

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING AGENDA

TUESDAY NOVEMBER 18, 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/89251130572?pwd=SJN25l0eMqHuBJPtTTDPzoJT4BexgB.1>

Meeting ID: 892 5113 0572

Passcode: 466969

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 November 18, 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

C6 Approval of Minutes

a) Special Meeting Minutes – October 20, 2025

Moved By:

Seconded By:

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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

- b) Regular Meeting Minutes – October 21, 2025

Moved By:
Seconded By:

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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

- c) Closed Meeting Minutes – October 21, 2025

Moved By:
Seconded By:

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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

C7 New Business

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

Moved By:
Seconded By:

THAT the Sundridge and District Medical Centre Committee receive the letter dated November 17, 2025 from the Township of Strong regarding Number of Directors – Not for Profit – Decision Making Rational;

AND THAT _____.

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

b) Medical Centre – Additional Parking Lot – Project Update

Moved By:
Seconded By:

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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

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

Moved By:
Seconded By:

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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

d) Facility Maintenance Contract
Re: Municipal Resolutions

Moved By:
Seconded By:

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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

e) SDMC Consolidated Maintenance Listing

Moved By:
Seconded By:

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

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

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

Moved By:
Seconded By:

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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

g) Request for Lower Level Storage Space – Dental Office (verbal)

Moved By:
Seconded By:

THAT the Sundridge and District Medical Centre Committee receive the update on the request from the Dental Office for lower level storage space;

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 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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

- C10 Announcements
- C11 Notice of Future Motion
- C12 Closed Session - None
- C13 Adjournment

Moved By:
Seconded By:

THAT the Sundridge & District Medical Centre Committee now adjourn at _____ 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			
Bryson, Tim			
Jackson, Shawn			
Ronholm, Jim			
Whitmell, Vicki			
Bryson, Tom			

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

SPECIAL MEETING MINUTES

MONDAY OCTOBER 20, 2025 @ 4:00 P.M.

PRESENT: Township of Joly: Tom Bryson, Budd Brown
Township of Strong: Jim Ronholm, Tim Bryson (arrived at 4:04 p.m.)
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 4:02 p.m.

C2 Approval of Agenda

Resolution #2025-101MC

Moved by: Budd Brown

Seconded by: Jim Ronholm

THAT the agenda for the Special Meeting of the Sundridge & District Medical Centre Committee on October 20, 2025, be approved.

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

C3 Declaration of Pecuniary Interest - None

C4 Deputations - None

C5 Presentations - None

C6 Approval of Minutes – None

C7 New Business

a) Draft Service Agreement – Village of Burk’s Falls – Maintenance Person

Resolution #2025-102MC

Moved By: Vicki Whitmell

Seconded By: Jim Ronholm

THAT the Sundridge & District Medical Centre Committee receive the draft Service Agreement with the Village of Burk’s Falls for a Maintenance Person;

AND THAT the Sundridge & District Medical Centre Committee Member Shawn Jackson and the Administrating Municipality provide the requested changes to the Village of Burk’s Falls for further consideration.

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 a) Accounts Payable - None

b) Income Statement – None

C10 Announcements - None

C11 Notice of Future Motion

C12 Closed Session - None

C13 Adjournment

Resolution #2025-103MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the Sundridge & District Medical Centre Committee now adjourn at 5:50 p.m. until the next regular meeting being October 21, 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

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING MINUTES

TUESDAY OCTOBER 21, 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), Fraser Williamson

STAFF: Christine Hickey (Recording Secretary)

C1 Call to Order

The Chair called the meeting to order at 5:59 p.m.

C2 Approval of Agenda

Motion to amend agenda was introduced

Resolution #2025-104MC

Moved by: Budd Brown

Seconded by: Vicki Whitmell

THAT the October 21, 2025 Sundridge & District Medical Centre Agenda be amended to add Item C7 c) Township of Strong – Request for decision making rational.

Recorded Vote:

Brown, Budd

Bryson, Tim

Jackson, Shawn

Ronholm, Jim

Whitmell, Vicki

Bryson, Tom

CARRIED

For

x

x

x

x

x

x

Against

Abstain

x

Resolution #2025-105MC

Moved by: Budd Brown

Seconded by: Vicki Whitmell

THAT the agenda for the Regular Meeting of the Sundridge & District Medical Centre Committee on October 21, 2025, be approved as amended.

