

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING AGENDA

WEDNESDAY DECEMBER 17, 2025 @ 3:30 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/81903455719?pwd=Bmm7d8cyLbRgYMWQsZFCVZOj9CciTE.1>

Meeting ID: 819 0345 5719

Passcode: 543001

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 December 17, 2025, be approved.

Recorded Vote:

For

Against

Abstain

Brown, Budd

Bryson, Tim

Jackson, Shawn

Ronholm, Jim

Whitmell, Vicki

Bryson, Tom

C3 Declaration of Pecuniary Interest

C4 Deputations - None

C5 Presentations – None

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)(b) of the *Municipal Act*, 2001, as amended, and the Village of Sundridge Procedural By-law No. 2020-

037 to deal with: Personal matters about an identifiable individual, including municipal or local board employees.

Recorded Vote:	For	Against	Abstain
Brown, Budd			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
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.

Recorded Vote:	For	Against	Abstain
Brown, Budd			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

C6 Approval of Minutes

a) Regular Meeting Minutes – November 18, 2025

Moved By:
Seconded By:

THAT the regular meeting minutes of the November 18, 2025 Sundridge & District Medical Centre Committee Meeting be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

C7 New Business

a) Medical Centre – Request for Additional Exam Room (verbal)

Moved By:

Seconded By:

THAT the Sundridge and District Medical Centre Committee receive the request from the Physician Group to add one additional exam room to the Main Level;

AND THAT _____.

Recorded Vote:

For

Against

Abstain

Brown, Budd

Bryson, Tim

Jackson, Shawn

Ronholm, Jim

Whitmell, Vicki

Bryson, Tom

b) Medical Centre – Storage Space for Supplies – Lower Level (verbal)

Moved By:

Seconded By:

THAT the Sundridge and District Medical Centre Committee receive the request from the Physician Group to utilize space on the lower level for the storage of supplies;

AND THAT _____.

Recorded Vote:

For

Against

Abstain

Brown, Budd

Bryson, Tim

Jackson, Shawn

Ronholm, Jim

Whitmell, Vicki

Bryson, Tom

c) Sundridge and District Medical Centre – Facility Maintenance (to follow)

Moved By:

Seconded By:

THAT the Sundridge and District Medical Centre Committee receive the information on facility maintenance for the Medical Centre;

AND THAT _____.

Recorded Vote:	For	Against	Abstain
Brown, Budd			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

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 November 30, 2025 be received;

AND THAT the Sundridge & District Medical Centre Accounts Payable for the Period of November 1, 2025 to November 30, 2025 in the amount of \$13,031.89 be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

C10 Announcements

C11 Notice of Future Motion

C12 Closed Session (moved to follow C5)

C13 Adjournment

Moved By:
Seconded By:

THAT the Sundridge & District Medical Centre Committee now adjourn at _____ p.m. until the next regular meeting being January 20, 2026 or at the call of the Chair.

Recorded Vote:
Brown, Budd
Bryson, Tim
Jackson, Shawn
Ronholm, Jim
Whitmell, Vicki
Bryson, Tom

For

Against

Abstain

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING MINUTES

TUESDAY NOVEMBER 18, 2025 @ 6:00 P.M.

PRESENT: Township of Joly: Tom Bryson, Budd Brown
Township of Strong: Jim Ronholm, Tim Bryson
Village of Sundridge: Shawn Jackson (electronic), Vicki Whitmell

STAFF: Christine Hickey (Recording Secretary)

C1 Call to Order

The Chair called the meeting to order at 6:00 p.m.

C2 Approval of Agenda

Resolution #2025-119MC
Moved by: Jim Ronholm
Seconded by: Budd Brown

THAT the agenda for the Regular Meeting of the Sundridge & District Medical Centre Committee on November 18, 2025, be approved as amended to remove Item C7 g) Request for Lower Level Storage Space – Dental Office and to include Township of Strong Resolution R2025-313 as part of C7 a)

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C3 Declaration of Pecuniary Interest - None

C4 Deputations - None

C5 Presentations - None

C6 Approval of Minutes

a) Special Meeting Minutes – October 20, 2025

Resolution #2025-120MC
Moved By: Jim Ronholm
Seconded By: Shawn Jackson

THAT the special meeting minutes of the October 20, 2025 Sundridge & District Medical Centre Committee Meeting be approved:

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim			x
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

b) Regular Meeting Minutes – October 21, 2025

Resolution #2025-121MC
Moved By: Tim Bryson
Seconded By: Budd Brown

THAT the regular meeting minutes of the October 21, 2025 Sundridge & District Medical Centre Committee Meeting be approved:

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim			x
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

c) Closed Meeting Minutes – October 21, 2025

Resolution #2025-122MC
Moved By: Jim Ronholm
Seconded By: Shawn Jackson

THAT the closed meeting minutes of the October 21, 2025 Sundridge & District Medical Centre Committee Meeting be approved:

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim			x
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C7 New Business

- a) Township of Strong Letter dated November 17, 2025 (to follow)
Re: Number of Directors – Not for Profit – Decision Making Rational

Resolution #2025-123MC

Moved By: Tim Bryson

Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive Strong resolution R2025-313 dated October 28, 2025

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- b) Medical Centre – Additional Parking Lot – Project Update

Resolution #2025-124MC

Moved By: Shawn Jackson

Seconded By: Budd Brown

THAT the Sundridge and District Medical Centre Committee receive the letter dated November 17, 2025 from exp regarding the update of the Additional Parking Lot at the Medical Centre;

AND THAT updates continue to be brought to the Committee as they become available.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- c) Medical Centre – PARR103 Program
Re: Ministry Reconciliation of Funding

Resolution #2025-125MC

Moved By: Jim Ronholm

Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive the report dated November 18, 2025;

AND THAT the Recording Secretary be authorized to work with the Ministry on the PARR103 Program Funding reconciliation;

AND FURTHER THAT the monies requested be taken from the NP Reserve and 2025 Non Reimbursable Committee Contribution.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- d) Facility Maintenance Contract
Re: Municipal Resolutions

Resolution #2025-126MC
Moved By: Budd Brown
Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive the resolutions from the Village of Sundridge, Township of Strong and Township of Joly regarding the release of the Facility Maintenance Contract at a later date, if required.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- e) SDMC Consolidated Maintenance Listing

Resolution #2025-127MC
Moved By: Jim Ronholm
Seconded By: Shawn Jackson

THAT the SDMC Consolidated Maintenance Listing dated November 18, 2025 be received.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

f) Sundridge and District Medical Centre – Facility Maintenance (verbal)

Resolution #2025-128MC

Moved By: Tim Bryson

Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive the update on facility maintenance of the Medical Centre.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C8 Correspondence – None

C9 Budget Summary & Accounts Payable

Resolution #2025-129MC

Moved By: Budd Brown

Seconded By: Jim Ronholm

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

AND THAT the Sundridge & District Medical Centre Accounts Payable for the Period of October 1, 2025 to October 31, 2025 in the amount of \$11,375.05 be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C10 Announcements - None

C11 Notice of Future Motion

Member Bryson - If by December meeting there is not an acceptable agreement from Burk's Falls that we proceed to release the Contract

C12 Closed Session - None

C13 Adjournment

Resolution #2025-130MC
Moved By: Budd Brown
Seconded By: Jim Ronholm

THAT the Sundridge & District Medical Centre Committee now adjourn at 7:15 p.m. until the next regular meeting being December 16, 2025 or at the call of the Chair.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

Tom Bryson, Chair

Christine Hickey, Recording Secretary

Date Printed
2025-12-12 2:23 PM

Sundridge and District Medical Centre
Pay List by Fund - Summary
Batch: 2025-00064 to 2025-00072

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Fund Code: COM - Committee
Bank Code: BANK - ROYAL BANK CANADA

Computer Cheque:

Payment #	Date	Vendor Name	Amount
10993	2025-11-26	Lexcor Business Lawyers LLP	1,881.00

EFT:

Payment #	Date	Vendor Name	Amount
179	2025-11-07	Martin Mechanical Incorporated	6,228.82
184	2025-11-07	Village of Sundridge	750.00
178	2025-11-07	Lakeland Power	593.70
183	2025-11-07	Technical Standards & Safety Authority	272.50
177	2025-11-07	Glen Martin	72.30
173	2025-11-07	Buffed Cleaning	2,840.00
188	2025-11-20	Enbridge Gas Inc	291.21
189	2025-11-20	Glen Martin	102.36

