



THE METROPOLE

21 September 2023

Minutes of MTCC 1170 Meeting Number 230921R — Held on 21 September 2023

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

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1847h.

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

Resolution 230921R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 230921R, as presented.

James Louttit/Scott Froebe — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #230921R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 230921R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 230824R, as presented.

Marc de Montigny/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) Bleach Stains: Please refer to Section 11(a) of these Minutes.

(ii) Garbage Room's HVAC: Please refer to Section 11(b) of these Minutes.

(iii) Sundry Boiler Repairs: Please refer to Section 11 (c) of these Minutes.

(iv) Unanticipated Maintenance: Please refer to Section 11(d) of these Minutes.

(v) Cleaning Exhaust Vents' Grilles: Please refer to Section 11(e) of these Minutes.

(vi) 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 230921R03: 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 September 2023, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2022 to 31 July 2023, and the Front Desk Security Report for the period 04 August 2023 to 03 September 2023.

Nives Malara/Marc de Montigny — Carried

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes: None

08 Correspondence Requiring Action and/or Response:

(a) Townhouses Doors:

Resolution 230921R04: Affirming Emailed Permission for a Board Notice

WHEREAS MTCC 1170's Board provided majority emailed permission for a board notice provided information to townhouses' owners about the repainting of their Victoria Street doors; THEREFORE,

BE IT RESOLVED that MTCC 1170 affirms its permission for the notice dated 18 September 2023, and authorises its inclusion in the Minutes for Meeting #230921R.

James Louttit/Scott Froebe — Carried

(b) Exercise Facilities:

Resolution 230921R05: Receiving a Corporate Officer's Report and Recommendations

WHEREAS MTCC 1170's Board President has provided a report and recommendations for MTCC 1170's exercise facilities; THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the above-noted report as information, directs Management to take the steps necessary for timely compliance with recommendations on the above-noted report's second page, and authorises the above-noted report's inclusion in the Minutes for Meeting #230921R.

Scott Froebe/James Louttit — Carried

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Bleach Stains:

Resolution 230921R06: Authorising Repairs to Corridors' Carpets

WHEREAS Management has reported apparent bleach-stains on some corridors' carpets; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Tri-Can Contract Inc](#) an amount not to exceed \$3,000.00 (+ HST) to replace the damaged portions of carpet, using materials from MTCC 1170's inventory retained from the original installation; AND, FURTHER,

BE IT RESOLVED that payment for these replacements shall be from the Reserve Fund.

Marc de Montigny/Nives Malara — Carried

(b) Garbage Room's HVAC:

Resolution 230921R07: Authorising Garbage Room HVAC Repairs

WHEREAS Management has advised that the garbage room's HVAC condenser requires replacement; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay [Ambient Mechanical](#) \$13,611.23 (+ HST), to perform work described in their Quote #QUO-23962-H0K4; AND, FURTHER,

BE IT RESOLVED that payment for completion of work described in Quote #QUO-23962-H0K4 shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(c) Sundry Boiler Repairs:

Resolution 230921R08: Authorising Boiler Repairs

WHEREAS Management has advised that Boiler #2 requires brick-replacement and heat-exchanger cleaning, and that Boiler #1 requires a new venturi assembly; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ [Ambient Mechanical](#) to complete work described in the following quotes:

01 Boiler #2 — Quote #QUO-24061-W1J6 — \$2,861.25 (+HST); AND,

02 Boiler #1 — Quote #QUO-22719-S9L6 — \$3,751.40 (+HST); AND, FURTHER,
BE IT RESOLVED that payment for completion of work described in Quotes #QUO-24061-W1J6 and
QUO-22719-S9L6 shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(d) Unanticipated Maintenance:

Resolution 230921R09: Authorising Unanticipated Maintenance

WHEREAS Management has identified unanticipated maintenance issues on the 11th to 14th
floors, and has provided costing for the above-noted issues; THEREFORE,

BE IT RESOLVED that the Board of Directors authorises Management to expend \$3,800.00 to respond
to the above-noted issues; AND, FURTHER,

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

Marc de Montigny/Nives Malara — Carried

(e) Exhaust Vents' Grilles: During the next round of window washing, the Board authorised Manage-
ment to pay the contractor an additional \$795.00 to clean units' exhaust-vent's grilles. The Board
also directed Management to seek permission before proceeding with any additional vent-clean-
ing.

