

# **SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING**

## **REGULAR MEETING AGENDA**

**TUESDAY FEBRUARY 17, 2026 @ 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/89533108220?pwd=4RNCprATSAaU5nUbInobi89S6h0t1N.1>

Meeting ID: 895 3310 8220

Passcode: 705623

## **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 February 17, 2026, 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>			

C3 Declaration of Pecuniary Interest

C4 Deputations - None

C5 Presentations – None

C6 Approval of Minutes

a) Regular Meeting Minutes – January 20, 2026

**Moved By:**

**Seconded By:**

**THAT** the regular meeting minutes of the January, 2026 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) Sundridge & District Medical Centre – 2026 Budget Draft 1

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

**THAT** the Sundridge and District Medical Centre Committee reviewed the 2026 draft budget.

<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) Request to Rent Office Space (verbal)

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

**THAT** the Sundridge and District Medical Centre Committee receive update from the Recording Secretary regarding the request to rent office space at 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>			

c) Sundridge & District Medical Centre – Facility Maintenance – Update (verbal)

**Moved By:**

**Seconded By:**

**THAT** the Sundridge and District Medical Centre Committee receive the update from the Recording Secretary regarding Facility Maintenance of the Sundridge & district Medical Centre Committee.

<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>			

d) SDMC Consolidated Maintenance Listing

**Moved By:**

**Seconded By:**

**THAT** the SDMC Consolidated Maintenance Listing dated February 17, 2026 be received.

<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 Accounts Payable for the Period of January 1, 2026 to January 31, 2026 in the amount of \$789.56 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 - 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 March 17, 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 JANUARY 20, 2026 @ 6:00 P.M.

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

**REGRETS:** Township of Strong: Tim Bryson

**STAFF:** Christine Hickey (Recording Secretary)

**GUESTS:** Dr. Sarah MacKinnon

C1 Call to Order

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

C2 Approval of Agenda

**Resolution #2026-001MC**

**Moved by:** Jim Ronholm

**Seconded by:** Vicki Whitmell

**THAT** the agenda for the Regular Meeting of the Sundridge & District Medical Centre Committee on January 20, 2026, be approved.

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Brown, Budd	x		
Bryson, Tim (absent)			
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) Regular Meeting Minutes – December 17, 2025

**Resolution #2026-002MC**  
**Moved By: Budd Brown**  
**Seconded By: Shawn Jackson**

**THAT** the regular meeting minutes of the December 17, 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 (absent)</b>			
<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) Physician Recruitment Update

**Resolution #2026-003MC**  
**Moved By: Vicki Whitmell**  
**Seconded By: Budd Brown**

**THAT** the Sundridge and District Medical Centre Committee receive the Physician Recruitment Update from Dr. Sarah MacKinnon.

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

b) Sundridge & District Medical Centre – Facility Maintenance Agreement - Draft

**Resolution #2026-004MC**  
**Moved By: Jim Ronholm**  
**Seconded By: Shawn Jackson**

**THAT** the Sundridge and District Medical Centre Committee receive the update and direct the Recording Secretary to provide to member municipalities for signature, the Draft Service Agreement with the Village of Burk's Falls for a Property Maintenance/Janitor position with the Sundridge and District Medical Centre Committee.

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Brown, Budd</b>	x		

<b>Bryson, Tim (absent)</b>	
<b>Jackson, Shawn</b>	x
<b>Ronholm, Jim</b>	x
<b>Whitmell, Vicki</b>	x
<b>Bryson, Tom</b>	x
<b>CARRIED</b>	

c) Village of Sundridge – Resolution 2025-324

**Resolution #2026-005MC**  
**Moved By: Budd Brown**  
**Seconded By: Shawn Jackson**

**THAT** the Sundridge and District Medical Centre Committee receive Village of Sundridge Resolution 2025-324.

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

d) Change to number of representatives at SSJ Arena Board – Update (verbal)

**Resolution #2026-006MC**  
**Moved By: Vicki Whitmell**  
**Seconded By: Budd Brown**

**THAT** the Sundridge and District Medical Centre Committee receive update from the Recording Secretary regarding any changes to the voting structure on the SSJ Arena Board;

**AND THAT** it was confirmed that there was mention of this item at a previous meeting, but no resolution has been passed.

