

# SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

## REGULAR MEETING AGENDA

**TUESDAY JULY 15, 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.

### Join Zoom Meeting

<https://us02web.zoom.us/j/83266775100?pwd=th4azolJw7UC2CQN25YoHs6glqrL4H.1>

Meeting ID: 832 6677 5100

Passcode: 276108

Dial by Your Location: 1 587 328 1099 or 1 647 374 4685 or 1 647 558 0588

### AGENDA

- C1 Call to Order
- C2 Approval of Agenda

**Moved by:**  
**Seconded by:**

**THAT** the agenda for the Regular Meeting of the Sundridge & District Medical Centre Committee on July 15, 2025, be approved.

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Brown, Budd</b>			
<b>Bryson, Tim</b>			
<b>Jackson, Shawn</b>			
<b>Ronholm, Jim</b>			
<b>Williamson, Fraser</b>			
<b>Bryson, Tom</b>			

- C3 Declaration of Pecuniary Interest
- C12 Closed Session

**Moved By:**  
**Seconded By:**

**THAT** the Sundridge & District Medical Centre Committee hold a Closed Session meeting as provided for by Section 239 (2)(f) of the *Municipal Act*, 2001, as amended, and the Village of Sundridge Procedural By-law No. 2020-037 to deal with: The receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Brown, Budd			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Williamson, Fraser			
Bryson, Tom			

**Moved By:**  
**Seconded By:**

**THAT** the Sundridge & District Medical Centre Committee now resume the regular portion of the meeting open to the public at \_\_\_\_\_ p.m. after having only discussed the matters they were permitted to under the resolution authorizing the public exclusion.

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Brown, Budd			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Williamson, Fraser			
Bryson, Tom			

C4 Deputations - None

C5 Presentations - None

C6 Approval of Minutes

a) Regular Meeting – June 17, 2025

**Moved By:**  
**Seconded By:**

**THAT** the regular meeting minutes of the June 17, 2025, Sundridge & District Medical Centre Committee Meeting be approved.

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Brown, Budd			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Williamson, Fraser			
Bryson, Tom			

C7 New Business

a) SDMC Consolidated Maintenance Listing

**Moved By:**

**Seconded By:**

**THAT** the SDMC Consolidated Maintenance Listing dated July 15, 2025 be received.

**Recorded Vote:**

**For**

**Against**

**Abstain**

**Brown, Budd**

**Bryson, Tim**

**Jackson, Shawn**

**Ronholm, Jim**

**Williamson, Fraser**

**Bryson, Tom**

b) Agreement Regarding Employees – Legal Review

**Moved By:**

**Seconded By:**

**THAT** the Sundridge and District Medical Centre Committee receive the update on the legal review of the Agreement Regarding Employees;

**AND THAT** the following clauses be added to assist in Limiting Liability Exposure to the Community Sponsors: \_\_\_\_\_

**Recorded Vote:**

**For**

**Against**

**Abstain**

**Brown, Budd**

**Bryson, Tim**

**Jackson, Shawn**

**Ronholm, Jim**

**Williamson, Fraser**

**Bryson, Tom**

c) Village of Sundridge – SDMC Administration – Response (to follow)

d) Sundridge & District Medical Centre – Facility Management

**Moved By:**

**Seconded By:**

**THAT** the Sundridge and District Medical Centre Committee discuss options for the management of the Medical Centre facility;

**AND THAT**

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Brown, Budd</b>			
<b>Bryson, Tim</b>			
<b>Jackson, Shawn</b>			
<b>Ronholm, Jim</b>			
<b>Williamson, Fraser</b>			
<b>Bryson, Tom</b>			

C8 Correspondence - None

C9 Budget Summary & Accounts Payable

**Moved By:**  
**Seconded By:**

**THAT** the Sundridge & District Medical Centre Budget Summary Report for the Period of January 1, 2025 to June 30, 2025 be received;

**AND THAT** the Sundridge & District Medical Centre Accounts Payable for the Period of June 1, 2025 to June 30, 2025 in the amount of \$68,364.41 be approved.

