

# **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.

<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>Whitmell, Vicki</b>			
<b>Bryson, Tom</b>			

**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>
<b>Brown, Budd</b>			
<b>Bryson, Tim</b>			
<b>Jackson, Shawn</b>			
<b>Ronholm, Jim</b>			
<b>Whitmell, Vicki</b>			
<b>Bryson, Tom</b>			

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.

<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>Whitmell, Vicki</b>			
<b>Bryson, Tom</b>			

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** \_\_\_\_\_.

<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>Whitmell, Vicki</b>			
<b>Bryson, Tom</b>			

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** \_\_\_\_\_.

<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>Whitmell, Vicki</b>			
<b>Bryson, Tom</b>			

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** \_\_\_\_\_.

<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>Whitmell, Vicki</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 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.

<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>Whitmell, Vicki</b>			
<b>Bryson, Tom</b>			

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.

<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>Whitmell, Vicki</b>			
<b>Bryson, Tom</b>			

# 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)

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

**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:

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

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:

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

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:

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

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

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

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.

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

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
<b>Brown, Budd</b>	x		
<b>Bryson, Tim</b>	x		
<b>Jackson, Shawn</b>	x		
<b>Ronholm, Jim</b>	x		
<b>Whitmell, Vicki</b>	x		
<b>Bryson, Tom</b>	x		
<b>CARRIED</b>			

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
<b>Brown, Budd</b>	x		
<b>Bryson, Tim</b>	x		
<b>Jackson, Shawn</b>	x		
<b>Ronholm, Jim</b>	x		
<b>Whitmell, Vicki</b>	x		
<b>Bryson, Tom</b>	x		
<b>CARRIED</b>			

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.

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

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.

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

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.

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

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:**

**Brown, Budd**

**For**

**x**

**Bryson, Tim**

**Against**

**x**

**Jackson, Shawn**

**x**

**Ronholm, Jim**

**x**

**Whitmell, Vicki**

**x**

**Bryson, Tom**

**x**

**CARRIED**

**Abstain**

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Tom Bryson, Chair

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Christine Hickey, Recording Secretary

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

Date Printed  
2025-12-12 2:23 PM

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

Computer Cheque:

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

**EFT:**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Amount</b>
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:	11,150.89
Total BANK:	13,031.89
Total for Fund COM:	13,031.89
Grand Total:	<u>13,031.89</u>

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

Date Printed  
2025-12-12 2:14 PM

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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
<b>Revenue Totals:</b>	<b>26,048.07</b>	<b>297,378.04</b>	<b>434,346.00</b>	<b>-136,967.96</b>	<b>-31.53</b>
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
<b>Expenditure Totals:</b>	<b>-27,218.16</b>	<b>263,241.57</b>	<b>434,346.00</b>	<b>171,104.43</b>	<b>39.39</b>