

**Sunnyhill Housing Co-operative Ltd.
787 Third Street NW
Calgary, Alberta T2N 1P1
403-270-8405**

**Sunday, December 20, 2020
2:00pm – 4:00pm**

<https://us02web.zoom.us/meeting/register/tZludOisrD4vHtdZ20kUXLMuzbZX8i2YN97E>

Phone in information: 587-328-1099 Meeting ID 863 3142 5543

Meeting Minutes

Attended: Sean Lindsay (14), Richard Harrison (18), Lisa Rouleau (18), Philip Cox (22), Yvonne Sabraw (22), Dorrie Derbowka (24), Sarah Reimer (30), Debbie Willis (34), Pamela Boyd (36), David Broadhead (744), Sarah Stephens (748), Brenda Morgan (764), Jane Roberts (767), Cindy Schnee (801), David Sargent (801), Mia Rushton (803), Eric Moschopedis (803), Paul Stephens (805), Rachel Rose (807), Brenda Willman (809), Sherry Kozak (817), Coeur Riley (823), Belle Auld (825), Bob Bott (837), Helen Wirrell (839)

1. Call to order: 2:07pm by Richard Harrison
2. Set adjournment time: 4:00pm
3. Opening remarks
4. Approval of proposed agenda
 - a. M/S/C Cindy/Eric
5. Business – Planning and Development:

MOTION: Eric Moschopedis on behalf of Planning and Development Committee moves that SHC amend motion 5avii from June 14, 2019 as follows:

- a) change spending limit from \$200,000 to \$290,000
- b) change Urban Matters to "Urban Matters or Boundary Design".

So that amended motion reads as follows:

MOTION: Eric Moschopedis on behalf of Planning and Development Committee moves that SHC approve up to \$290,000 in spending to contract Calgary-based Urban Matters or Boundary Design to project manage an evidence-based "due diligence" process that will confirm or discredit the viability of:

1. the environmentally and economically sustainable rehabilitation of our housing stock;

2. aging-in-place/accessibility.

The resources to contract Urban Matters or Boundary Design will be allocated from the remaining balance between amounts of the old and new mortgages, grants, and Planning and Developments annual operating budget.

Urban Matter's or Boundary Design support and management will include, but is not limited to: lease negotiations with the City of Calgary, feasibility studies, asset management planning, development of pro formas, accessibility study and planning, funding applications, and membership engagement and communications.

M/S/C Eric/Bob

Discussion:

1. Who is Boundary Design?
 - a. Lee's company
2. The feasibility extension proposal, the budget is \$68,900. This is close to the \$90,000. Is that why we have the \$90,000, as their estimate cost plus a bit?
 - a. The breakdown is on the attached spreadsheet, sheet 2 workplan extension has all the additional things listed there
3. Urban Matters no longer wants to be involved in affordable housing. Boundary Design is subcontracted by Urban Matters
4. Should Urban Matters not have been required to honour their contract?
 - a. We prefer to work with Lee as he already has the required experience and knowledge. Boundary Design is the subcontractor
5. Why was Membership not given the opportunity to decide if we want to continue the project with Boundary Design?
 - a. This is a Board decision
6. Has the billing history been turned over to Lee and Boundary Design and is it up to date?
 - a. Yes, it is outlined in the spreadsheet provided in this agenda package
7. Was there an RFP for Boundary Design? It feels like we are repeating steps. We must follow the Co-ops guidelines. Wants to ensure the appropriate steps are being followed
 - a. The steps that were taken are outlined on the P&D section of the website
 - b. Urban Matters subcontracted Boundary Design so an RFP was not required
8. We are contracted to Urban Matters. We have not signed a Boundary Design contact.

Once this spending motion is approved, we will sign the Boundary Design contract. We are asking for spending approval to move to the next phase

9. Urban Matters is still very much engaged with us

10. Motion should be amended to stated Urban Matters or Boundary Design

a. Amendment made

11. Is there any logic to specifying Boundary Design instead of saying "other contractor"

a. It will only be Urban Matters or Boundary Design

12. Obtaining 3 quotes is a requirement that was made in the CMHC Operating Agreement. Even though we no longer have an CMHC Operating Agreement we did motion to adopt their guidelines

a. 3 bids is a requirement for construction

13. Call the question – Jane

a. M/S/C Eric/Bob

6. Adjournment: 3:05pm