



**Board of Directors Meeting
Réunion du conseil d'administration**

**April 20 avril, 2016
5:30 – 8:00 p.m.**

**221, rue Nelson Street
Board Room/Salle du conseil**

Approved Minutes / Procès-verbal adopté

PRESENT:	Anthony Pizarro – Board President, Dana Mersich – Vice-President for External Issues, Ross Taylor – Vice-President for Internal Issues, Lynn Marchildon – Board Secretary, Lisa Gorman, Brian Legris, Karen McMullen, Aynsley Morris, Sarah Stirling Moffet, Marguerite Nadeau, Francis Reardon, Edward Speicher, Kenneth Workun – Board Directors
ABSENT WITH REGRETS:	Filip Szadurski, Bob Walsh
STAFF GUESTS:	David Gibson – Executive Director (via OTN) Rob Boyd, Director of Oasis Program (via OTN) Patricia Eakins – Director of Finance Brook Dodds – Staff Representative
MINUTES:	Cristina Coiciu – Executive Assistant

1.	<p>Initial Items / Points de début</p> <p>1.1 Declaration of Conflict / Déclaration de conflit d'intérêt</p> <p>No conflict was declared. / On ne déclare aucun conflit.</p> <hr/> <p>1.2 Approval of Agenda // Adoption de l'ordre du jour</p> <p><i>It was moved by Brian L. and seconded by Dana M. to approve the agenda, as presented. / Brian L., appuyé par Dana M., propose d'approuver l'ordre du jour, tel que présentée.</i></p> <p>ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE</p> <hr/> <p>1.3 Approval of Minutes of the Board Meeting on March 16, 2016 / Adoption du procès-verbal de la réunion du conseil du 16 mars 2016</p> <p><i>It was moved by Lynn M. and seconded by Marguerite N. to approve the minutes of the meeting on March 16, 2016, as presented. / Lynn M., appuyée par Marguerite M., propose d'approuver le procès-verbal de la réunion du conseil d'administration du 16 mars 2016, tel que présenté.</i></p> <p>9 IN FAVOUR; 3 ABSTENTIONS – CARRIED / 9 EN FAVEUR, 3 ABSTENTIONS ET LA MOTION EST ADOPTÉE</p>
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2.	<p>Supervised Injection Services (SIS) Presentation – Part II / Présentation sur les Services d’injection supervisée – Part II</p> <p>Rob Boyd, Director of Oasis Program, continued his overview on the service model and offered an update on SHCHC’s exemption application process:</p> <ul style="list-style-type: none"> - a profile of people who inject drugs in Ottawa - accessibility of a SIS at SHCHC - key stakeholders consultations - evidence vs. politics, both Provincial and Federal - community consultations each Monday evening in April - need to meet 26 conditions to obtain exemption. <p>More information to be presented at the next Board meeting, on May 18, 2016.</p>
3.	<p>Business Arising / Revue de la dernière réunion</p> <p>3.1 Board Structure Review – Update / Mise-à-jour sur le processus de révision de la structure du conseil d’administration</p> <p>The Board Secretary offered an update on the Nominations and Governance Committee’s (NGC) work around the Board Structure Review. There are still a few aspects to be further discussed, and the committee will prepare a package of recommendations for May Board meeting. Some highlights are:</p> <ul style="list-style-type: none"> - Internal Issues Committee Meeting: to be collapsed, and in its stead have the Quality and Performance Committee as a standing committee; - Nominations and Governance Committee: to take on more responsibilities, i.e. the Board Retreat; - Finance and Development Committee: to become Finance and Audit Committee; - External Issues Committee: to become Emerging Issues Committee – change its role to deal with more “emerging issues”; - review of the Executive Committee; - succession planning; - By-laws review; - look at how to increase the diversity of the Board. <p>NGC will be meeting on May 12th to finalize their recommendations for the Board.</p> <hr/> <p>3.2 Board Learning Objectives – Follow-up / Rappel sur les objectifs d’apprentissage du conseil</p> <p>Lisa G. reported that there were a few learning objectives which scored high and medium priority, and the NGC’s recommendation was to include in the Board Workplan to address them in the next Board year:</p> <ul style="list-style-type: none"> - complexity of SHCHC client health needs - social determinants of health for people living in Sandy Hill and Old Ottawa East - innovations in urban centres that might be worth pursuing in Ottawa - what is like to be a staff member of SHCHC (i.e. daily activities and challenges for staff etc.) - SHCHC programming re: food security and community cooking - best practices for policy development - financial literacy beyond the basics - meeting functioning: understanding Robert’s Rules of Order <p>The Board Workplan will be reviewed in August 2016.</p> <hr/> <p>3.3 Board Succession Planning – Update / Mise-à-jour sur la planification de la relève du conseil d’administration</p> <p>The Board President asked Board members to consider their intentions if continuing or not their terms on the Board for the next Board year. The annual online survey to assess the Board skills and determine gaps will be released by the end of the week.</p>

Also, the Board President encouraged everyone to reflect on the Officers positions for the new year. More discussion at the May Board meeting.

