



## THE METROPOLE

21 January 2021

### **Minutes of MTCC 1170 Meeting Number 210121R — Held on 21 January 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 1812h.

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

Resolution 210121R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210121R, as presented.

Sheila Sproule/Nives Malara — Carried

03 Assignment of Duties:

(a) Assignment of Corporate Officers until AGM 2021:

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 #210121R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 210121R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210121R, as presented.

Nives Malara/Sheila Sproule — 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 System Repairs: Please refer to Section 11(a) of these Minutes.
- (ii) Swimming Pool Heater: Please refer to Section 11(b) of these Minutes.
- (iii) Outdoor Common Elements: Please refer to Section 11(f) of these Minutes.
- (iv) 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 210121R03: 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 January 2021, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 30 November 2020, and the Front Desk Security Report for the period 04 December 2020 to 03 January 2021.

Sheila Sproule/Nives Malara — Carried

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

(a) Upper Zone's MUA: Management reported that Building Sciences' engineers are currently working with the HVAC contractor on assessing the equipment.

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) Fire System Repairs:

Resolution 210121R04: Authorising Fire System Repairs

BE IT RESOLVED that MTCC 1170 acknowledges receiving Regional Fire and Security Systems' Annual Fire Alarm Inspection Record for 2020; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 that MTCC 1170 authorises Regional Fire and Security Systems to remediate the following protective components...

(a) \$8,515.68 (incl HST) for Fire Alarms;

(b) \$716.99 (incl HST) for Fire Extinguishers;

(c) \$759.93 (incl HST) for Emergency Lighting; and,

(d) \$2,880.37 (incl HST) for Sprinklers; AND, FURTHER,

BE IT RESOLVED that payment for this remediation shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(b) Swimming Pool Heater Replacement:

Resolution 210121R05: Authorising Swimming Pool Heater Replacement

WHEREAS the swimming pool's heater has failed, thus imposing on MTCC 1170 the statutory duty to repair a common element amenity, despite COVID-imposed disuse of the pool; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying LIV North (Superior Pool) \$5,911.71 (incl HST) to replace the above-noted heater; AND, FURTHER,

BE IT RESOLVED that payment for this replacement shall be from the Reserve Fund.

James Louttit/Scott Froebe — Carried

(c) Receiving Committee Reports as Information:

Resolution 210121R06: Receiving Committees' Reports as Information

WHEREAS MTCC 1170 has received two reports during Meeting 210121R: THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 responds as follows to the above-noted items.

01 MTCC 1170 Staff Fund Committee: MTCC 1170 accepts the Staff Fund Committee's written report as information. The Board of Directors thanks

residents for their continuing support of the Staff Fund, and the Fund's Chairperson for her facilitation thereof.

- 02 Toronto Fire Department Toy Drive: MTCC 1170 accepts the Vice President's oral report as information. The Board of Directors thanks residents for their continuing support of the TFD Toy Drive and the Vice President for his facilitation thereof.

Scott Froebe/Nives Malara — Carried

(d) Receiving a Corporate Officer's Report as Information

Resolution 210121R07: Receiving a Corporate Officer's Report

WHEREAS MTCC 1170's President has proposed a response to concerns that an Owner voiced during AGM 2020; THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the proposed response as information; AND, FURTHER,

BE IT RESOLVED that MTCC 1170's Directors concur with the proposed response and authorise its inclusion in the Minutes of Regular Meeting #210121R.

James Louttit/Nives Malara — Carried

(e) CAO Consultative Response:

Resolution 210121R08: Authorising Response to a Consultative Process

WHEREAS the Condominium Authority of Ontario (CAO) has advised of "Government Consultation on Potential Permanent Changes to Enable Digital and Virtual Processes under the *Condominium Act, 1998*", AND,

WHEREAS MTCC 1170 wishes to support changes that the consultative document describes; THEREFORE,

BE IT RESOLVED that MTCC 1170 directs Management to convey its consultative response to the CAO and to the Minister of Government and Consumer Services amply before the due date of 08 February 2021; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 authorises attaching a copy of its response to the Minutes for Meeting #210121R.

Nives Malara/James Louttit — Carried

- (f) Outdoor Common Element Areas: [The Condominium Act and the CAO's directives](#) govern condominiums' ability to open their common elements. Salient among those instructions are requirements that "These new measures will be in place until at least February 11<sup>th</sup>" and "Recreational amenities that are located indoors must stay closed as per section 4. (1) of Schedule 3 to Ontario Regulation 82/20." Since MTCC 1170's two outdoor terraces are accessible only via two indoor amenities; namely, the two associated lounges, it would be prudent to wait until February 11<sup>th</sup> before allowing pass-through access via those two lounges.

- 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 #210218R: 1800h on Thursday 18 February 2021.

- 14 Motion for Adjournment

Resolution 210121R09: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210121R at 1827h on Thursday 21 January 2021.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #210218R



## THE METROPOLE

21 January 2021

To: Directors and Management — MTCC 1170  
From: Board President — MTCC 1170  
Re: Resident Owner's Queries about the King St Pilot

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During Section 11 of AGM 2020's Agenda, a resident owner seems to have inquired about report that is an appendix to the Minutes for Regular Board Meeting #190620R (20 June 2019). Those Minutes are now in the "2019 Consolidated Searchable Minutes" available at [www.mtcc1170.com](http://www.mtcc1170.com). Originally, those Minutes were available at [www.mtcc1170.com](http://www.mtcc1170.com) no later than 2200h on 20 June 2019. Pursuant to MTCC 1170's Rule #16.02 (also available at [www.mtcc1170.com](http://www.mtcc1170.com)), all owners could have responded as early as 21 June 2019.

Also, the CAO's version of AGM 2020's "Preliminary Notice of Meeting" advised owners that:

"If you wish to request that any material be included in the notice calling this meeting, please deliver that material to the board to the addresses or in the manner specified above (see item 2 of this form)...Although you can request that material be included in the notice of meeting, the board is not obligated to include this material unless, among other requirements, the owners of at least 15% of the units request that the material be included."

Management's version of AGM 2020's "Preliminary Notice of Meeting" advised owners about appending materials to the AGM Package:

"Note, too, that the above-noted choices and deadline are also applicable to any other materials that owners might wish to submit pursuant, *inter alia*, to Section 12.8(1) of Ontario Regulation 48/01..."

Procedural issues aside, the resident owner commented on the King-Yonge tram-stop's placement, tram-riders' littering, and the public realm parklet between Yonge and Leader Lane. Also, there was an attempt to rebut professional opinions favouring "far side" tram-stops in bus-and-or-tram corridors. Intentionally or otherwise, the owner gave the impression that MTCC 1170's *explanation of* City Council's and the TTC's decisions was *advocacy for* those decisions.

In fact, no such advocacy occurred. The appendix to Meeting #190620R's Minutes includes the following preface to the hyperlinks whose authors seemed to favour "far-side" tram stops:

"One problem, though, is that the City regards "far-side" tram-stops as a "key design aspect" of the King Street Pilot. Thus, any challenge to a "key design aspect" becomes, in effect, a challenge to City Council's overwhelming support for the Pilot. Thus, any supplicant's chances for success are slim, and even the act of supplication might be counterproductive. The other problem is that much expert opinion is supportive of "far-side" bus- and/or tram-stops..."

Nowhere does that statement comprise advocacy. Rather, it comprises only advice about politicians' probable thought-processes, and about potential obstacles for re-channelling those self-same processes. Provision of such advice is surely part of condo boards' duties to the owners whom they serve.

**Further Investigation Necessary:** Additional to staff, what were the other possible sources of advice to City Council? [Jarrett Walker + Associates](#) is a possibility. Their site indicates that they have [provided services to Toronto](#). Also, in December 2017, Jarrett Walker's blog is [effusive in its praise of far side tram-stops](#). This, then, becomes an example of the sort of "heavyweight" advice influencing City Council — with concomitant difficulty in successfully refuting such advice...

That clarification aside, could there be a game-changer — regarding the "near side" versus "far side" debate? [The TTC plans adding elevator-access to the King Station](#). Elevators' placement could support an argument favouring near-side relocation of the King-Yonge tram-stop (*ie*, west of Yonge). But that point remains moot

until construction is complete. Then, City Councillors can ponder staff's and consultants' opinions, together with stakeholders' wish-lists about tram-stops and public realm parklets.

And who are those stakeholders — regarding tram-stop placements and public realm parklets?