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) Regular Meeting Minutes – September 15, 2025

Resolution #2025-106MC

Moved By: Jim Ronholm

Seconded By: Shawn Jackson

THAT the regular meeting minutes of the September 15, 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) Closed Meeting Minutes – September 15, 2025

Resolution #2025-107MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the closed meeting minutes of the September 15, 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) Village of Sundridge Resolution – 2025-225
Re: Number of Directors – Not for Profit

Resolution #2025-108MC
Moved By: Budd Brown
Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive resolution 2025-225 from the Village of Sundridge.

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) Township of Joly Resolution – 2025-00308
Re: Number of Directors – Not for Profit

Resolution #2025-109MC
Moved By: Budd Brown
Seconded By: Tim Bryson

THAT the Sundridge and District Medical Centre Committee receive resolution 2025-00308 from the Township of Joly.

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) Township of Strong – Request for decision making rational.

Resolution #2025-110MC

Moved By: Tom Bryson

Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive the request from the Township of Strong to discuss the decision making rational for the Board of Directors Members

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) Sundridge and District Medical Centre Committee – Transition to Not for Profit
Re: Draft By-law

Resolution #2025-111MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the Sundridge and District Medical Centre Committee receive the draft By-Laws;

AND THAT the Articles of Corporation be modified to included 5 directors being 2 for Township of Strong, 2 for Village of Sundridge and 1 for Township of Joly.

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

- e) Village of Sundridge Resolution – 2025-203
Re: Medical Centre Administration Response

Resolution #2025-112MC
Moved By: Budd Brown
Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive resolution 2025-203 from the Village of Sundridge.

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) SDMC Consolidated Maintenance Listing

Resolution #2025-113MC
Moved By: Jim Ronholm
Seconded By: Vicki Whitmell

THAT the SDMC Consolidated Maintenance Listing dated October 21, 2025 be received.

AND THAT the maintenance listing note who is managing each item or project

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

- g) Sundridge and District Medical Centre – Facility Maintenance

Resolution #2025-114MC
Moved By: Shawn Jackson
Seconded By: Budd Brown

THAT the Sundridge and District Medical Centre Committee discuss the maintenance of the Medical Centre facility.

AND THAT the Committee requests that the Proposal for a Facility Maintenance Position at the Medical Centre as prepared by the Ad Hoc

Committee be sent to the respective Councils for review and approval for possible release at a later date by the Medical Centre Committee

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

The Committee requested that the payables include a list of the vendors being paid.

Resolution #2025-115MC
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 September 30, 2025 be received;

AND THAT the Sundridge & District Medical Centre Accounts Payable for the Period of September 1, 2025 to September 30, 2025 in the amount of \$36,396.14 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

Township of Strong Members to provide a letter regarding the number of members for directors

C11 Notice of Future Motion - None

C12 Closed Session

Resolution #2025-116MC

Moved By: Jim Ronholm

Seconded By: Vicki Whitmell

THAT the Sundridge & District Medical Centre Committee hold a Closed Session meeting as provided for by Section 239 (2)(d) of the *Municipal Act*, 2001, as amended, and the Village of Sundridge Procedural By-law No. 2020-037 to deal with: labour relations or employee negotiations;

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

Resolution #2025-117MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the Sundridge & District Medical Centre Committee now resume the regular portion of the meeting open to the public at 8:10 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	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C13 Adjournment

Resolution #2025-118MC
Moved By: Budd Brown
Seconded By:

THAT the Sundridge & District Medical Centre Committee now adjourn at 8:11 p.m. until the next regular meeting being November 18, 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

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

CLOSED MEETING AGENDA

TUESDAY OCTOBER 21, 2025

PRESENT: Township of Joly: Tom Bryson, Budd Brown
Township of Strong: Jim Ronholm, Tim Bryson
Village of Sundridge: Shawn Jackson (electronically), Fraser
Williamson

STAFF: Christine Hickey (Recording Secretary)

Into Closed Meeting at 7:41 p.m.