3.4 Board Delegates to the AOHC Conference and AGM 2016 / Les délégués du Conseil d'administration à la Conférence et l'AGA de l'ACSO

The following Board Directors put their names forward as delegates to the AOHC Conference and AGM on June 7-9, 2016, in Toronto:

- Dana Mersich, as AOHC Board Liaison
- Edward Speicher
- Filip Szadurski

3.5 Amendment to the AOHC Resolution re: SIS / Modification à la résolution au sujet des Services d'injection supervisés

On April 14, 2016, an e-mail has been received from the AOHC re: our Board resolution "*Publically acknowledging and supporting Supervised Injection Services, and supporting the opening of such services across the Province of Ontario, that can demonstrate the need consistent with the Supreme Court ruling*", which was passed at the February meeting. The AOHC Board was voting on the resolution and they were hoping that SHCHC and SWCHC were in agreement with the paragraph below being adjusted to also include outreach to other political parties/figures etc.

Change from:

Be it resolved that the AOHC and its members call on Premier of Ontario Kathleen Wynne and Ontario Minister of Health and Long-Term Care Eric Hoskins to publically acknowledge and support the evidence-based health service called SIS and to support the opening of such services across the Province of Ontario that can demonstrate the need consistent with the Supreme Court ruling.

To:

Be it resolved that the AOHC and its members call on Ontario Premier Kathleen Wynne, Ontario Minister of Health and Long-Term Care and provincial opposition leaders, as well as the Prime Minister and federal opposition leaders and Ontario municipal mayors to publically acknowledge and support the evidence-based health service called SIS and to support the opening of such services across the Province of Ontario that can demonstrate the need consistent with the Supreme Court ruling.

Following an urgent e-mail vote, the majority of the Board agreed with the revision proposed by AOHC Board, with the amendment that the reference to Kathleen Wynne be removed and refer to the position only, to make it consistent with the rest of the list.

It was moved by Kenneth W. and seconded by Brian L. to ratify the Board e-mail vote on the revised resolution, as amended. / Il est proposé par Kenneth W. et appuyé par Brian L. à ratifier le vote du Conseil par courriel sur la résolution révisé, tel que modifié.

ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE

4. New Business / Des points nouveaux

4.1 Board Policies Review / Révision des politiques du Conseil

4.1.1 Approach to Governance and Relationship with the Executive Director / Approche à la gouvernance et les relations avec le directeur général

The Board President reported that the Executive Committee reviewed the policy, and no changes were required at this time. Francis R. proposed some minor editorial changes, which he would forward to the Executive Assistant by e-mail.

It was moved by Kenneth W. and seconded by Brian L. to approve the Board Policy, as amended. / Kenneth W., appuyé par Brian L., propose d'approuver la politique du Conseil, tel que modifiée.

ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE

4.1.2 Harm Reduction / Réduction des méfaits

The Vice-President for External Issues reported that the External Issues Committee reviewed the policy and were proposing some changes in the “Policy Statement”, adding a definition of Harm Reduction, as well as in the “Context” portion. The Director of Oasis Program was consulted for this review.

There was some discussion, and Francis R. proposed some minor editorial changes, which he would forward to the Executive Assistant by e-mail.

It was moved by Dana M. and seconded by Brian L. to approve the Board Policy, as amended. / Dana M., appuyé par Brian L., propose d'approuver la politique du Conseil, tel que modifiée.

ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE

4.1.3 Corporate Sponsorship / Parrainage corporatif

Aynsley M. and Kenneth W. presented the changes to the policy, as recommended by the Finance and Development Committee. The old policy has been divided in two – a new policy and a new procedure – and taking into consideration some of the Canadian Revenue Agency regulations.

A discussion ensued with regards to “sponsorship” vs. “partnership”, and some clarification was required in terms of why this should be a policy for sponsorship and not for partnership. The Executive Director explained that:

- partnerships fall under other contractual obligations, and we have “service agreements”
- partnerships are operational, therefore reviewed and approved by the Management Team; this is also covered under “Delegation of Authority” to the Executive Director, and it comes to the Board if there is a significant investment.