Externally, they comprise, at very least, the following Business Improvement Areas:

- ❖ [The St Lawrence Market Neighbourhood BIA](#), whose map is available [here](#); and,
- ❖ [The Toronto Financial District BIA](#), whose map is available [here](#).

My understanding, subject, as always, to correction, is that both BIAs had input regarding placement of public realm parklets. The St Lawrence BIA's members might have seen commercial advantage from pedestrians' use of the public realms' seating areas near their establishments along King Street East. And, indeed, there are more surface-level businesses between Yonge and Church Streets than there are between Bay and Yonge Streets, where a public realm parklet would seem redundant. (*And again, please note that this statement of fact is just that, and certainly does not comprise advocacy.*)

Internally, who are MTCC 1170's stakeholders? At street-level, they would comprise commercial units' owners and/or their tenants — who might perceive an advantage from an attractive, well-kept parklet. Within the "tower" and in Victoria Street, this might be owners whose views could vary considerably. Such variability poses difficulties for any condo corporation. For which stakeholder should a condo corporation choose to be an advocate? Is that stakeholder truly a representative of at least a bare majority of its unit-owners?

Before taking further action on this matter, the Board and Management should consider these issues, all of which will magnify when the COVID crisis ends...

- ❖ Any request to City Council must contribute to a win-win outcome. For example, any request to relocate a tram-stop and/or to terminate a parklet must create a benefit for all parties. If a request creates the perception of merely being a ploy for imposing an unpleasant scenario on someone else, it will fail.
- ❖ To what extent should any condo corporation lend its support and/or advocacy to a specific stakeholder's dealings with any external entity? To be prudent, the condo corporation should ensure that the stakeholder represents at least a plurality, but preferably a majority, of unit-owners. The CAO anticipates this necessity by setting a 15% threshold for compelling condo boards to include owners' materials in AGM packages for consideration and/or voting at AGMs (*see information overleaf*).
- ❖ Historically, MTCC 1170 has had to fight battles on at least two fronts: traffic back-ups in Colborne Street that prevent access to our loading dock and parking garages, and misbehaviour by film crews. For both battles, we have had to rely on getting the City's **attention to** problems and then getting the City's **intervention in** problems. And yes, it is a two-step process in which **attention** does not necessarily connote **intervention**. To what extent, then, can MTCC 1170 afford to open a third battlefield — absent a request from at least a bare majority of unit-owners?

I look forward to hearing your thoughts on this matter at Regular Meeting #210121R, and/or at any other time that you might wish to choose.

Respectfully submitted  
Keith Bricknell  
Board President

## Feedback Form: Potential Permanent Changes to Enable Digital and Virtual Processes under the *Condominium Act, 1998*

Please use the following pages to provide any feedback from you or your organization on the consultation questions listed below. The Ministry of Government and Consumer Services (the Ministry) is seeking feedback by **February 8, 2021** on the following consultation questions regarding virtual meetings and electronic notices and records under the *Condominium Act, 1998* (Condo Act). Please return any feedback to [ONcondo@ontario.ca](mailto:ONcondo@ontario.ca).

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### Contact Information

Organization Name (If applicable):

MTCC 1170

Key Contact Name:

Nancy Bielic (MTCC 1170 Property Manager)

Key Contact Email:

Nancy.Bielic@PropertyWright.ca

Key Contact Phone Number:

416-549-1412 ext. 3723

### Introduction

On May 12, 2020, the Legislature passed the *COVID-19 Response and Reforms to Modernize Ontario Act, 2020* which among other things, made temporary legislative amendments to the Condo Act related to electronic or telephonic meetings and the deferral of annual meetings in some circumstances in response to the COVID-19 pandemic. You can find the temporary changes in [Part IV.1](#) (Special Rules During Emergency) of the Condo Act and the [Schedule](#) to that Act, as well as [Ontario Regulation 541/20](#).

On October 1, 2020, a new regulations made under the Condo Act came into force extending the temporary suspension period for the application of the temporary legislative amendments permitting condo corporations to call and hold meetings through electronic or telephonic means, as applicable, notwithstanding certain requirements, until May 31, 2021, subject to further extension.

The Ministry is now consulting on whether any further temporary or permanent amendments enabling the use of virtual or electronic tools or processes are required under the Condo Act as condo corporations adapt to new ways of doing business that are digital/virtual allowing for broader participation.

This consultation is focused on the use of telephonic and electronic tools or processes to facilitate the fulfillment of certain requirements under the Condo Act. Specifically, this consultation is only seeking feedback on the telephonic or electronic facilitation of requirements related to (1) meetings, (2) notices and documents, and (3) records. There may be future opportunities to provide feedback on additional topics related to other condominium matters.

## **Section 1: Meetings**

### Context

Prior to the temporary legislative amendments that are currently in force, the Condo Act generally permitted condo corporations to hold owners' meetings through electronic or telephonic means, including allowing votes to be cast by telephonic or electronic means as long as the condo corporation passed by-laws allowing it. In addition, while directors' meetings were permitted to be held through by teleconference or other means prescribed under the Condo Act, to do so required the unanimous consent of directors.

In response to the COVID-19 pandemic, the Legislature passed temporary legislative amendments to the Condo Act to permit condo corporations to hold meetings through electronic or telephonic means, including by addressing related matters to facilitate meetings electronically, notwithstanding certain requirements. These temporary changes will remain in effect until May 31, 2021, subject to further extension by regulation.

### Consultation Questions

1. Should the temporary legislative amendments under the Condo Act that generally allow meetings of owners to be held by electronic or telephonic means, without the need for a by-law, be made permanent? Are there any risks in doing so? Would this help to reduce burden on condo corporations? If so, how?
2. If the temporary legislative amendments under the Condo Act that generally permit meetings of owners to be held by electronic or telephonic means are made permanent, are any further amendments to the Act required to clarify that owners' meetings may be conducted in that manner or to further enable the virtual operation of an owners' meeting (e.g. to further clarify that quorum may be achieved through virtual participation, or that votes may be cast by electronic means, regardless of the by-laws)?



3. Prior to the temporary legislative amendments, the Condo Act required the unanimous consent of all directors to hold meetings, in accordance with the regulations, by teleconference or another form of communication system that is prescribed, including directors not present at or participating in the meetings. Should the temporary legislative amendments to the Condo Act that removed the requirement to have unanimous consent of directors, including those not present at or participating in them, to hold meetings, in accordance with the regulations, by teleconference or another form of communications system that is prescribed be made permanent? Or should the unanimous consent be lowered (e.g., to majority consent) or to the directors' present at or participating in the meeting instead of all the directors? Are there any risks in doing either of these things? Would this help to reduce burden on condo corporations? If so, how?

By Board Resolution #210121R08, MTCC 1170's Directors agreed that electronic and/or telephonic board meetings should be a matter of right, rather than a matter requiring unanimous consent by a condo board's directors. Therefore, the temporary Condo Act permissions should become permanent.

## Section 2: Notices and Documents

### Context

The Ministry made temporary legislative amendments to the Condo Act in response to the COVID-19 pandemic to generally permit notices for directors' meetings to be delivered electronically whether or not the by-laws specify otherwise and anything required by the Act or its regulations to be given to an owner or a mortgagee in respect of any meeting under the Act to be served by electronic means, even if an owner or mortgagee has not entered an agreement under s.47(4)(c) or s.47(5)(c) of the Act. These temporary changes will remain in effect until May 31, 2021, subject to further extension.

Once these temporary changes are no longer in effect, the original provisions of the Condo Act will come back into effect, which generally allow for notices to owners and mortgages to be delivered electronically only if the receiving party has consented to receiving communication by that method and has provided the corporation with the applicable form. In addition, the Condo Act generally allows for notice of directors' meetings to be provided electronically provided that doing so is not prohibited by the by-laws.

### Consultation Questions

4. Should the temporary legislative amendments under the Condo Act (in section 1 of the Schedule to that Act) that generally permit notices for directors' meetings to be delivered electronically, whether or not the by-laws specify otherwise, be made permanent? Are there any risks in doing so? Would this help to reduce burden on condo corporations? If so, how?
5. Should the temporary legislative amendments under the Condo Act (in section 7 of the Schedule to that Act) permitting service by electronic means on an owner or a mortgagee in certain circumstances be made permanent? What are the risks associated with this (e.g. access to electronic means such as computers or the internet, etc.)? Would this help to reduce burden on condo corporations? If so, how?
6. Are there any further potential permanent changes to the Condo Act that the government should consider regarding the electronic delivery of notices?

By Board Resolution #210121R08, MTCC 1170's Directors agreed that condo corporations' option to serve notices and documents electronically should become permanent.

