



**Minutes**  
**SHIP Annual General Meeting of the Board of Directors**  
**Wednesday, September 15, 2021**  
**Via Teams**

In Attendance:           Lesley Nagoda           Louise Kindree  
                                  Keith Ward               Brian E. Scott  
                                  Geoff Topping          Tandra Acharjee  
                                  Krista Collinson

Regrets:

***Call to Order and Welcoming Remarks***

The meeting was called to order at 6:00 p.m. Louise Kindree, Chairman welcomed staff and guests. Sharon Fernandes was Recording Secretary.

***Conflict of Interest***

No member of the SHIP Board of Directors declared any conflict of interest.

***Motion to Approve Agenda – September 15, 2021***

A motion was tabled to approve the agenda for the Annual General Meeting dated September 16, 2020.

Moved by Brian Scott  
Seconded by Geoff Topping  
Carried

***Motion to Approve AGM Minutes – September 16, 2020***

A motion was tabled to approve the minutes of the Annual General Meeting held on September 16, 2020.

Moved by Keith Ward  
Seconded by Brian Scott  
Carried

## ***Introduction of Board and Officers***

Louise Kindree introduced the Board of Directors and Officers for SHIP for 2020/2021:

### **Board Members**

Louise Kindree, Chairman  
Brian E. Scott, Vice Chairman  
Tandra Acharjee, Treasurer  
Keith Ward, Director  
Geoff Topping, Director  
Krista Collison, Director  
Hubert Hiltz, Director

### ***Motion to Elect Directors for 2020/2021***

A motion was tabled to elect of each of the Directors of SHIP's Board for the specified term of one to three years as required by the By-laws of the Corporation.

Louise Kindree  
Brian E. Scott  
Tandra Acharjee  
Keith Ward  
Geoff Topping  
Krista Collison  
Hubert Hiltz

Moved by Brian E. Scott  
Seconded by Geoff Topping  
Carried

### ***Motion to Approve the Audited Financial Statements for SHIP March 31, 2021***

A motion was tabled to approve the Audited Financial Statements for the year ended March 31, 2021

Moved by Keith Ward  
Seconded by Krista Collinson  
Carried

## ***Motion to Appoint Auditors***

A motion was tabled that the firm Grant Thornton LLP be appointed as Auditors for SHIP for the year 2021/2022 at a rate of remuneration set by the Board

Moved by Geoff Topping  
Seconded by Hubert Hiltz  
Carried

## ***Chairman's Report***

I am certain we can all agree that this has been quite the year for us. From multiple lockdowns, emergency stay-at-home orders to gradual reopening plans.

This pandemic prompted SHIP toward rapid adaptations to grow; learn; and better accommodate the changing needs of our clients.

Through it all, our Mission and Vision remained the same but our strategies required some modification.

SHIP understood now more than ever, there was a need for the services we offer. We challenged ourselves to provide support for our communities, for those less fortunate and the ones we care for.

We have shown incredible resiliency and have succeeded in expanding our services, forming new partnerships and making substantial progress in achieving our strategic goals.

I would like to share with all of you some of our Strategic Plan accomplishments over the past 12 months:

### **Under Enhancing Service & Housing Capacity**

- We have 6 goal areas and 33 projects within those goals
- 45% of the projects were completed, 55% are in progress

Some key milestones achieved under this aim are:

- The expansion of Justice Supportive Housing by 22 units
- The launch of the Community Homes for Opportunity (CHO) program

### **Under Maximize Engagement**

- We have 6 goal areas and 27 projects within those goals
- 48% of the projects were completed, 30% are in progress, and 22% were moved into 2021/2022

Some key milestones achieved under this aim are:

- The Launch of our Virtual Programming initiative
- Enhanced staff and client communication through the quarterly newsletter and monthly Town Hall meetings

