

### Minutes - MaPS December 13, 2017

1. Quorum. Present: Warren Ewart (chair), Dave Blair, David Horne (vice-chair), Maria Rivera, Ian Corkish, Mitch Lambert, Lee Konik (Board Liaison), Michel Gauvin (secretary), Judy Alhani, Peter Nicholson (guest) and Marlin Roy (guest). Regrets: Frank Melo, Colette Toner, Andrew Lesk, Paul MacCallum, Sheldon Charles.
2. Previous Minutes – Add to quorum Peter Nicholson and Marlin Roy as guests. Change reference of David to Dave in section 4(x) of draft Nov 8, 2017 minutes.
3. Approval of Nov 8, 2017 Minutes – As amended moved by David Horne, seconded by Mitch Lambert, carried.
4. Peter Nicholson member of MaPS. Moved by Mitch Lambert, seconded by David Horne that Peter Nicholson become a member of MaPS Committee. Motion carried.
5. Liaison Report
  - A) Mandate: Warren explained Board gave approval at its Nov 14th meeting but added in section 1 that MaPS collaborates with the Board Liaison “and City Park managers” and in section 5 Quorum the removal of the calculation/formula for determining quorum. Quorum equals 3 Committee Members (and Board Liaison). All members agreed this was satisfactory and copies of the Mandate/Job Description as amended were distributed.
  - B) Lee Konik, Board Liaison, indicated the items for consideration at the Dec 12 Board meeting related to MaPS – Unit turnover, Disposable booties, Black dots on entry windows were rescheduled for Dec 19 meeting. He noted the key fob audit was ongoing and progressing steadily. **Concern was raised about procedures for re-assigning fobs to members who complain when a fob they possess is deleted. MaPS recommends that there is a need for a systematic process to ensure proper tracking of all fobs and that this should be brought to the Board’s attention for consideration.** It was also noted that MaPS had been authorized to proceed with an information session on pest control.

Lee also brought to the Committee’s attention that audits of 484 Church and 51 Alexander by Toronto Fire Services had identified many deficiencies that need to be addressed. The audit of 31 Alexander is being done shortly. This will be a costly update involving fire doors, hallway doors, storage locker doors, safety systems and more.
6. Old Business:

Tracker: Maria requested to add 1) problem installation of directional signage in lobbies and 2) installation of one way sign at Wood Street entrance to 484 parking lot.
7. New Business
  - a) **Muskoka Chairs** – Current wood Muskoka chairs are deteriorating or have been damaged. Alternative would be heavy duty plastic chairs. **MaPS (Dave Blair) will investigate options for Muskoka chair replacement and prepare recommendations for the Board’s consideration.**

- b) **Carpet runner replacement update** - David Horne indicated Board had asked MaPS to review options. After REVIEW of 6 submissions – purchase and rent options a recommendation to accept lowest bid for purchase of runners by Service Master Clean at \$4,422 plus HST will be submitted to Board shortly.
- c) **Parking optimization, second proposal** – Issues identified such as required change to By-Laws. Follow-up tasked to Andrew Lesk, Dave Blair, David Horne and Michel Gauvin. Request for information on rented and vacant spots in surface and underground parking lots has just been provided to Dave Blair. Options to be explored.
- d) **Notice of suite entry when member not present.** It is recommended that a form be developed and its use be made mandatory notifying members that their suite has been entered a by City Park staff, a consultant or a contractor for a planned purpose or emergency requirement. It should indicate the date, the purpose and the name (printed) and signature of the staff, consultant, or contractor who has entered.
- e) **Communication.** MaPS has heard many complaints with regards to members informing the Co-op of heating issues and the follow-up. First it was contact Nigel Aplin, now it seems to be a requirement to fill in a work order even if the occurrence does not occur during office hours. It is recommended the Board notify members that, if a heating issue occurs, they should contact the Co-op office during office hours and security at other times. The Board should also have a clear process developed that staff is to follow with a tracking mechanism. It may want to have the time of call logged and the time of follow-up recorded as well as details of repairs required and details, if issue not resolved, and an electric heater should be provided to member temporarily.
- f) **Locker Audit.** Despite past efforts some members seem to have appropriated more than 1 locker. Other lockers appear to be abandoned. It is recommended that a locker inspection on move out date be included as part of unit move-out inspection. If contents remain the locker is to be cleared and City Park lock installed until assigned to a new member and the new member requests removal of City Park lock. It is further recommended that a yearly visual inspection of lockers be done with the unit inspections and if suspicious contents such as gasoline or solvents is suspected or the presence of pests or mold detected that the member be informed of the requirement to clean up in the presence of City Park employee for remediation.
- g) **New Boiler Warranty.** Given number of shutdowns, committee remains concerned that City Park maintenance and security restarting the boilers will void the warranty. The Board has been informed the warranty will remain. Lee informed committee members that the turnover of the boilers to City Park was delayed and will only occur at the end of January 2018 given these issues.
- h) **Cleaning.** The current cleaning standards (undefined) at City Park are not up to member expectations. The garage has not been cleaned in a couple of years. Efforts to have the rubber closing seals of the washing machines cleaned daily for pest control and a schedule posted have not gone forward despite a request by the Board that this be done. It is recommended that the development of a cleaning plan and schedule consistent with RENTSafe TO be developed by

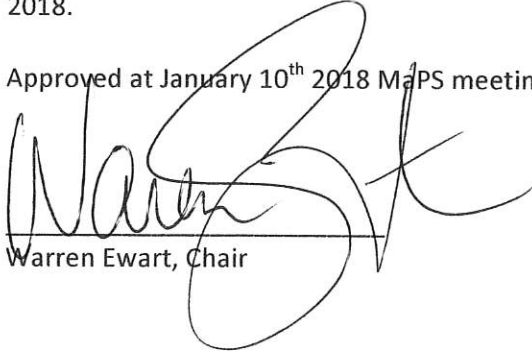
**MaPS for consideration by the Board and implementation in the Spring of 2018.**

- i) **Round Table Discussion.** Numerous maintenance and cleaning issues discussed. **Acknowledging the limitations of staff and the parameters of the collective agreements, the MaPS Committee recommends that the Board reflect on allowing volunteers to undertake clearly defined projects if recommended by a committee or project.** Some potential MaPS projects discussed were: doing paint touch ups in hallways, cleaning tracks of elevator doors, deep cleaning janitor rooms in hallways once recycling bins are removed.

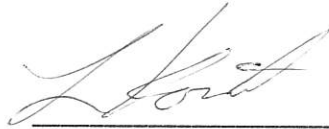
8. Meeting adjournment.

Warren declared the meeting closed and indicated the next meeting would be January 10th, 2018.

Approved at January 10<sup>th</sup> 2018 MaPS meeting



Warren Ewart, Chair



Lee Konik, Board Liaison