It was moved by Aynsley M. and seconded by Ross T. to approve the new policy and procedure, as recommended. / Aynsley M., appuyé par Ross T., propose d'approuver la politique du Conseil et les procédures, tel que modifiées.

11 IN FAVOUR; 1 ABSTENTION – CARRIED / 11 EN FAVEUR, 1 ABSTENTION ET LA MOTION EST ADOPTÉE

4.2 Membership Applications / Des demandes d'adhésion

The Board Secretary presented for approval the Membership Applications of the following individuals:

- Jean-Jacques Desgranges
- Didier Delahousse
- Christine Honsl
- Claude LeBlanc
- Edward Brian Legris
- Margaret Peggy Lobay
- Lynn Marchildon
- Dana Mersich
- Marguerite Nadeau
- Sarah Stirling-Moffet
- Aynsley Morris
- Anthony Pizarro
- Francis Reardon

- Judith Rinfret
- Edward Speicher
- Alison Thompson
- Kenneth Workun

It was moved by Lisa G. and seconded by Karen M. to approve the Membership Applications, as presented. / Lisa G., appuyée par Karen M., propose d'approuver les demandes d'adhésion, tel que présentées.

ALL IN FAVOUR – CARRIED

4.3 City of Ottawa Civic Event Final Report – BRF16-021-B

The Executive Director explained that, in October 2015, the Centre submitted an application to the City of Ottawa 2016 Civic Events Funding Program requesting \$3000.00 to finance a carnival event on February 14, 2016, in the Strathcona Heights area of Sandy Hill. On December 10, 2015, SHCHC received notification that it was successful in this bid. On February 14, 2016, the Community Development and Engagement (CDE) Team and community partners hosted the event in Strathcona Heights for over 200 local residents, including people of all ages and cultures. The event was extremely well received and attended, and has received very positive feedback from the community. A video highlighting the events of the day is being edited and will be shared when complete. The City of Ottawa requires a Final Report detailing the final budget spend and event review, this report must be signed by two authorized officers.

The Executive Director recommended that the Board of Directors:

1. review the Final Report to the City of Ottawa: 2016 Civic Event - Family Day; and
2. that the Final Report be signed by two authorized officers (one of which must be a Board member).

It was moved by Kenneth W. and seconded by Edward S. to review the report and have it signed by the Board President and the Executive Director.

ALL IN FAVOUR - CARRIED

4.4 City of Ottawa Ontario Works Addiction Services Initiative (ASI) Agreement for 2016 – BRF16-023-B

The Director of Finance explained that SHCHC has received funding (\$100,000) from the City since FY2009. The Centre uses the funding to provide a screening test for substance addiction and/or a program for the assessment of substance addiction, the treatment of substance addiction, or both (as set out in paragraphs 8. and 8.1 of section 26 of Ontario Regulation 134/98 of the *Ontario Works Act, 1997*). The Centre has issued an Insurance Certificate for 2016 that satisfies the requirements of this Agreement.

On April 19, 2016, the Centre received the calendar year 2016 Agreement from the City of Ottawa for the Assessment and Addiction Treatment Services program. The City of Ottawa requires two “authorized signatures” be identified on Schedule D of the ASI Agreement, and this Schedule must be signed by a majority of the Board of Directors.

The Director of Finance recommended to confirm by resolution of a majority of the Board that:

1. they have authorized the Centre to enter into the 2016 ASI Agreement;
2. the following two officers be authorized to sign the Agreement:
 - Executive Director
 - Director of Finance
3. Schedule D of the Agreement is signed by nine Board members.

It was moved by Karen M. and seconded by Dana M. to accept the recommendation, as presented.

ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE

4.5 Process for SIS Exemption Application Review by the Board; Approach to Application / Le processus de révision par le Conseil d'administration d'application pour une exemption des SIS; approche à l'application

The Board President initiated a discussion to clarify and understand how the application process works. The Executive Director and the Director of Oasis Program explained the steps and highlighted the following:

- every Monday evening during the month of April, there were consultations with the community; the feedback is gathered and will be included with the final application, as supporting documentation;
- there are consultations/presentations with the Board at every meeting until June;
- the Director of Oasis Program is going to other community associations for consultations;
- a draft report will be sent to the Mayor, the Chief of Police, the City Council, the Board of Health etc. for their comments;
- an initial draft application will be presented to the Board in June.