12 Perusal File of Correspondence Received as Information: Received by e-mail.

13 Date of the Next Meeting(s):

(a) Special Meeting: TBA

(b) Regular Meeting #231026R: 1830h on Thursday 26 October 2023.

14 Motion for Adjournment

Resolution 230921R10: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170
shall adjourn Regular Meeting Number 230921R at 1859h on Thursday 21 September
2023.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“Marc de Montigny”

President: Keith Bricknell

Secretary: Marc de Montigny



THE METROPOLE

18 September 2023

Further to Repainting Townhouses' Doors

If you are well-prepared for door-repainting, scheduled to begin on 19 September 2023, please accept your Board's thanks. Also, feel free to treat this newsletter as "information-only". If you still have concerns, please give this newsletter your fullest attention.

MTCC 1170 is solely responsible for the building's external aesthetics. Portions of the Declaration codify that responsibility. Examples of this onus include allowable window-coverings in residential suites and allowable signage for the commercial units. Other examples include seasonal treatments of the flower boxes in Victoria Street and the sightliness of townhouses doors. Your Board and Management agreed that the doors needed repainting. But, whoa! Who owns those doors? Short and simple: MTCC 1170 does.

Notwithstanding anything hereinbefore provided to the contrary, each Residential Unit and Commercial Unit shall exclude all concrete, concrete block or masonry portions of load bearing walls or columns, concrete floor slabs in Residential Units 1 to 8, both inclusive, on Level 1, exterior doors, door frames, windows and window frames (excepting Commercial Units on Level 1), and any pipe, wire, cable, conduit, duct, shaft and mechanical or similar apparatus including any sound attenuation barrier which provides a service to another such unit or the common element, and all of which are located within the unit as hereinbefore described.

This paragraph is an excerpt from page C-2 of Schedule "C" in MTCC 1170's Declaration. The Declaration is available at www.mtcc1170.com — via the "Contacts and Links" tab.

What is paragraph's relevance to the townhouses' doors — and the painting hereof? As noted, townhouses'

owners do not "own" their exterior doors. MTCC 1170 "owns" those doors and grants the townhouses' owners "exclusive use" thereof.

That "exclusive use" excludes a townhouse's owner's unauthorised alteration of an exterior door. It also precludes interference with MTCC 1170's maintenance of external doors.

05.07 No one shall change, add to, or re-key the lock on his unit entry door unless it is keyed to the building master key and the prior written consent of the Board has been obtained.

But that's not the only limitation on owners' "jurisdiction" over their

doors. Therein, please consider MTCC 1170's Rule #05.07.

Suppose a townhouse's owner has violated Rule #05.07 and changed the lock(s) on an external door. If the alteration delayed the repainting, and led to extra costs, the owner could be liable for those costs.

But what about the townhouse doors' existing locks on their Victoria Street doors? Also, what about overall security of those Victoria Street doors? This newsletter's second page answers those questions.

If you have further questions about repainting and/or about the legal issues described above, please feel free to contact the Management Office

The Board of Directors — MTCC 1170

07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
(a) General Aesthetic Remediation/Refurbishment:
Resolution 170720R04: Awarding a Refurbishing Contract
WHEREAS MTCC 1170's Board of Directors had previously received Wiklém Design Inc's Request for Proposals ("RfP") to refurbish the corridors in MTCC 1170's tower, and had authorised the RfP and its amendments and/or addenda as the basis for Wiklém Design Inc's invitational tendering process; AND,
WHEREAS the Board of Directors of MTCC 1170 has received proposals from all of the contractors who chose to respond to the aforementioned RfP; THEREFORE,
BE IT RESOLVED that the Board of Directors of MTCC 1170 awards the contract for refurbishing the tower's corridors to Tri-Can Contract Inc for:
(a) \$909,952.30 (including HST) for basic refurbishment, comprising, *inter alia*, removal and disposal of existing material and installation of new materials such as carpeting, wall coverings, mouldings, *etc* via payment(s) from the Reserve Fund; AND,
(b) \$249,302 (+HST) for sundry hardware replacements such as, *inter alia*, suites' door-hardware (including internal components), service hardware, exit lights, outlets, interior signage, *etc* via payments from the Reserve Fund; AND, FURTHER,
BE IT RESOLVED that project management shall be as described in MTCC 1170 Board Resolution #160425R04.
James Louttit/Sheila Sproule — Carried

