

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING MINUTES

TUESDAY JUNE 17, 2025 @ 6:00 P.M.

Meetings will be audio recorded as per Village of Sundridge Procedural By-Law No. 2020-037 and recordings will be posted on the municipal website. The minutes will remain the official record of meeting.

PRESENT: Township of Joly: Tom Bryson
Township of Strong: Jim Ronholm, Tim Bryson
Village of Sundridge: Justine Leveque (electronic), Shawn Jackson (electronic)

REGRETS: Township of Joly: Budd Brown

STAFF: Christine Hickey (Recording Secretary)

GUEST: Dr. Sarah MacKinnon

MINUTES

C1 Call to Order

C2 Approval of Agenda

Resolution #2025-066MC

Moved by: Tim Bryson

Seconded by: Jim Ronholm

THAT the agenda for the Regular Meeting of the Sundridge & District Medical Centre Committee on June 17, 2025, be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

C3 Declaration of Pecuniary Interest - None

C4 Deputations - None

C5 Presentations - None

C6 Approval of Minutes

a) Regular Meeting – May 20, 2025

Resolution #2025-067MC

Moved By: Justine Leveque

Seconded By: Jim Ronholm

THAT the regular meeting minutes of the May 20, 2025, Sundridge & District Medical Centre Committee Meeting be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

C7 New Business

a) SDMC Consolidated Maintenance Listing

The Recording Secretary provided an update on the deficiencies noted with the Medical Centre Parking lot as per attachment 1. Village Staff and the Engineer are working with the contractor to resolve the issues noted.

Resolution #2025-068MC

Moved By: Jim Ronholm

Seconded By: Justine Leveque

THAT the SDMC Consolidated Maintenance Listing dated June 17, 2025 be received.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

b) Medical Center – Remediation and Repair – Flooring (verbal)

Resolution #2025-069MC

Moved By: Shawn Jackson

Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive the update regarding changes to the flooring quotation;

AND THAT the Committee approve the final cost of \$19,732.71 (plus HST) which includes the entry area by lift and the additional floor space in room 142

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

c) Agreement Regarding Employees

Dr. Sarah MacKinnon provided an overview of the updates to staffing at the Medical Centre and as a result, a revision to the agreement regarding employees is required. This agreement describes the collaborative working relationship between the employees of the SDMC Physician Group and the employee of the Sundridge & District Medical Centre Committee. As well, the Physician Group has obtained professional liability insurance, with the three municipalities listed as additional insured.

The Recording Secretary noted that this agreement states that any claim amounts not covered by physician insurance would be the responsibility of the Committee and would not be covered by insurance policies currently in place by each of the municipalities. Discussion ensued on the agreement and staff were directed to have our legal review advise what types of risks and associated costs the Committee would be exposed to.

Resolution #2025-070MC

Moved By: Jim Ronholm

Seconded By: Justine Leveque

THAT the Sundridge and District Medical Centre Committee receive the update on the proposed changes to the Agreement Regarding Employees;

AND THAT the Committee directs the Secretary-Treasurer to obtain a legal review and provide feedback at the next Committee meeting for further discussion and direction.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		

CARRIED

d) RNPG Program Funding Budget Update (verbal)

Resolution #2025-071MC

Moved By: Tim Bryson

Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive the update from Dr. Sarah MacKinnon on the RNPG Program Funding and the addition of overhead funding for the third Physician;

AND THAT the Committee discussed a possible increase to physician rent or reducing the Committee's contribution to administration staff;

AND FURTHER THAT a review of the committee budget with the proposed changes be brought to the next meeting for further discussion.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

e) Use of Basement Space – Formal Request (verbal)

Resolution #2025-072MC

Moved By: Justine Leveque

Seconded By: Tim Bryson

THAT the Sundridge and District Medical Centre Committee approve the request for the use of 2 office/exam rooms in the basement in addition to the staff room for medical staff to do administrative work, and for visiting specialists and health care providers.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

f) Village of Sundridge Letter – SDMC Administration

Resolution #2025-073MC

Moved By: Justine Leveque

Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive the Letter dated June 11, 2025.

AND THAT the Sundridge and District Medical Centre Committee request that the Village of Sundridge extend the 60 days to 90 days for the continuation of services.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine		x	
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

C8 Correspondence - None

C9 a) Budget Summary & Accounts Payable (*current value on budget report*)
(The Accounts Payable for the Month are noted under Current Value Column)

Resolution #2025-074MC

Moved By: Jim Ronholm

Seconded By: Shawn Jackson

THAT the Sundridge & District Medical Centre Budget Summary Report for the Period of January 1, 2025 to May 31, 2025 be received;

AND THAT the Sundridge & District Medical Centre Accounts Payable for the Period of May 1, 2025 to May 31, 2025 in the amount of \$11,215.03 be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

b) SDMC Physician Group – Business Visa

Resolution #2025-075MC

Moved By: Jim Ronholm

Seconded By: Tim Bryson

THAT the Sundridge & District Medical Centre receive the update on a requested bank hold amount for the SDMC Physician Group Visa;

AND THAT the Sundridge & District Medical Centre approve \$5,000 being held in a business savings account as security for the SDMC Physician Group business Visa.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

C10 Announcements - None

C11 Notice of Future Motion - None

C12 Closed Session - None

C13 Adjournment

Resolution #2025-076MC

Moved By: Tim Bryson

Seconded By: Justine Leveque

THAT the Sundridge & District Medical Centre Committee now adjourn at 7:12 p.m. until the next regular meeting being July 15, 2025 or at the call of the Chair.

Recorded Vote:	For	Against	Abstain
Brown, Budd (absent)			
Bryson, Tim	x		
Jackson, Shawn	x		
Leveque, Justine	x		
Ronholm, Jim	x		
Bryson, Tom	x		
CARRIED			

Tom Bryson, Chair

Christine Hickey, Recording Secretary