Canadian Mental Health Association Waterloo Wellington | Association canadienne pour la santé mentale Waterloo Wellington

CMHA Waterloo Wellington Board of Directors Meeting Minutes

Tuesday, July 28, 2026 | 6:00 – 8:00 pm
Virtual – MS Teams

Present:	Irene Thompson, Board Chair	Lisa Hood, Board Vice-Chair
	Brooke Billings, Board Treasurer	Deanne Metzloff, Board Member at Large
	Julia Borges, Board Member	Danielle Fearon, Board Member
	Julia Goyal, Board Member	Rob Howe, Board Member
	Somkene Igboanugo, Board Member	K. Daniel Sirivar, Board Member
	Peggy Sweeney, Board Member	Pia Williams, Board Member
	Helen Fishburn, CEO	Michael Buchert, Director, Finance
	Alison DeMuy, Director, Strategy & Community Engagement	
	Jennifer Prior, Director, People & Culture	
Recorder:	Heather Snider, Manager Administration & Governance	
Regrets:	Sean Bradley, Board Member	Ashton Romany, Board Member

Agenda Item	Discussion and Actions
1.0 Welcome & Introductions	Irene Thompson welcomed everyone and led a round of introductions. Welcome to Peggy Sweeney and Rob Howe, our new Board members!
2.0 Call to Order	Irene called the meeting to order.
3.0 Territorial Acknowledgement	Jenn Prior shared a territorial acknowledgement.
4.0 Approval of Agenda	It was duly **MOVED** and **SECONDED** to approve the July 28, 2026 CMHA WW Board of Directors agenda (Deanne Metzloff, Brooke Billings). **CARRIED.**
5.0 Declarations of Conflict of Interest	Irene asked that if Board members have a conflict of interest related to any items on the agenda, we state this so it is noted in the minutes. No conflicts were declared.
6.0 Approval of Consent Agenda	It was duly **MOVED** and **SECONDED** that the consent agenda be approved (Lisa Hood, Julia Goyal). **CARRIED.**
7.0 In Camera Meeting 6:11 – 7:11 pm	It was duly **MOVED** and **SECONDED** to move in camera for finance, government relations and bargaining updates (Pia Williams, Brooke Billings). **CARRIED.** It was duly **MOVED** and **SECONDED** to close the in camera meeting (Deanne Metzloff, Brooke Billings). **CARRIED.**
8.0 Governance Committee Report	**Board and Agency Policy Approvals** **4-009 Delegation of Authority** This policy (formerly Signing Authority policy) has been extensively revised to support sound stewardship, segregation of duties, audit defensibility, value for money, compliance with funder requirements, and alignment with applicable Ontario Health, Ministry of Health, Ministry of Children, Community and Social Services, Broader Public Sector, transfer payment, and Buy Ontario procurement requirements. This policy was reviewed by both the Resources and Governance Committees, as per Board policy review processes. **Discussion** This policy allows us to ensure everyone understands their roles and responsibilities relating to delegation of authority, including what is in management and board member purview. As we build out additional board and agency policies (e.g., Procurement) within our compliance framework, adherence to this policy will strengthen accountability requirements and allow

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	us to fully address risk, strategic, regulatory or reputational considerations would trigger additional oversight. Michael noted that we are currently using the previous year's budget, plus our 2026-27 scenarios to guide spending, and we will also be taking the opportunity to see how this Delegation of Authority framework applies to our risk management framework. It was duly **MOVED** and **SECONDED** to approve Board Policy 4-009 Delegation of Authority (Pia Williams, Somkene Igboanugo). **CARRIED.** **Additional Board and Agency Policies** The following policies have been updated or developed, and were reviewed by the Performance, Quality, Risk & Ethics (PQRE) or Resources Committees, and then the Governance Committees, as per Board policy review processes. • PQRE policy 3-001 Quality Improvement & Safety • PQRE policy 3-008 Client Complaints • Agency policy DSRHP P 109 Client Safety (reviewed by PQRE) • Resources Policy 4-012 Governance Policy on Negotiations • New Resources policy: HR P (#TBD) Employee Service Recognition Program • New Resources policy: HR P (#TBD) Service Appreciation Day It was duly **MOVED** and **SECONDED** to approve the above-noted Board and agency approvals. (Pia Williams, Julia Goyal). **CARRIED.** **Recruitment Update** We received seven applications during the most recent recruitment campaign. While strong, none met the recruitment focus of clinical expertise and fund development. We are continuing with more targeted recruitment efforts and will continue to report on this via the Governance Committee. It was duly **MOVED** and **SECONDED** to approve the July 2026 Governance Committee Report (Pia Williams, K. Daniel Sirivar). **CARRIED.**
9.0 Helen's Update and Q&A	**Central Intake –** OH West has approved an adjustment to the deliverables for Central Intake. They are aware that we have not yet received our funding, and are supportive of us adjusting our workload until this funding is received. Once funding is received, we will immediately hire front line service coordinators. **Cannabis Store Application –** A cannabis store application for the building next door to our Guelph Woolwich Street location has been put forward. The Alcohol and Gaming Commission of Ontario informed us and we have engaged our school board partners in our response, which is in opposition of this. In particular, we run a school-based Integrated Substance Use Program (iSUP) out of the youth hub. We will reach out to MPP Mike Schreiner and Mayor Guthrie for support with our response. If needed, we will reach out to media and we have a comprehensive crisis communications plan prepared. **Additional Updates** • We continue a heavy focus on recruitment, including many leadership positions. • We are carefully reviewing our strike contingency plans, in light of collective bargaining being underway. • Cyber-security testing is taking place with staff over August and early September. We will provide a full report in September.

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10.0 Adjourn Meeting	It was duly **MOVED** and **SECONDED** to adjourn the meeting and move into a Meeting without Management for follow up discussion on the on the CEO compensation review (Brooke Billings, Danielle Fearon). **CARRIED.** The meeting was adjourned at 7:43 pm.