



**Draft Minutes**  
**Meeting of the SHIP Board of Directors via Teams**  
**Wednesday, November 17, 2021**  
**SHIP**  
**969 Derry Road East, Unit 107 – Mississauga ON L5T 2J7**

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In Attendance: Louise Kindree - Board Chair, Brian E. Scott, Geoff Topping, Hubert Hiltz, Keith Ward, Krista Collinson, Lori Ker, Tandra Acharjee.

Regrets: Keith Ward

Staff: Lesley Nagoda – Interim CEO, Andrea D’Guerra, Chris Brown, Cory O’Handley, David Marcy, Lina Termini, Sharon Fernandes, Thomas DiCarlo

## **1.0 OPENING ITEMS**

### 1.1 Call to Order and Welcoming Remarks

- The Chair welcomed board members and guests. The meeting was called to order at 6:02 p.m. Sharon Fernandes was Recording Secretary

### 1.2 Disclosure of Conflict of Interest

- No conflict of interest was declared

### 1.3 Land acknowledgement

- The Board Chair opened the meeting with a Federal land acknowledgement.

### 1.4 Motion to approve agenda

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**MOTION: Geoff moved to approve the agenda. Seconded by Tandra. CARRIED.**

### 1.5 Chairs Remarks

- The Board Chair announce that Lesley Nagoda will remain in the permanent role of CEO for SHIP

### 1.6 Board Action Log

- The land acknowledgement that the Board will use is the SHIP recommended one.

### 1.7 Statutory Reporting

- The CEO stated that there are no identifiable risks for the organization at this time. All submissions have been reported to the Ministry promptly and we comply with legislation, rules and regulations as set down by our funders

#### 1.7.1 Compliance Statement to the Board

- The CEO provided a written report on the reporting period October 15 to November 12, 2021

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

## 2.0 CONSENT AGENDA

2.1 Approval of Board Minutes – October 20, 2021,

2.2 Receipt of Governance Committee Minutes, September 14, 2021

**MOTION: Brian moved to approve the Board Minutes – October 20, 2021 and receive the Governance Committee Minutes, September 14, 2021 Seconded by Lori. CARRIED**

## 3.0 BUSINESS OF THE MEETING

### 3.1 Client & Staff Story

- Director of Director of Projects and Housing Development shared a client story from Dufferin County

### 3.2 CEO Report

- Launch of the realignment with all staff was successful
- 93 % of staff are fully immunized, 1 % have received 1 dose
- Louise and Lesley attended the CMHA October Board meeting. SHIP would like CMHA to attend our January Board Meeting to do a similar presentation

### 3.3 Finance and Risk Committee

#### 3.3.1 New office lease update

- We have signed an offer to sublease 60 Courtney Park Drive W. Unit 2 for 7 years. We will begin January 1, 2022 with a 4 month rent free period
- We cannot run the ACT clinic at this location, as the issue is medication administration and storage on site.
- We are working with the real estate agent to secure a separate location of 2000 sq. ft. to operate the ACT clinic
- We do have 2 alternate locations at SHIP properties that we can run the clinics out off if all else fails

#### 3.3.2 Drenkelly Report

- Drenkelly is one of the community homes that SHIP supports through the CHO program
- The homeowner listed the property for 2.9 million. A developer has come in and put in an offer on this property at 2.5 million.
- The homeowner does not want to negotiate and SHIP has put in a final offer of 2.95 million.
- We have a total funding of 3.6 million from Peel Region to cover the cost of the acquisition with some money for renovations. This funding must be utilized by March 31, 2022

**MOTION: Tandra moved to approve that SHIP proceed with the purchase of the Drenkelly Residence to a maximum of \$2.9 million. Seconded by Hubert. CARRIED**

### 3.4 Governance Report

#### 3.4.1 Governance Committee Terms of Reference

- The Governance Committee reviews the TORs for all Board Committees
- The Quality and Finance committee TORs were also included in the Board Package. These will need to be reviewed by the respective committees

