



THE METROPOLE

23 January 2020

Minutes of MTCC 1170 Meeting Number 200123R — Held on 23 January 2020

Present: Board — Keith Bricknell, Scott Froebe (electronic attendance), James Louttit, Nives Malara (electronic attendance), and Sheila Sproule; and, ICC Property Management — Nancy Bijelic

Regrets: None

- 01 Call to Order: Keith Bricknell called the meeting to order at 1810h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 200123R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200123R, as presented.
Scott Froebe/Sheila Sproule — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #200123R.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 200123R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 191216R, as presented.
Sheila Sproule/James Louttit — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) Fire Alarm Deficiencies: Please refer to Section 11(a) of this Agenda.
(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 200123R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2018 to 30 November 2019, and the Front Desk Security Report for the period 04 December 2019 to 04 January 2020.
Nives Malara/Sheila Sproule — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) Lobby Refurbishment: Management continues to await a visit by the TFD's Fire Captain for Ward 13, to advise whether, given the lobby's width and ease of egress, the lobby's furniture must comply with standards such as TB-133.

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 Alarm Deficiencies:

James Louttit assumed the Chair

Resolution 200123R04: Authorising Fire-Safety Remediation

WHEREAS MTCC 1170's Board of Directors received Regional Fire and Security Systems' "Annual Fire Inspection Record" ("the Record") during Regular Meeting #200123R; AND,

WHEREAS the Board of Directors of MTCC 1170 concurs with Management's recommendations arising from the aforementioned Record; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises Regional Fire and Security Systems to remediate deficiencies in the following systems and/or components:

(a) fire alarms — \$6,769.27+HST; AND,

(b) fire extinguishers — \$519.80+HST.

BE IT RESOLVED that payment (and applicable taxes) for the aforementioned remediation shall be from the Reserve Fund.

Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

- (b) Committee Chairs' Reports: Before considering Resolution 200123R05, Directors discussed circumstances necessitating the last-minute redirection of donated toys *from* the Toronto CAS's Toy Drive *to* the Toronto Fire Department's Toy Drive. MTCC 1170 learnt of the necessity for redirection via a telephone conversation with Toronto CAS on 18 December 2019, and via a subsequent email and *MS Word* enclosure. The enclosure was undated, not on letterhead, and unsigned. Therefore, the President took steps to confirm its provenance. Directors agreed that the enclosure, c/w its proof of provenance, should appear as "Appendix 01" to the Minutes of Regular Meeting #200123R.

Resolution 200123R05: Receiving Reports as Information

WHEREAS MTCC 1170 has received two reports during Meeting 200123R; 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.

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 Next Committee Meeting: TBD.
- 14 Next Special Meeting: TBD.
- 15 Date of the Next Regular Meeting(s):
 - (a) Regular Meeting #200227R: 1800h on Thursday 27 February 2020.
- 16 Motion for Adjournment
Resolution 200123R06: Adjournment
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200123R at 1821h on Thursday 23 January 2020.
Scott Froebe/James Louttit — Carried

“Keith Bricknell”



President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #200124S

Appendix #01 to the Minutes of MTCC 1170’s Regular Meeting #200123R: Unsigned, undated MS Word attachment to 18 December 2019 email from the Toronto CAS. (The screen-capture below confirms the email attachment’s authorship.)

Properties ▾	
Size	12.7KB
Pages	1
Words	404
Total Editing Time	0 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	Normal.dotm
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	Specify the company
Related Dates	
Last Modified	24-Nov-19 11:34
Created	24-Nov-19 11:34
Last Printed	
Related People	
Manager	Specify the manager
Author	 Lori Gibbard Add an author
Last Modified By	 Lori Gibbard

My name is Lori Gibbard (contact information below) and I am the person responsible for the donations program this year at the Children’s Aid Society of Toronto.

Thanks so much for reaching out to our organization to partner with for your holiday season donations giving program. Our families more than ever are in great need. I know you had expressed a specific interest in the 16+ years, which in past referred to youth in the permanent care of the Society. Currently and ongoing the child welfare is making significant changes under “Reimagining child welfare in Canada” and one of those changes raises our age of protection and services for children and youth living in the community from ages 0-16 years to 0-18 years. This new philosophy acknowledges that the removal of *children* from their families and communities has long-lasting and often devastating consequences. The goal is to keep children and youth in their families and communities wherever possible (biological or kin families) and working with, advocating for and educating community services, individuals and donors to understand and change the systemic barriers that have impacted our families and affected their abilities to be supportive and functioning caregivers. Poverty is one of the most common systemic barriers present in many of our cases. “It takes a village to raise a child.”

As the child welfare system evolves so too has our donations program from lessons learned. Currently, the agency is only accepting gift cards, cash and cheques as we believe this is a more equitable service to all families and allows them to choose what they want at times when they are in most need throughout the year. The most versatile cards are food and/or Walmart. Tim’s and Subway, etc. are also popular with our teens.

We hope that you understand the complexity of our work and that you will continue to support the immediate and changing needs of our children, youth and families. Thank you again for choosing our organization. I look forward to working with you and your colleagues on behalf of our children, youth and families.

Best Regards, Lori

*Tax receipts: We can provide tax receipts for donations over \$20 as long as we have a store receipt, verification of the cash or cheque. If people can clearly identify their donation and email address we can provide tax receipts electronically. You may need to organize this and put it all together for us.



THE METROPOLE

24 January 2020

Minutes of MTCC 1170 Meeting Number 200124S — Held on 24 January 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (*all attendees via Zoom*).

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1800h.

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

Resolution 200124S01: Waiver of Notice for a Special Meeting

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 waives notice for the calling of a Special Meeting on 24 January 2020 (hereinafter, “Special Meeting #200124S”).

Sheila Sproule/Nives Malara — Carried

Resolution 200124S02: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200124S, as presented.

James Louttit/Scott Froebe — Carried

03 Review and Adoption of Previous Meetings’ Minutes:

Resolution 200124S03: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200123R, as presented.

Scott Froebe/Sheila Sproule — Carried

04 Procedural Amendment of a Prior Resolution:

Resolution 200124S04: Amending Resolution 191216R09

BE IT RESOLVED that the Board of Directors of Metropolitan Condominium Corporation 1170 amends Section (a) of Resolution 191216R09 *from* “Monday 02 March 2020” *to* “Monday 09 March 2020”.

James Louttit/Scott Froebe — Carried

05 Date of the Next Regular Meeting(s):

(a) Regular Meeting #200227R: 1800h on Thursday 27 February 2020.

06 Motion for Adjournment

Resolution 200124S05: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200124S at 1806h on Friday 24 January 2020.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“Sheila Sproule”

President: Keith Bricknell

Secretary: Sheila Sproule



THE METROPOLE

27 February 2020

Minutes of MTCC 1170 Meeting Number 200227R — Held on 27 February 2020

Present: Board — Keith Bricknell, Scott Froebe (electronic attendance), James Louttit, Nives Malara (electronic attendance), and Sheila Sproule (electronic attendance); and,
ICC Property Management — Nancy Bijelic

Regrets: None

- 01 Call to Order: Keith Bricknell called the meeting to order at 1837h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 200227R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200227R, as presented.
James Louttit/Scott Froebe — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #200227R.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 200227R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200124S, as presented.
Sheila Sproule/Nives Malara — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) Non-Contractual Elevator Work: Please refer to Section 11(a) of this Agenda.
(ii) Parking Elevators' Lobbies: Please refer to Section 11(b) of this Agenda.
(iii) Lobby and Lounges' Furniture: Please refer to Section 07(a) of this Agenda.
(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 200227R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 31 December 2019, and the Front Desk Security Report for the period 05 January 2020 to 03 February 2020.
Scott Froebe/James Louttit — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

- (a) Lobby Refurbishment — Furniture: Management has received replies from the Toronto Fire Department and from Wiklém (MTCC 1170’s design consultant). After seeking additional bids, Management will further advise the Board.

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) Tower Elevators

Keith Bricknell surrendered the Chair to James Louttit.

Resolution 200227R04: Non-Contractual Elevator Refurbishment

WHEREAS MTCC 1170 acknowledges that certain aspects of its elevators’ refurbishment require compliance with the electrical code and/or the fire code, and that, by statute and/or regulation, such compliance requires installations by persons authorised to perform the relevant tasks; AND,

WHEREAS the Board of Directors of MTCC 1170 concurs with Management’s recommendations of contractors qualified to perform the above-noted tasks; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises the following contractors to perform the work described hereunder:

- (a) electrical upgrades for all three tower elevators — grand total of \$10,100.00+HST by Trace Electric; AND,
- (b) fire code compliance and related engineering services for all three tower elevators — grand total of \$38,195.00+HST by Regional Fire.; AND, FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the aforementioned compliance-related work shall be from the Reserve Fund.

Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

- (b) Parking Elevators’ Lobbies (Shuttle and Tower)

Resolution 200227R05: Authorising Elevators’ Lobbies’ Refurbishment

WHEREAS MTCC 1170’s Management has recommended refurbishing parking-related elevators’ lobbies within a scope described as “...paint, replace wallcovering, add stainless steel corners as required, of all parking garage elevator lobbies, being level 4, level 3...ground floor leading to elevator and loading dock, P1, P2, and P3...”; AND,

WHEREAS the Board of Directors of MTCC 1170 concurs with Management’s recommendations; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises Artec Contracting Inc to perform the above-noted refurbishment for \$20,230.00+HST: AND, FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the aforementioned refurbishment shall be from the Reserve Fund.

Nives Malara/Sheila Sproule — Carried

- (c) Directors thanked the President for his recent preparation of newsletters pertaining to elevators' refurbishment and a pending vote on a by-law.
- 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 Next Committee Meeting: TBD.
- 14 Next Special Meeting: TBD.
- 15 Date of the Next Regular Meeting(s):
(a) Regular Meeting #200326R: 1800h on Thursday 26 March 2020.
- 16 Motion for Adjournment
Resolution 200227R06: Adjournment
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200227R at 1847h on Thursday 27 February 2020.
Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“James Louttit”

Secretary: James Louttit

Adopted at Meeting #200326R



THE METROPOLE

26 March 2020

Minutes of MTCC 1170 Meeting Number 200326R — Held on 26 March 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (all by electronic attendance); and, ICC Property Management — Nancy Bijelic (electronic attendance)

Regrets: None

- 01 Call to Order: Keith Bricknell called the meeting to order at 1829h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 200326R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200326R, as presented.
Sheila Sproule/James Louttit — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #200326R, as all corporate officers were present.
(b) Ensuring Availability of Onsite Signing Officers: Until further notice, James Louttit graciously agreed to be Corporate Secretary and Sheila Sproule equally graciously agreed to be Vice President. There are no changes to other officers' assignments.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 200326R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200227R, as presented.
Scott Froebe/Nives Malara — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) Audited Financial Statements: Please refer to Sections 11(a) of these Minutes
(ii) GermGuard™ Services: Please refer to Section 11(b) of these Minutes.
(iii) Lobby's and Lounges' Furniture: Please refer to Section 07(a) of these Minutes.
(iv) Main Lobby's Carpeting: Please refer to Section 11(c) of these Minutes.
(v) Amendment of a Prior Resolution: Please refer to Section 11(d) of these Minutes.
(vi) Swimming Pool Maintenance: Please refer to Section 11(e) of these Minutes.
(vii) Semi-Annual Fancoil Maintenance: Please refer to Section 11(f) of these Minutes.

- (viii) 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 200326R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 29 February 2020, and the Front Desk Security Report for the period 05 February 2020 to 04 March 2020.

Nives Malara/Sheila Sproule — Carried

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

- (a) Lobby Refurbishment — Furniture and Carpeting: Management supplied additional information and quotes. Given the logistics of completing work during the COVID-19 pandemic, Directors agreed to continue exchanging ideas by email, and to attempt closure of this file sometime during the summer of 2020.

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 Financial Statements:

Resolution 200326R04: 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 2018 and ending 30 November 2019; 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) GermGuard Services:

Resolution 200326R05: Confirming GermGuard's Prior Treatment of Touch-Areas

WHEREAS MTCC 1170 wishes to provide as many safeguards as possible during the COVID-19 pandemic; AND,

WHEREAS civic entities such as the TTC are also deploying similar safeguards for touch-areas; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 confirms GermGuard's treatment of MTCC 1170's touch-areas for \$5,500.00, incl HST; AND, FURTHER,

BE IT RESOLVED that payment for the aforementioned measures shall be from the Operating Fund.

James Louttit/Scott Froebe — Carried

(c) Main Lobby's Carpeting:

Resolution 200326R06: Main Lobby's Permanent and Seasonal Carpeting

WHEREAS MTCC 1170's Main Lobby and Lounges were within the scope of the overall aesthetic refurbishment project; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises the purchase of carpeting described hereunder:

- (a) Permanent Carpeting — Supplied by TriCan for \$9,625.00+HST; AND,
 - (b) Seasonal Carpeting — Supplied by TriCan for \$7,050.00+HST; AND,
- FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the aforementioned replacements shall be from the Reserve Fund.

James Louttit/Nives Malara — Carried

(d) Amendment of a Prior Resolution:

Resolution 200326R07: Amending Resolution Number 200227R

BE IT RESOLVED that MTCC 1170 amends the amount for Regional Fire's services from \$38,195.00+HST to \$38,675.00+HST; AND, FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the amended amount shall be from the Reserve Fund.

Sheila Sproule/Scott Froebe — Carried

(e) Swimming Pool Maintenance:

Resolution 200326R08: Authorising Swimming Pool Maintenance

WHEREAS MTCC 1170's swimming pool requires routine maintenance; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises PPL Aquatic, Fitness & Spa Group Inc to perform maintenance described hereunder:

- (a) filter servicing for \$1,840.00+HST; AND,
 - (b) sensor probes and flow switch replacements for \$2,093.00+HST; AND,
- FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for item (a) shall be from the Operating Funds and for item (b) from the Reserve Fund.

Scott Froebe/James Louttit — Carried

(f) Semi-Annual Fancoil Maintenance: Given the issues surrounding the COVID-19 pandemic, Directors and Management agreed to defer this maintenance until further notice.

(g) Affirmation of Emails and Safety-Related Expenses: Directors affirmed their prior emailed agreement to newsletters and/or circulars already issued. Directors also affirmed their consent to Management's prior purchases of safety-equipment relevant to COVID-19. Finally, Directors gave Management leeway for ongoing acquisition of such equipment, subject only to timely emailed notification thereof

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 Next Committee Meeting: TBD.

14 Next Special Meeting: TBD.

15 Date of the Next Regular Meeting(s):

(a) Special Meeting #200414S: 1800h on Tuesday 14 April 2020.

(b) Regular Meeting #200423R: 1800h on Thursday 23 April 2020.

16 Motion for Adjournment

Resolution 200326R09: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200326R at 1849h on Thursday 26 March 2020.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“James Louttit”

Secretary: James Louttit

Adopted at Meeting #200414S



THE METROPOLE

14 April 2020

Minutes of MTCC 1170 Meeting Number 200414S — Held on 14 April 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (*all attendees, including ICC, via GoToMeeting*); and,
ICC Property Management: Nancy Bijelic

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1824h.

02 Waiver of Notice for a Special Meeting: Unnecessary, as Directors received notice on 26 March 2020.

03 Adoption of the Agenda:

Resolution 200414S01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200414S, as presented.

James Louttit/Scott Froebe — Carried

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 200414S02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200326R, as presented.

Sheila Sproule/Nives Malara — Carried

05 New and/or Urgent Business:

(a) Procedural Amendment of a Prior Resolution:

Resolution 200414S03: Amending Resolution 040825R10 [25 August 2004]

WHEREAS Ontario's social distancing expectations, *vis à vis* COVID-19, have precluded MTCC 1170's signing officers from manually signing cheques payable to MTCC 1170's suppliers and/or service-providers; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall vary Resolution 040825R10 by employing Yardi Systems Canada to affix signing officers' signatures electronically to the cheques payable to MTCC 1170's suppliers and/or service-providers, subject to two (2) of the aforementioned signing officers' prior electronic review of, and joint consent to, any and all such payments and/or electronic signings.

Nives Malara/Sheila Sproule — Carried

(b) Front-Line Service Personnel's COVID-19 Top-Up: The Board agreed to service-contractors' suggested COVID-19 (*ie*, "temporary") top-ups for Security, Cleaners, and Superintendent-staff. Such top-ups recognise risks inherent in these workers' inability to work remotely. (*Since office staff can work remotely, they are ineligible for the top-up.*)

(c) AGM 2020 and the AGM 2020 Information Package:

Sheila Sproule assumed the Chair.