Total EFT:	<u>11,150.89</u>
Total BANK:	<u>13,031.89</u>
Total for Fund COM:	<u>13,031.89</u>
Grand Total:	<u><u>13,031.89</u></u>

Date Printed
2025-12-12 2:14 PM

Sundridge and District Medical Centre
Budgetary Control
For the Period 2025-01-01 - 2025-11-30
Cash Budget

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Account #/Description	Current	Year to Date	Budget	Variance	%
4012 - Rental Income - Tenant	4,098.00	45,078.00	55,569.00	-10,491.00	-18.88
4013 - Rental Income - NP	1,147.96	12,627.56	13,776.00	-1,148.44	-8.34
4015 - Rental Income - MD	3,912.11	43,033.21	46,945.00	-3,911.79	-8.33
4020 - Interest	0.00	17,870.06	43,636.00	-25,765.94	-59.05
4050 - Municipal Contribution - Sundridge	0.00	67,559.00	67,559.00	0.00	0.00
4051 - Municipal Contribution - Strong	0.00	71,150.04	84,449.00	-13,298.96	-15.75
4052 - Municipal Contribution - Joly	16,890.00	16,890.00	16,890.00	0.00	0.00
4053 - Opening Surplus/Deficit (Budget Only)	0.00	0.00	18,522.00	-18,522.00	-100.00
4060 - Miscellaneous Revenue	0.00	23,170.17	0.00	23,170.17	0.00
4080 - Transfer From Reserves	0.00	0.00	87,000.00	-87,000.00	-100.00
Revenue Totals:	<u>26,048.07</u>	<u>297,378.04</u>	<u>434,346.00</u>	<u>-136,967.96</u>	<u>-31.53</u>
5010 - Hydro	593.70	8,982.23	13,000.00	4,017.77	30.91
5015 - Cleaning Supplies	174.66	2,414.41	2,500.00	85.59	3.42
5020 - Janitorial Services	2,840.00	30,140.00	39,000.00	8,860.00	22.72
5025 - Postage & Courier	0.00	0.00	300.00	300.00	100.00
5030 - Taxes	0.00	12,937.98	13,000.00	62.02	0.48
5035 - Office & General	0.00	285.57	1,000.00	714.43	71.44
5040 - Insurance	0.00	16,742.16	16,742.00	-0.16	0.00
5050 - Maintenance & Repairs	6,228.82	33,693.43	28,500.00	-5,193.43	-18.22
5060 - Heat	291.21	3,507.03	4,200.00	692.97	16.50
5061 - Hot Water Tank Rental	0.00	211.32	415.00	203.68	49.08
5063 - Water Testing	0.00	0.00	100.00	100.00	100.00
5070 - Capital Expenditure	0.00	46,346.35	48,500.00	2,153.65	4.44
5075 - Audit & Legal	1,881.00	9,288.55	8,750.00	-538.55	-6.15
5080 - Administration	750.00	7,650.00	9,000.00	1,350.00	15.00
5082 - Bank Charges	-250.05	576.98	700.00	123.02	17.57
5086 - Recording Secretary Fees	0.00	0.00	975.00	975.00	100.00
5090 - Miscellaneous	272.50	2,737.85	500.00	-2,237.85	-447.57
5095 - Advertising	0.00	0.00	100.00	100.00	100.00
5097 - OILC Debenture Interest	0.00	34,415.25	68,373.00	33,957.75	49.67
5098 - OILC Debenture Principal	0.00	12,687.46	25,676.00	12,988.54	50.59
5715 - PRO Reception	-26,250.00	13,125.00	52,500.00	39,375.00	75.00
5814 - Reception Employer Costs NP	0.00	0.00	10,515.00	10,515.00	100.00
5815 - Contracted Receptionist Services	-13,750.00	27,500.00	55,000.00	27,500.00	50.00
5818 - Facility Management - Employee	0.00	0.00	35,000.00	35,000.00	100.00
Expenditure Totals:	<u>-27,218.16</u>	<u>263,241.57</u>	<u>434,346.00</u>	<u>171,104.43</u>	<u>39.39</u>