

**Perth and Smiths Falls District Hospital
Liaison Committee**

Friday, June 9th, 2023

7:30 a.m. - Via Zoom

Present: G. Church, M. Cohen, J. Lord, K. Fair, J. Brown, S. Pankow and Dr. W. Hollis

Regrets: A. Thomlinson (Chair), R. Garvin, S. Coutts and M. Quigg

In Attendance: D. Hodgins, VP, Finance & Support Services, C. Rustan, Recording Secretary

1. Call to Order – Dr. W. Hollis

Dr. W. Hollis called the meeting to order at 12:02 p.m.

2. Chair's Remarks & Introductions

Dr. W. Hollis welcomed everyone to the committee.

3. Declaration of Conflict of Interest

No conflicts were declared. Members were reminded and encouraged to declare at any point during the discussion.

4. Approval of Agenda

MOVED by G. Church

SECONDED by J. Lord

THAT the June 9th, 2023 agenda be approved as presented.

CARRIED.

5. Approval of Minutes

MOVED by G. Church

SECONDED by J. Lord

THAT the November 18th, 2022 Liaison Committee open session minutes be approved as circulated.

CARRIED.

6. Business Arising from Minutes

Nil.

7. New Business

a) Liaison Terms of Reference

The Committee reviewed the draft Liaison Terms of Reference. The committee was in agreement to approve the document with the suggested revisions and made the following changes:

- Municipal Representatives from Perth and Smiths Falls be included as ex-officio's
- Remove the word "ad hoc" in the first line as it is a standing committee

Discussion ensued regarding including the Warden of Lanark County, however majority of the committee felt that it wasn't warranted and there would be a continuous turnover with a new Warden being elected every two years. The committee was in agreement to move forward with the inclusion of both Mayors.

MOVED by G. Church

SECONDED by J. Lord

THAT the Liaison Draft Terms of Reference be approved and sent to the Governance Committee for further approval.

b) Annual Report Update

M. Cohen informed the committee that the report was included and there were a few outstanding pieces.

The Annual Report speaks to the following areas:

- Spoke to the strategic plan
- Health Human Resources
- Financial Updates
- Showing what projects have started and are ongoing

G. Church felt that the Annual Report is missing a key component, which is the 20M dollar long term deficit. G. Church would like the Annual Report to incorporate a positive rationale on the investments that the hospital is making (ie. Lumeo, MRI and etc...) and to put an emphasis on how these investments are being made to better the care for the people in our communities.

J. Lord noted that the document uses a lot of references/acronyms and is written at a high level, concerned that patients may not understand it. G. Church advised that the audience is not intended for the patients but rather those people who have an interest in the corporate structure of the hospital. The Annual report is meant to provide an explanation on where the hospital is headed.

The following changes were brought forward:

- Inclusion of Volunteers in the line that mentions staff and workers
- Report states that the hospital is working on some good things, the report will provide a further explanation on what those "things" are
- The document will include a Land Acknowledgment
- Reference will be made to the Presidents of both Auxiliaries and to the Foundation
- A banner will be added to address the Capital Campaign
- A link will be embedded at the bottom of the document that goes to the PSFDH Foundation

K. Kelly will incorporate the suggestions above into the Annual Report.

Dr. W. Hollis would like to ensure that the community is aware that the commitment to our community has led to a deficit at this stage because the Province has yet to fulfill its obligations to fund the hospital at a reasonable rate to succeed without having to carry a debt.

c) Planning and Community Engagement Events

M. Cohen would like to take time to review what population we would like to target with Community Engagement Events. As well, we will need to determine who our key stakeholders are and develop key messaging to help build a strategy that is achievable and has tangible outcomes.

With regards to the Municipal Campaign we currently have a good strategy that we need to maintain. We will be going out in September, October or November when the municipalities are pulling together their budget cycle. The Liaison committee will build their community events around Municipal events.

G. Church would like to continue to build on the success of the two past conferences that involved all health care partners within the region. It seems like an ideal opportunity to do something like this again, with all of the ongoing work from the OHT.

This item will remain on the agenda to formulate a plan at the next meeting. The Workplan will also be brought forward to outline what things are being done for patients and stakeholders, as well a scope of K. Kelly's role and the Foundation's role will be brought forward.

8. Standing Items

Nil.

9. Other Business/For Information

Nil.

10. Date of Next Meeting – Dr. W. Hollis

The next meeting will take place on Friday, September 15th, 2023 at 12:00pm.

11. Adjournment – Dr. W. Hollis

MOVED by K. Fair

SECONDED by G. Church

THAT the Liaison Committee meeting be adjourned at 12:59 p.m.

CARRIED.