

**PERTH AND SMITHS FALLS DISTRICT HOSPITAL**  
**YOUR PROVIDER, LEADER AND PARTNER IN HEALTHCARE**

TUESDAY, JUNE 22, 2021 – 4 P.M.  
VIA VIDEOCONFERENCE

**DRAFT Annual General Meeting DRAFT**

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*The Annual Meeting of the Perth and Smiths Falls District Hospital Corporation was held via videoconference for invited members and guests. Members of the public attended via teleconference.*

MEMBERS: ~~S. Bird~~, G. Church, K. Clupp, C. Dolgowicz, L. Drynan, ~~J. Fenik~~, Dr. B. Guppy, J. Hewitt, B. Hirst, Dr. W. Hollis, *D. Howard, Chair*, ~~Dr. A. Kuchinad~~, S. Pankow, Dr. M. Roberts, N. Shaw, Dr. K. Stolee, ~~A. Thomlinson~~, Dr. K. Wickens

GUESTS: SEE ATTACHED ATTENDANCE SHEET

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*Although we are meeting virtually, we are physically located on the unceded traditional territory of the Algonquin First Nation. Let us proceed with respect for the Algonquin people, honouring their longstanding role as guardians of this land.*

**1. CALL TO ORDER:**

Members in attendance met the required quorum and the meeting was called to order by the Chair, D. Howard at 4:00 p.m.

Chair: D. Howard  
Secretary: Dr. B. Guppy, President & CEO

D. Howard welcomed corporate members, staff and guests. She advised those in attendance that a brief organizational meeting of the Board of Directors would commence immediately following the Annual Corporation Meeting.

**2. ADOPTION OF AGENDA**

RESOLUTION No. 1A/21

MOVED by J. Hewitt  
SECONDED by B. Hirst

*THAT the Agenda of the June 22, 2021 Annual General Meeting be approved as presented.*

CARRIED.

**3. APPROVAL OF MINUTES**

RESOLUTION No. 2A/21

MOVED by Dr. W. Hollis  
SECONDED by B. Hirst

*THAT the minutes of the Annual General Meeting of the Perth and Smiths Falls District Hospital held on June 23, 2020 be approved as circulated.*

*CARRIED.*

#### **4. 2<sup>nd</sup> Annual Beverley McFarlane Awards of Excellence Presentation**

D. Howard introduced the awards presentation and highlighted the process for nomination and selection. A virtual presentation was shared of the nominees, two management recognitions and five award winners. She congratulated the group for their efforts and for being shining examples of the hospital values. The list of nominees and award winners (in italics) is as follows:

1. David Carter
2. Kourtney Kinch
3. Mary MacDonald
4. Arlene Harper
5. Katie Lavoie
6. Megan Crump
7. Susan Patterson
8. Teresa Morrison
9. Chantal Egan
10. Barb Bergeron
11. Michelle Purdy
12. Beverly McDonnell
13. Maria Bondrea
14. Marg Barnett
15. Holli Moore
16. Krys Peplinski
17. Dr. Thandie Ryan
18. Ashley Strutz, Manager, In-Patient Services
19. Homyra Mostamandi, Manager, Professional Practice
20. *Cathy Livingston*
21. *Genevieve Walker*
22. *Dr. Megan Argue*
23. *Jennifer Thompson*
24. *Phillipa Thompson*

#### **5. Reports**

##### **a) Chair's Report – D. Howard**

D. Howard presented her Annual Report to the membership and guests. A copy of the same will be kept in the corporate office for future reference.

##### **b) President & CEO's Report – Dr. B. Guppy**

Dr. B. Guppy, President & CEO presented his report of the President & CEO. A copy of the same will be kept in the corporate office for future reference.

##### **c) Lanark County Mental Health – R. Fromowitz**

R. Fromowitz, Executive Director provided an annual report on LCMH activities and status.

##### **d) Lanark County Support Services – H. Bedor**

H. Bedor, Executive Director provided an annual report on LCSS activities and status.

**e) Chief of Staff Report – Dr. K. Stolee**

Dr. K. Stolee presented the Chief of Staff report. A copy of the same will be kept in the corporate office for future reference.