## **Under Provincial Leadership**

- We have 8 goal areas and 18 projects within those goals
- 17% of the projects were completed, 78% are in progress, and 5% were moved into 2021/2022

Some key milestones achieved under this aim are:

- SHIPs participation in the Ontario Health Provincial Leadership series
- SHIPs research activities on ***The Impact of COVID-19 and Poverty and Hoarding in the Region of Peel***

## **Some other notable achievements are:**

- SHIP was recently named a COVID Hero by the city of Mississauga. It is because of our dedicated staff that we were honoured with such an achievement.
- In January 2021, SHIP supported Brampton's first COVID-19 Isolation Centre as the primary service provider to allow the opportunity to individuals to safely isolate.
- In March 2021, SHIP acquired a new property in Orangeville to help accommodate a growing number of clients that require support.
- In July 2021, SHIP partnered with Home Depot Canada for their Orange Door Project to help prevent and end youth homelessness in Canada.
- In July 2021, SHIP was selected as the successful contractor by the Region of Peel to operate the Peel Family Shelter (PFS) and to offer temporary housing solutions to families in need.

The pursuit of growth and adaptation placed extraordinary demands on SHIP staff – extra working days, longer hours, and learning new methods of providing service.

Between 2020 and 2021, one of SHIP's priorities has been to help staff recover and prevent burn-out through various supports such as:

- Introducing the "50-minute meeting", where staff were encouraged to take 10-minute breaks every hour of meeting.
- Updating our Health & Wellness Policy to allow staff flexible time off as needed.

Fortunately, we are now at the stage where our province has begun to re-open and things are slowly returning to normal.

Through the sustained efforts of our Government, leaders around the world, and public health agencies, we have been given a way to combat the virus that has globally affected us for over 18 months.

The COVID-19 vaccine, our best known and most effective option for helping us get through this. Provincially, many of us have done our part and received both vaccine doses. Thank you for doing so.

To those that have yet to make that choice, I implore you not to be complacent.

Although you might be of good health, please, think of the immunocompromised elderly and vulnerable populations living around you and your community.

Believe in our medical experts - please get the vaccine. Do your part to help eradicate this virus from the world.

Tonight, I would like to close this AGM with gratitude and thanks.

Thank you SHIP staff for demonstrating flexibility and dedication to our organization; our clients; our communities and our mission. Please continue to do the unbelievable work you do.

Thank you donors and partners; for allowing us to extend our reaches beyond what was otherwise not possible.

Thank you volunteers for your unwavering commitment to improve the lives of many.

Thank you everyone for all your efforts and an outstanding year.

### ***Motion to Adjourn***

There being no further business, the meeting was declared adjourned at 6:20 p.m.

Moved by Hubert Hiltz  
Carried



\_\_\_\_\_  
Vice Chairman



**Draft Minutes**  
**Meeting of the SHIP Board of Directors via Teams**  
**Wednesday, September 15, 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: n/a

Staff: Lesley Nagoda – Interim CEO, Chris Brown, Cory O’Handley, David Marcy, 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 6:21 p.m. Sharon Fernandes was Recording Secretary

### 1.2 Disclosure of Conflict of Interest

- No conflict of interest was declared

### 1.3 Land acknowledgement

- CEO opened with land acknowledgement

### 1.4 Motion to approve agenda

**MOTION: Krista moved to approve the agenda as amended with the addition of the item 4.4.1 Vaccination Policy and item 4.5.5 Approval of new office lease. Seconded by Tandra. CARRIED.**

### 1.5 Chairs Remarks

- Glad that staff and board had the opportunity to rest and relax over the summer
- Hopefully we will have a lot more accomplished this year

### 1.6 Board Action Log

- Land Acknowledgement – Louise will look at having a land acknowledgement that covers Peel Region and Dufferin County
- Hubert will share a land acknowledgement that covers the Province of Ontario

