's plan for re-opening amenities follows.

- 01 Outdoor Terraces — Occupancy and Precautions:
 - (a) the ***lesser of*** 100 people ***or*** the number of people that the space can accommodate whilst still maintaining 2-metre distancing;
 - (b) cleaning twice daily; and,
 - (c) pre-screening consistent with Ontario's and/or Toronto's protocols.
- 02 BBQ — Booking and Cleaning
 - (a) book one-hour increments;
 - (b) users to wipe handles before and after use;
 - (c) users to bring own utensils;
 - (d) pre-screening consistent with Ontario's and/or Toronto's protocols; and,
 - (e) cleaning of the facility twice daily.
- 03 5th Floor Lounge — Serving Temporarily as the “Cardio” Part of the Exercise Facility
 - (a) two stationary bikes – one at west wall, one at east wall;
 - (b) one treadmill and one elliptical trainer – one on each side of wooden wall;
 - (c) one rowing machine – in an area a minimum 2-meter distance from all other equipment;
 - (d) users must wipe devices' handles, seats, and control panels before and after each use;
 - (e) pre-screening consistent with Ontario's and/or Toronto's protocols;
 - (f) users must wear masks at all times;
 - (g) maximum occupancy two people per booking;
 - (h) bookings in one-hour increments; and,
 - (i) cleaning of the facility twice daily.
- 04 Sauna — Booking and Cleaning
 - (a) one person/family per use;
 - (b) bookings in one-hour increments;

- (c) pre-screening consistent with Ontario's and/or Toronto's protocols; and,
 - (d) cleaning of the facility twice daily.
- 05 Swimming Pool — Booking and Cleaning
- (a) one person/family per use;
 - (b) bookings in one-hour increments;
 - (c) pre-screening consistent with Ontario's and/or Toronto's protocols; and,
 - (d) cleaning of the facility twice daily.
- 06 Change-rooms/toilets/urinals/showers/sinks — as accessories to the swimming pool and sauna
- (a) solely for use with sauna and/or pool (so as to control maximum occupancy);
 - (b) can accommodate up to two people or a family-group not to exceed five people; and
 - (c) cleaning of the facilities twice daily.
- 07 Exercise Room — Booking, Equipment, and Cleaning
- (a) available equipment comprises the universal weight machine and free weights;
 - (b) users must wear masks at all times;
 - (c) users must wipe all contact-surfaces before and after each use;
 - (d) pre-screening consistent with Ontario's and/or Toronto's protocols;
 - (e) maximum occupancy of two people per booking;
 - (f) bookings in one-hour increments; and,
 - (g) cleaning of the facility twice daily.
- 08 PH Lounge — Occupancy and Protocols
- (a) ***the lesser of 25 people*** or the number of people that the space can accommodate whilst still maintaining 2-metre distancing;
 - (b) pre-screening consistent with Ontario's and/or Toronto's protocols;
 - (c) users must wear masks at all times; and,
 - (d) cleaning of the facility twice daily.