A townhouse's owner noted that the tower's 314 residences got new lock hardware in 2017-2018. In contrast, the townhouses did not. Why, indeed, did this seemingly differential treatment occur? The answer is available in MTCC 1170's Board Resolution 170720R04.

The Resolution's wording indicates that aesthetics solely motivated all purchase-decisions. By 2017, the "gold" finish on most door locks' handles and escutcheons had deteriorated badly. "Tacky" would have been the kindest possible adjective. In contrast, the stainless-steel replacements will likely remain aesthetically appropriate indefinitely.

Fortunately, the townhouses' door locks had not suffered the towers' door-locks' aesthetic fate. Thus, replacement was unnecessary in 2017-2018. Nor will replacement be necessary in 2023 and ongoing.

But did the tower's new door locks provide improved security? No! The stainless-steel locksets' internal mechanisms offer no more security than the "gold" locksets did. The sole criterion was aesthetics.

For perspective's sake, let's look at the townhouse doors' history. From 1997 until 2005, the townhouses had wooden doors for their Victoria Street entrances. Those doors did concern your Board. Additionally, by 2005, the doors' aesthetics had deteriorated past remediation. A lower-maintenance-higher-security solution was obviously necessary.

(iv) Townhouse Doors: The Board authorised Management to proceed with Hi-Lon's tender for replacement doors, for \$7,392, plus applicable taxes.

During Board Meeting #051026R, your Board approved installation of vinyl-clad steel doors. In 2023 dollars the cost, as shown in the screengrab, would be \$10,912.00 (+HST). But it was money well-spent — for durability, and for enhanced security.

But, as sturdy as those steel doors are, they still need occasional repainting...



THE METROPOLE

21 September 2023

To: Directors and Management — MTCC 1170
From: Board President — MTCC 1170
Re: Quantity, Quality, and Location of Fitness Equipment

A resident owner has requested upgrades to resistance-training equipment, the elliptical trainer requires replacement, and a decision is desirable regarding permanent placement of “cardio”-equipment. This memorandum’s historical record and recommendations might assist Directors and Management with decisions.

When turnover from the Developer to MTCC 1170 occurred in Autumn 1997, the fifth-floor’s original gymnasium had the following equipment — all of which likely fulfilled CSA criteria in 1997:

- ❖ one (1) rowing machine;
- ❖ one (1) treadmill;
- ❖ one (1) conventional stationary bicycle;
- ❖ one (1) weight-rack, with fewer than the current number of free weights;
- ❖ one (1) weight-bench;
- ❖ one (1) two-station universal weigh machine; and,
- ❖ two (2) sit-up mats.

What explains the apparent paucity of equipment? Two possibilities come to mind, but not necessarily in order of probability and/or credibility.

- ❖ The Developer might simply have been trying to contain costs by providing the minimum amount of equipment necessary for characterising the original fifth-floor facility as a gymnasium.
- ❖ On any other floor, the original fifth-floor facility would simply be an XX05 unit’s living room. As such, it has neither more nor less air-handling capacity than any other XX05 living room. Air-handling and room-occupancy are inextricably intertwined. If every piece of developer-provided equipment were in use, the gymnasium’s occupancy could be anywhere from nine to 12 users. Did the Developer limit the amount of equipment to limit occupancy to the room’s maximum air-handling capacity? In fairness to the Developer, this is not a possibility that the Board and Management should dismiss...