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Brown, Budd</b>			
<b>Bryson, Tim</b>			
<b>Jackson, Shawn</b>			
<b>Ronholm, Jim</b>			
<b>Williamson, Fraser</b>			
<b>Bryson, Tom</b>			

C10 Announcements

C11 Notice of Future Motion

C12 Closed Session – (moved to after Item C3)

C13 Adjournment

**Moved By:**  
**Seconded By:**

**THAT** the Sundridge & District Medical Centre Committee now adjourn at \_\_\_\_\_ p.m. until the next regular meeting being August 19, 2025 or at the call of the Chair.

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Brown, Budd</b>			
<b>Bryson, Tim</b>			
<b>Jackson, Shawn</b>			
<b>Ronholm, Jim</b>			
<b>Williamson, Fraser</b>			
<b>Bryson, Tom</b>			

# 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:**

**Brown, Budd** (absent)

**Bryson, Tim**

**Jackson, Shawn**

**Leveque, Justine**

**Ronholm, Jim**

**Bryson, Tom**

**CARRIED**

**For**

**Against**

**Abstain**

**x**

**x**

**x**

**x**

**x**

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.

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

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.

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

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

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

**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 Dr. Sarah MacKinnon Professional Corporation and the employee of the Sundridge & District Medical Centre Committee. As well, the Physician Group is now able to obtain 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.

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

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

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.

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



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.

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

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.

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

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.

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

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.

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

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Tom Bryson, Chair

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Christine Hickey, Recording Secretary

## Sundridge & District Medical Centre

January 2023 – Forward

Date of Committee Mtg: July 15, 2025

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
Additional Parking Lot	Working with Engineer and Contractor on deficiencies: Asphalt settling, curb cracking, sidewalk cracking, joint repair and curb spalling (Please see attachment 1)	TBD	In Progress	
Basement Renovations	Coordination of approved updates: Flooring, blinds, electrical, IT		In Progress	
Water Heater Unit	Appears to be a small leak – coordinating North Bay Hydro to look at unit North Bay Hydro – Replacement of Unit – January 2025 – Completed Advised that water is not heating, stays lukewarm (tenant office) – Completed temperature was set to low, has been adjusted			
Dedicated Receptacle	Install dedicated receptacles in 4 offices and reception area – Work not able to proceed due to the insulation in attic space and no other access Project to be completed by Funding received through Expansion Program (Not a Committee Budget Item)	N/A		N/A
Abatement and Repair - Basement	Work completed to remove substance located on lower level Repair work halted to allow for IT and Electrical work for better use of the space Repair work to commence April 11 Working on the quotes for Flooring and costs to finish painting		In Progress	
Dead tree removal	Hazard – urgency low	\$1,000	TBD	
Add to annual maintenance schedule:				
Regular water testing/ water system inspection				
Power wash exterior of building				
Lift inspection	Proposed Maintenance Service Contract – Savaria Silver Package selected - \$2768.21 Battery Pack causing beeping – scheduled for service Battery backup Unit replacement Service Call Coordination - Lift not working		On going	April, July, Oct, Jan
Flower beds				