*To accommodate the auditor given the number of other annual meetings on her schedule, the report of the Auditor and related matters was received earlier in the meeting.*

**Auditor’s Report & Presentation – S. Deschamps, Allan & Partners**

On behalf of Allan & Partners LLP, Chartered Professional Accountants, S. Deschamps highlighted the Auditor’s Report for 2020/2021 for the Perth and Smiths Falls District Hospital.

S. Deschamps spoke to the audit process and noted that the COVID-19 pandemic continued to impact the annual audit. She confirmed that the annual audit was conducted virtually this year. She acknowledged the Finance Department for preparing and providing the required information to the auditors.

She then acknowledged that the firm of Allan and Partners was pleased to be the auditors for the hospital again this year. She confirmed that all staff were transparent about the work and information requested. All matters were discussed openly with staff and Finance Committee. She advised that the 2021 audit went well and there is an unqualified auditor’s report for the financial statements for 2021.

Following the report, the following resolution was put forward.

*RESOLUTION No. 5A/21*

*MOVED by K. Clupp  
SECONDED by B. Hirst*

*THAT the Perth and Smiths Falls District Hospital Corporate membership accepts the audited financial statements for the year ending March 31, 2021 as presented.*

*CARRIED.*

**Appointment of Auditors**

*RESOLUTION No. 6A/21*

*MOVED by K. Clupp  
SECONDED by B. Hirst*

*THAT the firm of Allan & Partners LLP, Chartered Professional Accountants be re-appointed as Auditor for the Perth and Smiths Falls District Hospital for the year ending March 31, 2022 and the Board of Directors is hereby authorized to set the remuneration of the auditors.*

*CARRIED.*

**6. Reports**

**a) Board Quality Committee – L. Drynan**

L. Drynan, Chair, Board Quality Committee, presented the annual Quality Report to the membership. A copy of the same will be kept in the corporate office for future reference.

**b) Patient & Family Advisory Council – D. Thompson**

D. Thompson, Member of the Patient & Family Advisory Council presented the annual report of the Patient & Family Advisory Council.

**c) Liaison Committee – Dr. W. Hollis**

Dr. W. Hollis, Chair, Liaison Committee provided a report on the activities of the Committee. A copy of the same will be appended to the original minutes for future reference. Dr. W. Hollis's report also provided an update to the Capital Alliance initiative and the municipal core capital program.

**d) Governance Committee – J. Hewitt**

J. Hewitt, Chair, Governance Committee provided his report regarding the activities of the committee throughout the year. The activities included an ongoing review of governance policies and processes, oversight of the development of committee work plans and review of corporation by-laws.

**i) Acclamation of Members**

J. Hewitt referred the members to the listing provided which outlined the full membership of the Perth and Smiths Falls District Hospital Board of Directors for the year 2021/22.

The voting Directors for the 2021/2022 year are as follows:

Stephen Bird	1 year remaining on 2 year term
Gardner Church	1 year remaining on 2 year term
Kenneth Clupp	2 years
Christina Dolgowicz	2 years
Leslie Drynan	2 years
Mayor John Fenik, Municipal Representative ( <i>ex-officio</i> )	1 year (annual)
John Hewitt	1 year remaining on 2 year term
Bruce Hirst	1 year
Dr. Warren Hollis	2 years
Donna Howard	1 year – extended and will serve as Past Chair
Mayor Shawn Pankow, Municipal Representative ( <i>ex-officio</i> )	1 year (annual)
Annie Thomlinson	2 years
Dr. Kathy Wickens, PSFDH Foundation ( <i>ex-officio</i> )	2 years

The *ex-officio* Directors for the 2021/22 year are as follows:

- Dr. Barry Guppy      President & CEO
- Nancy Shaw      VP, Patient Care Services/CNE
- Dr. Anil Kuchinad      VP, Medical Staff
- Dr. Kate Stolee      Chief of Staff
- Dr. Mark Roberts      President, Medical Staff

**ii) Corporation By-Law Amendments**

*RESOLUTION No. 3A/21*

*MOVED by J. Hewitt*

*SECONDED by L. Drynan*

*THAT the PSFDH Corporation By-Law Amendments be approved as presented.*

*CARRIED.*

**iii) Professional Staff By-Law Amendments**

RESOLUTION No. 4A/21

MOVED by J. Hewitt

SECONDED by Dr. W. Hollis

THAT the Professional Staff By-Law Amendments be approved as presented.