## **Section 3: Records**

### Context

In satisfying requests under the Condo Act to examine or obtain a copy of electronic records, condo corporations must deliver the copy by electronic means if the requester agrees to electronic communication in the request for records. Otherwise, satisfying requests under the Act to examine or obtain records generally requires a condo corporation to make a copy of a record available for in-person examination or pickup or to deliver a paper copy of the record, as applicable. These requirements for satisfying records requests may be waived by agreement between the requester and the corporation (Waiver by Requestor of Records), in accordance with the Condo Act and its regulations.

### Consultation Questions

7. Should the current requirement under the Condo Act that requires a condo board to decide, by resolution, whether they can accept requests for records delivered in electronic form, be removed? Are there any risks in doing so? Would this help to reduce burden on condo corporations? If so, how?

8. Should the current requirement under the Condo Act to receive the agreement of the requester to electronic communication prior to delivering an electronic copy of the record for examination be removed? Are there any risks in doing so?
9. Are there any other changes under the Condo Act required to facilitate the electronic provision of and access to records?

By Board Resolution #210121R08, MTCC 1170's Directors agreed that condo corporations should be able, without any affirmative resolutions, to accept electronic request for delivery of requested records, and to deliver such records solely in electronic format.

## Section 4: General

### Context

The Ministry recognizes that the on-going COVID-19 pandemic may present specific challenges for condo corporations to operate as usual, particularly without the appropriate provisions in place under the Condo Act to enable the use of virtual or electronic means or processes.

### Consultation Questions

10. Has the COVID-19 pandemic highlighted any other issues with the Condo Act that the Ministry should consider addressing in relation to electronic or telephonic processes under the Act?
11. Should the Ministry consider seeking a further extension of the temporary suspension period for the application of temporary legislative amendments related to electronic/telephonic meetings in the CCA beyond May 31, 2021, rather than making permanent changes to the statute? If so, why and for how long?
12. If you would like to see permanent changes implemented, should the Ministry also consider seeking a further extension of the temporary suspension period for the application of temporary legislative amendments related to electronic/telephonic meetings in the Condo Act beyond May 31, 2021, to ensure the temporary provisions do not end before the permanent changes come into effect? If so, why and for how long?

By Board Resolution #210121R08, MTCC 1170's Directors agreed that the electronic processes in Sections 1 to 3 (*supra*) also address issues encompassed in the AODA, such as persons with compromised immune systems and/or persons who might otherwise be unable to participate, save for electronic mediation.

## Privacy Statement

This consultation is being conducted by the Ministry with respect to potential proposed permanent changes or further temporary changes enabling virtual processes related to the Ministry's business law and condominium statutes.

The collection of this information is authorized pursuant to the Ministry's responsibility for these acts and is necessary to consider the proposals. Please note that the Ministry is subject to the Freedom of Information and Protection of Privacy Act (FIPPA) and may disclose the information you or your organization provides in accordance with FIPPA.

Please note that unless agreed otherwise by the Ministry, all submissions received from organizations or individuals affiliated with organizations will be considered public information and may be used and disclosed by the Ministry to help evaluate the proposals and help the Ministry analyze whether permanent changes are needed within the scope of this consultation.

Submissions received from individuals who do not indicate an affiliation with an organization will not be considered public but may be used and disclosed by the Ministry to help evaluate the proposals. Any personal information such as an individual's name and contact details will not be disclosed by the Ministry without the individual's prior consent unless permitted or required by law.

If you or your organization have any questions about the collection of this information, please contact [ONcondo@ontario.ca](mailto:ONcondo@ontario.ca).



## THE METROPOLE

18 February 2021

### **Minutes of MTCC 1170 Meeting Number 210218R — Held on 18 February 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 1820h.

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

Resolution 210218R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210218R, as presented.

James Louttit/Scott Froebe — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #210218R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 210218R02: 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) Upper Zone MUA: Please refer to Section 07(a) of these Minutes.
- (ii) Outdoor Common Elements: Please refer to Section 07(b) of these Minutes.
- (iii) Internet and Telephones: Please refer to Section 11(a) of these Minutes.
- (iv) Fire Alarm Silencing: Please refer to Section 11(b) of these Minutes.
- (v) HVAC Repairs: Please refer to Section 11(c) of these Minutes.
- (vi) Dryer Vent Cleaning: Please refer to Section 11(d) of these Minutes.
- (vii) Wrong-Lane Camera/Signalling: Please refer to Section 11(e) of these Minutes.
- (viii) COVID-Related Protections: Please refer to Section 11(f) of these Minutes.
- (ix) 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 210218R03: 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 February 2021 and the Front Desk Security Report for the period 04 January 2021 to 04 February 2021.

Nives Malara/Sheila Sproule — Carried

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

Keith Bricknell surrendered the Chair to James Louttit.

(a) Upper Zone's MUA:

Resolution 210218R04: Receiving an Engineers' Condition-Report as Information

WHEREAS MTCC 1170 has Received Building Sciences' report on the MUAs ("Report");  
THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the Report as information; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 instructs Management to continue working with Building Sciences, and with the HVAC contractor in exploring issues that the Report identifies.

Keith Bricknell/Scott Froebe — Carried

Resolution 210218R05: Authorising Repairs to the Upper Zone's MUA

WHEREAS MTCC 1170's Upper Zone's make-up air unit (MUA) needs repairs; THEREFORE,

BE IT RESOLVED that MTCC 1170 accepts Ambient Mechanical's Quote Number QUO-13244-M8M6 for \$7,658.00 (plus applicable taxes) to perform a "...leak check and repair [of] Upper Zone second stage circuits..."; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 accepts Ambient Mechanical's Quote Number QUO-13243-L7W0 for \$24,105.34 (plus applicable taxes) to "...change compressor on upper zone MUA circuit one..."; AND, FURTHER,

BE IT RESOLVED that payment for work described in Quote Number QUO-13244-M8M6 shall be from the Operating Fund, and payment for work described in Quote Number QUO-13243-L7W0 shall be from the Reserve Fund.

Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(b) Outdoor Common Elements: Given the City's imminent request to extend the COVID lockdown until mid-March 2021 and given that access to the outdoor common elements is via connected indoor common elements, Directors agreed to continue exclusion from the outdoor common elements. Given that a "third wave" is always possible, with further lockdown-extensions, Directors also asked Management to investigate and report on ways of allowing access to the outdoor common elements while simultaneously placing the connected indoor common elements "off-limits".

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) Internet and Telephones: Directors approved Management's proposed reconfiguration and choice of providers.

(b) Fire Alarm Silencing:

Resolution 210218R06: Receiving an Engineering Report as Information

WHEREAS MTCC 1170 has Received M&E Engineering Ltd's "Fire Alarm Silencing Investigation Report" ("Report"); THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the Report as information; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 authorises paying Regional Fire \$1,440.00 (+HST) to conduct the tests that must precede implementing the Report's recommendation of "Option-2: Automatic signal silence from fire panel (programming)", especially given that retrofitting individual "hush-buttons" in all suites would cost approximately \$375,600; AND, FURTHER,

BE IT RESOLVED that payment to Regional Fire shall be from the Operating Fund.  
James Louttit/Sheila Sproule — Carried

(c) HVAC Repairs:

Resolution 210218R07: Authorising HVAC Repairs

WHEREAS Management has advised the necessity for four (4) HVAC repairs; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Ambient Mechanical to perform the following replacements for the amounts indicated for each:

01 Elevator Room Thermostats — \$1,174.07 (including HST);

02 Chiller Temperature Sensor — \$1,951.31 (including HST);

03 Chemical Pot Feed, Filter Housing, and Piping: \$7 947.74 (including HST);

AND,

04 Heating Boilers' Thermometers: \$ 1,045.82 (including HST); AND, FURTHER,

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

Nives Malara/Scott Froebe — Carried

(d) Dryer Vent Cleaning:

Resolution 210218R08: Authorising Dryer Vent Cleaning

WHEREAS occluded dryer vents waste energy and cause overheating by placing additional load on vents' exhaust fans, as well as being a [frequent cause of dryer-fires](#); THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ Dryerfighters Inc to perform biennial dryer vent cleaning for \$17,741.00 (including HST) at a date that Management shall decide, and with COVID-precautions that Management shall prescribe; AND, FURTHER,

BE IT RESOLVED that payment for this service shall be from the Operating Fund.