The purpose of this closed meeting is to discuss matters concerning:

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: labour
relations or employee negotiations

The Committee discussed the information as presented and gave direction
to staff.

Adjournment at 8:10 p.m.

Tom Bryson, Chairperson

Christine Hickey, Recording Secretary



November 17, 2025

Christine Hickey, Treasurer
Corporation of the Village of Sundridge
110 Main Street
Sundridge, ON, POA 1Z0

**RE: SUNDRIDGE MEDICAL CENTRE PARKING LOT – UPDATE
EXP Project No. NTB-23008172-00**

Dear Christine:

EXP Services Inc. (EXP) has been contacted by the contractor Ed Seguin & Sons (Seguin) requesting to postpone the remaining deficiency work for the Sundridge Medical Centre Parking Lot until the spring of 2026 to ensure a quality product.

These deficiencies include rectifying asphalt settlement, cracked curb and sidewalk and crushed subdrain.

To ensure the deficiencies are completed to meet the contract specifications, EXP has requested an updated schedule and detailed methodology proposed by the contractor to rectify the construction deficiencies and correct the work covered under the warranty of contract.

EXP has clearly stated to the contractor that the one (1) year warranty period has ended, the deficiencies were not completed in a timely manner and that no additional fees will be entertained for the deficiency work. EXP will continue to work with the contractor and Sundridge Medical Centre Committee to ensure that the deficiencies are corrected as soon as possible and to a standard that meets the contract requirements.

Sincerely,

EXP SERVICES INC.

A handwritten signature in blue ink, appearing to read "Calvin Caldwell", with a stylized flourish at the end.

Calvin Caldwell, P.Eng.
Manager

To: Sundridge and District Medical Centre Committee Members
From: Christine Hickey, Recording Secretary
Date: November 18, 2025
Re: PARR103 Program Funding – Ministry Reconciliation

Background

The PARR103 funding is provided by the Ministry to manage the Nurse Practitioner Program. The Ministry of Health provides the framework for the management and operation of the program.

Recently the Ministry completed a reconciliation of the funding provided over the last ten (10) program years and is requesting payment of unused funds. Staff are still working on verifying these amounts and at this time, have slightly lower amounts compared to the Ministry.

Ministry Reconciliation - Requested Amounts to be Returned

2016/2017 – \$2,320 unused funds, 2019/2020 - \$48,779 unused funds, 2020/2021 - \$28,211 unused funds

One of the requirements of the PARR103 program is that reports are to be submitted each quarter, these reports confirm the amount of monies received and the applicable expenses for that quarter. Any unused funds were reported as requested. Staff are not able to confirm if there was further discussion with the Ministry during the specified program years.

As part of our audit review process, unused funds were considered deferred revenue and not used in case the Ministry demanded repayment. Starting in 2022 overages to the PARR103 program were covered using this money as they were directly related to the program and no further direction from the Ministry was provided.

At this time, we have \$42,810 of the unused funds remaining. The additional \$36,503 required can be taken from the budgeted committee expense of Non Reimbursable - PRO Program and the Non Reimbursable - RNPG Program, as these accounts will not be used in full due to the increase in ministry funding for these programs.

It is important to note that Section 15 of the agreement states that if there are unspent monies in the year the Ministry may demand the return or adjust the amount provided and Section 16 states that any monies owing to the Ministry shall be considered debt due and owing to the Ministry.

Staff will work with the Ministry on this and will attempt to have the amount owing reduced due to the length of time the reconciliation has taken and that the funds were used for expenses associated to the program.

This report is to advise the Committee of the request from the Ministry and for direction to return the requested amount.

Recommendation

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.



P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316
Fax (705) 384-7874
Email: clerk@sundridge.ca

Village of Sundridge Council Resolution
November 12, 2025
Item (9.10)

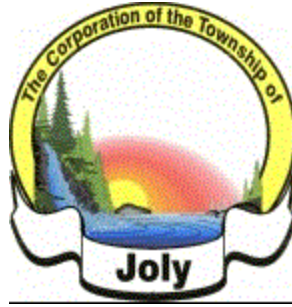
SDMC Facility Maintenance Contract
Resolution #2025-283
Moved By: Luke Preston
Seconded By: Vicki Whitmell

THAT the Council for the Corporation of The Village of Sundridge receive the Draft Sundridge and District Medical Centre Facility Maintenance Contract,

AND THAT Council approves of the contract as presented,

AND FURTHER THAT the Sundridge & District Medical Centre Committee has Council's approval to release the contract at a future date if other options currently being explored are unable to move forward at this time.