CARRIED.

**ii. Finance Committee – K. Clupp**

K. Clupp provided the Finance Report. A copy of the report will be kept in the corporate office for future reference.

**7. Auxiliary Reports**

**a) Great War Memorial Hospital Auxiliary – M. Young, President**

M. Young, President, presented the annual report on behalf of the Great War Memorial Hospital Auxiliary. She remarked that due to COVID-19 the Auxiliary had very little fundraising activity. D. Howard thanked the GWM Auxiliary for their ongoing hard work and dedication.

**b) Smiths Falls Community Hospital Auxiliary – J. Staples, President**

D. Howard presented the report provided by J. Staples on behalf of the Smiths Falls Community Hospital Auxiliary regarding the number of fundraising and awareness activities held throughout the year. D. Howard offered her thanks and gratitude to SFCH Auxiliary volunteers.

**8. Perth and Smiths Falls District Hospital Foundation Report – Dr. K. Wickens**

Dr. K. Wickens acknowledged her honour of serving as first Chair of the recently amalgamated Perth and Smiths Falls District Hospital Foundation. She reported that the Foundation continues to finalize a few housekeeping items such as the website development and finalization of foundation by-laws. The Foundation has supported Hospital high priority capital equipment items in the amount of \$1.2 million for 2021/22. The Foundation received its CRA number and Letters Patent which enables fundraising activities. Dr. Wickens thanked Dr. B. Guppy for his support during the amalgamation.

**9. Presentation – G. Church**

*At this time, G. Church and Dr. B. Guppy provided their remarks regarding D. Howard's time as Chair (five years) of the Board of Directors and her contribution as a member since 2012. A framed print was presented to D. Howard.*

**10. Adjournment**

RESOLUTION No. 7A/21

MOVED by L. Drynan

SECONDED by Dr. W. Hollis

THAT there being no further business, the Annual General Meeting of the Perth and Smiths Falls District Hospital Corporation for the year ended March 31, 2021 be adjourned at 6:05 p.m.

CARRIED.

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D. Howard, Chair

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Dr. B. Guppy, Secretary

**Perth and Smiths Falls District Hospital Annual General Meeting  
Tuesday, June 22, 2021 Via Zoom  
Attendance Sheet**

<b>External</b>	<b>Internal</b>
1. Laurie Weir 2. Irv Mazurkiewicz 3. Wayne Johnson	4. LCMH – Rebecca Fromowitz 5. LCSS – Heidi Bedor 6. PSFDH Foundation – Kathy Wickens 7. PSFDH Foundation – Margot Hallam 8. PSFDH Foundation – Sarah Stewart 9. PSFDH Foundation – Katie Ladd 10. GWM Auxiliary – Marilyn Young 11. Barb Dawson – Medical Staff Assistant
<b>PFAC Members:</b>	<b>Managers:</b>
12. Dorothy Thompson 13. Jackie Lord 14. Don Farrow	15. Desiree Bellevue 16. Keitha Harris 17. Andrew Hickey 18. Maureen McLeod-Frazer 19. Jacqueline Roberts 20. Laura Anderson 21. Homayra Mostamandi 22. Ashley Strutz 23. Cindy Coutts 24. Kim Kehoe
<b>Award of Excellence Nominees:</b>	<b>Board of Directors</b>
25. Cathy Livingston 26. Genevieve Walker 27. Mary MacDonald 28. Arlene Harper 29. Teresa Morrison 30. Barb Bergeron 31. Michelle Purdy 32. Beverly McDonnell 33. Maria Bondrea 34. Marg Barnett 35. Holli Moore 36. Krys Peplinski 37. Katie Lavoie 38. Dr. Megan Argue 39. Dr. Thandie Ryan 40. Chantal Egan	41. Gardner Church 42. Ken Clupp 43. Christina Dolgowicz 44. Leslie Drynan 45. John Hewitt 46. Bruce Hirst 47. Warren Hollis 48. Donna Howard 49. Shawn Pankow 50. Nancy Shaw 51. Barry Guppy 52. Mark Roberts 53. Kate Stolee 54. Diane Hodgins