

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING  
REGULAR MEETING MINUTES  
TUESDAY OCTOBER 15, 2019  
6:00 P.M.  
The Village of Sundridge - Council Chambers**

**PRESENT:**           **Sundridge** – Barb Belrose, Steven Hicks  
                          **Strong** - Marianne Stickland, Jason Cottrell (absent)  
                          **Joly** – Tim Bryson, Tom Bryson

**STAFF PRESENT:** Nancy Austin, Joint Committee Recording Secretary

**GUEST(S):**           Dr. Sarah Mackinnon, Ben Hopps (Custodian, Facility Mtc)

C1    Call to Order

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

C2    Approval of Agenda

**Resolution #2019-164**

**Moved By:    Tim Bryson**  
          **Seconded By: Tom Bryson**

          That the agenda for the October 15, 2019 Regular Meeting be approved as amended to add an additional speaking point under Item C4a) – Ontario Health Team Deputation and Item C8L) Training for Nurse Practitioner Receptionist.  
          **Carried.**

C3    Declaration of Pecuniary Interest  
          **None**

C4    Deputations

          a) Dr. Sarah MacKinnon  
              - MD Recruitment  
              - Holiday Office Closure(s)  
              - Office Furniture (Chairs)

**Resolution #2019-165**

**Moved By:    Barbara Belrose**  
          **Seconded By: Marianne Stickland**

          That the deputation by Dr. Sarah MacKinnon, Lead Physician at the Sundridge and District Medical Centre, be received with thanks.  
          **Carried.**

- C5 Verification of Previous Minutes  
a) Special Meeting Minutes – October 1, 2019

**Resolution #2019-166**

**Moved By: Tim Bryson**  
**Seconded By: Tom Bryson**

That the minutes of the special meeting held on October 1, 2019 be approved.  
**Carried.**

- C6 Business Arising from Previous Minutes

The committee discussed the previously cancelled request for proposals for the medical centre and would like to extend an invitation to previous committee members to attend an upcoming meeting of the committee in order to obtain some background information.

- C7 Consideration of a Closed Session – Pursuant to Section 239(2) of the *Municipal Act*:  
**None**

- C8 New Business

- a) AHHCC Recruitment & Documentation

**Resolution #2019-167**

**Moved By: Barbara Belrose**  
**Seconded By: Marianne Stickland**

That the Sundridge & District Medical Centre Committee has discussed Item C8a) AHHCC Recruitment & Documentation.  
**Carried.**

- b) Review of RFP 2018-001 (cancelled RFP for Renovation)

**Resolution #2019-168**

**Moved By: Tom Bryson**  
**Seconded By: Tim Bryson**

That the Sundridge & District Medical Centre Committee has discussed Item C8b) Review of RFP 2018-002 (cancelled RFP for Renovation).  
**Carried.**

c) Facility Rental Rates

**Resolution #2019-169**

**Moved By: Marianne Stickland**  
**Seconded By: Barbara Belrose**

That the Sundridge & District Medical Centre Committee has discussed Item C8c) Facility Rental Rates, and;

2.5% increase per square foot starting April 1, 2020 for all tenants of the facility.  
**Carried.**

d) RFP for a Back Up Generator

**Resolution #2019-170**

**Moved By: Tim Bryson**  
**Seconded By: Tom Bryson**

That the Sundridge & District Medical Centre Committee has discussed Item C8d) RFP for a Backup Generator and authorize the RFP to be released.  
**Carried.**

e) Memo: List of Items for repair/purchase

**Resolution #2019-171**

**Moved By: Barbara Belrose**  
**Seconded By: Marianne Stickland**

That the Sundridge & District Medical Centre Committee has discussed Item C8e) Memo: List of Items for repair/purchase, and;

**Chairs** – Committee authorizes that we move forward with the replacement of 29 chairs (\$4,500 plus taxes).

**Flooring** – Committee authorizes that we move forward with the lowest submission (\$14,459.57) and that the work is to be completed by end of Q1, 2020 and that the funding for this will be incorporated into the 2020 budget.

**Taps** – Committee authorizes that the leaking fixtures on the sinks in the dental office be replaced at a cost of no greater than \$5,000.00

**Lights** – Committee authorizes that the repairing or replacing of the partially functional lights in the waiting room at a cost of no greater than \$1,000.

**Roof Anchors** – Committee authorizes that we move forward with the purchase and installation of five roof anchors at a total cost of \$200.00  
**Carried.**

f) Exterior Weeper excavation/Camera Inspection follow up

**Resolution #2019-172**

**Moved By: Tim Bryson**  
**Seconded By: Tom Bryson**

That the Sundridge & District Medical Centre Committee has discussed Item C8f)  
Exterior Weeper Excavation/Camera Inspection follow up.  
**Carried.**

g) Nurse Practitioner Led Clinics (*motion tabled 2019.09.17*)

**Motion Tabled**  
**Resolution # 2019-173**

**Moved By: Marianne Stickland**  
**Seconded By: Barbara Belrose**

That the Sundridge and District Medical Centre Committee has discussed Item C8g)  
Nurse Practitioner Led Clinics.  
**Carried.**

h) Landscaping: Tree Removal (*motion tabled 2019.09.17*)

**Motion Tabled**  
**Resolution # 2019-174**

**Moved By: Tim Bryson**  
**Seconded By: Tom Bryson**

That the Sundridge and District Medical Centre Committee has discussed Item C8h)  
Landscaping: Tree Removal.  
**Carried.**

i) Communication Strategy – Town Hall Sessions (*motion tabled 2019.09.17*)

**Motion Tabled**  
**Resolution # 2019-175**

**Moved By: Barbara Belrose**  
**Seconded By: Marianne Stickland**

That the Sundridge and District Medical Centre Committee has discussed Item C8i)  
Communication Strategy – Town Hall Sessions.  
**Carried.**

j) Accounts Payable (Standing Item)

**Resolution #2019-176**

**Moved By: Tim Bryson**

**Seconded By: Tom Bryson**

That Item C8j) Accounts Payable for the period from September 1, 2019 to September 30, 2019 in the amount of \$44,956.94 be received.

**Carried.**

k) Income Statement (Standing Item)

**Resolution #2019-177**

**Moved By: Tim Bryson**

**Seconded By: Marianne Stickland**

That Item C8k) Income Statement for the Sundridge & District Medical Centre for the period ending September 30, 2019 be accepted as presented.

**Carried.**

L) Training for Nurse Practitioner Receptionist

**Resolution # 2019-178**

**Moved By: Barbara Belrose**

**Seconded By: Marianne Stickland**

That the cost of the training for the NP Receptionist in the amount of \$400.00 be approved.

**Carried.**

C9 Correspondence

**None**

C10 Adjournment

**Resolution #2019-179**

**Moved By: Tom Bryson**

**Seconded By: Barbara Belrose**

That we do now adjourn at 8:18 p.m. until the next regular meeting Tuesday November 19, 2019 at 6:00 p.m. or at the call of the Chair.

**Carried.**

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Steven Hicks, Chairperson

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Nancy Austin, Joint Committee Recording Secretary