Sheila Sproule/Nives Malara — Carried

(e) Wrong-Lane Camera/Signalling:

Resolution 210218R09: Authorising Wrong-Lane Ramp Sensor

WHEREAS driving in the wrong lane on the P1-P3 ramps could cause a serious accident; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay Regional Fire \$3,705.27 to supply and install a "smart camera" to document wrong-lane instances and to send an audible alarm to the Security Desk when a vehicle uses the wrong lane in the ramp from P1 to street level; AND, FURTHER,

BE IT RESOLVED that payment for this service shall be from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(f) COVID-Related Protections: Directors approved Management's request for another round of "extended" sanitising of "touch-areas", and for placement of additional hand-sanitisers at strategic locations. For the foregoing items, a ratifying motion, as to final costs, will likely occur during March 2021's Regular Board Meeting. Directors also asked Management to order KN95 face masks for staff, as replacements for the masks that they are currently using.

- 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 #210318R: 1800h on Thursday 18 March 2021.
- 14 Motion for Adjournment  
Resolution 210218R10: Adjournment  
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210218R at 1835h on Thursday 18 February 2021.  
Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #210318R





## 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 Climanetics 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 sealed 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.



## THE METROPOLE

22 April 2021

### **Minutes of MTCC 1170 Meeting Number 210422R — Held on 22 April 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 1813h.

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

Resolution 210422R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210422R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #210422R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 210422R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210318R, 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) Window Cleaning: Please refer to Section 11(a) of these Minutes.
- (ii) Canada Post Parcel Boxes: Please refer to Section 11(b) of these Minutes.
- (iii) Landscaping: Please refer to Section 11(c) of these Minutes.
- (iv) Elevators' Refurbishment: Please refer to Section 11(d) of these Minutes.
- (v) 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 210422R03: 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 April 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 31 January 2021, and the Front Desk Security Report for the period 05 March 2021 to 04 April 2021.

Nives Malara/Sheila Sproule — Carried

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

(a) Fire Alarm Silencing: Testing has occurred to determine whether relatively inexpensive system-reprogramming would suffice for fire alarm silencing. Management reports that it would

not suffice. Thus, extensive rewiring would be necessary, probably at costs >\$300K to provide building-wide alarm silencing. Such an expense would be neither feasible nor Reserve Fund-eligible. Management went on to say that individual units could still avail themselves of a “Section 98” addition, alteration, or improvement agreement and install alarm silencing at their own expense.

(b) Outdoor Common Elements: Given the GTA’s currently stringent restrictions, Management suggested deferring access to the outdoor common elements until at least 20 May 2021. Directors agreed with the suggestion.

(c) COVID Safety Plan: Management will be augmenting the current plan to reflect the letter and spirit of the most recent restrictions.

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) Window Cleaning:

Resolution 210422R04: Authorising Exterior Window Cleaning

WHEREAS Canada Wide Window Cleaning Inc has presented Quote Number 145762 (“Quote”); THEREFORE,

BE IT RESOLVED that, MTCC 1170 authorises payment of \$10,158.70 (incl HST) for completion of tasks that the Quote describes; AND, FURTHER,

BE IT RESOLVED that payment shall be from the Operating Fund.  
James Louttit/Scott Froebe — Carried

(b) Canada Post Parcel Boxes:

Resolution 210422R05: Authorising Canada Post Parcel Lockers

WHEREAS 22,945 parcel-deliveries passed through the Front Desk in 2020 and YTD deliveries as of 31 March 2021 are almost equal to 2011’s total annual deliveries; AND,  
WHEREAS despite the scanning system and the automated notifications, deliveries tend to divert Security’s attention from primary functions; THEREFORE,

BE IT RESOLVED that, having already consulted with the Toronto Fire Department about safety-related issues, MTCC 1170 will allow [Canada Post to install four \(4\) parcel lockers](#) in the loading dock’s corridor to partly reduce the volume of parcels passing through the Front Desk; AND, FURTHER,

BE IT RESOLVED that the above-noted installations shall occur at no cost to MTCC 1170.  
Nives Malara/Sheila Sproule — Carried

(c) Landscaping:

Resolution 210422R06: Contract for Annual Vegetation & Enhancements

WHEREAS MTCC 1170’s outdoor plants, shrubs, and/or trees are Common Elements (as described in the Declaration and/or as part of long-established aesthetic expectations); THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ Fedak Landscaping to provide the following services:

(a) \$4,902.00 (incl HST) for summer maintenance from 15 April 2021 until 14 November 2021 (inclusive of both dates);

- (b) \$3,503.00 (incl HST) for watering from 15 April 2021 until 14 November 2021 (inclusive of both dates); AND,
- (c) \$3,700.75 (incl HST) for supplying and planting annual plants on the roof's terrace, the 5<sup>th</sup> floor's terrace, and the Victoria Street townhouses' planters; AND,

BE IT RESOLVED that payment for the foregoing shall be from the Operating Fund.  
Scott Froebe/James Louttit — Carried

(d) Elevators' Refurbishment: Keith Bricknell surrendered the Chair to James Louttit  
Resolution 210422R07: Authorising Acceleration of Elevators' Refurbishment

WHEREAS MTCC 1170 wishes to accelerate refurbishment of the remaining two "tower" elevators; THEREFORE,

BE IT RESOLVED that, MTCC 1170 authorises payment of an additional \$72,000.00 to Vertical Motion (\$36,000 per elevator) to cover the incremental costs necessary for providing six-day (6) work-weeks and extended working days whilst refurbishing the remaining two "tower" elevators; AND, FURTHER,

BE IT RESOLVED that payment shall be from the Reserve Fund.  
Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

- 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 #210520R: 1800h on Thursday 20 May 2021.

- 14 Motion for Adjournment

Resolution 210422R08: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210422R at 1823h on Thursday 22 April 2021.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

President: Keith Bricknell

"Sheila Sproule"

Secretary: Sheila Sproule





## 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 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 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 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 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



## 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.





## THE METROPOLE

22 July 2021

### **Minutes of MTCC 1170 Meeting Number 210722R — Held on 22 July 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 1817h.

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

Resolution 210722R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210722R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #210722R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 210722R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210617R, 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) Re-opening Amenities: Please refer to Section 11(a) of these Minutes.

(ii) Furniture Rebate: Please refer to Section 11(b) of these Minutes.

(iii) Fancoil Remediation: Please refer to Section 11(c) of these Minutes.

(iv) XX06-XX07 Alterations: Please refer to Section 11(d) of these Minutes.

(v) 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 210722R03: 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 July 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 30 April 2021, and the Front Desk Security Report for the period 04 June 2021 to 03 July 2021.

Nives Malara/Sheila Sproule — Carried

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

- (a) Elevators' Refurbishment: "COVID 211" has told Management that MTCC 1170 must continue with a limitation of two riders per elevator. Therefore, refurbishment, which entails taking a tower elevator out of service, cannot proceed until rescission of the limitation occurs.

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) Re-opening the Amenities:

Resolution 210722R04: Adopting MTCC 1170's Step 3 Re-opening Plan

WHEREAS MTCC 1170 has received Management's Step 3 Re-opening Plan ("Plan");  
THEREFORE,

BE IT RESOLVED that MTCC 1170 adopts the Plan and authorises Management to implement it;  
AND, FURTHER,

BE IT RESOLVED that MTCC 1170 authorises appending the Plan to the Minutes for Meeting #210722R.

Scott Froebe/James Louttit — Carried

- (b) Furniture Rebate:

Resolution 210722R05: Receiving a Rebate for Purchases in Resolution 200521R04

WHEREAS MTCC 1170 has received an offer of rebate for the above-noted; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises Management to accept the rebate and to re-deposit it into the Reserve Fund.

Nives Malara/Sheila Sproule — Carried

- (c) Fancoil Preventive Procedure:

Keith Bricknell surrendered the Chair to James Louttit

Resolution 210722R06: Mitigating Condensate Leaks

WHEREAS MTCC 1170 wishes to preclude condensate leaks from fancoil units; THEREFORE,  
BE IT RESOLVED that MTCC 1170 authorises paying Jermark Plumbing \$1,600.00 +HST to snake out the condensate main in the 4<sup>th</sup> floor crawl space, and in 21 other locations, and run water to ensure that the main condensate drain is clear; AND, FURTHER,

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

Scott Froebe/Keith Bricknell — Carried

Keith Bricknell resumed the Chair.

