



**Minutes**  
**Meeting of the SHIP Board of Directors**  
**Wednesday November 20, 2019**  
**SHIP Main Office**  
**109 – 969 Derry Road E. Mississauga ON L5T 2J7**

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In Attendance:	John Williamson Keith Ward Geoff Topping Peter Beck	Louise Kindree Randy Beyers Moyra Vande Vooren
Via Teleconference:	Brian E. Scott	
Regrets:	Robert Simeon	
Staff:	Laurie Ridler Sharon Fernandes Thomas DiCarlo	Janice Peters Lesley Nagoda Cory O'Handley

**Call to Order and Welcoming Remarks:**

John Williamson who welcomed new board members and guests called the meeting to order at 6:30 p.m. Sharon Fernandes was Recording Secretary.

**Declaration of Conflict of Interest:**

No conflict of interest was declared with the exception of Janice and Louise who are part of the Headwaters Board where they agree to abide by the confidentiality of the Board.

**Statutory Reporting:**

Laurie Ridler confirmed that to the best of her knowledge that SHIP is financially and operationally compliant with expectations from legislation and all their guidelines.

**Motion to Approve Consent Agenda:**

Summary of items on the Consent Agenda include:

- Recommend to approve regular agenda
- Recommend to approve the draft minutes from October 22, 2019
- Recommend to receive Action Item updates from the minutes of October 22, 2019
- Recommend to approve Board Calendar

The board approves the items on the consent agenda for Wednesday November 20, 2019 as circulated. Going forward the Board would like for the agenda to be recorded as an item after the Statutory Reporting Item.

Secretary and / or

Chairman

Moved by Randy Beyers  
Seconded by Geoff Topping  
Carried

### **Board Member Orientation.**

All Board Members were provided with Binders containing the SHIP By Laws, the Governance Manual as well other relevant or entation documents.

Laurie provide the new members a high-level overview of SHIP along with a picture presentation on the various SHIP locations. The picture presentation is still a work in progress and will be populated with more information on the buildings such as number of units and locations, whether SHIP owned or municipally owned etc.

Louise Kindree provided new members with a high-level overview of best governance practices for Boards as well as the SHIP By-laws. It is standard and legal practice to change the number of the by-law as and when changes are made to the by-laws. Keith stated every time a change is made to the by-law it needs to be approved either at a special members meeting or at the AGM.

John has asked if SHIP can provide a calendar of educational opportunities available to the Board, as it would help the board to manage attendance.

Keith stated that fiduciary duty for the board is critical. If a board member is significantly in disagreement of something during a Board Meeting, then it must be minuted.

Moyra asked if Housing needs are prioritized in the Province. Keith informed the Board that since 2000 the Federal Government and the Province are hands off in terms of any social or Housing issues.

John feels that a presentation would be better on what is happening in the Province concerning Housing.

ACTION: Laurie to prepare a presentation on Housing for the January Board Meeting.
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### **Accreditation:**

We are preparing for the Accreditors on Monday. Lesley has prepared Accreditation documents for the Board. The governance meeting with the Accreditors is on Monday from 4 p.m. to 5 p.m.

### **Strategic Plan Update:**

No current update as a detailed report was provided to the Board last month

### **Provincial Leadership:**

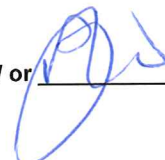
Health Transformation Discussion:

#### **Hills of Headwaters**

- On November 4, 2019, Hills of Headwaters had their ministry in-person site visit.
- The in-person site visit went well; the atmosphere was relaxed and intimate.
- SHIP's involvement *member*



Secretary and / or



Chairman

### **William Osler**

- On November 4, 2019, William Osler had their ministry in-person site visit.
- The atmosphere was formal with members speaking from scripts, a noticeable contrast from the Hills of Headwaters ministry in-person site visit.
- SHIP's involvement *affiliate*

### **Mississauga Trillium Health Partners**

- On November 9, 2019, the Mississauga Trillium Health Partners had their ministry in-person site visit.
- The ministry in-person site visit was an invite only event that focused exclusively on the governing council and the ministry staff as the space was not big enough to extend the invitation to members and affiliates. There is a scheduled OHT meeting planned for November 20<sup>th</sup> where the particulars of the November 9<sup>th</sup> ministry in-person site visit will be discussed.
- SHIP's involvement *affiliate* as part of the *Metamorphosis Network*

The Governance Structure for each OHT is different.

We will know late fall which of these will be designated as OHT's

John and Louse had a meeting with the new chair and outgoing chair of CMHA to see if SHIP and CMHA can collaborate on more unified messaging.

