

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING AGENDA

TUESDAY MARCH 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/84460486869?pwd=BOqU8y9C9q6dgapfwQabFbOWsrIWGe.1>

Meeting ID: 844 6048 6869

Passcode: 716694

AGENDA

(Agenda Items from February 17, 2026)

- 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 March 17, 2026, 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) Regular Meeting Minutes – January 20, 2026

Moved By:
Seconded By:

THAT the regular meeting minutes of the January 20, 2026 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) 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.

AND THAT _____

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

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 _____

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

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.

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

d) SDMC Consolidated Maintenance Listing

Moved By:
Seconded By:

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

| 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 Accounts Payable for the Period of January 1, 2026 to January 31, 2026 in the amount of \$789.56 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

(Agenda Items for March 17, 2026)

- C3 Declaration of Pecuniary Interest
- C4 Deputations - None
- C5 Presentations – None
- C6 Approval of Minutes
 - b) Regular Meeting Minutes – February 17, 2026

Moved By:
Seconded By:

THAT the regular meeting minutes of the February 17, 2026 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

e) Physician Update – Mobile Health Unit (verbal)

Moved By:

Seconded By:

THAT the Sundridge and District Medical Centre Committee receive the Physician Update regarding a Mobile Health Unit opportunity:

AND THAT _____

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

f) Physician Update – Health Professional – Recruitment/Retention Challenges (verbal)

Moved By:

Seconded By:

THAT the Sundridge and District Medical Centre Committee receive the Physician Update regarding Health Professionals - Recruitment/Retention Challenges.

C8 Correspondence – None

C9 Budget Summary & Accounts Payable

Moved By:

Seconded By:

THAT the Sundridge & District Medical Centre Accounts Payable for the Period of February 1, 2026 to February 8, 2026 in the amount of \$11,331.13 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 April 21, 2026 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

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.

| Recorded Vote: | For | Against | Abstain |
|-----------------------------|------------|----------------|----------------|
| Brown, Budd | x | | |
| Bryson, Tim (absent) | | | |
| 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 – 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.

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

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.

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

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.

| Recorded Vote: | For | Against | Abstain |
|-----------------------|------------|----------------|----------------|
| Brown, Budd | x | | |

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.

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

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.

| Recorded Vote: | For | Against | Abstain |
|-----------------------------|------------|----------------|----------------|
| Brown, Budd | x | | |
| Bryson, Tim (absent) | | | |
| 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
2026 COMMITTEE BUDGET - Draft Review - February 17 , 2026**

| ACCT NUMBER | DESCRIPTION | 2025 Budget | 2025 Unaudited | 2026 Proposed Budget | Notes |
|---------------------|--|------------------|------------------|----------------------|---|
| Expenses | | | | | |
| 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 | |
| | Total Expenses | \$434,346 | \$422,884 | \$321,473 | |
| Revenue | | | | | |
| | Opening Surplus (Deficit) | \$18,522 | \$18,522 | \$18,522 | |
| | 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 | |
| | Total Revenue | \$434,346 | \$422,884 | \$321,473 | |
| | Closing Surplus (Deficit) (budget must = 0) | \$0 | | | |
| | 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: |
|--|--|----------------|-------------|-----------------------|
| 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 | Completed | |
| 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 February 2, 2026 – Facility Maintenance Contract | <ul style="list-style-type: none"> - 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 October 2025 – February 2, 2026 – Sundridge Rep – Shawn Jackson and VS as needed February 2, 2026 – Facility Maintenance Contract | <p>Required maintenance as per product specifications: Air Conditioners, Ventilators, Ventilation Fan and Heat Recovery Ventilator</p> <p>Quotations received for review</p> <p>VFD Controller Unit – Coordinate Installation - Completed</p> <p>Coordinating a price of a Buffer unit - Completed</p> <p>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</p> <p>Hub Area – all rooms are not the same temperature/ change filter code – Completed</p> | | 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 Issues with the heating/cooling in hub area | | | |
| General Facility Maintenance: | | | | |
| Management of requests/issues at the facility February 2, 2026 – Facility Maintenance Contract | 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 Washroom on lower level – out of service – now fixed Small leak in Hub area, looking into cause | | 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 |

| | | | | |
|---|--|----------|-----------|-----|
| | 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 |
| 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 | Completed | |
| | | | | |

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

| Account #/Description | Current | Year to Date | Budget | Variance | % |
|--|-------------------------|-------------------------|--------------------|-------------------------|--------------------|
| 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 |
| Revenue Totals: | <u>13,443.31</u> | <u>13,443.31</u> | <u>0.00</u> | <u>13,443.31</u> | <u>0.00</u> |
| 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 |
| Expenditure Totals: | <u>789.56</u> | <u>789.56</u> | <u>0.00</u> | <u>-789.56</u> | <u>0.00</u> |
| Total Net Surplus/Deficit: | <u><u>12,653.75</u></u> | <u><u>12,653.75</u></u> | <u><u>0.00</u></u> | <u><u>12,653.75</u></u> | <u><u>0.00</u></u> |

Accounts Printed: 6

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING MINUTES

TUESDAY FEBRUARY 17, 2026 @ 6:00 P.M.

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

REGRETS: Township of Strong: Jim Ronholm, Township of Strong: Tim Bryson

STAFF: Christine Hickey (Recording Secretary)

MINUTES

As quorum was not obtained fifteen (15) minutes after the scheduled meeting time, the meeting stood adjourned.

Tom Bryson, Chair

Christine Hickey, Recording Secretary

Sundridge and District Medical Centre
Budgetary Control
For the Period 2026-01-01 - 2026-02-28
Cash Budget

| Account #/Description | Current | Year to Date | Budget | Variance | % |
|--|------------------------|-------------------------|--------------------|-------------------------|--------------------|
| 4013 - Rental Income - NP | 1,147.96 | 2,295.92 | 0.00 | 2,295.92 | 0.00 |
| 4015 - Rental Income - MD | 3,912.11 | 7,824.22 | 0.00 | 7,824.22 | 0.00 |
| 4020 - Interest | 1,291.03 | 2,636.85 | 0.00 | 2,636.85 | 0.00 |
| 4051 - Municipal Contribution - Strong | 7,037.42 | 14,074.84 | 0.00 | 14,074.84 | 0.00 |
| Revenue Totals: | <u>13,388.52</u> | <u>26,831.83</u> | <u>0.00</u> | <u>26,831.83</u> | <u>0.00</u> |
| 5015 - Cleaning Supplies | 518.50 | 828.16 | 0.00 | -828.16 | 0.00 |
| 5020 - Janitorial Services | 2,880.00 | 2,880.00 | 0.00 | -2,880.00 | 0.00 |
| 5050 - Maintenance & Repairs | 7,182.63 | 7,662.53 | 0.00 | -7,662.53 | 0.00 |
| 5080 - Administration | 750.00 | 750.00 | 0.00 | -750.00 | 0.00 |
| Expenditure Totals: | <u>11,331.13</u> | <u>12,120.69</u> | <u>0.00</u> | <u>-12,120.69</u> | <u>0.00</u> |
| Total Net Surplus/Deficit: | <u><u>2,057.39</u></u> | <u><u>14,711.14</u></u> | <u><u>0.00</u></u> | <u><u>14,711.14</u></u> | <u><u>0.00</u></u> |