- (d) XX06-XX07 Alterations:

Resolution 210722R07: Receiving an "Addition, Alteration and Improvement Agreement"

WHEREAS MTCC 1170 has received its prescribed format of an "Addition, Alteration and Improvement Agreement" (hereinafter, "Agreement") from the Owner of XX06 and XX07 Units (hereinafter, "the Units"); THEREFORE,

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

BE IT RESOLVED that the Board of Directors of MTCC 1170 agrees, subject to the Agreement's terms, that the Owner may alter the Units in the manner 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

(e) Voting Delegates to the SLNA:

Resolution 210722R08: Amending Resolution 191008R05

BE IT RESOLVED that MTCC 1170 shall delete "...any three members of the Board of Directors and/or any three volunteers that the Board designates..." from the above-noted Resolution; AND.

BE IT RESOLVED that MTCC 1170 shall insert the following...

01 "...any two members of the Board of Directors and one volunteer-Owner that the Board designates; OR,

02 "any three members of the Board of Directors if a volunteer-Owner is unavailable; OR,

03 "on a meeting-by-meeting basis, any volunteer-Owner that a Director invites to substitute for her/him if he/she cannot attend a specific meeting of the St Lawrence Neighbourhood Association."

Sheila Sproule/Nives Malara — Carried

(f) 53-55 Yonge Street:

Resolution 210722R09: Receiving a Corporate Officer's Report as Information

WHEREAS MTCC 1170 has received the President's report on "Condominium Corporations' Involvement in Development Proposals" and the newsletter "Public Consultation – Proposed 53-55 Yonge Street Re-Development"; THEREFORE,

BE IT RESOLVED that MTCC 1170 reaffirms Directors' prior emailed consent for the aforementioned newsletter's distribution on or shortly after 13 July 2021; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 receives both of the above-noted documents as information and authorises both documents as appendices to the Minutes for Meeting #210722R and as examples of MTCC 1170's policies going forward.

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 19 August 2021.

14 Motion for Adjournment

Resolution 210722R10: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210722R at 1827h on Thursday 22 July 2021.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

President: Keith Bricknell

"Nives Malara"

for Secretary: Sheila Sproule



## THE METROPOLE

23 July 2021

### Ontario's COVID Step 3 Re-opening for MTCC 1170

Ontario has begun Step 3 of its COVID re-opening process. The Condominium Authority of Ontario (CAO) provides expectations for condominiums' re-opening. In its [current update](#), the CAO cautions condominiums' owners about the re-opening process.

"It is important to remember that Step 3 does not require that your condominium corporation open its recreational amenities and sports and fitness facilities. If your condominium corporation cannot safely open its recreational amenities and sports and fitness facilities or cannot realistically comply with the safety requirements listed below, your condominium community may choose to keep these spaces closed."

Additionally, the CAO requires screening of residents who wish to use the indoor and/or outdoor amenities:

- ❖ "The condominium corporation must screen all individuals who enter an indoor or outdoor sports and fitness facility, or indoor recreational amenity, prior to any individual entering the space.
- ❖ "The condominium corporation records the name and contact information of everyone who enters the space, maintains these records for a period of at least one month, and only discloses these records to a medical officer of health or an inspector."

MTCC 1170's screening procedures *may* reflect protocols available at either or both of the following sites:

- ❖ <https://covid-19.ontario.ca/screening/worker/>
- ❖ <https://www.toronto.ca/wp-content/uploads/2020/05/95f0-Survey-Screening-poster-TPH.pdf>

MTCC 1170 encourages everyone to use the relevant live links to peruse [the CAO's Step 3 Update](#).

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 5<sup>th</sup> 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.

Thank you for your attention to, and anticipated compliance with, the above-noted re-opening process. If you have any questions herein, please contact the Management Office.

The Board of Directors and Management  
MTCC 1170



## THE METROPOLE

22 July 2021

From: Board President — MTCC 1170

To: Directors and Management — MTCC 1170

Re: Condominium Corporations' Involvement in Development Proposals

The [53-55 Yonge Street proposal](#) raises questions about condominium corporations' and individual owners' appropriate roles as intervenors. Since 1997, our immediate neighbourhood has seen these developments...

- ❖ [8 Colborne Street](#), on the site of the former [Nordheimer Piano Factory](#);
- ❖ [1 King Street West](#), on the site of the former [Dominion Bank Building](#);
- ❖ [The Spire](#), at the corner of Church and Adelaide Streets;
- ❖ Reconfiguration of part of the [King Edward Hotel](#) into [King Edward Private Residences](#); and,
- ❖ [88 Scott Street](#), on the site of the former [Royal & Sun Alliance Insurance Building](#).

The Colborne Street development impacted some rooms in at least one of MTCC 1170's west-side "[risers](#)". Therefore, MTCC 1170 was an intervenor. During that process, I was on (and sometimes "was") the external "6-8 Colborne Street" Committee. **Arguments against the development** and *refutations thereof* follow...

- ❖ **The development will deprive the affected risers of light.** *In 1880, Ontario eliminated the "prescriptive right to light". In 1978, in the "Putnam Case", the Ontario court of appeal ruled that "...at common law, there is no natural right to lateral light..."*
- ❖ **The development will intensify traffic and parking issues in Colborne Street.** *If, indeed, such problems do occur, Parking Enforcement will deal with them — as they do all over Toronto.*

Predictably, the [Toronto and East York Committee of Adjustment](#) (C of A) approved the development. MTCC 1170's sole victory (subsequently "spun" as MTCC 1170's vindictiveness) was the C of A's refusal to reduce the development's parking-space requirement. Considering the history, what are the "take-aways"?

- ❖ Downtown proposals reflect rigorous orchestration and highly professional representation. For example, Colborne Street's representative was well-known to (and highly regarded by) the C of A, the local councillor, *and* city staff. *For intervenors, this represents a major challenge, unlike leafy suburb scenarios...*
- ❖ MTCC 1170's doggedness with 6-8 Colborne Street tended to project an image of vindictiveness. Arguably, this image contributed to several months of perceived "heel-dragging" on the City's part whenever MTCC 1170 complained about parking-related issues. And yes, our complaints eventually began receiving "face-value" treatment. But the whole episode was a lesson about "picking one's battles" carefully...
- ❖ Some of MTCC 1170's Owners were investors in three of the five above-noted development-examples. So, while MTCC 1170's *individual owners* could object, **MTCC 1170, per se**, certainly could not.
- ❖ Sometimes, municipal authorities believe that condo boards' interventions reflect only those board members' views, rather than truly representing a majority (or even a bare plurality) of owners' views. Thus, [electronic expression of individual owners' views](#) is likely more effective. For 88 Scott Street and 53-55 Yonge Street, MTCC 1170 provided the information necessary for owners' input, while not presuming to represent its owners. That is, I respectfully suggest an appropriate level of engagement for MTCC 1170.

Respectfully submitted  
Keith Bricknell — Board President



## THE METROPOLE

13 July 2021

### Public Consultation – Proposed 53-55 Yonge Street Re-Development

As some residents might have heard, a developer is seeking approval to re-purpose an area known municipally as 53-55 Yonge Street. Some of the developer's information and rationale [are available online](#). The developer's zoning application to the City of Toronto [is also available online](#).

If you wish to research the portions of Toronto's zoning regulations applicable to MTCC 1170's part of Downtown Toronto, you may wish to visit the following sites...

- ❖ <https://www.toronto.ca/legdocs/bylaws/2013/law0569.pdf>
- ❖ <https://www.toronto.ca/legdocs/bylaws/2013/law0569-schedule-a.htm>
- ❖ <https://www.toronto.ca/legdocs/bylaws/2013/law0569-schedule-a-zn-index-map.pdf>
- ❖ <https://www.toronto.ca/wp-content/uploads/2017/10/8fdd-City-Planning-Zoning-city-wide-commercial-zone-map.pdf> (MTCC 1170 seems to be in the “Commercial”, rather than “Residential” zone)
- ❖ <https://www.toronto.ca/wp-content/uploads/2018/08/966f-city-planning-to-core-opa406-attachment-1-schedule-5-downtown-plan.pdf> (especially paragraph 3.10)

Some legal issues about tall buildings are available at the following sites, for which comments follow...

- ❖ <http://www.aaron.ca/columns/2003-07-19.htm>
- ❖ <https://www.siskinds.com/is-there-a-right-to-light/>

Application Details

53 YONGE ST  
Ward 13: Toronto Centre

Application Detail URL

Public Consultation

The formal notice of any public meeting held by the City will be sent to: property owners within 120m (400 feet) of the property; anyone submitting a written request to the City Clerk's Office to be notified; and anyone providing their name and contact information on this Comments sheet.