Resolution 200414S04: Motion for an AGM and AGM Package

WHEREAS MTCC 1170's Board of Directors has received and adopted the Corporation's audited financial statements for 01 December 2018 to 30 November 2019 (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 2020") shall commence *at a date to be determined in consultation with Corporate Legal Counsel and ICC, having due regard for any and all governmental expectations of social distancing and personal safety during the current COVID-19 pandemic*;
- (b) AGM 2020'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 2019, but amended, as might be necessary, to reflect recent changes in the *Condominium Act*; AND,
 - (ii) a President's Report, in the same general format that MTCC 1170 used for AGM 2019.
- (c) any other items and/or procedures that the Management Office deems necessary for facilitating the conduct of AGM 2020.

Keith Bricknell/James Louttit — Carried

Keith Bricknell resumed the Chair.

- (d) Temporary Suspension of Elevators' Refurbishment: Management reported on aspects of social distancing that could affect technicians' ability to continue with refurbishment. Refurbished Elevator #1 has passed the TSSA's inspection and needs only to be integrated with the central control system. If work were to begin on Elevator #2, and mandatory work-suspension were to occur, MTCC 1170 would have only two operational "tower" elevators — but no benefit of ongoing refurbishment. Thus, the Board agreed with Management's recommendation to put refurbishment in abeyance. Three "tower" elevators should be available until refurbishment can resume under predictable conditions.

06 Date of the Next Regular Meeting(s):

- (a) Regular Meeting #200423R: 1800h on Thursday 23 April 2020.

07 Motion for Adjournment

Resolution 200414S05: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200414S at 1830h on Tuesday 14 April 2020.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

President: Keith Bricknell

"James Louttit"

Secretary: James Louttit



THE METROPOLE

23 April 2020

Minutes of MTCC 1170 Meeting Number 200423R — Held on 23 April 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (all by GoToMeeting); and,
ICC Property Management — Nancy Bijelic (GoToMeeting)

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 200423R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200423R, as presented.
Scott Froebe/Sheila Sproule — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #200423R, as all corporate officers were present.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 200423R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200414S, as presented.
James Louttit/Nives Malara — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) Lobby and Lounges' Furniture: Please refer to Section 07(a) of these Minutes.
(ii) Elevators' Refurbishment: Please refer to Section 07(b) of these Minutes.
(iii) Safe Buildings Initiative: Please refer to Section 11(a) of these Minutes.
(iv) Fire Safety Plan's Lockbox: Please refer to Section 11(b) of these Minutes.
(v) Keyscan Controller: Please refer to Section 11(c) of these Minutes.
(vi) Additional Caulking: Please refer to Section 11(d) 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 200423R03: 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 2020 and the Front Desk Security Report for the period 05 March 2020 to 03 April 2020.
Nives Malara/Sheila Sproule — Carried

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

- (a) Lobby Furniture (ongoing): Management awaits additional pricing information.
- (b) Elevators' Refurbishment: Directors agreed that Management should seek Legal Counsel's assistance in drafting a memorandum of agreement to put elevators' refurbishment in abeyance, given the uncertainties arising from the COVID-19 pandemic.
- (c) AGM 2020: Management's communicated Legal Counsel's advice to "...revisit the AGM issue in 45-90 days, to see what COVID-19's status will be..." Additionally, the Board discussed the President's report on alternative ways of holding an AGM that could comply with Ontario's expectations for social distancing..

Resolution 200423R04: Receiving a Corporate Officer's Report as Information

WHEREAS MTCC 1170 has received the President's report on possible logistics for AGM 2020; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 accepts the aforementioned report as information and authorises its attachment to the Minutes for Meeting #200423R.

James Louttit/Scott Froebe — 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) Safe Building Initiative:

Resolution 200423R05: Authorising Safe Buildings Digital Management Technology

WHEREAS MTCC 1170 desires quicker access to information about its building-systems and fire code compliance; AND,

WHEREAS an electronic monitoring system would provide such access more effectively than current measures could; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ Safe Buildings™ to provide the aforementioned access and information-flow for \$999.00 +HST per year; AND, FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the aforementioned services shall be from the Operating Fund.

Scott Froebe/Nives Malara — Carried

(b) Fire Safety Plan's Lockbox: Given that the TFD has given permission to place the lockbox indoors, Directors agreed with Management's suggested placement thereof.

(c) Keyscan Controller:

Resolution 200423R06: Authorising Major Repairs to the Keyscan Controller System

WHEREAS MTCC 1170's Keyscan Controller System requires replacement of most components; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises Regional Fire and Security Systems to perform the remediation described in their Estimate #3018; for \$7,864.80 (incl HST); AND, FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the foregoing repairs shall be from the Reserve Fund.

Sheila Sproule/James Louttit — Carried

(d) Additional Caulking: Directors agreed with Management's recommendation for caulking additional to the specifications encompassed in Resolution #191126R05. A ratifying motion, as to incremental costs, will occur when Management has precise final costs.

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 Next Committee Meeting: TBD.

14 Next Special Meeting: TBD.

15 Date of the Next Regular Meeting(s):

(a) Regular Meeting #200521R: 1800h on Thursday 21 May 2020.

16 Motion for Adjournment

Resolution 200423R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200423R at 1832h on Thursday 23 April 2020.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

“James Louttit”

President: Keith Bricknell

Secretary: James Louttit

Adopted at Meeting #200521R



THE METROPOLE

15 April 2020

From: Board President — MTCC 1170
To: Directors and Management — MTCC 1170
Re: AGM 2020's Logistical Challenges

Please note that information and opinions hereunder are without prejudice to advice that Legal Counsel has proffered and/or might proffer, and/or to actions that MTCC 1170 has taken and/or might ultimately take regarding AGM 2020.

Social distancing, [in force since 17 March 2020](#), makes AGM 2020 a challenge. MTCC 1170's fiscal year ends on 30 November 2019. Thus, our AGM *should* occur by 31 May 2020. However, on **20 March 2020**, the Condominium Authority of Ontario (CAO) *seemed* to issue an exemption:

“...we encourage all condo communities to take extra steps to prevent the spread of the virus, including closing amenity areas and shared facilities, and limiting gatherings of large groups. Some additional increased measures to consider include...*[p]ostponing owners' meetings/AGMs...*”

Fast-forward to **09 April 2020**, where we see apparent good sense and concern for safety evaporating.

“...[the] temporary suspension order and *Corporations Act* provisions do not apply to condominium corporations. To support condo communities who wish to conduct meetings, the CAO has developed helpful steps to guide condo corporations in establishing alternative ways for owners to be present and/or vote at upcoming Owners' meetings and Annual General Meetings. To learn more about the steps to move to virtual meetings and/or voting, please visit the CAO's [website...](#)”

As the CAO's website explains, “Regarding telephone or electronic meetings, section 14 of *Ontario Regulation 48/01* allows for the condo corporation to ***implement a by-law*** that governs the manner in which an owner or a mortgagee may be present at an owners' meeting.”



Seriously??? Implementing a by-law requires an owners' meeting and a 50% plus one vote majority (proxies and/or in-person votes). It also takes months to draft, publicise, and achieve. And let's not forget that MTCC 1170 needed over two years and multiple attempts to pass its last by-law...

With COVID-19 rampant, the CAO has presented the unhelpful irony that this cartoon depicts. To hold an electronic AGM, a condominium must first hold an “unsafe” owners' meeting to pass a by-law that will allow a “safe” AGM. ***What???*** Oh, and let's not forget AGM's fast-approaching 31 May 2020 due-date...

An electronic AGM 2020 seems unrealistic. Nominally, AGM 2020, must be “in-person” — with caveats...

- At AGM 2020, MTCC 1170 must respect the two-metre rule — ***for all seating (head table included). Of necessity, and for ample health-related reasons, this will reduce in-person attendance.***
- Our auditor, our Reserve Fund's manager, our legal counsel, and our recording secretary are undoubtedly practising social distancing. MTCC 1170 must respect their right to attend remotely.

Could MTCC 1170 conduct a “safe” hybrid AGM 2020? With co-operation, it’s possible. First, let’s consider the items on a typical AGM’s Agenda — as shown in the following table.

Agenda Item	Proxy or In-Person	In-Person Only	Written Report with Questions on Notice
Call to Order		X	
Proof of Service of Notice and Quorum-Confirmation		X	
Appointment of Scrutineers	X		
Review and Approve AGM 2019's Minutes	X		
Presentation of Audited Financials			X
Reserve Fund Investment Report			X
Appointment of Auditor for Year Ending 30 November 2020	X		
President's Report			X
Election of Directors	X		
General Questions			X
Adjournment		X	

As the table suggests a maximum of three items require in-person attendance plus sufficient proxies. As for logistics, how could MTCC 1170 maintain even a remotely acceptable balance between adherence to the two-metre rule and meaningful participation?