### 1.7 Statutory Reporting

- 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

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

## **2.0 APPROVAL OF NEW BOARD MEMBER**

### 2.1 Lori Ker

**MOTION: Brian moved that Lori Ker be referred to the Board to become an elected Member effective September 15, 2021. Seconded by Geoff. CARRIED**

## **3.0 CONSENT AGENDA**

### 3.1 Approval of Board Minutes – June 16, 2021 and Receipt of Finance Committee Minutes – August 17, 2021

**MOTION: Brian moved to approve the Board Minutes – June 16, 2021 and Receipt of Finance Committee Minutes – August 17, 2021 Seconded by Keith. CARRIED**

## **4.0 BUSINESS OF THE MEETING**

### 4.1 Election of Officers

#### **President**

The Governance Committee nominated Louise Kindree for the position of President.

Nomination for President is now closed

#### **Vice Chairman**

The Governance Committee nominated Brian E. Scott for the position of Vice-Chairman.

Nomination for Vice Chairman is now closed

#### **Treasurer**

The Governance Committee nominated Tandra Acharjee for the position of Treasurer

Nomination for Treasurer is now closed

#### **Secretary**

The Governance Committee nominated Geoff Topping for the position of Secretary

Nomination for Secretary is now closed

### 4.2 Appointment of Board Committees

#### **Finance and Risk:**

- Tandra Acharjee, Chair
- Krista Collinson, Vice Chair
- Louise Kindree
- Brian Scott
- Keith Ward

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

**Governance:**

- Lori Ker, Chair
- Brian Scott, Vice Chair
- Louise Kindree
- Geoff Topping

**Quality:**

- Krista Collinson, Chair
- Hubert Hiltz, Vice Chair
- Louise Kindree
- Geoff Topping

**Executive:**

- Louise Kindree, Chair
- Brian Scott, Vice Chair
- Tandra Acharjee, Treasurer
- Geoff Topping, Secretary
- Krista Collinson
- Lori Ker
- Keith Ward

**MOTION: Tandra Acharjee moved the Election of Officers and appointment of Board Committees as presented. Seconded by Krista Collinson. Carried.**

**4.3 Client & Staff Story**

- Cory shared a client story with Board

**4.4 CEO Report****4.4.1 Vaccine Policy**

- SHIP staff are currently 60 % fully vaccinated 10 % partial 30% unvaccinated. We are asking that all staff be fully vaccinated by November 15, 2021
- We are implementing a mandatory vaccination policy that has also been vetted by our legal team
- We see this route as the only way to keep both clients and staff safe
- In the interim non-vaccinated staff will have to go through the Rapid Antigen Testing, they will also be allowed time to take education on vaccines and make a decision. If they are not willing to comply, we will take necessary disciplinary action

**4.5 Finance and Risk Committee****4.5.1 Malton hub**

- SHIP will complete the Request for Expression of Interest (RFEI) submission and background documents for the Malton Hub project followed by a dissolution of the Licensing Agreement with the City of Mississauga.

**4.5.2 Manulife benefits plan**

- SHIP has entered into an ASO plan with Manulife. We are reviewing the master contract which includes the EAP program
- November 1<sup>st</sup> is our transition date
- Our collective agreement allows us to transition to this new plan

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



#### 4.5.3 Enterprise risk management matrix

- This document captures and identifies financial risks that are high, medium and low and further classifies them in the following 3 categories:
  - Operational
  - Reputational
  - Strategic

#### 4.5.4 Risk tolerance policy

- The purpose of this policy is to set out scope, requirements, responsibilities and reporting for effective and efficient enterprise risk management.
- The methodology for risk management is outlined in the Enterprise Risk Management (ERM) Framework.

#### 4.5.5 Approval of new office lease

- The Board approve entering into the sublease agreement for 60 Courtney Park Drive West, Unit 2, Mississauga.
- The Board approved the delegation of signing the agreement to Lesley Nagoda and Thomas DiCarlo to sign the agreement on behalf of the organization
  - Signing of the agreement will be subject to a review by our lawyer, Ellen Pefhany at Davis Webb
  - Ellen will be reviewing the agreement early next week. The agreement will not be signed until the lawyer reviews it.