What are the paucity of equipment’s ongoing limitations? At the point of turnover from the Developer to MTCC 1170, the building’s common elements (including recreational facilities) “froze” into place, to the point of being quasi-immutable. As per Section 97(1) of the [Condominium Act](#):

“If the corporation has an obligation to repair the units or common elements after damage or to maintain them and the corporation carries out the obligation using materials that are as reasonably close in quality to the original as is appropriate in accordance with current construction standards, the work shall be deemed not to be an addition, alteration or improvement to the common elements or a change in the assets of the corporation for the purpose of this section.”

Any repair, replacement, and/or addition beyond Section 97(1)’s limitations would trigger the provisions in the balance of Section 97. For example, if a condominium corporation’s governing board wished to augment equipment in a recreation facility — without first getting majority-permission from owners — that board’s limitation would be Section 97(2)(c) of the *Condominium Act*:

“...subject to the regulations made under this Act, the estimated cost, in any given month or other prescribed period, if any, of making the addition, alteration, improvement or change is no more than the greater of \$1,000 and 1 per cent of the annual budgeted common expenses for the current fiscal year.”

Within Section 97(2)(c)'s limitations, MTCC 1170 has added the following equipment to the gymnasium:

- ❖ one (1) elliptical trainer;
- ❖ one (1) recumbent stationary bicycle;
- ❖ one (1) chin-up rack; and,
- ❖ many more free weights.

Additionally, over the years, MTCC 1170 has replaced floor coverings, weight benches, treadmills as and when necessary. However, one question remained unanswered. ***Did the additional equipment create scenarios wherein maximum occupancy (based on equipment-availability) could exceed the fifth-floor facility's air-handling capacity?***

With COVID's onset, MTCC 1170 deemed that maximum occupancy could exceed air-handling capacity. That decision explains relocation of all "cardio" equipment to the fifth-floor common room. Three benefits accrue to that relocation:

- ❖ the fifth-floor common room's superior air-handling capacity does provide assurance of better — and safer — indoor air quality;
- ❖ the fifth-floor common room's size and superior air-handling capacity open the possibility for increasing the number of "cardio" machines available for resident's use; and,
- ❖ the original fifth-floor gymnasium's air-handling capacity is probably now underutilised — which means that, subject to air-quality limitations, additional resistance-training equipment could be possible.

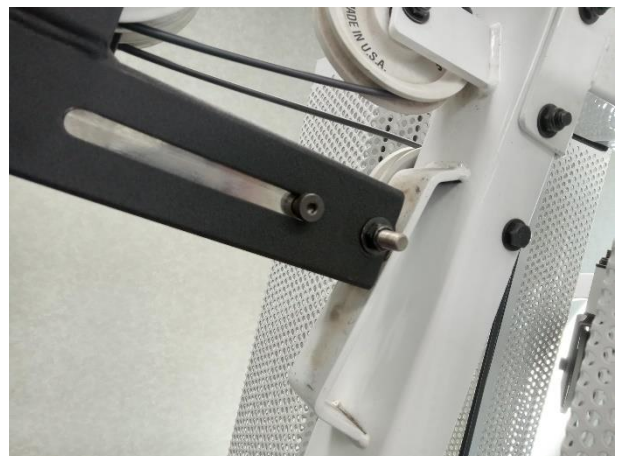
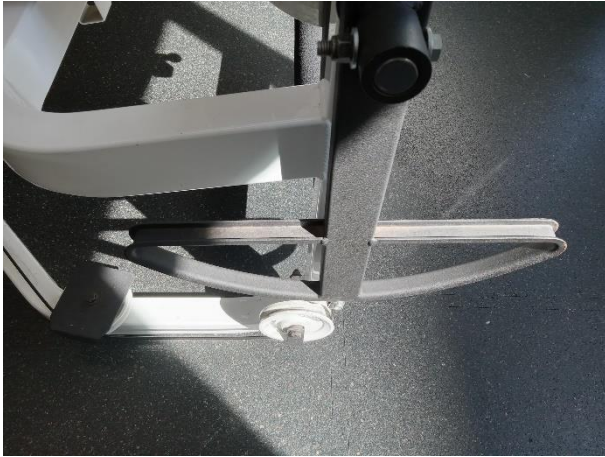
As for recommendations, I respectfully suggest that the Board and Management should take the following steps, in the order that they appear below.