Recorded Vote	For	Against	Abstain
Preston, Luke	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			



TOWNSHIP OF JOLY

P.O. Box 519 , Sundridge , Ontario , P0A 1Z0
Tel: 705-384-5428

November 12, 2025

RESOLUTION

Resolution # 2025-00330

Agenda Item # 7.2 SDMC Facility Manager Handyman/Cleaning Contract

Moved By : Bill Black

Seconded By : Tom Bryson

NOW THEREFORE BE IT RESOLVED THAT:

Council for the Corporation of the Township of Joly hereby approves the SDMCC Facility Manager Contract and maybe released at a later date.

Carried

Mayor
Township of Joly

Caitlin Haggart <clerk@Strongtownship.com>
Wed 2025-11-12 10:33 AM

Hi Nancy,

Council received the Draft SDMCC Facility Manager Contract at the November 11 Regular Meeting and passed the following resolution:

**7.2.1 SDMC Facility Manager/Cleaning Contract Draft
R2025-323**

Moved By: Jeff McLaren Seconded by: Marianne Stickland

Be it resolved that the Council for the Township of Strong have hereby received and read the SDMC Facility Manager/Cleaning Contract Draft; and

Approve the contract, as circulated.

Carried

Regards,

Caitlin Haggart
Clerk Administrator
Township of Strong
clerk@strongtownship.com
Phone: 705-384-5819 ext. 207
Fax: 705-384-5892



www.strongtownship.com

Note: The enclosed information is confidential and/or legally privileged. If you have received this information in error, please contact our office immediately.

WARNING: Photocopying, distribution and/or disclosing this information to others is a serious offence.

Sundridge & District Medical Centre

January 2023 – Forward

Date of Committee Mtg: November 18, 2025

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
Additional Parking Lot - VS	Working with Engineer and Contractor on deficiencies: Asphalt settling, curb cracking, sidewalk cracking, joint repair and curb spalling	TBD	In Progress	
Basement Renovations - VS	Coordination of approved updates: Flooring, blinds, electrical, IT, misc. – Complete (few outstanding items)	TBD	In Progress	
Abatement and Repair – Basement - VS	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	\$30,168	Complete	
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 - Savaria	Proposed Maintenance Service Contract – Savaria Silver Package selected - \$2768.21 Battery Pack causing beeping – scheduled for service Battery backup Unit replacement - Completed Service Call Coordination - Lift not working		On going	April, July, Oct, Jan
Flower beds				
Generator Maintenance and Testing Vals Equipment Service	- Contacted local company that is able to service Generac Generators – Vals Equipment Service - Weekly Generator Test - Coordinating maintenance – attending site week of April 21 - Completed		On going	
Heating/Cooling and Ventilation Maintenance Martin Mechanical Coordination Prior to August 2025 – VS August 2025 to October 2025 – Chair – Tom Bryson and VS as needed	Required maintenance as per product specifications: Air Conditioners, Ventilators, Ventilation Fan and Heat Recovery Ventilator Quotations received for review VFD Controller Unit – Coordinate Installation - Completed Coordinating a price of a Buffer unit - Completed		On going	

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
October 2025 – Current – Sundridge Rep – Shawn Jackson and VS as needed	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 Hub Area – all rooms are not the same temperature/ change filter code – Completed Hub Area – rooms were a high temperature – changes to system setting required – Completed Martin Mechanical and supplier working on issues with the heating/cooling in hub area			
General Facility Maintenance:				
Management of requests/issues at the facility	Lights tenant office Door Lock on Tenant Access – Replaced Lock Replacement of toilet Management of ant issue Tenant Office Door – not closing needs to be fixed as it is a fire door Washroom on lower level – out of service – Plumber scheduled fix Leaking Faucet – Most faucets in dental office repaired or tightened due to leaking. Air in waterline – looking into issue – possible hole in line or foot valve not working properly		Ongoing	
Fire Safety Requirements	Fire Safety Plan – Completed Fire Safety Plan – Annual Review & Training Fire Extinguisher Testing – Monthly Emergency Lights and Alarms Testing - Monthly			
Lease Agreement				
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	
Facility Access (Keys):	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

