

**Perth and Smiths Falls District Hospital**  
Board of Directors Meeting  
Tuesday, October 28<sup>th</sup>, 2025  
Via GWM Boardroom and Teams @ 7:30 a.m.

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Present: Dr. W. Hollis, K. Kelly, B. Smith, K. Clupp, M. Cohen, W. Bromm, C. Langstaff, E. Farrell, I. Boyle, H. Mostamandi, R. Dyke, J. Brown, M. Hallam, M-L Hussak, K. Fair, Dr. Morell, S. Gauthier, S. Anderson, J. Labelle (Guest), C. Menard (Guest) and M-B Hennin (Guest)  
Teams: Dr. Wahay, D. Thomson, J. Church, Dr. MacDonald, M.A. Gagné and A. Pellerin  
Regrets: S. Pankow  
In Attendance: C. Rustan, Recording Secretary

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**1. Call to Order – Dr. W. Hollis**

Dr. W. Hollis called the meeting to order at 07:30 a.m.

**2. Approval of Agenda**

THE October 28<sup>th</sup>, 2025 open session Board agenda was approved by consensus.  
*CARRIED.*

**3. HIRF Planning – E. Farrell**

E. Farrell provided an education session on the Health Infrastructure Renewal Fund (HIRF). HIRF is designed to assist hospitals with addressing aging infrastructure and deferred maintenance. PSFDH received funding in September, and the funds need to be spent by March 31, 2026.

The list continues to grow and PSFDH has the ability to add to the list throughout the year. Discussion ensued regarding whether there is a breaking point which M. Cohen will address at a future presentation.

**4. Chair's Remarks – Dr. W. Hollis**

Dr. Hollis welcomed everyone to the October Board Meeting.

**5. Declaration of Conflict of Interest – Dr. W. Hollis**

Members were asked to declare a conflict at any point during the meeting.

**6. Closed Session**

THE PSFDH Board of Directors moved into closed session by consensus at 7:36 a.m.  
*CARRIED.*

THE PSFDH Board of Directors moved out of closed session by consensus at 7:38 a.m.  
*CARRIED.*

**Closed Session Resolutions:**

- **Chief of Staff Report - Professional Staff Appointments/Reappointments**  
RESOLUTION No. 47/25

THAT the PSFDH Board of Directors adopt the Chief of Staff report (Professional Staff Appointments from October 14<sup>th</sup>) from the Closed Session. The report was approved by consensus.

*CARRIED.*

**7. Approval of Agendas**

**7.1 Consent Agenda**

- i. **PSFDH Board of Directors Minutes – September 23<sup>rd</sup>, 2025 \***
- ii. **CEO Report – M. Cohen \***
- iii. **PSFDH Foundation Report – M. Hallam**
- iv. **Communications & Development Committee Report – S. Anderson**
  - Boards Expectations for Management Regarding Communications
- v. **Governance Report – W. Bromm**
  - Governance Committee TOR \*
  - Governance Committee Workplan \*
  - Communications & Development TOR \*
- vi. **OHA Media Statement – Dr. W. Hollis**

The OHA Media Statement was included in the package for information. Dr. Hollis reminded the committee to subscribe to the OHA distribution list to stay up-to-date on all OHA items.

Agenda item "7.1 V. Governance" was pulled from the consent agenda to approve the following documents by consensus:

- Governance Committee Terms of Reference
- Communication & Development Committee Terms of Reference
- Communication & Development Workplan which includes approval for the committee's name change
- Addition of C. Maloney (Community Representative) on the Communication & Development Committee

## 8. Finance Committee

### 8.1 Financial Statements and Dashboard

R. Dyke shared that the hospital is five months into our fiscal year, and the budget is showing a positive variance. The current cashflow is positive and are expected to remain in decent shape until the March 2026. E. Farrell reiterated that there haven't been any significant financial changes since the July results were shared last month. Discussion ensued regarding LEAN.

*M. Cohen will include LEAN in a future presentation.*

*M. Cohen will continue to give the Board updates on things that are expected to evolve with our HSSP submission.*

## 9. Action Items

### 9.1 Chief of Staff Report – Dr. T. Morell

The chief of Staff Report was included in the Board Package. Dr. Morell discussed the recent Bill that Quebec passed. As a result, there has been a mass exodus of Physicians in Quebec, which in turn has caused the Physician's to reach out to our hospital looking for employment.

### 9.2 Medical Staff Report

Dr. Wahay shared that the Medical Staff Association will be meeting on November 18<sup>th</sup>. The plan is to introduce Morbidity & Mortality (M&M) rounds for education purposes.

## 10. New Business

### 10.1 Program Presentation: Med/ICU

B. Smith provided a program presentation on our Medical Surgical Unit as well as our Intensive Care Unit. The presentation is available on the Board Portal.

### 10.2 Strategy Scorecard – Meeting Changing Needs of Community

M. Cohen informed the Board that the hospital is preparing for our next phase of redevelopment.

M. Cohen has met with four Municipalities thus far and has received great feedback, however it is unknown whether we will receive funding until their budgets have been approved. M. Cohen continues to attend council meetings, regardless of whether they have contributed in the past or not.

M. Cohen will bring forward a Capital Plan for review and approval before the end of the fiscal year to assist with the work that is being done with MCC regarding the Back Office Project.

## 11. Business Arising from minutes

There was no business arising at the October 28, 2025 meeting.

## 12. Information Items

### a) Black Tie Bingo \*

An e-mail was previously circulated regarding Black Tie Bingo and the poster was posted on the portal.

### b) Board Reporting Schedule

The board reporting schedule was included in the Board package and will be included in the Board packages moving forward.

## 13. Next Meeting Date

Tuesday, November 25<sup>th</sup>, 2025 at 7:30am in the GWM Boardroom.

## 14. Adjournment

*THAT the October 28<sup>th</sup>, 2025 Perth and Smiths Falls District Hospital Board of Directors' meeting be adjourned at 8:53 a.m.*

*CARRIED.*

  
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Dr. W. Hollis, Chair

  
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M. Cohen, Secretary