- 01 Components for the elliptical trainer are no longer available. It is not optimally useful in its current state. Therefore, Management should get quotes for a replacement. The Board should then approve the replacement.
- 02 Given the fifth-floor gymnasium's air-quality-related underutilisation, Management should get quotes for an additional universal weight machine and provide those quotes to the Board.
- 03 Before adding "cardio" machines to the fifth-floor common room (which should remain the permanent facility for such equipment), MTCC 1170 should undertake an indoor air-quality assessment. To assist Directors' and Management's understanding of these issues, I enclose information from Harvard University.
- 04 Acquisition of additional equipment should be piecemeal — to stay within the limits of Section 97(2)(c) of the [*Condominium Act*](#).

Thank you for your attention to this memorandum. I stand ready to answer your questions during the Committee portion preceding Meeting #230921R and thereafter, as might be necessary.

Respectfully submitted
MTCC 1170
Keith Bricknell— Board President

Encl/2



1st Top-L: Cable needs replacing on south side of machine. 1st Top-R: Insertion point for extensions/curls stabiliser on south side of machine needs cleaning. 2nd Top-L: Very slight oxidation of bolts likely caused by water whilst mopping floor. 2nd Top-R: Pin on bench-press extensor on north side of machine might need replacing. 3rd Top-L and 4th Top-L: Free-weight shafts could benefit from cleaning. 4th Top-R: Likely, all privately-owned equipment should carry stencilling designating it as such. Aside from that, having used that equipment from 1999 until 2020, I see no alarming issues — Keith Bricknell — 21 September 2023.

OPINION: [A healthy building starts with better ventilation](#). Harvard professor Joseph G. Allen argues it's time to reshape how we design our buildings to stop the spread of respiratory disease. — [Harvard Public Health Magazine](#) — WRITTEN BY Joseph G. Allen — PUBLISHED 01 March 2023

For decades, we have failed to design our buildings with health as the primary focus. This is particularly true for ventilation standards that apply to homes, schools, offices, and just about everywhere else you spend time indoors, which specifically state that they are not intended to limit the spread of respiratory diseases. The COVID-19 pandemic — caused by a respiratory virus spread nearly entirely indoors — revealed the shortcomings of this approach.

For the first time in 40 years, we now have the opportunity to course-correct.

ASHRAE, the professional engineering association that sets ventilation standards, has announced that it will release new health-based targets by June. Because ASHRAE recommendations ultimately inform building codes, this is a pivotal moment to reshape how we design and operate buildings. It's critical that we get this right.

First, some background: The [scientific record](#) now reflects the reality that airborne transmission is the dominant mode of transmission for COVID, as for many other respiratory diseases. When we talk, sing, or simply breathe, we constantly emit respiratory particles. If we are infectious, those particles will contain the virus. Most of the virus is concentrated in particles less than five microns in size. (For reference, human hair is about 50-70 microns.) These fine particles will travel beyond six feet and accumulate indoors, unless they are diluted through ventilation or captured through filtration. All of this means that the way we design, operate, and manage our buildings has critical implications for reducing the spread of airborne respiratory diseases.

Much of this was [known early on in the pandemic](#), and many scientists and organizations issued calls for better filtration and enhanced ventilation. A key gap remained, though — while organizations called for more ventilation, few, if any, were willing to specify a ventilation target. ASHRAE did convene a team of scientists to propose targets in the winter of 2021, but their proposed targets were not published or released to the public.

The end result is that for the past three years, building owners and managers were told to do better when it came to ventilation, but were left on their own to determine what ventilation rates they should target.