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

C9 Budget Summary & Accounts Payable

**Resolution #2026-007MC**  
**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 December 31, 2025 be received;

**AND THAT** the Sundridge & District Medical Centre Accounts Payable for the Period of December 1, 2025 to December 31, 2025 in the amount of \$88,770.72 approved.

<b>Recorded Vote:</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Brown, Budd</b>	x		
<b>Bryson, Tim (absent)</b>			
<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 - None

C13 Adjournment

**Resolution #2026-008MC**  
**Moved By: Budd Brown**  
**Seconded By: Vicki Whitmell**

**THAT** the Sundridge & District Medical Centre Committee now adjourn at 6:25 p.m. until the next regular meeting being February 17, 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 (absent)</b>			
<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

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE**  
**2026 COMMITTEE BUDGET - Draft Review - February 17, 2026**

ACCT NUMBER	DESCRIPTION	2025 Budget	2025 Unaudited	2026 Proposed Budget	Notes
<b>Expenses</b>					
5010	Hydro	\$13,000	\$11,858	\$12,500	
5015	Cleaning/Supplies	\$2,500	\$2,542	\$2,800	
5020	Janitorial Services	\$39,000	\$35,900	\$36,000	
5025	Postage & Courier	\$300	\$0	\$100	
5030	Taxes	\$13,000	\$12,938	\$13,590	
5035	Office & General	\$1,000	\$286	\$300	
5040	Insurance	\$16,742	\$16,742	\$14,972	
5050	Maintenance and Repairs - Building	\$28,500	\$33,944	\$40,000	Routine maint. to grounds and building, lift service, HVAC maintenance, Snow Removal
5060	Heat	\$4,200	\$4,621	\$4,700	
5061	Hot Water Tank - Rental	\$415	\$427	\$450	
5063	Water Treatment Testing	\$100	\$78	\$100	
5070	Capital Expend - Parking Lot				
5070	Capital Expenditures - Renovation				
5070	Capital Expenditures - Other	\$48,500	\$46,346		
5075	Legal & Audit	\$8,750	\$18,083	\$13,500	In 2025 Account included Audit Fees plus \$7000 legal fees (legal fees were unbudgeted)
5080	Administration	\$9,000	\$8,400	\$9,000	
5082	Bank Charges	\$700	\$577	\$600	
5086	Secretary Meeting Fees	\$975	\$1,125	\$1,320	
5090	Miscellaneous Expenses	500	83686.28	\$500	
5091	Transfer to reserve				
5095	Advertising	\$100	\$0	\$0	
5097	Construction loan/OILC Debenture Interest	\$68,373	\$68,530	\$67,134	
5098	OILC Debenture Principal	\$25,676	\$25,676	\$26,907	
	Employee Costs - Facility Maint.	\$35,000	\$0	\$25,000	
	Non Reimbursable - RNPG Program	\$55,000	\$27,500	\$40,000	Decrease due to change in RNPG Program Funding
	Non Reimbursable - PRO Program	\$52,500	\$13,125	\$0	
5810/5814/5815	Non Reimbursable - PARR103 Program	\$10,515	\$10,500	\$12,000	
	<b>Total Expenses</b>	<b>\$434,346</b>	<b>\$422,884</b>	<b>\$321,473</b>	
<b>Revenue</b>					
	<b>Opening Surplus (Deficit)</b>	<b>\$18,522</b>	<b>\$18,522</b>	<b>\$18,522</b>	
	Bring NP deferred rev. into income				
2200	Infrastructure Ontario Loan - renovation				
4030	Renovations - NOHFC grant				
4012/4013/4015	Rents (net HST)	\$116,290	\$109,897	\$117,955	Includes increase to tenant rent as per Agreement
4020/4220/4520/4521	Interest Income/Other	\$43,636	\$63,508	\$20,500	\$42,810 - For PARR103 Reimbursement, \$20,698 in interest - for 2025
4030	Transfer from Reserves	\$87,000	\$62,059	\$47,020	47,020 one loan payment (2023 resolution)
4052	Joly Twp - Operating Ptn	\$16,890	\$16,890	\$11,748	
4050	Sundridge - Operating Ptn	\$67,559	\$67,559	\$46,990	
4051	Strong Twp - Operating Ptn	\$84,449	\$84,449	\$58,738	
	<b>Total Revenue</b>	<b>\$434,346</b>	<b>\$422,884</b>	<b>\$321,473</b>	
<b>Closing Surplus (Deficit) (budget must = 0)</b>					
	Total Med Centre Costs	\$168,898	\$168,898	\$117,476	

