

**Board of Directors Meeting****Minutes****Agenda Item 2.2****November 21, 2023 (7:00 to 8:00 pm)****60 Courtneypark Drive West, Unit 2****Mississauga ON, L5W 0B3**

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Members: Brian E. Scott, Lori Ker, Alysha Racktoo, Sandy Kang-Gill, Krista Collinson, Tandra Acharjee, Jennifer Graham, Justyn Mahanger, Shafquat Suri, Keith Ward, Arun Navaratnasingam

Regrets: Shafquat Suri

Staff: Lesley Nagoda, Sharon Fernandes, Thomas DiCarlo

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**1.0 OPENING ITEMS****1.1 Call to Order and Welcoming Remarks**

- The Chair welcomed board members and staff and called the meeting to order at 7:11 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 Chair opened the meeting with a land acknowledgement.

**1.4 Chairs remarks**

- No remarks

**1.5 Board Action Log**

- No updates

**1.6 CEO Compliance Statement: Statutory Reporting**

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

**2.0 CONSENT AGENDA**

- 2.1 Approval of Agenda
- 2.2 Post Annual Meeting Minutes from September 19, 2023
- 2.3 Board Meeting Minutes from October 16, 2023
- 2.4 Receipt of the November 15, 2023, Finance & Risk Committee Minutes
- 2.5 Receipt of the November 14, 2023, Governance Committee Minutes

**MOTION: Krista moved to approve the regular meeting agenda as well as items listed under item 2.0 the consent agenda. Seconded by Keith. CARRIED**

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Board Chair

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### **3.0 BUSINESS OF THE MEETING**

#### **3.1 Client Experience story**

- This client experience story was shared by Director of Clinical Mental Health and Wellness and identified a mother and her 6-year-old daughter who after arriving from Nigeria the previous evening were directed to SHIP's head office by staff at Pearson airport.
- They indicated they were without housing and were also seeking asylum. The mother identified that they both had chicken pox, but they were no longer infectious; however, the daughter visibly had lesions on her hand.
- All shelters contacted indicated they had no space for the family. SHIPs Peel Family Shelter worked throughout the day to make space for them. A taxi was called, and the family was on their way.
- This family were not clients of SHIP. Other agencies might have turned them away or at best, given them the contact information so they could find shelter for themselves. We knew that would be wrong and we had to do the right thing. This aligns with our principles of CHIRP.
- The reason this story was shared with the board is because we had encountered a similar situation a few weeks ago but were not as well prepared to handle this situation. That earlier experience had now prepared us for this client, and we were better equipped to deal with this situation.

#### **3.3 CEO Report**

- This report covers October to November. The past month focused on accreditation readiness and community meetings and engagement.
- The CEO highlighted the following from the report:
  - 236 First Street – we will be receiving funding from CMHC.
  - 273 Main Street: Felix House – the new project that we are doing due diligence on the offer – we have connected with Farrow who has gathered funding to do the development for us. The carrying costs will be \$10-15,000 a month.
  - Tiny Homes – is still with town of Caledon to see if we can bring these homes to our properties.

#### **3.4 Finance and Risk Update**

##### **3.3.1 Semi-annual investment report**

- We did have a small loss on our equity funds but have made a recovery through our GICs.
- The recommendation is to not change the investment asset mix and no additional funds will be invested this fiscal year.

**MOTION: Tandra moved that the Board of Directors approve the investment asset mix and that no additional funds be invested until next fiscal year. Seconded by Alysha. CARRIED**

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Board Chair

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**3.3.2 Quarterly Finance Report**

- Base funding of 310,000 was received from Ontario Health. A plan has been prepared to utilize this money.
- The region of Peel has also been flowing our funding to us without submitting any invoices.

**MOTION: Brian moved that the Board of Directors approve the Q2 financial results for the fiscal year ended March 31, 2024. Seconded by Krista. CARRIED**

**3.3.3 Budget Plan Process Review**

- The 24/25 budget plan process was reviewed with the Board outlining all the steps that will be initiated.
- The process will remain the same as last year.

**MOTION: Brian moved that the Board of Directors approve the 2024 2025 budget work plan. Seconded by Justyn. CARRIED**

**3.3.4 Loan Agreement – Board Resolution**

- CFO shared with the Board the loan agreement and incumbency document prepared by our lawyers.
- Both documents were signed by the Board member present

**MOTION: Brian moved that the Board of Directors pass a resolution to enter into a loan agreement with CMHC for \$3,771,206 as a repayable loan, \$646,881 as a forgivable loan for total funding of \$4,418,087. Seconded by Arun. CARRIED**

**3.4 Governance Committee Update****3.4.1 Strategic Plan**

- Management reported on the progress of the 2023/2024 Annual Strategic Business Plan. Overall, identified activity is on track. There has been a great deal of work to continue to remain strategically focused. As of November 2023, 82% of all actions are complete or on target with the expectation of completion by year-end. Currently, there are no identified significant risks.
- A full report will be part of the Board agenda.

**3.4.2 EDI Oversight**

- Justyn and Alysha provided significant contributions to updating the Governance Manual and the inclusion on the EDI policy.
- An assessment for the committee as well as a director's evaluation has been created so that we can do better.

**ACTION: EDI Training for the Board must be completed by the end of March**

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Board Chair

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**MOTION: Arun moved that the Board of Directors approve the updated Governance Manual. Seconded by Jennifer. CARRIED**

**4.0 OTHER BUSINESS**

- Peace Ranch has an open house event called Light up the night every year. This year's event is on the 21<sup>st</sup> of December. Everyone is encouraged to attend if they can.

**5.0 INFORMATION ITEMS****5.1 Board Education**

- CAEH
  - Jennifer attended the conference via webinar and shared information on:
    - Curating information on the communities your serve
    - Jennifer will share articles that will be of interest to the board.
- ONPHA
  - Please check out the resources available online

**5.2 Next Town Hall**

- November 27, 2023
- Board Member to introduce themselves at the December Town Hall is Arun Navaratnasingam

**5.3 Next Meeting**

- The date of the next Board Meeting is December 12, 2023, at the Green House in Peace Ranch and will be in person.

**6.0 IN CAMERA**

**MOTION: Alysha moved that the Board of Directors shift to the in-camera portion of the meeting. Seconded by Lori. CARRIED**

**MOTION: Alysha moved that the Board of Directors move out of the in-camera portion of the meeting. Seconded by Lori. CARRIED**

**7.0 ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 8:20 pm

**8.0 MEETING WITHOUT MANAGEMENT**

n/a



Brian Scott  
Board Chair

and / or

Krista Collinson  
Board Secretary

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Secretary and / or \_\_\_\_\_ Board Chair