

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

Tuesday, November 4<sup>th</sup>, 2025  
12:00 p.m. – GWM Boardroom

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Present: S. Anderson (Chair), J. Brown, M. Cohen, R. Dyke, Dr. W. Hollis, K. Kelly, M. Hallam,  
K. Fair, M-A Gagné, K. Clupp and C. Maloney  
Teams: A. Pellerin, M-L Hussak and I. Boyle  
Regrets: G. Church, S. Pankow, S. Gauthier and J. Lord  
In Attendance: C. Rustan, Recording Secretary

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**1. Call to Order – S. Anderson**

S. Anderson called the meeting to order at 12:01 p.m.

**2. Chair's Remarks & Introductions – S. Anderson**

S. Anderson welcomed everyone to the committee.

**3. Declaration of Conflict of Interest**

No conflicts were declared.

**4. Approval of Agenda – S. Anderson**

*THAT the November 4<sup>th</sup>, 2025 agenda be approved by consensus.*  
**CARRIED.**

**5. Approval of Minutes – S. Anderson**

*THAT the October 7<sup>th</sup>, 2025 Liaison Committee minutes be approved with the following revision:*  
- *Removal of the first sentence in the fourth paragraph under "6. B. Review Communication & Development Committee"*  
**CARRIED.**

**6. Business Arising from Minutes**

**a) Hospice Hub – I. Boyle**

I. Boyle provided an update on Hospice Hub and noted the following:

- *Working on developing Hospice Hub's priorities over the next few months*
- *Home Support program is quite busy*
- *Looking into ways to capture the work that they're doing (I.e. Documenting the number of patients that avoided the ED, due to the care provided by Home Support.*
- *The Day Support program is up and running*
- *Hospice Hub is interested in taking the lead on the Palliative Care Education Day*
- *Hospice Hub does not get any funding from the Government*

**b) Municipality strategies**

M. Cohen continues to attend council meetings. M. Cohen attended the Rideau Lakes council meeting last night and will be attending the Perth council meeting tonight.

**c) Board's Role in Supporting Philanthropy**

S. Anderson continues to work on finding someone who is available to come and speak to this committee regarding their relationship between their Board and Foundation.

S. Anderson reminded the committee that Ontario Health is offering a seminar on November 13<sup>th</sup>.

C. Rustan will forward the link to all Board Members to register for the following seminar:

- OHA - Building Bridges: Hospital and Foundation Collaboration

**7. New Business**

**a) Draft Media Monitoring Report Template**

K. Kelly shared the draft quarterly media monitoring report which is a high-level document. The hospital does have a crisis Communication Plan which ties into the IMS. Discussion ensued regarding online comments and how they will never officially disappear once they are posted.

*Dr. Hollis encouraged K. Kelly to add "Opportunities for the Board" in the last paragraph of the document.*

K. Kelly will be working with IT to find a program that will help scan the internet for any reference to our hospital whether it's positive or negative. The hospital will have to invest some money to obtain the program.

M. Cohen will provide a future presentation to the Board on the Hospital's IMS Structure and the Crisis Communication Plan.

## **8. Standing Items**

### **a) Planning and Community Engagement Events Update**

M. Hallam discussed ways that the Hospital Board can support the Foundation. It was agreed upon that the fundraising campaigns need to be expanded to reach new donors, to avoid donor fatigue.

The Foundation requires appropriate resources and networks to support them with any projects that they will be working on.

The Foundation has aligned their priorities with the needs of the Hospital to ensure donor confidence, as well as any additional support with regards to impacts and assisting the Foundation with their goals.

The Foundation plans to:

- Engage Hospital Leaders
- Highlight Donor stories
- Celebrate the Joint Donor Recognition program

M. Hallam shared that she had reached out to other hospitals and discovered that their Foundations offer different roles to each of their Boards. Discussion ensued regarding whether or not the Foundation has received any donations from a Board introduction. M. Cohen discussed the work that will be rolling out with KCI.

S. Anderson will develop a document that can be used to gauge whether the Board and Foundation are getting close to being aligned with what work needs to be done.

### **b) 2025 - 2026 Work Plan**

Deferred until the Liaison Terms of Reference are developed

## **9. Other Business/For Information**

Nil

## **10. Date of Next Meeting – S. Anderson**

The next meeting will take place on Tuesday, December 9<sup>th</sup>, 2026, at 12:00pm.

## **11. Adjournment – S. Anderson**

*THAT the Communications & Development Committee meeting be adjourned at 1:14 p.m.  
CARRIED.*