**MOTION: Tandra Moved to approve the Enterprise Risk Management matrix and Risk Tolerance Policy as presented in the Board Package. Seconded by Hubert. CARRIED**

**MOTION: Keith moved to confirm the approval of the new office lease via email dated Saturday 11, 2021. Seconded by Tandra. CARRIED**

#### 4.6 Governance report

##### 4.6.1 Governance functioning tool

- Brian sent out the results of the governance functioning tool to all board members
- The results were coded as green yellow and red. Green reflects positive outcomes where no action is required, yellow areas need attention and red needs high prioritization.
- Accreditation Canada has shared a work sheet on how we can address the yellow and red areas.
- The work sheet will be shared with the Governance Committee in the coming month

##### 4.6.2 Work plan

- The work plan runs from October to September
- The new plan will be put in place at the next Governance Committee meeting in November and bring it forward for the Board to review

#### 4.7 OHT Update

##### Brampton / Etobicoke

- Looking for 2 co-chair positions to look at CDMA refresh with community partners

##### Mississauga OHT

- No new updates

##### Dufferin OHT

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

- The collaborative council continues to meet biweekly and updates are provided by the priority working groups
- They are focused on developing strategic work
- SHIP Board Chair sits on the Governance Council for Dufferin OHT and these are a few updates:
  - There is an ask about Administrative Funding which runs out in March 2022. If the Government does not provide the funding it may have to come from the OHT Partners
  - The council is working on representation from 2 organizations at the Governors table
  - The collaborative Council is working on a terms of reference

#### 4.8 CHOICES Update

- Dealing with staff disciplinary measures
- We are having a SHIP staff placed on a secondment for a Manager position
- The men's shelter is up and running and Brian is working on getting funding from the Town and the Mayor of Orangeville
- No identifiable risks for SHIP

#### 4.9 Orangeville Motel & Shelter

- Zoning is currently deemed commercial and we need this to be changed to residential
- The documents were submitted to the Town Council of Orangeville in August, and are hoping to have a decision or recommendation in October
- We applied for the 2<sup>nd</sup> round of rapid housing funding. The application was submitted in August and we will hear by the beginning of December if we are approved for funding or not.

#### 4.10 Strategic Plan Proposal

- Draft framework outlining the 6 stages for the new plan was submitted as part of the Board Package
- The draft plan will be submitted to the Board in February/March for review, with monthly updates on our progress with the plan
- The Board prefers to be more engaged in Step one (Analysis) of the plan so their feedback is incorporated before the work begins
- Most organizations are moving away from Mission and Vision in the development of Strategic Plans and using a Purpose Statement. The Board recommends that SHIP considers developing a simplified Purpose Statement instead

### **5.0 OTHER BUSINESS**

- No other business was discussed

### **6.0 INFORMATION ITEMS**

#### 6.1 Board Education Opportunities

- Lesley to share education budget with Louise.
- Once received, an education plan will be put into place for the year

#### 6.2 Town Hall

- Next Town Hall is September 27, 2021 – Lori Ker to attend

#### 6.3 Next Meeting

- The date of the next Board Meeting via Teams is Wednesday, October 20, 2021

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

**7.0 IN CAMERA**

**MOTION** Lori moved to commence In camera meeting. **Seconded by Brian. CARRIED**

**8.0 MEETING WITHOUT MANAGEMENT – CEO**

**MOTION** Lori moved to commence meeting without Management except for CEO. **Seconded by Brian. CARRIED**

**9.0 MEETING WITHOUT MANAGEMENT**

**MOTION** Lori moved to commence meeting without Management. **Seconded by Brian. CARRIED**

**10.0 ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 8:10 pm



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

and / or

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

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