- Management could transmit AGM 2019’s Minutes, the audited financials, the Reserve Fund’s investment report, the President’s Report, and directors’ positions subject to election/re-election by a date to be determined in consultation with Legal Counsel. This could simply be an expanded version of the statutory “Notice of Meeting”.
- Management could receive “Questions on Notice” and intentions to seek election/re-election no later than a date to be determined in consultation with Legal Counsel.
- Management could transmit proxy-instruments (adapted as the table suggests), candidates’ nomination papers, and responses to “Questions on Notice” no later than a date to be determined in consultation with Legal Counsel.
- Security and/or the Building Superintendent could carefully measure the Fifth Floor Lounge to assess seating-capacity compliant with the two-metre rule.
- With AGM 2020’s seating-constraints, the determination of in-person attendance would have to reflect Legal Counsel’s advice in such matters. All other attendance would then have to be by proxy.

It is regrettable, indeed, that contemplation of hybrid solutions is necessary. If the CAO’s advice on 20 March 2020 had remained in force, it would not have been. Obviously, the CAO’s unworkable advice on 09 April 2020 is somewhere between ludicrous and derisory. With this sort of “Catch-22” scenario, the contemplation of suboptimal solutions becomes an unfortunate necessity.

Thank you for your attention to this memorandum.

Respectfully submitted
Keith Bricknell



THE METROPOLE

21 May 2020

Minutes of MTCC 1170 Meeting Number 200521R — Held on 21 May 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (all by GoToMeeting); and,
ICC Property Management — Nancy Bijelic (GoToMeeting)

Regrets: None

- 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 200521R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200521R, as presented.
Scott Froebe/James Louttit — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #200521R, as all corporate officers were present.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 200521R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200423R, as presented.
James Louttit/Nives Malara — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) Lobby and Lounges' Furniture: Please refer to Section 07(a) of these Minutes.
(ii) Deferring Elevators' Refurbishment: Please refer to Section 07(b) of these Minutes.
(iii) Summer Landscaping: Please refer to Section 11(a) of these Minutes.
(iv) Touchless Delivery-Acknowledgement: Please refer to Section 11(b) of these Minutes.
(v) Re-Caulking Report: Please refer to Section 11(c) of these Minutes.
(vi) Sundry Reports: Directors commented briefly on the Administrative, and/or Security Reports encompassed in Section 06 of these Minutes.
- 06 Motion to Receive Administrative and Security Reports as Information:
Resolution 200521R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to

31 March 2020, and the Front Desk Security Report for the period 03 April 2020 to 03 May 2020.

Nives Malara/James Louttit — Carried

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

(a) Lobby Furniture:

Resolution 200521R04: Authorising Replacement of Lobby's and Lounges' Furniture

WHEREAS MTCC 1170's Main Lobby and Lounges were within the scope of the overall aesthetic refurbishment project; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises Wiklém Design Inc to acquire and install furniture whose installed costs follow.

(a) Main Lobby and Ground Floor Elevator Lobby: \$38 288.00 +HST;

(b) Fifth Floor Lounge: \$9 956.00 +HST;

(c) Penthouse Lounge: \$9 956.00 +HST; AND,

(d) Discounted Freight, Delivery, and Set-Up: \$2 910.00 +HST; AND, FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the aforementioned shall be from the Reserve Fund.

James Louttit/Nives Malara — Carried

(b) Elevators' Refurbishment:

Resolution 200521R05: Receiving a Memorandum of Understanding as Information

WHEREAS MTCC 1170 has received Fine & Deo's "Memorandum of Understanding" for deferring Vertical Motion's work on the tower elevators' refurbishment during uncertainty about permissible work during the COVID-19 pandemic, THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 accepts the aforementioned report as information; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 authorises Management and/or Corporate Officers to sign the aforementioned "Memorandum of Understanding" on MTCC 1170's behalf.

James Louttit/Scott Froebe — 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) Summer Landscaping:

Resolution 200521R06: 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) \$4,068.00 (incl HST) for summer maintenance from 15 May 2020 until 15 November 2020 (inclusive of both dates);

- (b) \$3,390.00 (incl HST) for watering from 15 May 2020 until 14 October 2020 (inclusive of both dates);
- (c) \$3,565.15 (incl HST) for supplying and planting annual plants on the roof's terrace, the 5th floor's terrace, and the Victoria Street town-houses' planters; AND,
- (d) \$1,344.70 (incl HST) for replacement of sundry perennials on the Fifth Floor's Terrace; AND, FURTHER,

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

(b) Touchless Delivery-Acknowledgement:

Resolution 200521R07: Contact-Free Delivery-Acknowledgement

WHEREAS the COVID-19 pandemic has heightened awareness of the advisability to avoid touching potentially contaminated surfaces, and to avoid potentially contaminating surfaces that others might touch; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall pay Regional Fire \$2,265.65 (+HST) to install an additional Key-Fob Reader at the Front Desk for resident's use when acknowledging receipt of parcels at the Front Desk; AND,

BE IT RESOLVED that, following installation of the aforementioned additional Key-Fob Reader, residents must bring their Key-Fobs with them when retrieving deliveries from the Front Desk and must use such Key-Fobs as the sole means of acknowledging receipt of deliveries; and, further,

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

(c) Re-Caulking Report:

Resolution 200521R08: Receiving an Engineer's Report as Information

WHEREAS MTCC 1170 has received Building Sciences' "Construction Review Report N^o 1" for Project N^o 03136 (namely "re-caulking"), THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 accepts the aforementioned report as information.
Scott Froebe/James Louttit

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 #200618R: 1800h on Thursday 18 June 2020.

14 Motion for Adjournment

Resolution 200521R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200521R at 1824h on Thursday 21 May 2020.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

President: Keith Bricknell

"Sheila Sproule"

for Secretary: James Louttit



THE METROPOLE

18 June 2020

Minutes of MTCC 1170 Meeting Number 200618R — Held on 18 June 2020

Present: Board — Keith Bricknell, Scott Froebe, Nives Malara, and Sheila Sproule
(all by GoToMeeting); and,
ICC Property Management — Nancy Bijelic (GoToMeeting)

Regrets: James Louttit

- 01 Call to Order: Keith Bricknell called the meeting to order at 1811h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 200618R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200618R, as presented.
Scott Froebe/Nives Malara — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Sheila Sproule graciously accepted appointment as Acting Corporate Secretary for the duration of Meeting #200618R
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 200618R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200521R, as presented.
Sheila Sproule/Nives Malara — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) 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 200618R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 30 April 2020, and the Front Desk Security Report for the period 04 May 2020 to 03 June 2020.
Nives Malara/Sheila Sproule — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
(a) Reserve Fund Study:

Resolution 200618R04: Authorising a Triennial Reserve Fund Study

WHEREAS Sections 28 and 38 of *Ontario Regulation 48/01* require condominium corporations to conduct triennial reserve fund studies, and describe the scope thereof; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorises Building Sciences to conduct a Class Two reserve fund study for \$3,500.00 (plus HST); AND, FURTHER,

BE IT RESOLVED that payment (and applicable taxes) for the aforementioned 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: 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 #200723R: 1800h on Thursday 23 July 2020.

14 Motion for Adjournment

Resolution 200618R05: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200618R at 1815h on Thursday 18 June 2020.

Scott Froebe/Nives Malara — Carried

“Keith Bricknell”

President: Keith Bricknell

“James Louttit”

Secretary: James Louttit

Adopted at Meeting #200723R



THE METROPOLE

23 July 2020

Minutes of MTCC 1170 Meeting Number 200723R — Held on 23 July 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, and Sheila Sproule (all by GoToMeeting); and,
ICC Property Management — Nancy Bijelic (GoToMeeting)

Regrets: Nives Malara

- 01 Call to Order: Keith Bricknell called the meeting to order at 1810h.
- 02 Waiver of Notice, and/or Adoption of Agenda and Additions:
Resolution 200723R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200723R, as presented.
Scott Froebe/James Louttit — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #200723R.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 200723R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200618R, as presented.
Sheila Sproule/James Louttit — Carried
- 05 Administrative and Security Reports:
(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.
(i) In-Suite Alarm Panels: Please refer to Section 07(a) 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 200723R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 31 May 2020, and the Front Desk Security Report for the period 04 June 2020 to 05 July 2020.
James Louttit/Sheila Sproule — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:

(a) In-Suite Alarm Panels: Management suggested getting prices for ensuring seamless integration of suites' alarm panels with the upgraded Keyscan system. Directors agreed.