Note 2: Reserve Balance \$656204 as of December 31, 2024

# Sundridge & District Medical Centre

January 2023 – Forward

Date of Committee Mtg: February 17, 2025

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
<b>Additional Parking Lot - VS</b>	Working with Engineer and Contractor on deficiencies: Asphalt settling, curb cracking, sidewalk cracking, joint repair and curb spalling	TBD	In Progress	
<b>Basement Renovations - VS</b>	Coordination of approved updates: Flooring, blinds, electrical, IT, misc. – Complete (few outstanding items)	TBD	Completed	
<b>Dead tree removal</b>	Hazard – urgency low	\$1,000	TBD	
<b>Add to annual maintenance schedule:</b>				
Regular water testing/ water system inspection				
Power wash exterior of building				
Lift inspection - <b>Savaria</b>	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 <b>Vals Equipment Service</b> <b>February 2, 2026 – Facility Maintenance Contract</b>	- 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 <b>Martin Mechanical</b>  <b>Coordination</b> <b>Prior to August 2025 – VS</b> <b>August 2025 to October 2025 – Chair – Tom Bryson and VS as needed</b> <b>October 2025 – February 2, 2026 – Sundridge Rep – Shawn Jackson and VS as needed</b> <b>February 2, 2026 – Facility Maintenance Contract</b>	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 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		On going	

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
	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 <b>Issues with the heating/cooling in hub area</b>			
<b>General Facility Maintenance:</b>				
Management of requests/issues at the facility <b>February 2, 2026 – Facility Maintenance Contract</b>	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. <b>Air in waterline – looking into issue – possible hole in line or foot valve not working properly</b> <b>Washroom on lower level – out of service – now fixed</b> <b>Small leak in Hub area, looking into cause</b>		Ongoing	
Fire Safety Requirements	Fire Safety Plan – Completed Fire Safety Plan – Annual Review & Training Fire Extinguisher Testing – Monthly Emergency Lights and Alarms Testing - Monthly			
<b>Lease Agreement</b>				
Tenant Lease Agreement	Renewal – 2025 (January) Initial Agreement was 5 years with right to renew for 2 consecutive 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

	Advised that water is not heating, stays lukewarm (tenant office) – Completed temperature was set to low, has been adjusted			
<b>Dedicated Receptacle</b>	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
<b>Abatement and Repair – Basement - VS</b>	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	Completed	

**Sundridge and District Medical Centre**  
**Budgetary Control**  
For the Period 2026-01-01 - 2026-01-31  
Cash Budget

Date Printed  
2026-02-13 10:16 AM

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<b>Account #/Description</b>	<b>Current</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Variance</b>	<b>%</b>
4013 - Rental Income - NP	1,147.96	1,147.96	0.00	1,147.96	0.00
4015 - Rental Income - MD	3,912.11	3,912.11	0.00	3,912.11	0.00
4020 - Interest	1,345.82	1,345.82	0.00	1,345.82	0.00
4051 - Municipal Contribution - Strong	7,037.42	7,037.42	0.00	7,037.42	0.00
<b>Revenue Totals:</b>	<b>13,443.31</b>	<b>13,443.31</b>	<b>0.00</b>	<b>13,443.31</b>	<b>0.00</b>
5015 - Cleaning Supplies	309.66	309.66	0.00	-309.66	0.00
5050 - Maintenance & Repairs	479.90	479.90	0.00	-479.90	0.00
<b>Expenditure Totals:</b>	<b>789.56</b>	<b>789.56</b>	<b>0.00</b>	<b>-789.56</b>	<b>0.00</b>
<b>Total Net Surplus/Deficit:</b>	<b>12,653.75</b>	<b>12,653.75</b>	<b>0.00</b>	<b>12,653.75</b>	<b>0.00</b>

Accounts Printed: 6