### **Enhance Housing and Service Capacity:**

QUALITY: no new updates

### **Maximize Engagement:**

### **Governance Manual**

Brian made the following comments with respect to some parts of the Governance Manual:

On page 6: who non-Board Directors (community) Committee members were, what committees they might be on, and how they would know about this governance framework.

On page 24: indicated there is a discrepancy between the manual's Finance Committee title. Louise clarified that the committee is called the finance and risk and committee

On pages 27 - 29, If Board meetings notices are posted on the SHIP website so the public know about the process to attend Board meetings and know about the process to send a request to the Board Secretary to speak at a meeting.

There is no formal process in place for the public to attend Board Meetings. The Board will review and come up with a process.

Louise also mentioned that best practice is to maintain a list of conflict on the agenda for all Board Members so that a conflict of interest does not need to be declared at every meeting.

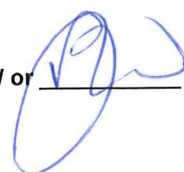
Moved by Brian E. Scott

Seconded by Moyra Vande Vooren

Carried



Secretary and / or



Chairman



### **Client Success/Challenge Story**

52-year-old single woman residing in a SHIP unit for almost 8 years and being supported by one of our partner organizations.

She suffers from mental health and ongoing substance use issues, which resulted in increased guest activity to her unit and the building, management issuing an eviction notice for September.

SHIPs TR, ADR and TR Manager intervened, and met with the property management and their lawyer and were able to agree to a mediated agreement.

The Landlord Tenant Board Mediated Agreement outlined concerns re: guests and damages.

SHIP was recently informed by the landlord that the client was assaulted by her drug dealer. The Landlord was upset regarding the lack of support provided to the client.

It was ultimately agreed that the client would be best served in a supported environment rather than independent living. Working with her Palliative Care doctor and Palliative Coordinator for a placement in a rest home with supports in place.

The client has reported that she feels safe and supported because of SHIPs intervention.

#### **Reason for sharing this story:**

- Demonstrates SHIPs accountability to our tenants and our landlords
- Speaks to our ability to transition clients through SHIP services

### **Update Amalgamation – Friends & Advocates Peel and Surrounding Areas**

Presently both organizations are addressing negotiating position and working on preparing relevant documents.

During this negotiation process, John wants Laurie to reinforce to F & A Peel that the maximum the SHIP Board would be willing to take on in terms of new Board Members is 1 or 2 persons.

### **Education**

Board Orientation was covered under education.


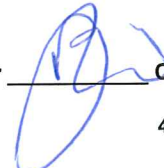
### **New Business:**

John Williamson informed the Board that Robert Simeon has resigned from the SHIP Board as of December 31, 2019

### **Property Tax**

3 years ago, when we were constructing Hansen Keith informed SHIP that we could claim property tax exemptions for buildings that are considered houses of refuge. Yeoman was retained to obtain a tax exemption for the Hansen Building.

Recently 110 Stanley was able to obtain minutes of settlement back dated to 2017 and SHIP has received a tax exemption for them. This is a savings of approximately \$56,000 for SHIP.

 Secretary and / or  Chairman

**Meeting Feedback:**

John requested the group to send him any feedback or changes.

**Next Meeting:**

The date of the next Board Meeting is Wednesday December 11, 2019 at The Granite Club

**Adjournment**

There being no further business brought before the Board, the meeting was declared adjourned at 8:30 p.m.

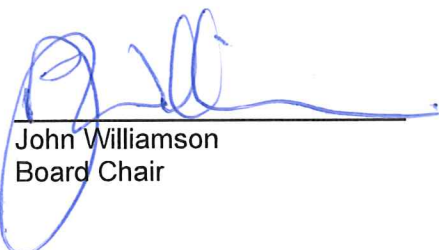
Moved by Keith Ward  
Seconded by Geoff Topping  
Carried

**In camera Meeting**

Moved by Keith Ward  
Seconded by Geoff Topping  
Carried

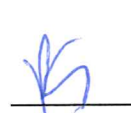
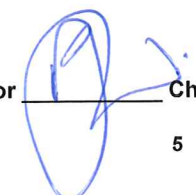
**Resumption of Public Meeting**

Moved by Keith Ward  
Seconded by Geoff Topping  
Carried

  
\_\_\_\_\_  
John Williamson  
Board Chair

and / or

  
\_\_\_\_\_  
Rob Simeon  
Board Secretary

 Secretary and / or  Chairman