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) Solucore's Report on Elevator #3's Upgrade:

Resolution 200723R04: Receiving an Engineering Report as Information

WHEREAS MTCC 1170 has received Solucore's "Inspection Document 202360FI", regarding Elevator #3, THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 accepts the aforementioned report as information; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 authorises Management to continue working with Solu-core and with Vertical Motion regarding matters described therein.

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 #200820R: 1800h on Thursday 20 August 2020.

14 Motion for Adjournment

Resolution 200723R05: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200723R at 1817h on Thursday 23 July 2020.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

President: Keith Bricknell

"James Louttit"

Secretary: James Louttit



THE METROPOLE

20 August 2020

Minutes of MTCC 1170 Meeting Number 200820R — Held on 20 August 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (all by GoToMeeting); and,
ICC Property Management — Nancy Bijelic (GoToMeeting)

Regrets: None

01 Call to Order: Keith Bricknell called the meeting to order at 1825h.

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

Resolution 200820R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200820R, as presented.

James Louttit/Scott Froebe — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #200820R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 200820R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200723R, as presented.

James Louttit/Nives Malara — Carried

05 Administrative and Security Reports:

(a) Where applicable, Corporate Officers and/or Nancy Bijelic responded to inquiries regarding items from the Management Report, and/or from other communications to and/or among Directors.

- (i) Re-scheduling AGM 2020: Please refer to Section 07(b) of these Minutes.
- (ii) Re-opening Common Elements: Please refer to Section 11(a) of these Minutes.
- (iii) Liability and Insurance Opinion: Please refer to Section 11(b) of these Minutes.
- (iv) Mask Policy: Please refer to Section 11(c) of these Minutes.
- (v) Upper Zone's MUA: Please refer to Section 11(d) of these Minutes.
- (vi) Additional AGM Costs: Please refer to Section 11(e) of these Minutes.
- (vii) Electronic Meeting By-Law: Please refer to Section 11(f) of these Minutes.
- (viii) Reserve Fund Study: Please refer to Section 11(g) 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 200820R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 30 June 2020, and the Front Desk Security Report for the period 06 Jul 2020 to 04 August 2020.

Nives Malara/Sheila Sproule — Carried

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

(a) In-Suite Alarm Panels: Management continues to research prices for ensuring seamless integration of suites' alarm panels with the upgraded Keyscan system.

(b) Re-scheduling AGM 2020:

Resolution 200820R04: Amending Resolution #200414S04

WHEREAS the Condominium Authority of Ontario has extended the deadline-dates for condominium corporations' annual general meetings and has permitted condominium corporations to conduct their annual general meetings entirely by electronic means; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 deletes "...at a date to be determined in consultation with Corporate Legal Counsel and ICC, having due regard for any and all governmental expectations of social distancing and personal safety during the current COVID-19 pandemic..." *from* Resolution #200414S04 and *inserts* "...shall commence at 7:30pm on Monday 02 November 2020 (with electronic registration occurring in a manner that will appear in the materials that Management will be transmitting prior to AGM 2020).

James Louttit/Nives Malara — Carried

08 Correspondence Requiring Action and/or Response: Directors thanked the President for preparing the response to an XX06 Owner's inquiry and authorised the response's transmission to the aforementioned Owner.

09 Special Committee Reports: None

10 Other Reports: None

11 New and/or Brought-Forward Business:

(a) Re-opening the Common Elements: Directors agreed that additional time was necessary to explore, at very least, the following issues:

- (i) extent of liability under the *Occupiers' Liability Act*;
- (ii) reallocation/ withdrawal of equipment to ensure adequate social distancing;
- (iii) costs of additional staffing necessary for ensuring post-use and/or post-occupancy sanitisation;
- (iv) limitations and/or prohibitions necessary for residents' invitees;
- (v) prohibitions for areas where sanitisation is either impossible or impracticable (for example, many commercial gyms no longer allow use of showers and/or locker areas); and,
- (vi) possibility of a "second wave" when schools re-open and crowding of public transit increases.

(b) Legal Opinion on Insurance and the *Occupiers' Liability Act*:

Resolution 200820R05: Receiving Legal Counsel's Opinion as Information

WHEREAS MTCC 1170 has received Fine & Deo's opinion regarding MTCC 1170's liability insurance coverage relevant to COVID-19, and regarding condominiums' obligations under the *Occupiers' Liability Act*, THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 accepts the aforementioned opinion as information; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 directs Management to use the aforementioned opinion as part of its guidance in mitigating MTCC 1170's risks from COVID-19.
Scott Froebe/Sheila Sproule — Carried

(c) Face Mask Policy: Keith Bricknell surrendered the Chair to Sheila Sproule

Resolution 200820R06: Adopting a Face Mask Policy

WHEREAS the City of Toronto has passed By-Law 664-2020 (available for viewing at <https://www.toronto.ca/legdocs/bylaws/lawlists.htm?1597695878535>); THEREFORE,

BE IT RESOLVED that MTCC 1170's Directors reaffirm their prior emailed agreement with MTCC 1170's "Face Mask Policy" ("the Policy") and authorise appending the Policy to the Minutes of Meeting #200820R.
Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(d) Upper Zone's MUA: Given their disagreement with an HVAC contractor's opinion about longevity, Directors asked Management to get a mechanical engineering opinion.

(e) Additional Cost of AGM 2020:

Resolution 200820R07: Authorising Additional Costs of AGM 2020

WHEREAS MTCC 1170 seeks to ensure quorum for AGM 2020 and to provide, *inter alia*, proper recording of proxies and/or votes; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ GetQuorum to provide the above-noted meeting-related services for \$3,051.00 (taxes included) for a 90-minute AGM, with each addition 30 minutes for \$200.00 (taxes included).
James Louttit/Nives Malara — Carried

(f) Electronic Meeting By-Law: Directors asked Management to get Fine & Deo to prepare a draft by-law for use when the Condominium Authority of Ontario's currently overriding permission for such meetings lapses.

(g) Reserve Fund Study:

Resolution 200820R08: Adopting the Reserve Fund Plan

WHEREAS MTCC 1170's Board of Directors has received its 2020 Class 2 Reserve Fund Study Update from Building Sciences; THEREFORE,

BE IT RESOLVED that the Board of Directors of MTCC 1170 adopts the Class 2 Reserve Fund Study Update that Building Sciences has proposed; AND, FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 approves, as its triennial Reserve Fund Plan, the annual contributions described in the following table, which

comprises amounts described in Table 4 of Building Sciences' Class 2 Reserve Fund Study.

Fiscal Year	Contribution
01 December 2020 to 30 November 2021	\$635,790.00
01 December 2021 to 30 November 2022	\$689,833.00
01 December 2022 to 30 November 2023	\$748,468.00

Nives Malara/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 #200917R: 1800h on Thursday 17 September 2020.
- 14 Motion for Adjournment
Resolution 200820R09: Adjournment
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200820R at 1845h on Thursday 20 August 2020.
Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“James Louttit”

Secretary: James Louttit

Adopted at Meeting #200917R



THE METROPOLE

FACE MASK POLICY, AS REQUIRED IN BY-LAW 664-2020 — EFFECTIVE 05 AUGUST 2020

Rationale, per By-Law 664-2020: “To...[impose]...temporary regulations requiring the wearing of masks or other face coverings within enclosed common areas of apartment buildings and condominium buildings.”

Applicable to: MTCC 1170’s Residents, Staff, and Invitees (note that “Invitees” includes, *inter alia*, residents’ guests, visitors, service-personnel, and/or delivery personnel as described in “Definitions” *infra*)

Definitions

- *Apartment Building:* means a building that is registered or required to be registered under Toronto Municipal Code Chapter 354.
- *Enclosed Common Area:* includes lobby, elevator, laundry room, meeting rooms or other common use facilities.
- *Owner of an Apartment Building:* includes the superintendent or property manager of an Apartment Building.
- *Mask or Face Covering:* the City of Toronto by-law defines a mask or face covering as a: mask, balaclava, bandana, scarf, cloth or other similar item that covers the nose, mouth, and chin without gapping.
- *Employee:* a person that works directly or indirectly for the Corporation
- *Resident:* means anyone who is a resident in any residential unit in the Corporation, for any length of time, and includes, but is not limited to, an Owner residing in a unit, temporary guests or anyone who is permitted to reside in a residential unit for any period of time by the Owner or tenant of the unit.
- *Visitor:* a family member, occupants, tenants, invitees, servants, agents, contractors and licensees of the Resident.

