

# SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

## REGULAR MEETING MINUTES

WEDNESDAY DECEMBER 17, 2025 @ 3:30 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)

**GUESTS:** Dr. Sarah MacKinnon

### C1 Call to Order

The Chair called the meeting to order at 3:30 p.m.

### C2 Approval of Agenda

**Resolution #2025-131MC**

**Moved by: Budd Brown**

**Seconded by: Jim Ronholm**

**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	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

C12 Closed Session

**Resolution #2025-132MC**  
**Moved By: Vicki Whitmell**  
**Seconded By: Jim Ronholm**

**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>	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>			

**Resolution #2025-133MC**  
**Moved By: Budd Brown**  
**Seconded By: Vicki Whitmell**

**THAT** the Sundridge & District Medical Centre Committee now resume the regular portion of the meeting open to the public at 3:52 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>	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>			

C6 Approval of Minutes

a) Regular Meeting Minutes – November 18, 2025

The minutes of November 18 under Notice of Future Motions - to be revised to state member Tim Bryson.

**Resolution #2025-134MC**  
**Moved By: Jim Ronholm**  
**Seconded By: Budd Brown**

**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>	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) Medical Centre – Request for Additional Exam Room (verbal)

**Resolution #2025-135MC**

**Moved By: Tim Bryson**

**Seconded By: Jim Ronholm**

**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** the Committee support the Physician Group in looking into the feasibility of adding an additional exam room and the associated costs;

**AND THAT** the Physician Group report back to the Committee at a future meeting for further direction.

<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 – Storage Space for Supplies – Lower Level (verbal)

**Resolution #2025-136MC**

**Moved By: Vicki Whitmell**

**Seconded By: Shawn Jackson**

**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** the Committee approve the use of the requested space in the basement for a storage cabinet for supplies.

<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>			

c) Sundridge and District Medical Centre – Facility Maintenance

**Resolution #2025-137MC**

**Moved By:** Shawn Jackson  
**Seconded By:** Budd Brown

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

**AND THAT** the Committee request that section regarding hours note that the fee is for 260 hours per year (average of 5 hours per week);

**AND THAT** the Committee authorize Member Shawn Jackson and the Recording Secretary to work on finalizing the Service Agreement with the Village of Burk's Falls;

**AND THAT** the draft agreement be brought back to the January meeting for direction.

<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>			

C8 Correspondence – None

C9 Budget Summary & Accounts Payable

**Resolution #2025-138MC**

**Moved By:** Jim Ronholm  
**Seconded By:** Vicki Whitmell

**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>	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

C11 Notice of Future Motion

C12 Closed Session (moved to follow C5)

C13 Adjournment

**Resolution #2025-139MC**

**Moved By: Budd Brown**

**Seconded By: Vicki Whitmell**

**THAT** the Sundridge & District Medical Centre Committee now adjourn at 4:32 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>	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>			

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Tom Bryson, Chair

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Christine Hickey, Recording Secretary