The discussion continued with questions and answers, and following are some highlights:

- Q: Did we discuss with other CHCs (i.e. Centretown CHC, Somerset West CHC) to be included on the application?
- A: Each Centre must submit their own application for exemption, if they want to open a site.
- Q: Is there any funding for SIS?
- A: There is no commitment at the moment from MOHLTC/Champlain LHIN; we will have to operate within our budget.
- Q: Would it be appropriate that at the June meeting we hold the discussion in camera?
- A: We need to stage that very well, because we will have media there. However, we have been transparent so far, so we don't want to create false impressions.

The Board President concluded the discussion proposing to give this some thought until the next meeting.

5. Information Items / Points d'information

5.1 Executive Director's Report / Rapport du directeur général

The Executive Director presented highlights of the key organizational priorities for the past month:

- Champlain LHIN updated M-SAA for 2016/17 – local obligations (strategic direction: increase quality and coordination of our services): the Champlain LHIN has included an amendment of the 2014-17 M-SAA for 2016/17 fiscal year. The amendment focuses on local obligations that the LHIN itself wants to include separate from the provincial indicators already reported on by our organization.
- SHCHC partners with Ecology Ottawa to host an evening with Janette Sadik-Khan (strategic direction: increase meaningful engagement of clients and community in addressing their health and wellbeing): Janette Sadik-Khan, co-author of *Streetfight: Handbook for an Urban Revolution* and former Transportation Commissioner for New York City, will be in Ottawa on Wednesday April 27th at 7:00 PM, at the Aberdeen Pavilion, Landsdowne Park, to talk about how she re-imagined public spaces and helped transform the streets of New York into dynamic spaces for pedestrians and cyclists.

The report was posted on the Board Portal prior to the meeting.

5.2 SHCHC Insurance Renewal – BRF16-020-B / Renouvellement de l'assurance du CSCCS

The Director of Finance reported that the Finance and Development Committee reviewed the current insurance coverage (effective April 1st, 2016) for the current fiscal year, to ensure the Centre has appropriate insurance coverage in place. The Board of Directors receives this as information.

5.3 FY2015-2016 Surplus Recommendation – BRF16-019-B / Recommandation pour l'excédent budgétaire du 2015-2016

The Director of Finance informed that, at their meeting on April 11, 2016, the Management Team reviewed the surplus (deficit) by funder for the eleven months ended February 29, 2016. The Management Team discussed

the importance of maximizing the Deferred Revenue amounts that could be available for FY2016-2017, should the Centre experience similar financial pressures as in the last couple of fiscal years. As such, the Management Team recommended that the Board receive as information its recommendations concerning the accounting for the forecasted surplus for programs that have a fiscal year end of March 31, 2016:

- all donations to be recorded to the Reserve;
- any surplus from the Remedial Measures (Back-on-Track) and Methadone fee-for-service to be recorded in Deferred Revenue;
- authorize the Director of Finance to review the miscellaneous revenue recorded in LHIN funded programs to determine the eligible amounts that could be recorded to Deferred Revenue (e.g. the City of Ottawa Oasis Peer Projects);
- minimize the surplus returned to each funder by reallocating any remaining miscellaneous income to the "Centre Funds" department. This surplus will be recorded to the Reserve.

The actual amounts recorded to the Deferred Revenue and the Reserve cannot be determined until the results for the year have been finalized. These amounts will be reported in the Briefing Sheet for the fiscal year unaudited results.

5.4 AOHC Webinar Update / Mise-à-jour sur le webinaire de l'ACSCO

The Vice-President for External Issues reported that the webinar didn't take place as scheduled, thus there was no update.

5.5 Naloxone Support Letter / Lettre de soutien pour naloxone

The Board received as information the letter of support for Health Canada's proposed revision to the prescription status of Naloxone to permit non-prescription use of medicine for emergency use for opioid overdose outside hospital settings.

5.6 Board Committees Updates / Mise-à-jour sur l'activité des comités du Conseil

- NGC: next meeting on May 12, 2016, to prepare recommendations on Board structure, a revised In camera policy, and by-laws review;
- Internal Issues Committee / Quality and Performance Committee: no meeting;
- External Issues Committee: met on April 14th to review the Harm Reduction Policy, discuss the Committee restructuring and other issues;
- Finance and Development Committee: met with the Auditor on April 14th, reviewed the Corporate Sponsorship Policy, year-end report, Board budget and other issues; Financial Literacy Training took place on April 7th.
- Board/Management Ad-hoc Committee: met on March 29th and started the discussion on what is our community and what our catchment area should be. The discussion will continue at the Management level, then try to get a higher Board representation and meet again.

Adjournment: 8:20 p.m.