Completed

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
Paint front entry way	Asap	\$300	completed	Renovation
Address frost heave issue, post at front entrance	Asap, place pylons to ensure snow insulation	\$35,000	completed	Renovation
Replace car on lift (Garavanta)	In need or replacement	25,000	completed	Renovation
Water system inspection	Annual maintenance, regular testing	0	completed	Annually
Fire extinguishers	Annual maintenance (provided by outside source)	0	completed	Annually
Pull weeds around building & flower beds	Asap – regular routine maintenance	0	completed	
Back-up generator for building – not budgeted 2019	Hard wired to electrical panel (w NG) Generator only runs the Tenant portion of the building	\$30,000	completed	Renovation
Wheelchair accessible washrooms	One per floor required	\$ 1,500	completed	Renovation
Paint interior walls second floor	Consult with staff in area; complete on weekends	\$ 1,000	completed	Renovation
Pave parking lot	Complete on a spring weekend; post ground thaw	\$25,000	completed	Renovation
Review signage around building	Traffic flow for parking Review spaces and signage with additional parking lot			
Renovate first floor			completed	Renovation
Sound proof walls first floor	Privacy concerns	\$1,000	completed	Renovation
Paint interior walls first floor	Consult with staff in area; complete on weekends	\$ 1,000	completed	Renovation
Remove/replace carpet on first floor	Complete during Christmas break/vacations	\$17,000	completed	Renovation
Renovate basement	TBD			
Address exterior drainage issues	Identify & complete in spring prior to paving		completed	Renovation
Consultation w Wet Basement Specialist	Water in basement again Nov/19; remediate	\$2,000	completed	Renovation
RENOVATION: 2021/2022	Ramp replacement, new lift, medical office administration area reconfiguration, drywall, paint, new HVAC unit, backup generator, new cabinetry, storm drain replacement, heating/cooling units upgraded/replaced	1.5 million	completed	Renovation
Access Ramp to Rooftop Unit	B Safety Violation was issued related to the access to the rooftop unit. As directed at the November 2023 meeting. Staff worked with Near North Industrial Solutions to design a ramp that would meet TSSA Standards and bring us in compliance with the Violation Order.	\$7,000	Completed	November 2023
Small area of flooring lifting and one door sticking	Staff to meet W.S. Morgan at the Medical Centre on Saturday December 9 to provide access to the Clinic	Under Warranty	Completed	December 2023

	to repair the small area of flooring and repair the door that is sticking.			
HVAC System Unit – Noise Level	Consideration of adding additional diffusers to help reduce noise levels. Site Meeting – March 21 and March 22, 2024 Work in progress Review of Deficiencies (on site) – May 17, 2024 Deficiencies reviewed and modifications made all items have been completed	Warranty plus additional \$5773.58	Completed	June 2024
Rooftop Unit	Advised the upper level of the Medical Centre not cooling down. There is a leak which is causing the system to be low on refrigerant. Unit runs to long and over pressurized Connected economizer, rewired fan motor and set to high speed, brazed and repaired leak on refrigerant system	\$2,260.00	Completed	June 2024
Rooftop Unit	Rooftop unit replacement – crack in the heat exchanger and once the circulating fan for the air in the duct work turns on it pushes the air through the crack in the heat exchanger and causes the flames to roll out of the burner tubes. – Memo provided at October Meeting	\$17,500.00	Completed	November 2024
Heating/Cooling and Ventilation Maintenance	No heat in the Medical Office – need to replace the high low switch Further determined that the fuse in the outside unit was burnt out, this was a result of a faulty motherboard. Unit has temporarily been repaired Contractor to provide an update and cost for replacement of motherboard – Cost unknown at this time	\$450.00 – switch \$1812.40 – troubleshoot unit with electrician	On going	November 2024
Engineering and Design of Additional Parking	Working with EXP on design of Parking Lot Design Complete Tender awarded at March 25 Meeting Site Meeting – May 24 to confirm timeline and next steps Completion of all payments	\$75,000	Design – Completed Project Mgt - Ongoing	February 2025
Additional Parking Lot	Project almost complete – delay in completion date Project to be complete by end of August	\$215,136.33 (plus HST).	completed	November 2024
Water Heater Unit	Appears to be a small leak – coordinating North Bay Hydro to look at unit	N/A	Complete	