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, the Planning Act, and the City of Toronto Municipal Code. The City collects this information to enable it to make an informed decision on the relevant issue(s). Individuals who submit correspondence should be aware that any personal information in their communication will become part of the public record. The City will make it available to the public, unless the individual expressly requests the City to remove the personal information. Questions about the collection of this information may be directed to the Planner listed above.

I don't agree I agree

In 1880, Ontario eliminated the “prescriptive right to light”. In 1978’s “Putnam Case”, the Ontario Court of Appeal ruled that “... there is no natural right to lateral light...”

In subsequent instances, objectors have tried to argue that a proposed building would cause “shadowing”. However, some of these instances seem to entail “residential” zones, and/or instances where the proposed new building is significantly taller than any surrounding structures, and/or intrusions into the public realm. Such instances are likely inapplicable to MTCC 1170’s part of Downtown

Other instances have reflected interference with solar-electric panels on neighbouring buildings’ roofs. Again, how applicable would this be to this part of Downtown?

Full details of the planning and consultation process [are available online](#). If you wish to offer a submission, *solely on your own behalf*, scroll down to the part of the site

shown above, click on “I agree”, and provide your input.

The Board of Directors and Management  
MTCC 1170





## 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

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #210923R

# 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 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 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 5<sup>th</sup> 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 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. 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 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.

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 5<sup>th</sup> 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.



## THE METROPOLE

23 September 2021

### **Minutes of MTCC 1170 Meeting Number 210923R — Held on 23 September 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 1817h.

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

Resolution 210923R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 210923R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #210923R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 210923R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210819R, 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) Drain and Slab Repairs: Please refer to Section 11(a) of these Minutes.

(ii) Fancoil Drain-Purge: Please refer to Section 11(b) of these Minutes.

(iii) Garbage Room Compressor: Please refer to Section 11(c) of these Minutes.

(iv) Swimming Pool's Dehumidifier: Please refer to Section 11(d) of these Minutes.

(v) Bell Marketing: Please refer to Section 11(e) of these Minutes.

(vi) Fancoils' Filters and Drainage-Testing: Please refer to Section 11(f) of these Minutes.

(vii) 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 210923R03: 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 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 31 July 2021, and the Front Desk Security Report for the period 05 August 2021 to 04 September 2021.

Nives Malara/Sheila Sproule — Carried

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

- (a) Elevators' Refurbishment: Given the Province of Ontario's ongoing precautions, and the fluctuating COVID case-numbers, 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>

08 Correspondence Requiring Action and/or Response: None

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

Keith Bricknell surrendered the Chair to James Louttit.

(a) Drain and Slab Repairs:

Resolution 210923R04: Receiving an Engineer's Report and RfP Template

WHEREAS MTCC 1170 has Received Building Sciences' Report and RfP Template #03136 ("Report") on one of P2-P3's Drains, and on the Compactor/Garbage Room's and Loading Dock's floor-slabs; THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the Report as information; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 instructs Management to continue working with Buildings Sciences, in soliciting bids from contractors that Building Sciences deems qualified to address issues that the Report identifies.

Scott Froebe/Keith Bricknell — Carried

(b) Fancoil Drain-Purge:

Resolution 210923R05: Purging Fancoil Drains' Main Lines

WHEREAS MTCC 1170 wishes to ensure efficacious drainage of condensate from suites' fancoil assemblies; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Jermark Plumbing \$26,690.00 (+HST) to purge the fancoil drains' main lines; AND, FURTHER,

BE IT RESOLVED that payment thereof shall be from the Operating Fund.

Keith Bricknell/Scott Froebe — Carried

(c) Garbage Room Compressor:

Resolution 210923R06: Replacing a Garbage Room Compressor

WHEREAS Management has reported failure of a garbage room compressor; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Ambient Mechanical \$7,836.74 (+HST) to supply and install a new garbage room compressor; AND, FURTHER,

BE IT RESOLVED that payment for this replacement shall be from the Reserve Fund.

Scott Froebe/Keith Bricknell — Carried

(d) Swimming Pool's Dehumidifier:

Resolution 210923R07: Replacing Swimming Pool Dehumidifier Components

WHEREAS Management has reported that the swimming pool's dehumidifier's board, display, and humidity sensor have failed; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Ambient Mechanical \$6,256.47 (+HST) to complete remediation that quote #QUO-16903-J0P3 describes; AND, FURTHER,

BE IT RESOLVED that payment for this remediation shall be from the Reserve Fund.  
Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(e) Bell Marketing: Pursuant to MTCC 1170's By-Law 7, MTCC 1170 grants permission to Bell Canada to set up a small kiosk in the Main Lobby from 1500h to 2000h for two (2) days to market their services. Therein, MTCC 1170 also grants permission for Management to prescribe the COVID-related precautions for this marketing exercise.

(f) Fancoils' Filter and Drainage-Testing: This work reflects the contractor's obligations encompassed in MTCC 1170's Resolution #200917R04. Directors agreed to Management's tentative commencement-date of Monday 04 October 2021.

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 #210923R: 1800h on Thursday 21 October 2021.

14 Motion for Adjournment

Resolution 210923R08: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 210923R at 1827h on Thursday 23 September 2021.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

President: Keith Bricknell

"Sheila Sproule"

Secretary: Sheila Sproule



## THE METROPOLE

21 October 2021

### **Minutes of MTCC 1170 Meeting Number 211021R — Held on 21 October 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 1821h.

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

Resolution 211021R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 211021R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #211021R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 211021R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 210923R, 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) Deferring Authorised Repairs: Please refer to Section 07(b) of these Minutes.

(ii) Repairs to Exclusive-Use Common Elements: Please refer to Section 11(a) of these Minutes.

(iii) Fiscal 2021-2022's Budget: Please refer to Section 11(b) of these Minutes.

(iv) *Ad Hoc* Committees: Please refer to Section 11(c) of these Minutes.

(v) 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 211021R03: 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 October 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 31 August 2021, and the Front Desk Security Report for the period 05 September 2021 to 04 October 2021.

Nives Malara/Sheila Sproule — Carried

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



- (a) Elevators' Refurbishment (Unchanged since Meeting #210923R): Given the Province of Ontario's ongoing precautions, and the fluctuating COVID case-numbers, 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) Deferring Work Described in Resolution #210923R05: Directors agreed with Management's suggestion to defer work until the 2022 cooling season's onset, *and* until receiving further information about fancoil units' insulation.
- 08 Correspondence Requiring Action and/or Response: Directors approved the response to an XX08 unit's email.
- 09 Special Committee Reports: None
- 10 Other Reports: None
- 11 New and/or Brought-Forward Business:
- (a) Repairs to Exclusive-Use Common Elements: Directors agreed with Management's recommendations regarding repairs to some Units' exclusive-use common elements (MTCC 1170's duty to repair). A motion as to costs should occur during Meeting #211118R.
  - (b) Fiscal 2021-2022's Budget:  
Resolution 211021R04: Approval of the 2021-2022 Budget  
WHEREAS the *Condominium Act* and *Regulations* require condominiums' boards to assume sole responsibility for passing annual budgets; AND,  
WHEREAS the Board of Directors of Metropolitan Toronto Condominium Corporation Number 1170 has received, examined, and discussed recommendations from PropertyWright Management's personnel; THEREFORE,  
BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation Number 1170 authorises the following budget for 01 December 2021 to 30 November 2022 (inclusive of both dates):
    - (a) an Operating Budget of \$2,149,532.00; and,
    - (b) a Reserve Fund Contribution of \$689,833.00; AND, FURTHER,BE IT RESOLVED that that the Board of Directors of Metropolitan Condominium Corporation authorises the Treasurer, the General Manager, or the President, or any of them, to append materials to distribution-copies of the above-noted Budget, explaining the Budget *per se*, and/or any circumstances that might give rise to a Special Assessment during the above-noted Budget's operating period.  
Nives Malara/Sheila Sproule — Carried
  - (c) Reconstituting *Ad Hoc* Committees and Appointing/Reappointing Chairs:
    - (i) Toronto Fire Department Toy Drive: Directors agreed that the Vice President should continue as sponsor of this activity and thanked him in advance for his involvement.
    - (ii) MTCC 1170 Staff Fund: Directors agreed that Mrs Margaret "Peggy" Bricknell should continue as Chair of this committee and thanked her in advance for her involvement.