POLICIES AND PROCEDURES

Effective immediately, all persons described in the “Applicable to” portion of this policy-statement shall wear a mask or face covering while in the enclosed common areas of the building. The face mask must cover the nose, mouth and chin.

Under the By-law, the following persons are exempt from the requirement to wear a mask or face covering, and will not be required to provide proof of such exemption:

- (1) children under two years of age;
- (2) persons who can show medical documentation of an underlying condition that inhibits their ability to wear a mask or face covering;
- (3) persons who are unable to place or remove a mask or face covering without assistance;
- (4) employees and/or agents of the person responsible for the establishment within an area designated for them and not for public access, or within or behind a physical barrier; and,
- (5) persons who are reasonably accommodated by not wearing a mask or face covering in accordance with the Ontario Human Rights Code.

This policy shall permit the temporary removal of a mask or face covering where necessary for the purpose of receiving services, or while actively engaging in an athletic or fitness activity solely within portions of the establishment that Management may designate for such activities.

As this policy’s sole purpose is to give force and effect to the City of Toronto’s By-Law 664-2020, non-compliance may result in the City of Toronto’s imposition of penalties.



THE METROPOLE

17 September 2020

Minutes of MTCC 1170 Meeting Number 200917R — Held on 17 September 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (all by Zoom).

Regrets: ICC Property Management

- 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 200917R01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 200917R, as presented.
Scott Froebe/James Louttit — Carried
- 03 Assignment of Duties:
(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #200917R.
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 200917R02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200820R, as presented.
James Louttit/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) In-Suite Security Remediation: Please refer to Section 07(a) of these Minutes.
(ii) Fancoil Maintenance: Please refer to Section 07(b) of these Minutes.
(iii) Electronic Meeting By-Law: Please refer to Section 11(a) 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 200917R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 31 July 2020, and the Front Desk Security Report for the period 03 August 2020 to 03 September 2020.
Nives Malara/James Louttit — Carried
- 07 Unfinished and/or Tabled Business Arising from Previous Meetings' Minutes:
(a) In-Suite Security Remediation: Directors sought further clarification about the responses to the RfP and asked the President and/or the General Manager to work with Management in seeking such clarification.

(b) Fancoil Maintenance:

Resolution 200917R04: Awarding a Multiyear Fancoil Maintenance Contract

WHEREAS suites' fancoil units perform best if filter-replacement and preventive maintenance can occur biannually; THEREFORE,

BE IT RESOLVED that MTCC 1170 accepts Climanetics Inc's quote for a three-year contract (commencing no sooner than 23 September 2020), with a non-escalating price of \$31.50 per suite per year (plus applicable taxes) to replace fancoil units' filters and perform preventive maintenance biannually; AND, FURTHER,

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

(a) Electronic Meeting By-Law: Keith Bricknell surrendered the Chair to Sheila Sproule.

Resolution 200917R05: Adopting an Electronic Meetings and Electronic Voting By-Law

WHEREAS temporary measures available to condominium corporations during the COVID-19 pandemic will end on 21 November 2020; AND,

WHEREAS the COVID-19 pandemic has alerted Directors to the benefits of providing an ongoing electronic meeting and voting mechanism to the Owners; THEREFORE,

BE IT RESOLVED that MTCC 1170's Directors adopts "By-Law N^o 13 — Electronic Meetings and Electronic Voting By-Law" and authorises its attachment to the Minutes for Meeting #200917R; AND, FURTHER,

BE IT RESOLVED that MTCC 1170's Directors shall, in the first instance, present the aforementioned By-Law to the Owners for their approval at AGM 2020.
Keith Bricknell/James Louttit — Carried

Keith Bricknell resumed the Chair.

(b) Farewell:

Resolution 200917R06: Acknowledging a Property Manager's Departure

WHEREAS the Board President has received oral notification of the Property Manager's (ie, Nancy Bijelic's) resignation from employment with ICC Property Management Ltd, and has confirmed the oral notification by visiting <https://iccpROPERTYMANAGEMENT.COM/LEADERSHIP>; THEREFORE,

BE IT RESOLVED that MTCC 1170's Directors accept the Board President's narration as information; AND, FURTHER,

BE IT RESOLVED that MTCC 1170 regrets Ms Nancy Bijelic's departure from ICC Property Management Ltd, regrets the fact that COVID-19 prevents in-person celebration of Ms Bijelic's excellent work, and wishes Ms Bijelic success in her future endeavours; AND, FURTHER,

BE IT RESOLVED that MTCC 1170's Board shall direct the *ad hoc* Committee's chairperson to recognise Ms Bijelic's excellent work when *pro rata* distributions from the MTCC 1170 Staff Fund occur in December 2020.

Nives Malara/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 #201022R: 1800h on Thursday 22 October 2020.

14 Motion for Adjournment

Resolution 200917R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 200917R at 1835h on Thursday 17 September 2020.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #201022R



THE METROPOLE

22 October 2020

Minutes of MTCC 1170 Meeting Number 201022R — Held on 22 October 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, and Sheila Sproule
(all by Zoom).

Regrets: Nives Malara

Excused: ICC Property Management

01 Call to Order: Keith Bricknell called the meeting to order at 1810h.

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

Resolution 201022R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 201022R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #201022R.

(b) Reassignments of Officers' Duties: Directors agreed to James Louttit's resumption of the Vice-Presidency and Sheila Sproule's resumption of the Corporate Secretaryship.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 201022R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 200917R, as presented.

James Louttit/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) Emergency Generator Contract: Please refer to Section 11(c) of these Minutes.

(ii) Annual Fire Inspection: Please refer to Section 11(d) of these Minutes.

(iii) East King St Door: Please refer to Section 11(e) 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 201022R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 31 August 2020, and the Front Desk Security Report for the period 04 September 2020 to 03 October 2020.

Nives Malara/James Louttit — Carried

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

(a) In-Suite Security Panels:

Keith Bricknell surrendered the Chair to James Louttit

Resolution 201022R04: Awarding a Security Maintenance Contract

WHEREAS obsolescence and/or deterioration reduce security systems' functionality;
AND,

WHEREAS MTCC 1170 has an obligation to ensure the proper and secure integration
of security systems' components; THEREFORE,

BE IT RESOLVED that MTCC 1170 accepts Regional Fire and Security Systems' Quote
#18757 to complete the following work in accordance with terms and con-
ditions therein:

01 "...Card Access Upgrade..." and related work for \$41,684.00 (+HST);
and,

02 "...Suite Security Integration..." and related work for \$22,600.00
(+HST); AND, FURTHER,

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

Keith Bricknell resumed the Chair.

(b) Upper Zone's MUA: Management continues to await an engineer's opinion on the best
course of action for the air conditioning component in this MUA.

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) 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.

(b) Budget for Fiscal 2020-2021:

Keith Bricknell surrendered the Chair to James Louttit

Resolution 201022R05: Approval of the 2020-2021 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 ICC Property 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 2020 to 30
November 2021 (inclusive of both dates):

(a) an Operating Budget of \$2,080,048.00; and,

(b) a Reserve Fund Contribution of \$635,790.00; AND, FURTHER,

BE IT RESOLVED 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.
Keith Bricknell/Sheila Sproule — Carried

Keith Bricknell resumed the Chair.

(c) Emergency Generator Contract:

Resolution 201022R06: Renewing a Generator Maintenance Contract

WHEREAS MTCC 1170 wishes to be proactive about the emergency generator's serviceability and reliability; THEREFORE,

BE IT RESOLVED that MTCC 1170 accepts Wajax Industrial Components' Quote Number A20-0172SP(R) for \$5,352.00 (+ HST) per annum to provide the preventive maintenance services described in the Quote from 01 December 2020 to 30 November 2022 (inclusive of both dates) AND, FURTHER,

BE IT RESOLVED that payment for work described in Quote Number A20-0172SP(R) shall be from the Operating Fund.