I recently chaired the Lancet Covid-19 Commission [Task Force on Safe Work, Safe School, and Safe Travel](#), which looked closely at ventilation targets. While there was debate about specifics, we all agreed that:

- Current ventilation targets are too low.
- Getting buildings off current minimums would lead to significant reduction in risk from SARS-CoV-2 and other respiratory viruses, like influenza.
- Higher ventilation and filtration rates come with multiple benefits beyond infectious disease, such as improved cognitive function and better math and reading test scores for kids in schools.
- While scientific inquiry into metrics and targets must continue, this should not impede us from recommending targets now.

[Our recommendations](#) covered three different ways building engineers typically think about ventilation: the amount of air supplied to the room per volume of the room, per person, and per floor area, using a “good, better, best” designation.

As example, and to give a sense of the numbers, a school should get three air changes per hour by design, but the reality is that it's typical for a school to only get 1.5 air changes per hour as the system's performance gets worse over time. A typical office might get even less, perhaps just one air change per hour. Our recommended standards are significantly higher: In both settings, we urge a new minimum of four air changes per hour, and a best practice setting of six or more.

In addition to releasing proposed targets, the Task Force published [a separate report](#) on approaches that every building owner or manager could take today to improve indoor air quality. Our strategies:

- **Commission or recommission your building.** This is the process of giving buildings a tune-up, much like we do for cars. Building system performance changes over time, and this process ensures the building is performing the way it was designed. This improves overall indoor air quality and [saves energy and money](#); the return on investment for existing buildings is just a few years.
- **Maximize outdoor air ventilation.** Higher ventilation rates are associated with reduced disease transmission, fewer missed sick days, fewer missed school days, better cognitive function, and reductions in asthma.
- **Upgrade filters to MERV13 or better.** Buildings typically use MERV8 filters, which are designed to protect equipment and which capture about 50% of airborne particles. By contrast, MERV13 filters are designed to protect people and capture at least 80-90% of particles. Upgrading filters also helps to reduce outdoor pollution which penetrates into buildings, such as wildfire smoke. The cost to upgrade filtration from MERV8 to MERV13 works out to about \$1.50 per month for a 5,000 square foot office, all-in: labour, filter material, energy.
- **Supplement with the use of portable air cleaners, where necessary.** In the event your existing building systems can't hit these new health-based targets, there is a relatively low-cost and effective solution. A portable air cleaner with a HEPA filter can add several air changes per hour of clean air. Note that these devices need to be sized correctly for the room they're in; you can use a [simple tool](#) from our Harvard Healthy Buildings program to help you find the right size.

These are not the only four strategies to consider. The Task Force report also discussed using air quality sensors that measure carbon dioxide (CO₂) to verify ventilation performance; we built another [tool](#) to help you set a CO₂ target if you go that route. Taken together, these strategies represent straightforward, feasible, cost-effective approaches that every building owner can pursue today.

The stakes are high: This is not just a health issue, but an equity issue.

While many well-resourced schools, universities, and companies have already adopted these enhanced ventilation and filtration strategies, the only way we can achieve clean indoor air for all is by codifying strong ventilation standards and making healthy building strategies the norm.

Healthy indoor air quality is a fundamental human right. It is imperative that leading engineering organizations like ASHRAE and public health agencies such as the Centres for Disease Control and Prevention, the World Health Organization, and the National Institute for Occupational Safety and Health create, adopt, and disseminate health-based standards for ventilation.

These organizations cannot continue to tell people to “bring in more air” without answering the critical question: “How much?” — *Joseph G. Allen is an associate professor of exposure assessment science at the Harvard T.H. Chan School of Public Health.*



[New tool helps businesses, schools, evaluate indoor ventilation](#)

27 June 2022—The [Healthy Buildings Program](#) at Harvard T.H. Chan School of Public Health released a new online [calculator](#) to help people who are using carbon dioxide (CO₂) monitors understand ventilation rates in indoor spaces and determine a maximum safe level. Users input information about a room, and the calculator returns the estimated CO₂ concentration.

Released on June 27, 2022, the calculator builds off a [tool](#) released by Healthy Buildings researchers in the summer of 2020 to help schools better understand their ventilation systems and potentially reduce the spread of [COVID-19](#) and other airborne viruses.