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
Generator Maintenance and Testing	<ul style="list-style-type: none"> <li>- Contacted local company that is able to service Generac Generators – Vals Equipment Service</li> <li>- Requesting additional quotes on the servicing</li> <li>- Weekly Generator Test</li> <li>- Coordinating maintenance – attending site week of April 21 - Completed</li> </ul>		On going	
Heating/Cooling and Ventilation Maintenance	<p>Required maintenance as per product specifications: Air Conditioners, Ventilators, Ventilation Fan and Heat Recovery Ventilator</p> <p>Quotations received for review</p> <p>VFD Controller Unit – Coordinate Installation - Completed</p> <p>Coordinating a price of a Buffer unit - Completed</p> <p>Coordinated a meeting on site February 20 to discuss system and issues – VFD to be installed with Buffer Unit – will send electrician bills for the year to review the capacity</p> <p>Hub Area – all rooms are not the same temperature/ change filter code – Completed</p> <p>Hub Area – rooms were a high temperature – changes to system setting required – Completed</p> <p>Working with Martin Mechanical and supplier on the heating/cooling in hub area</p>		On going	
<b>General Facility Maintenance:</b>				
Management of requests/issues at the facility	<p>Lights tenant office</p> <p>Door Lock on Tenant Access – Replaced Lock</p> <p>Replacement of toilet</p> <p>Management of ant issue</p> <p>Tenant Office Door – not closing needs to be fixed as it is a fire door</p> <p>Washroom on lower level – out of service – Plumber scheduled fix</p> <p>Leaking Faucet – Most faucets in dental office repaired or tightened due to leaking.</p> <p>Air in waterline – looking into issue – possible hole in line or foot valve not working properly</p>		Ongoing	
Fire Safety Requirements	<p>Fire Safety Plan – Completed</p> <p>Fire Safety Plan – Annual Review &amp; Training</p> <p>Fire Extinguisher Testing – Monthly</p> <p>Emergency Lights and Alarms Testing - Monthly</p>			

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
<b>Lease Agreement</b>				
Tenant Lease Agreement	Renewal – 2025 (January) Initial Agreement was 5 years with right to renew for 2 consecutives five-year terms Tenant has draft lease as per January meeting for review. Lease signed by tenant require Chair signature		Completed	
<b>Facility Access (Keys):</b>	Dental Office: 3 Keys – Request for 1 more Medical Centre: 6 (plus courier key access) Expansion of Services Program: 4 Practice Ready Ontario Program: 1 Currently 23 Keys out Rekey facility external doors – July 10		N/A	N/A

## AGREEMENT REGARDING EMPLOYEES

BETWEEN:

**Sarah J. MacKinnon Medicine Professional Corporation,**  
**Laura Kistemaker Medicine Professional Corporation, and**  
**Dr. Sonia Afroze Medicine Professional Corporation**  
(collectively, the “**Physicians**” and each individually, a “**Physician**”)  
- and -

**The Village of Sundridge,**  
**The Township of Joly, and**  
**The Township of Strong**  
(collectively, the “**Community Sponsors**”)

### Background

- A. The Physicians provide primary health care services (the “**Services**”) to the Community Sponsors’ residents (the “**patients**”) at the Sundridge and District Medical Centre (the “**Medical Centre**”).
- B. The Community Sponsors make decisions regarding the Medical Centre operations and governance through the Sundridge & District Medical Centre Committee (the “**Medical Centre Committee**”), which is made up of two (2) members from each of the respective Community Sponsors’ municipal councils.
- C. The Community Sponsors employ a Nurse Practitioner (the “**NP**”), who also provides Services to the Community Sponsors’ patients at the Medical Centre.
- D. The Physicians work collaboratively with the NP in providing services to the Community Sponsors’ patients and are not in an employer/employee relationship with the NP.

E. The Medical Centre is supported by a nurse practitioner named Helen Curtis ("**Curtis**"), who is an employee of Almaguin Highlands Family Health Team ("**AHFHT**"). In the event that Curtis is, for any reason, no longer employed by AHFHT, then AHFHT will no longer provide the Medical Centre with the support of a nurse practitioner and the Physicians will recruit and employ an individual to fulfill the nurse practitioner responsibilities previously provided by Curtis, subject to the Physicians having sufficient funding from Ontario Health to cover the expected costs related to the employment of such replacement individual for the then upcoming fiscal year.