Scott Froebe/James Louttit — Carried

(d) Annual Fire Inspection: These Minutes Package includes a draft motion

Resolution 201022R07: Authorising an Annual Fire Safety Inspection

WHEREAS MTCC 1170's wishes to perform due diligence regarding fire-safety; THEREFORE,

BE IT RESOLVED that MTCC 1170 accepts Regional Fire and Security Systems' Quote Number 35887 for \$3,800.00 (+HST) to complete the procedures that the Quote describes; AND, FURTHER,

BE IT RESOLVED that payment for procedures described in Quote Number 35887 shall be from the Operating Fund.

James Louttit/Scott Froebe — Carried

(e) East Front Door: Management reported that the contractor had to source a special component, and that repairs should be occurring on 27 October 2020.

(f) MTCC 1170's Management Agreement

Keith Bricknell surrendered the Chair to James Louttit

Resolution 201022R08: Review of MTCC 1170's Condominium Management Agreement

WHEREAS Metropolitan Toronto Condominium Corporation's Board of Directors had previously agreed that any change in onsite Property Management personnel would trigger a review of the Corporation's condominium management services; THEREFORE,

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall terminate its Condominium Management Agreement with ICC Property Management Limited, effective 31 December 2020, as per the Termination Article(s) in the above-noted Condominium Management Agreement.

Keith Bricknell/Sheila Sproule — Carried

Keith Bricknell resumed the Chair

(g) Employing a Property Management Company

Resolution 201022R09: Employing a Property Management Company

WHEREAS MTCC 1170's Board of Directors has prior favourable knowledge of one of PropertyWright Management Inc's principals; AND,

WHEREAS the above-noted management company has offered favourable terms over a three-year contract; THEREFORE,

BE IT RESOLVED that MTCC 1170 shall employ PropertyWright Management Inc as its property management company, **commencing 10 November 2020 and ending on 30 November 2020, for good and sufficient consideration of ten dollars (\$10.00) and recommencing on 01 December 2020 and ending on 30 November 2023 for \$11,500.00 per month (+HST) for each of the 36 months in the contract-period;** AND FURTHER,

BE IT RESOLVED that the Board of Directors of MTCC 1170 **authorises the President and any one of MTCC 1170's other corporate officers** to act on MTCC 1170's behalf, in consultation with the Treasurer, with regard to the following:

(a) negotiating and/or completing minor contractual details that PropertyWright Management Inc might have omitted in its response to the RfP;

and.

(b) signing the resulting contract on MTCC 1170's behalf.

Scott Froebe/James Louttit — Carried

Note: Resolution #201022R09 was amended by Resolutions #2000414S03 and #201108S03

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 #201119R: 1800h on Thursday 19 November 2020.

14 Motion for Adjournment

Resolution 201022R10: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 201022R at 1825h on Thursday 22 October 2020.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

President: Keith Bricknell

"Sheila Sproule"

Secretary: Sheila Sproule



THE METROPOLE

29 October 2020

Minutes of MTCC 1170 Meeting Number 201029S — Held on 29 October 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (*all by Zoom*)

Regrets: None

Excused: ICC Property Management

- 01 Call to Order: Keith Bricknell called the meeting to order at 1805h.
- 02 Waiver of Notice for a Special Meeting: Unnecessary, as Directors received notice on 26 October 2020, and because all Directors attended.
- 03 Adoption of the Agenda:
Resolution 201029S01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 201029S, as presented.
Sheila Sproule/Nives Malara — Carried
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 201029S02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 201022R, as presented.
Nives Malara/Sheila Sproule — Carried
- 05 New and/or Urgent Business:
- (a) Amending Resolution 201022R09:
Resolution 201029S03: Amending Resolution 201022R09
BE IT RESOLVED that MTCC 1170 deletes "...authorises the President and the Corporate Secretary..." and inserts "...authorises the President and any one of MTCC 1170's other corporate officers..."
Scott Froebe/James Louttit — Carried
- (b) Appointing an Agent:
Resolution 201029S04: Appointing an Agent for Transfer of Documents and Keys
WHEREAS PropertyWright Management Inc has accepted MTCC 1170's offer to purchase three years' property management services, **commencing 10 November 2020** and ending on 30 November 2023; AND,
WHEREAS the current management contract contains language to the effect that transfer of keys and specified documents shall be to MTCC 1170 or to the corporation's representative ("representative"), designated in writing; THEREFORE,
BE IT RESOLVED that MTCC 1170 designates PropertyWright Management Inc as its representative for the purpose of receiving the above-noted keys and for receiving and/or redirecting the above-noted documents; AND FURTHER,

BE IT RESOLVED that the transfer of keys to the representative shall occur **no later than 0900h on Tuesday 10 November 2020**, and that the transfer of documents to the representative shall occur no later than the dates specified in the current management contract.

James Louttit/Sheila Sproule — Carried

Note: Resolution #201029S04 was amended by Resolution #201108S04

06 Date of the Next Regular Meeting(s):

(a) Regular Meeting #201119R: 1800h on Thursday 19 November 2020.

07 Motion for Adjournment

Resolution 201029S05: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Special Meeting Number 201029S at 1812h on Thursday 29 October 2020.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #201108R



THE METROPOLE

08 November 2020

Minutes of MTCC 1170 Meeting Number 201108S — Held on 08 November 2020

Present: Board — Keith Bricknell, Scott Froebe, James Louttit, Nives Malara, and Sheila Sproule (*all by Zoom*)

Regrets: None

- 01 Call to Order: Keith Bricknell called the meeting to order at 1800h.
- 02 Waiver of Notice for a Special Meeting: Unnecessary, per Paragraph 6.07 of MTCC 1170's By-Law #8, because all Directors chose to attend.
- 03 Adoption of the Agenda:
Resolution 201108S01: Adoption of the Agenda
BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 201108S, as presented.
Sheila Sproule/Nives Malara — Carried
- 04 Review and Adoption of Previous Meetings' Minutes:
Resolution 201108S02: Adoption of Minutes
BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 201029S, as presented.
Nives Malara/Sheila Sproule — Carried
- 05 New and/or Urgent Business:
- (a) Amending Resolution 201022R09:
Resolution 201108S03: Further Amending Resolution 201022R09
BE IT RESOLVED that MTCC 1170 deletes "...commencing 01 December 2020 and ending on 30 November 2023..." and inserts "...commencing 10 November 2020 and ending on 30 November 2020, for good and sufficient consideration of ten dollars (\$10.00) and recommencing on 01 December 2020 and ending on 30 November 2023 for \$11,500.00 per month (+HST) for each of the 36 months in the contract-period..."
Scott Froebe/James Louttit — Carried
- (b) Amending Resolution 201029S04:
Resolution 201108S04: Appointing an Agent for Transfer of Documents and Keys
BE IT RESOLVED that MTCC 1170 deletes "...commencing 01 December 2020..." and inserts "...commencing 10 November 2020..." and also deletes "...no sooner than 1700h on Monday 30 November 2020 and no later than 0900h on Tuesday 01 December 2020..." and also inserts "...no later than 0900h on Tuesday 10 November 2020..."
James Louttit/Sheila Sproule — Carried
- (c) Signing Authority:
Resolution 201108S05: Conferring Signing Authority on a Management Company

WHEREAS it is necessary for MTCC 1170's Management Company to have signing authority for certain administrative matters; THEREFORE,

BE IT RESOLVED that from time to time and until otherwise instructed by the Corporation, PropertyWright Management Inc is hereby authorized to execute under the seal of the Corporation the following instruments:

(a) Status Certificates pursuant to Section 76.1 of the Condominium Act, 1998; and,

(b) Notice of Lien pursuant to Section 85.4 of the Condominium Act, 1998.
Nives Malara/Sheila Sproule — Carried

06 Date of the Next Regular Meeting(s):

(a) Regular Meeting #201119R: 1800h on Thursday 19 November 2020.

07 Motion for Adjournment

Resolution 201108S06: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Special Meeting Number 201108S at 1805h on Sunday 08 November 2020.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #201119R



THE METROPOLE

19 November 2020

Minutes of MTCC 1170 Meeting Number 201119R — Held on 19 November 2020

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 201119R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 201119R, as presented.

Scott Froebe/James Louttit — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #201119R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 201119R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 201108S, 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) Insurance Renewal: Please refer to Section 11(a) of these Minutes.
- (ii) Victoria Street's Planters: Please refer to Section 11(b) of these Minutes.
- (iii) Additional Winter Mats: Please refer to Section 11(c) of these Minutes.
- (iv) DHW Boiler: 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 201119R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 30 September 2020, and the Front Desk Security Report for the period 05 October 2020 to 03 November 2020.