- 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 #211118R: 1800h on Thursday 18 November 2021.
- 14 Motion for Adjournment  
Resolution 211021R05: Adjournment  
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 211021R at 1830h on Thursday 21 October 2021.  
Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #211118R



## THE METROPOLE

18 November 2021

### **Minutes of MTCC 1170 Meeting Number 211118R — Held on 18 November 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 1814h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:  
Resolution 211118R01: Adoption of the Agenda  
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 211118R, as presented.  
Scott Froebe/James Louttit — Carried
- 03 Assignment of Duties:  
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #211118R.
- 04 Review and Adoption of Previous Meetings' Minutes:  
Resolution 211118R02: Adoption of Minutes  
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 211021R, 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) Repairs to Exclusive-Use Common Elements: Please refer to Section 07(b) of these Minutes.  
(ii) Commercial Units' Sub-metering: Please refer to Section 11(a) of these Minutes.  
(iii) EV-Charging: Please refer to Section 11(b) of these Minutes.  
(iv) 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 211118R03: 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 November 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 30 September 2021, and the Front Desk Security Report for the period 05 October 2021 to 04 November 2021.  
Sheila Sproule/James Louttit — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

(a) Elevators' Refurbishment: Directors reaffirmed their prior emailed authorisation of the newsletter describing Elevator T2's refurbishment and thanked the President for preparing the newsletter. Directors then requested the newsletter's attachment to the Minutes for Regular Meeting #211118R.

(b) Repairs to Exclusive-Use Common Elements:

Resolution 211118R04: Repairs to Exclusive-Use Common Elements

WHEREAS Management has reported that repairs are necessary to a few units' exclusive-use common elements; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying Kuch Contracting \$20,566.00 (incl HST) to complete repairs described in Kuch's Estimate #339; AND, FURTHER,

BE IT RESOLVED that payment for this replacement shall be from the Reserve Fund.  
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:

Keith Bricknell surrendered the Chair to James Louttit.

(a) Meter-Replacements:

Resolution 211118R05: Providing for Time-of-Use Billing

WHEREAS Toronto Hydro will be imposing [time-of-use billing](#) on, *inter alia*, MTCC 1170's sub-metered (*ie*, "back-charged" commercial units ("the commercial units")); AND,

WHEREAS the commercial units' existing sub-meters are incapable of differentiating and reporting time-of-use electricity-consumption (especially the "On-Peak" rates); AND,

WHEREAS the commercial units' individual sub-meters (for their respective water-use) are 24+ years old and require replacement to ensure calibration and accuracy; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ Priority Submetering Services to complete the following installations for its sub-metered commercial units...

01 as *per* Quotation #2021060401, install electrical metering and appurtenant equipment for \$9,605.00 (+HST); AND,

02 as *per* Quotation #3794717000008771074, install water metering and appurtenant equipment for \$12,071.94 (incl HST); AND, FURTHER,

BE IT RESOLVED that payment for the aforementioned installations shall be from the Reserve Fund.

Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(b) EV-Charging:

Resolution 211118R06: Receiving an Engineer's Preliminary Report

WHEREAS MTCC 1170 has received Building Sciences' emailed preliminary report and recommendations for providing electric vehicle charging (EV-charging); THEREFORE,

BE IT RESOLVED that MTCC 1170 receives the emailed preliminary report as information;  
AND, FURTHER,

BE IT RESOLVED that MTCC 1170 instructs Management as follows...

- 01 consult with Corporate Legal Counsel regarding steps necessary for compliance with, *inter alia*, Sections 24.3 to 24.6 of *Ontario Regulation 48/01* (a Regulation under the *Condominium Act, 1998*); AND,
- 02 continue working with Buildings Sciences to assess over-all electrical capacity and to assess proposals and/or scope of work from contractors that Building Sciences has already deemed qualified to install EV-charging infrastructure.

Sheila Sproule/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 #211216R: 1800h on Thursday 16 December 2021.

- 14 Motion for Adjournment

Resolution 21118R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 21118R at 1824h on Thursday 18 November 2021.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule



## The Metropol e

### Elevator Newsletter — 18 November 2021

On 12 November 2021, an electrical fault damaged Elevator #2's (T2's) DC generator and triggered a fire alarm. Given current supply-chain issues, delivery of replacement parts would take two to three weeks. Alternatively, our refurbishment contractor already has all components necessary for T2's refurbishment "on-site". Additionally, the contractor has predicted that T2's refurbishment could be complete as early as 23 December 2021. ***This will require work from ≈0600h to ≈2200h daily, with noisy work limited to ≈0800h to ≈2000h daily.***

That aside, your Board and Management are ambivalent about restarting refurbishment. Toronto's "[COVID-19 Guidance: Commercial & Residential Buildings](#)" (10 November 2021) specifies two metres' physical distancing on elevators. That expectation, and legal advice, led your Board and Management to suspend refurbishment and ensure three elevators' usual and/or nominal availability.

However, the current scenario justifies varying from the City's guidelines. Repairs to T2's elderly DC generator might not be complete until 10 December 2021. Proposed refurbishment ***could*** be complete as early as 23 December 2021. A mere 13-day difference justifies ***cautiously*** varying from the physical distancing guidelines. ***That said, all such variance requires all residents' fullest co-operation in continuing to wear facemasks whenever they are anywhere in our common elements.***

While we're on the topic, it's possible that we all need to remember why we are refurbishing our elevators rather than buying new. Consider the following excerpt from a 28 August 2020 newsletter...

"MTCC 1170 had two choices for its tower elevators: pay ***at least*** \$1.75 million to one of the 'big four' elevator companies for complete replacement or pay \$580,000 for a comprehensive refurbishment. Cost, and safeguarding the Reserve Fund, were not the sole issues. [In Volume One, Pages 577-578 and 603 of her 2018 Report](#), Ontario's Auditor-General commented on the 'big four' ele-

vator companies, 'However, we found that the TSSA lacks strong enough enforcement powers to deal with the large elevator maintenance companies that for years have not maintained most of Ontario's operating elevators in accordance with safety laws.' The A-G also notes (Page 606), '...on four occasions, the TSSA...prosecuted the same large maintenance company for repeatedly failing to maintain elevators in safe operating condition. The...company was found guilty and fined over \$1 million for various non-compliances, including failing to complete required maintenance work and safety tests.' On Page 606, the A-G also goes on to say, 'The study also found that some owners find it cost-prohibitive to litigate large maintenance companies that do not perform required maintenance and safety tests on time, and that it is not easy to switch to a different maintenance company due to ironclad contracts, many of which require the use of proprietary technology'

"With that in mind, MTCC 1170 instructed [Solucore](#), its engineering consultant, to ensure that refurbishment entailed the use of 'generic' components that any competent 'after-market' maintenance company could service — thus vastly enlarging the competitive pool of service-providers. As for the speed and inconvenience of the current refurbishment, a full-scale replacement would have been even worse."

When T2's refurbishment is complete, it and T3 will be on the new central control system. Until refurbished, T1 will remain on the old system. Thus, minor glitches will still be possible until T1's refurbishment is complete — sometime in 2022.

As the process continues, your Board will provide additional updates/explanations. In the meantime, please feel free to contact Management, and please accept our reiterated thanks for being patient!