Commented [SM1]: add that this is funded through IPCT funding through Ontario Health

F. As of the date of signing this agreement, the Physicians have employment agreements with four (4) employees, and are in the process of hiring one (1) additional employee. The currently engaged employees' names and positions are set out in Schedule A to this Agreement. The parties to this Agreement recognize the Physicians may enter into employment agreements with other employees after the execution of this Agreement ("**future employees**"). This Agreement covers future employees and, when used in this Agreement, the term "**Employees**" should be interpreted to include (i) the four employees referenced by name in Schedule A, (ii) the person who fills the fifth employee position currently being contemplated (the "**Imminent Hire**"), (iii) the person who fills the nurse practitioner role of Curtis should such role become vacant (the "**Curtis Replacement**"), and (iv) any additional future employees.

G. The Employees are employed to assist the Physicians and the NP in the provision of Services to the Community Sponsors' patients. The NP (as agent for the Community Sponsors) and the Physicians share responsibility for the hiring/firing, management and direction of the Employees.

H. The costs associated with the Employees' employment (including but not limited to salary/wages, benefits, payroll taxes, pension costs, etc.) (the "**Employment Costs**") are 100% paid from funds provided: 1) from the Ministry of Health (the "**Ministry**") pursuant to a Rural and Northern Physician Group Agreement ("**RNPGA**"); 2) directly from the Community Sponsors; or 3) from Ontario Health as Interprofessional Primary Care Team funding received by the Physicians indirectly through the AHFHT (the "**OH Funds**"). Specifically, the Physicians pay upfront for all employment costs related to the Employees and the Community Sponsors, through the administering municipality, reimburse the Physicians for the full amount of the Employment Costs other than those costs specifically covered by the OH Funds.

Commented [SM2]: We need to add in the IPCT funding, as it will be used to pay wages for the new RN, the replacement NP for Curtis, and 0.5 of an MOA position.

I. The parties agree the Employees have been hired for the purposes of providing services to the Community Sponsors' Patients. However, as the contracting party with the Employees in the Employees' employment agreement, the Physicians are at risk of liability for any employment-related claims by either the Employees or third parties.

**FOR VALUE RECEIVED**, the parties agree as follows:

1. The Community Sponsors confirm they are responsible for funding 100% of all Employment Costs and shall reimburse the Physicians for the same, except those costs specifically covered by the OH Funds. The Community Sponsors may use RNPGA overhead funds for Employment Costs. However, the Community Sponsors are responsible for any additional funds required to fully fund the Employment Costs.

Commented [SM3]: add in the IPCT funding here

2. The Community Sponsors shall defend, at its sole expense, any Employee or third-party claims, actions or proceedings, against the Physicians arising in the course and scope of the Physicians' employment relationship with the Employees.

Commented [CH4]: With the addition of Professional Liability insurance by the SDMC Physician Group, can it be noted that claims will be managed through this insurance first with the Community Sponsors only becoming involved as needed.

3. The Community Sponsors shall indemnify and hold the Physicians harmless against any Employee or third-party claims, actions, proceedings, demands, costs, charges, losses, and expenses including legal costs on a substantial indemnity basis (collectively referred to as "Losses") arising in the course and scope of Physicians' employment relationship with the Employees, except to the extent that such Losses were caused by the Physicians' gross and willful misconduct. This indemnity includes, but is not limited to, any Losses associated with providing any of the Employees with notice of termination and/or severance pay under the Ontario *Employment Standards Act, 2000* or the common law.

4. The Physicians shall provide the Community Sponsors, as soon as is reasonably practicable in the circumstances, notice of any claims, actions, proceedings, or demands referred to herein and of which the Physicians have knowledge.

5. The Physicians will reasonably co-operate with the Community Sponsors in the defense of any such claims, actions, proceedings, or demands referred to herein.