Nives Malara/Sheila Sproule — Carried

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

(a) In-Suite Security Panels:

Resolution 201119R04: Amending Resolution #201022R04

WHEREAS miscommunication about prices has occurred; therefore,

BE IT RESOLVED that MTCC 1170 deletes “...\$22,600.0...” from Resolution #201022R04 and inserts “...\$24,700.00...”
Nives Malara/Sheila Sproule — Carried

(b) Upper Zone’s MUA: Keith Bricknell surrendered the Chair to James Louttit.

Resolution 201119R05: Engineering Services — Upper Zone’s MUA and EV Charging

WHEREAS MTCC 1170 seeks professional advice about the Upper Zone’s make-up air unit (MUA) and, while the engineering consultancy is attending the building, about the feasibility and/or logistics of EV charging facilities; THEREFORE,

BE IT RESOLVED that MTCC 1170 accepts Building Sciences’ quote for the following services...

(a) MUA: One site visit [to] review site conditions and document [them], review documentation available including preventative maintenance contract [and] any technical documentation, interview [the HVAC contractor], interview [the] manufacturer of equipment, [and] provide report and recommendations for \$2,200 (+HST); AND,

(b) EV Charging Assessment: One site visit, document site conditions, review all site information, interview three manufacturers, and provide report with recommendations for \$1,700 (+HST); AND, FURTHER,

BE IT RESOLVED that payment for services described in section “(a)” shall be from the Reserve Fund and payment for services described in section “(b)” shall be from the Operating Fund.

Scott Froebe/Keith Bricknell — Carried

Keith Bricknell resumed the Chair.

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) Insurance Renewal:

Resolution 201119R06: 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 includes, inter alia, the following terms and PST-inclusive premiums:

01a) Royal Sun Alliance Insurance Company of Canada’s coverage of building and Corporate-owned contents at \$138,987,688; AND,

01b) Royal Sun Alliance Insurance Company of Canada’s per-incident coverage of boiler and machinery at \$138,987,688 per incident, for a combined annual premium of \$110,760.48 (incl 8% PST).

02a) Victor Insurance’s locked-in three-year-term coverage of directors’ and officers’ errors and omissions at \$5,000,000.00, for an additional annual premium of \$2,700.00 (incl 8% PST); AND,

BE IT RESOLVED that the Board of Directors of MTCC 1170 authorise payment of \$113,460.48 (incl 8% PST) as the sum of the premiums described herein to Paisley Manor Insurance Brokers for the coverages also described herein.

Sheila Sproule/Nives Malara — Carried

(b) Victoria Street's Planters:

Resolution 201119R07: Authorising Wintertime Planter-Décor

Whereas Section 22(a) of MTCC 1170's Declaration makes MTCC 1170 responsible for the townhouses' planters along Victoria Street; therefore,

Be It Resolved that MTCC 1170 authorises Fedak Landscaping to provide wintertime arrangements for \$1,440.75 (incl HST); and, further,

Be It Resolved that payment for this service shall be from the Operating Fund.
James Louttit/Scott Froebe — Carried

(c) Additional Winter Carpeting:

Resolution 201119R08: Authorising Additional Winter Carpets

WHEREAS the refurbishment consultant's scope of work inadvertently omitted the winter carpets necessary for the elevators' lobbies and cabs; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises Tri-Can Contract Inc to provide the above-noted carpets for \$6,960.80 (incl HST); AND, FURTHER,

BE IT RESOLVED that payment for these items shall be from the Reserve Fund.
Nives Malara/James Louttit — Carried

(d) DHW Boiler Repairs:

Resolution 201119R09: Authorising DHW Boiler Repairs

WHEREAS the Superintendent and the HVAC contractor report that one of the domestic hot water (DHW) boiler's burners has failed; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises Ambient Mechanical to replace the burner for \$7,263.08 (incl HST); AND, FURTHER,

BE IT RESOLVED that payment for this replacement shall be from the Reserve Fund.
Scott Froebe/James Louttit — Carried

(e) Front-Line Service Personnel's COVID Top-Ups: The Board authorised COVID-19 (*ie*, "temporary") top-ups for Security, Cleaners, and Superintendent-staff, similar to those authorised during Meeting #200414S. Such top-ups recognise risks inherent in these workers' inability to work remotely. (*Since office staff can work remotely, they are ineligible for the top-up.*)

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 #201217R: 1800h on Thursday 17 December 2020.

14 Motion for Adjournment

Resolution 201119R10: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 201119R at 1825h on Thursday 19 November 2020.

Scott Froebe/James Louttit — Carried

"Keith Bricknell"

President: Keith Bricknell

"Sheila Sproule"

Secretary: Sheila Sproule



THE METROPOLE

17 December 2020

Minutes of MTCC 1170 Meeting Number 201217R — Held on 17 December 2020

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 201217R01: Adoption of the Agenda

BE IT RESOLVED that the Board of Directors of MTCC 1170 shall adopt the Agenda for Meeting Number 201217R, as presented.

James Louttit/Scott Froebe — Carried

03 Assignment of Duties:

(a) *Pro Tempore* Reassignments: Unnecessary for Meeting #201217R.

04 Review and Adoption of Previous Meetings' Minutes:

Resolution 201217R02: Adoption of Minutes

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adopt the Minutes for Meeting Number 201119R, 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-Replacement: Please refer to Section 11(a) of these Minutes.

(ii) Security System Reconfiguration: Please refer to Section 11(b) of these Minutes.

(iii) Suite Alarm Study: Please refer to Section 11(c) 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 201217R03: 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 2020, ICC's rendering of MTCC 1170's unaudited Financial Statements for the period 01 December 2019 to 31 October 2020, and the Front Desk Security Report for the period 04 November 2020 to 03 December 2020.

Nives Malara/Sheila Sproule — 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 assessing this 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) Drain Repairs:

Resolution 201217R04: Authorising Drain Repairs

WHEREAS recent events have indicated the necessity for drains' remediation; THEREFORE,

BE IT RESOLVED that MTCC 1170 affirms Directors' emailed consent to have Jermark Plumbing and Mechanical complete the following work...

(a) replace portions of the parking garages' drainpipes for \$11,780.25 (incl HST); AND,

(b) reconfigure the XX13 riser's drainpipe to improve flow and prevent sporadic reflux for \$2,649.85 (incl HST); AND, FURTHER,

BE IT RESOLVED that payment for this work shall be from the Reserve Fund.
Scott Froebe/James Louttit — Carried

(b) Security System Reconfiguration: Keith Bricknell surrendered the Chair to James Louttit.

Resolution 201217R05: Authorising Security System Reconfigurations

WHEREAS Security Staff have recommended reconfigurations of the video surveillance system; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises Regional Fire to complete the following work...

(a) for \$4,062.35 (incl HST), install an intercom at the back door leading into the easement's laneway so Security can issue warnings to trespassers, rather than confronting them directly in the first instance; AND,

(b) for \$4,018.28 (incl HST), reconfigure existing camera-feeds to allow surveillance of the P1 ramp; AND, FURTHER,

BE IT RESOLVED that payment for this work shall be from the Reserve Fund, reflecting the initial use of funds in Resolution #040825R08.

Keith Bricknell/Scott Froebe — Carried

Keith Bricknell resumed the Chair.

(c) Suite Alarm Investigation

Resolution 201217R06: Authorising a Suite-Alarm Study

WHEREAS MTCC 1170 has experienced instances in which a nocturnal in-building fire alarm has coincided with generalised emergency alarms throughout the downtown area, thus severely delaying the TFD's attendance at MTCC 1170; AND,

WHEREAS in August 2018, the above-noted coincidence caused MTCC 1170's in-building fire alarms to have to ring continuously for ≥ 90 minutes; THEREFORE,

BE IT RESOLVED that MTCC 1170 authorises paying M&E Engineering \$2,350.00 (+HST) to report on the feasibility (logistical and legal) of installing in-suite fire alarm silencing devices; AND, FURTHER,

BE IT RESOLVED that payment for this work shall be from the Operating Fund.
James Louttit/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 #210121R: 1800h on Thursday 21 January 2021.

14 Motion for Adjournment

Resolution 201217R07: Adjournment

BE IT RESOLVED that the Board of Directors of Metropolitan Toronto Condominium Corporation 1170 shall adjourn Regular Meeting Number 201217R at 1822h on Thursday 17 December 2020.

Scott Froebe/James Louttit — Carried

“Keith Bricknell”

President: Keith Bricknell

“Sheila Sproule”

Secretary: Sheila Sproule

Adopted at Meeting #210121R