The Board of Directors  
MTCC 1170



## THE METROPOLE

16 December 2021

### **Minutes of MTCC 1170 Meeting Number 211216R — Held on 16 December 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 1812h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:  
Resolution 211216R01: Adoption of the Agenda  
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 211216R, as presented.  
James Louttit/Scott Froebe — Carried
- 03 Assignment of Duties:  
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #211216R.
- 04 Review and Adoption of Previous Meetings' Minutes:  
Resolution 211216R02: Adoption of Minutes  
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 211118R, as presented.  
Sheila Sproule/James Louttit — 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) Inquiry about Moves-In/Moves-Out: Please refer to Section 07(a) of these Minutes.  
(ii) Booster Heater Repairs: Please refer to Section 11(a) of these Minutes.  
(iii) Insurance Renewal: Please refer to Section 11(b) of these Minutes.  
(iv) Superintendent/Pool Contract: Please refer to Section 11(c) of these Minutes.  
(v) Cleaning Contract: Please refer to Section 11(d) of these Minutes.  
(vi) Security Contract: Please refer to Section 11(e) of these Minutes.  
(vii) 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 211216R03: 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 December 2021, PropertyWright's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2020 to 31 October 2021, and the Front Desk Security Report for the period 05 November 2021 to 03 December 2021.  
Sheila Sproule/Scott Froebe — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) Elevators' Refurbishment: Directors reaffirmed their prior emailed authorisation of the newsletter explaining elevator-protocols for moves-in/moves-out and thanked the President for preparing the newsletter. Directors then requested the newsletter's attachment to the Minutes for Regular Meeting #211216R.
- 08 Correspondence Requiring Action and/or Response: Section 07(a) of these Minutes addresses a resident owner's inquiry about elevator-protocols for moves-in/moves-out.
- 09 Special Committee Reports: None
- 10 Other Reports: None
- 11 New and/or Brought-Forward Business:  
Keith Bricknell Surrendered the Chair to James Louttit
- (a) Booster Heater Repairs:  
Resolution 211216R04: Booster Heater Repairs  
WHEREAS Management has reported that repairs are necessary to the Lower Zone's hot water booster heater; THEREFORE,  
BE IT RESOLVED that MTCC 1170 authorises paying Ambient Mechanical to complete the following repairs:  
01 replace the booster heater's elements for \$1,921.82 (+HST) as in interim measure, while awaiting a replacement heater; AND,  
02 replace the booster heater for \$11,843.53 (+HST); AND, FURTHER,  
BE IT RESOLVED that payment for these replacements shall be from the Reserve Fund.  
Keith Bricknell/Scott Froebe — Carried  
Keith Bricknell resumed the Chair.
- (b) Insurance Renewal:  
Resolution 211216R05: Renew Building and Boiler Insurance  
WHEREAS Paisley Manor Insurance Brokers have submitted an insurance renewal quotation ("the Quotation") for providing building, boiler, and machinery coverage to MTCC 1170; AND,  
WHEREAS the Quotation of \$111,115.80 (incl HST) and \$565.00 (incl HST) for a building valuation comprises, *inter alia*, the following coverages:  
01a) Zurich Canada *et al*'s coverage of building and Corporate-owned contents at \$143,157,300.00.  
01b) Chubb Insurance's per-incident coverage of boiler and machinery at \$143,157,300.00 per incident; AND,  
02a) Directors' and officers' errors and omissions insurance at \$10,000,000.00; THEREFORE,  
BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises payment of \$111,680.80 (incl 8% PST) as the sum of the amounts described herein to Paisley Manor Insurance Brokers for the coverages and valuation also described herein.  
Sheila Sproule/James Louttit — Carried
- (c) Superintendent/Pool Contract:  
Resolution 211216R06: Renewing a Superintendent Services Contract  
WHEREAS Metropolitan Toronto Condominium Corporation N° 1170 (MTCC 1170) has received a request to renew its contract with Dominus Facility Care ("Dominus"); AND,



WHEREAS Dominus has presented terms satisfactory to MTCC 1170; AND,  
WHEREAS Dominus's services have fulfilled MTCC 1170's expectations; THEREFORE,  
BE IT RESOLVED that the Board of Directors of MTCC 1170 authorise renewal of the above-noted contract, subject to terms and conditions described hereunder:  
01 except for effective dates and service-prices, the original Superintendent Services Agreement shall remain in full force and effect;  
02 effective dates for the renewal-contract shall be 01 December 2021 to 30 November 2025, inclusive of both dates;  
03 HST-inclusive annual fees for superintendent services, for the first, second, third, and fourth years, respectively, shall be \$93,430.07, \$96,232.97, \$99,119.96, and \$102,093.56; AND,  
04 HST-inclusive annual fees for swimming pool maintenance services, for the first, second, third, and fourth years, respectively, shall be \$12,182.30, \$12,547.77, \$12,924.20, and \$13,311.93.  
James Louttit/Scott Froebe — Carried

(d) Cleaning Contract:

Resolution 211216R07: Renewing a Cleaning Services Contract

WHEREAS Metropolitan Toronto Condominium Corporation N° 1170 (MTCC 1170) has received a request to renew its contract with MM&G Maintenance (MM&G); AND,  
WHEREAS MM&G has presented terms satisfactory to MTCC 1170; AND,  
WHEREAS MM&G's services have fulfilled MTCC 1170's expectations; THEREFORE,  
BE IT RESOLVED that the Board of Directors of MTCC 1170 authorise renewal of the above-noted contract, subject to terms and conditions described hereunder:  
01 except for effective dates and service-prices, the original Cleaning Services Agreement, dated 01 March 2004, shall remain in full force and effect;  
02 effective dates for the renewal-contract shall be 01 December 2021 to 30 November 2024, inclusive of both dates; AND,  
03 HST-inclusive monthly fees, for the first, second, and third years, respectively, shall be \$15,137.74, \$15,667.55, and \$16,215.90.  
Scott Froebe/James Louttit — Carried

(e) Security Contract:

Resolution 211216R08: Renewing a Service Contract with Allied Universal Security Services

WHEREAS MTCC 1170 continues to receive desired levels of service from Allied Universal Security Services (G4S's successor company); AND,  
WHEREAS Allied Universal Security Services has the required levels of expertise, as well as ongoing familiarity with MTCC 1170's expectations, security systems, and fire-safety systems; THEREFORE,  
BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises renewal of its service contract with Allied Universal Security Services, subject to the following terms (inclusive of both dates in each instance):  
Year 1: from 01 December 2021 to 30 November 2022 — \$388,816.55 (including HST);  
Year 2: from 01 December 2022 to 30 November 2023 — \$396,592.88 (including HST); AND,

Year 3: from 01 December 2023 to 30 November 2024 — \$404,524.74 (including HST).

Scott Froebe/James Louttit — 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 #220120R: 1800h on Thursday 20 January 2022.

- 14 Motion for Adjournment

Resolution 211216R09: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 211216R at 1822h on Thursday 16 December 2021.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #220120R



## THE METROPOLE

### Elevator Update — 13 December 2021

Since refurbishment of Elevator #2 (T2) began, two issues have arisen:

- moves-in and/or moves-out that pre-empt one of the two available elevators; and,
- optimum number of riders per cab.

Moves-in/Moves-out reflect either a suite's sale or a tenancy-change. Real estate sales are quite complex, as the Toronto Star's "[What These Condos Got](#)" column illustrates. Often, there's a two-month gap between the "sold" date and the "closed" date. (Similar time-gaps are also possible for tenancies.)

During that interval, sellers and buyers deal with myriad issues, including the scheduling of moving companies. Thus, the booking of moving companies on, for example, 11 December 2021 might have occurred sometime in October 2021.

In that scenario, how much latitude do Management and Security have for arbitrarily rescheduling the previously booked move? If your response was "somewhere between slim and none", you would be correct. Indeed, any arbitrary rescheduling that frustrated completion of a real estate contract would have serious legal consequences for MTCC 1170 — including possible damages payable to the frustrated contract's parties.

Does this mean that MTCC 1170 is powerless regarding scheduling of moves-in/moves-out? No, it does not. [Rules 10.04 and 10.05](#) give MTCC 1170 the right to vary moving and/or delivery scheduling. ***The only residual issue would be the amount of advance notice that MTCC 1170 must provide to all parties.*** Given the typical gap between "sold" and "closed", ***anything less than a month would be arbitrary and could have legal consequences.***

Herein, please remember that T2's refurbishment was an unplanned event. To refresh everyone's memory, this newsletter includes excerpts from the newsletter sent on 18 November 2021.

*"On 12 November 2021, an electrical fault damaged Elevator #2's (T2's) DC generator and triggered a fire alarm. Given current supply-chain issues, delivery of replacement parts would take two to three weeks. Alternatively, our refurbishment contractor already has all components necessary for T2's refurbishment "on-site". Additionally, the contractor has predicted that T2's refurbishment could be complete as early as 23 December 2021 ...*

*"...Repairs to T2's elderly DC generator might not be complete until 10 December 2021. Proposed refurbishment **could** be complete as early as 23 December 2021. A mere 13-day difference justifies **cautiously** varying from the physical distancing guidelines. **That said, all such variance requires all residents' fullest co-operation in continuing to wear facemasks whenever they are anywhere in our common elements.**"*

Given that COVID isn't going away anytime soon, MTCC 1170 might have preferred to delay elevators' refurbishment. T2's failure on 12 November 2021 necessitated repair or refurbishment. The latter was a more logical choice than repairing components that were already due for replacement.

In the meantime, to address concerns, your Board offers two suggestions.

**Sharing:** If you live on a lower floor, please consider using the stairs — at least for "down" trips.

**Elevators' COVID Safety:** Reputable N99, N95, and KN95 facemasks are now readily available at reasonable prices. Please consider upgrading your PPE to one of those standards.

As the process continues, your Board will provide additional updates/explanations. In the meantime, please feel free to contact Management, and please accept our reiterated thanks for being patient!

The Board of Directors  
MTCC 1170