6. No claims, actions, proceedings, or demands referred to herein shall be settled by the Physicians without the Community Sponsors' prior written consent

7. Except with respect to the Imminent Hire and the Curtis Replacement, the Physicians must obtain written preapproval from the **Administering Municipality** (as determined by the Community Sponsors at the time approval is sought) prior to posting, recruiting, making offers to or hiring any new Employee(s). The Physicians will make a written request to post, recruit, make offers or hire any new Employees to the Clerk Administrator of the Administering Municipality. The Administering Municipality will then take the Physicians' request to the Medical Centre Committee for consideration. The Administering Municipality will provide the Physicians with the Medical Centre Committee's response within thirty-five (35) days from the date of the Physicians' written request. The Physicians do not require written pre-approval from the Community Sponsors or the Administering Municipality to replace a current Employee at the same compensation (including but not limited to salary, benefits and vacation pay) and hours of employment, thereby not increasing any Employment Costs.

8. The Physicians must obtain written pre-approval from the Administering Municipality (as determined by the Community Sponsors at the time approval is sought) to permanently increase any existing Employee's compensation (including but not limited to salary, benefits and vacation pay) or hours of work. The Physicians will make a written request to increase any existing Employee's compensation to the Clerk Administrator of the Administering Municipality. The Administering Municipality will then take the Physicians' request to the Medical Centre Committee for consideration. The Administering Municipality will provide the Physicians with the Medical Centre Committee's response within thirty-five (35) days from the Physicians' written request to increase any existing Employee's compensation or hours of work. The Physicians do not require written pre-approval from the Community Sponsors or the Administering Municipality to: (i) increase the hours of an existing Employee(s); (ii) replace another Employee(s) temporarily for illness, vacation, in-person clinic administration coverage or any other reasonable operational consideration; or (iii) engage the Imminent Hire or the Curtis Replacement provided

**Commented [CH5]:** Remove any references to Administering Municipality in the agreement and replace with Sundridge and District Medical Centre Committee.

Remove any reference to the Clerk Administrator in the agreement and replace with Sundridge and District Medical Centre Committee

the Physicians have sufficient funding from Ontario Health to cover the expected Employment Costs for such individuals for the then upcoming fiscal year.

Commented [SM6]: Typo?

Commented [MG7R6]: No, not a typo. Whenever the Curtis Replacement is required, you will not need to seek consent provided that the Physicians have enough OH funding to cover the costs for such replacement employee for the next fiscal year (i.e., the then upcoming year).

9. In addition to the foregoing, the Physicians and Community Sponsors agree to an annual discussion, during the budget review process, to discuss increases to Employee's compensation and hours of work. The NP will be invited to attend this annual discussion.

10. This Agreement will continue in effect while the Physicians have employment relationships with any Employees under this Agreement.

11. The Community Sponsors' obligations to cover the Employment Costs under this Agreement continue, even if the Physicians or any one of them cease providing services to the patients at the Medical Center.

12. This Agreement, including Schedule "A", contains all of the agreements, representations, and understanding of the parties. It supersedes and replaces any and all previous understandings, commitments, or agreements, oral or written, between the Community Sponsors and physicians of the Medical Center related to the subject matter hereof and any previous such understandings, commitments, or agreements no longer have any force or effect. Any amendment to this Agreement must be in writing and signed by each party.

13. This Agreement can be amended in writing by mutual agreement of all of the parties.

14. This Agreement may be executed in any number of counterparts. Each executed counterpart shall be deemed to be an original. All executed counterparts taken together shall constitute one agreement.

**SARAH J. MACKINNON MEDICINE PROFESSIONAL CORPORATION**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Position

**LAURA KISTEMAKER MEDICINE PROFESSIONAL CORPORATION**

_____	_____
Name	Date
Position	

**DR. SONIA AFROZE MEDICINE PROFESSIONAL CORPORATION**

_____	_____
Name	Date
Position	

**VILLAGE OF SUNDRIDGE**

_____	_____
Name	Date
Position	

**THE TOWNSHIP OF JOLY**

_____	_____
Name	Date
Position	

**THE TOWNSHIP OF STRONG**

\_\_\_\_\_  
Name

Position

\_\_\_\_\_  
Date

**SCHEDULE “A”  
THE EMPLOYEES**

Names and positions of Employees as of the date this Agreement was signed by the Physicians:

1. Christa Ardiel, RN
2. Lisa Beckett, Medical Office Administrator
3. Barbara Armstrong, Medical Office Administrator
4. Anna-Lea Newburn, Medical Office Administrator
5. Name not yet known for Imminent Hire – Medical Office Administrator
6. Name not yet known for Curtis Replacement – Nurse Practitioner, to be hired only in the event that the employment relationship between Curtis and AHFHT is terminated

Report Date  
2025-07-11 10:31 AM

Sundridge and District Medical Centre  
**Budgetary Control**  
For the Period 2025-01-01 - 2025-06-30

Page 1

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4012 - Rental Income - Tenant		8,196.00	24,588.00	55,569.00	(30,981.00)	55.8-
4013 - Rental Income - NP		1,147.96	6,887.76	13,776.00	(6,888.24)	50.0-
4015 - Rental Income - MD		3,912.11	23,472.66	46,945.00	(23,472.34)	50.0-
4020 - Interest			8,204.66	43,636.00	(35,431.34)	81.2-
4050 - Municipal Contribution - Sundridge				67,559.00	(67,559.00)	100.0-
4051 - Municipal Contribution - Strong			30,322.12	84,449.00	(54,126.88)	64.1-
4052 - Municipal Contribution - Joly				16,890.00	(16,890.00)	100.0-
4053 - Opening Surplus/Deficit (Budget Only)				18,522.00	(18,522.00)	100.0-
4060 - Miscellaneous Revenue			23,170.17		23,170.17	
4080 - Transfer From Reserves				87,000.00	(87,000.00)	100.0-
<b>Revenue Totals:</b>		13,256.07	116,645.37	434,346.00	(317,700.63)	73.1-
5010 - Hydro			4,822.62	13,000.00	8,177.38	62.9
5015 - Cleaning Supplies		305.16	1,013.62	2,500.00	1,486.38	59.5
5020 - Janitorial Services			16,000.00	39,000.00	23,000.00	59.0
5025 - Postage & Courier				300.00	300.00	100.0
5030 - Taxes			6,218.19	13,000.00	6,781.81	52.2
5035 - Office & General			135.60	1,000.00	864.40	86.4
5040 - Insurance			16,742.16	16,742.00	(0.16)	
5050 - Maintenance & Repairs		781.24	14,025.05	28,500.00	14,474.95	50.8
5060 - Heat		184.29	1,848.97	4,200.00	2,351.03	56.0
5061 - Hot Water Tank Rental		35.99	176.49	415.00	238.51	57.5
5063 - Water Testing				100.00	100.00	100.0
5070 - Capital Expenditure		39,432.73	33,474.26	48,500.00	15,025.74	31.0
5075 - Audit & Legal			(6,456.80)	8,750.00	15,206.80	173.8
5080 - Administration		750.00	3,900.00	9,000.00	5,100.00	56.7
5082 - Bank Charges			640.98	700.00	59.02	8.4
5086 - Recording Secretary Fees				975.00	975.00	100.0
5090 - Miscellaneous			2,363.35	500.00	(1,863.35)	372.7-
5095 - Advertising				100.00	100.00	100.0
5097 - OILC Debenture Interest				68,373.00	68,373.00	100.0
5098 - OILC Debenture Principal				25,676.00	25,676.00	100.0
5715 - PRO Reception		13,125.00	39,375.00	52,500.00	13,125.00	25.0
5814 - Reception Employer Costs NP				10,515.00	10,515.00	100.0
5815 - Contracted Receptionist Services		13,750.00	41,250.00	55,000.00	13,750.00	25.0
5818 - Facility Management - Employee				35,000.00	35,000.00	100.0
<b>Expense Totals:</b>		68,364.41	175,529.49	434,346.00	258,816.51	59.6

Accounts Payable for the June are noted under the Current Value Column