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

- The Governance Committee TOR's were reviewed and approved by the Board

**MOTION: Krista moved to approve the Governance Committee Terms of Reference. Seconded by Geoff. CARRIED**

3.4.2 Board Education / Development Framework

- The framework covers the 4 pillars that will better serve Board Education
- Applicable education and conferences will be circulated to the Board
- SHIP also has internal educators that can provide education to the Board
- SHIP is also in the process of developing a repository of education for the Board. A part of the education series will also be Board Orientation
- A good resource is ICD which all Board Members have been provided a paid membership to

3.4.3 Standing Disclosures

- A sample of the standing disclosure of interest was included as part of the Board Package
- The disclosure helps to understand what connections or interests Board Members have with the community
- The Board supports the implementation of the Disclosure of Interest at every Board Meeting

3.4.4 Board Recruitment Update

- In the Governance work plan for November the Governance Committee had to focus on recruitment
- The board recruitment documents were revised to reflect EDI
- Kindly fill out the Skills Matrix included in the Board Package and submit to Sharon by December.
- The results will be aggregated and reviewed at the Governance Committee meeting in January

3.5 OHT Update

- All 3 OHTs are in the process of refreshing the CDMAs and developing their health information management plans

Hills of Headwaters

- At a collaboration level, two discussions were held regarding the following:
  - What the OHTs role is in public endorsement of community initiatives or advocacy as there is no mechanism in place to support endorsements as OHTs are not legal entities and each organization has its own mandates and Governance structure
    - As a group there is value to endorsing matters that link back to our priorities so we will be checking with other OHTs to see what mechanisms they have in place
  - There is one time funding available that supports core services. The funding must be utilized by March 2022. We are looking at how to extend this deadline

Central West OHT

- Cory shared the new website link <https://centralwestoht.ca/>
- SHIPs EDI manager is now a part of the OHT
- A staff member also sits on their Information Technology Table

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

## Mississauga OHT

- Have received funding from William Osler and Trillium to support their infrastructure
- Mississauga OHT website: <https://moht.ca/>

It was recommended that the Board form an ad hoc committee chaired by the Vice Chair to report any OHT issues to the Board

This committee will need to develop their own terms of reference

**MOTION: Lori approved that the Board form an ad hoc committee chaired by the Vice Chair to report all OHT issues to the Board. Seconded by Tandra. CARRIED**

### 3.6 Orangeville Motel and Shelter

- The Town councils of Mono and Orangeville have received a number of opposition letters from constituents in the community opposing the use of the property.
- We have had several information sessions to alleviate concerns with the community and our next session is scheduled for December 1<sup>st</sup>
- The Town of Orangeville planners will be sharing information with the Town of Mono for their council meeting.
- Any planning issues will be shared with the Town Planner. Non-planning issues will be shared with the Mono Town Clerk to pass on to council
- Our planner re-submitted the package the beginning of the week to the Town of Orangeville. The resubmission was required, as they needed clarification on a few items.
- The re-submitted documentation has also be presented to the Town of Mono.
- If all documents are approved it will be going to the December 6<sup>th</sup> Orangeville Council meeting we will be able to proceed with the zoning and plan amendment
- We should hear the beginning of December on the Rapid Housing Funding

### 4.0 OTHER BUSINESS

- No other business was discussed

### 5.0 INFORMATION ITEMS

#### 5.1 Board Education Opportunities

- No new education opportunities

#### 5.2 Town Hall

- November 29, 2021

#### 5.3 Next Meeting

- The date of the next Board Meeting via Teams is Wednesday, December 15, 2021

### 6.0 IN CAMERA

n/a

### 7.0 MEETING WITHOUT MANAGEMENT – CEO

n/a

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

**8.0 MEETING WITHOUT MANAGEMENT**

n/a

**9.0 ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 7:30 pm

**MOTION: Brian moved to adjourn the Board Meeting. Seconded by Lori. CARRIED**

  
\_\_\_\_\_  
Louise Kindree  
Board Chair

and / or

\_\_\_\_\_  
Geoff Topping  
Board Secretary

\_\_\_\_\_  
Secretary and / or \_\_\_\_\_ Chairman