	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	Complete	N/A

Report Date
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Sundridge and District Medical Centre
Budgetary Control
For the Period 2025-01-01 - 2025-10-31

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
4012 - Rental Income - Tenant		12,294.00	40,980.00	55,569.00	(14,589.00)	26.3-
4013 - Rental Income - NP		1,147.96	11,479.60	13,776.00	(2,296.40)	16.7-
4015 - Rental Income - MD		3,912.11	39,121.10	46,945.00	(7,823.90)	16.7-
4020 - Interest		1,554.30	17,870.06	43,636.00	(25,765.94)	59.1-
4050 - Municipal Contribution - Sundridge			67,559.00	67,559.00		
4051 - Municipal Contribution - Strong		6,649.48	71,150.04	84,449.00	(13,298.96)	15.8-
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-
Revenue Totals:		25,557.85	271,329.97	434,346.00	(163,016.03)	37.5-
5010 - Hydro			8,388.53	13,000.00	4,611.47	35.5
5015 - Cleaning Supplies		223.61	2,239.75	2,500.00	260.25	10.4
5020 - Janitorial Services		2,700.00	27,300.00	39,000.00	11,700.00	30.0
5025 - Postage & Courier				300.00	300.00	100.0
5030 - Taxes			12,937.98	13,000.00	62.02	0.5
5035 - Office & General			285.57	1,000.00	714.43	71.4
5040 - Insurance			16,742.16	16,742.00	(0.16)	
5050 - Maintenance & Repairs		7,677.19	27,464.61	28,500.00	1,035.39	3.6
5060 - Heat			3,215.82	4,200.00	984.18	23.4
5061 - Hot Water Tank Rental			211.32	415.00	203.68	49.1
5063 - Water Testing				100.00	100.00	100.0
5070 - Capital Expenditure			46,346.35	48,500.00	2,153.65	4.4
5075 - Audit & Legal			7,407.55	8,750.00	1,342.45	15.3
5080 - Administration		750.00	6,900.00	9,000.00	2,100.00	23.3
5082 - Bank Charges		24.25	827.03	700.00	(127.03)	18.2-
5086 - Recording Secretary Fees				975.00	975.00	100.0
5090 - Miscellaneous			2,465.35	500.00	(1,965.35)	393.1-
5095 - Advertising				100.00	100.00	100.0
5097 - OILC Debenture Interest			34,415.25	68,373.00	33,957.75	49.7
5098 - OILC Debenture Principal			12,687.46	25,676.00	12,988.54	50.6
5715 - PRO Reception			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			41,250.00	55,000.00	13,750.00	25.0
5818 - Facility Management - Employee				35,000.00	35,000.00	100.0
Expense Totals:		11,375.05	290,459.73	434,346.00	143,886.27	33.1

Sundridge and District Medical Centre

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Batch: 2025-00056 to 2025-00062

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Fund Code: COM - Committee

Bank Code: BANK - ROYAL BANK CANADA

Computer Cheque:

Payment #	Date	Vendor Name	Amount
10990	2025-10-08	RLS Controls	187.50

10989	2025-10-08	Gord Chapman	6,894.69
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Total Computer Cheque:	7,082.19
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EFT:

Payment #	Date	Vendor Name	Amount
154	2025-10-15	Buffed Cleaning	2,700.00

157	2025-10-15	Dr Sarah MacKinnon	24.25
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158	2025-10-15	Glen Martin	223.61
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164	2025-10-15	Target Pest Defence Inc.	595.00
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166	2025-10-15	Village of Sundridge	750.00
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Total EFT:	4,292.86
Total BANK:	11,375.05
Total for Fund COM:	11,375.05
Grand Total:	11,375.05