

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING
REGULAR MEETING AGENDA
TUESDAY AUGUST 23, 2018
6:00 P.M.**

The Village of Sundridge - Council Chambers

- C1 Call to Order
- C2 Approval of Agenda
- C3 Declaration of Pecuniary Interest
- C4 Deputations
- C5 Verification of Previous Minutes
 - a) Regular Meeting Minutes – May 28, 2018
(There were no regular meetings in June or July, 2018)
- C6 Business Arising from Previous Minutes
 - a) Fire Inspection Order – Follow Up
[This Item last appeared on the March 20, 2018 agenda and is now complete]
- C7 Consideration of a Closed Session – Pursuant to Section 239(2) of the *Municipal Act*.
- C8 New Business
 - a) Accounts Payable (Standing Item – to be presented at the meeting)
 - b) Income Statement 2018 and Monthly Summary (Standing Item – to be presented at the meeting)
- C9 Correspondence
 - a) Budget Approvals – Sundridge, Strong, Joly
 - b) Correspondence from Lead Physician - RNPGA
- C10 Adjournment

C5(a)
July 17/18

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING
REGULAR MEETING MINUTES
MONDAY, MAY 28, 2018
6:00 P.M.
The Village of Sundridge - Council Chambers**

PRESENT: Sundridge – Ryan Jeffers
Strong - Jeff McLaren and Les Blackwell
Joly – Brian McCabe and Betty Barnes

ABSENT: Sundridge – Jason Newman

STAFF PRESENT: Karen Fraser, Joint Committee Recording Secretary

C1 CALL TO ORDER

The meeting was called to order at 6:00 p.m. by chairperson Ryan Jeffers.

C2 APPROVAL OF AGENDA

Resolution #2018-068

Moved By: Betty Barnes
Seconded By: Les Blackwell

That the agenda for the May 28, 2018 meeting be approved as amended to add Items C9 (a), Notice of Passing of Zoning By-law No. 2018-019, and C9 (b), Computer and Server Issues; and

That Item C6 (b) follows Item C6 (c); and

That Item C9 (b) follows Item C6 (a).
Carried.

C3 DECLARATION OF PECUNIARY INTEREST

None.

C4 DEPUTATIONS

None.

C5 VERIFICATION OF PREVIOUS MINUTES

a) Regular Meeting Minutes – April 17, 2018

Resolution #2018-069

Moved By: Jeff McLaren
Seconded By: Betty Barnes

That the minutes of the regular meeting held on April 17, 2018, be adopted as circulated.
Carried.

b) Closed Meeting Minutes – April 17, 2018

Resolution #2018-070

Moved By: Les Blackwell
Seconded By: Brian McCabe

That the minutes of the closed meeting held on April 17, 2018, be adopted as circulated.
Carried.

C6 BUSINESS ARISING FROM PREVIOUS MINUTES

C6 a) Memo - RFP #2018-001

Resolution #2018-071

Moved By: Jeff McLaren
Seconded By: Les Blackwell

That the correspondence from the Joint Committee Recording Secretary dated May 28, 2018 regarding RFP #2018-001, be received.
Carried.

C9 CORRESPONDENCE

[[Item C9 (b) was re-ordered to follow Item C6 (a)]]

C9 b) Computer and Server Issues – May 25, 2018

Resolution #2018-072

Moved By: Les Blackwell
Seconded By: Brian McCabe

That the correspondence from Dr. Sarah MacKinnon dated May 25, 2018 regarding Computer and Server Issues be received; and

That the Sundridge and District Medical Centre Committee grants permission to purchase the necessary computer equipment with the \$3,000.00 cost to be included in the budget.
Carried.

C6 BUSINESS ARISING FROM PREVIOUS MINUTES (Cont'd)

[[Item C6 (c) was re-ordered to follow Item C9 (b)]]

C6 c) Medical Centre Budget – Responses from member municipalities

Resolution #2018-073

Moved By: Les Blackwell
Seconded By: Brian McCabe

That having received and considered Resolution R2018-077 from the Township of Joly, Resolution R2018-132 from the Township of Strong, and Resolution #2018-348 from the Village of Sundridge, the Sundridge and District Medical Centre Committee recommends an amended budget of \$123,926.00, having removed \$420,000.00 from the capital expenditure line and re-allocated \$3,000.00 to office and general and \$17,000.00 to maintenance and repairs; and

That the member municipalities be requested to approve.
Carried.

C6 b) RFP Medical Centre Renovation - Tender Opening and Award

[[Item C6 (b) was re-ordered to follow Item C6 (c)]]

Resolution #2018-074

Moved By: Les Blackwell
Seconded By: Brian McCabe

That having received submissions in response to RFP#2018-001 (Medical Centre Renovation); and

Having adjusted the 2018 Medical Centre Budget to accommodate the member municipalities' direction, leaving no financial means to undertake the RFP, that the proponents be contacted and advised that the RFP has been cancelled.
Carried.

C7 CONSIDERATION OF A CLOSED SESSION

None.

C8 NEW BUSINESS

a) Accounts Payable

Resolution #2018-075

Moved By: Les Blackwell
Seconded By: Betty Barnes

That the accounts payable for the period from April 17, 2018 to May 28, 2018, in the amount of \$33,353.82 be received.

Carried.

b) Income Statement 2018 and Monthly Summary

Resolution #2018-076

Moved By: Jeff McLaren
Seconded By: Brian McCabe

That the Income Statement for the Sundridge and District Medical Centre for the period ending May 28, 2018 be accepted as presented; and

That the Income Statements providing monthly detail for the months of January, February, March, and April 2018, be accepted as presented; and

That as an efficiency measure, the requirement for monthly detail be discontinued.

Carried.

c) Parr103 – MOHLTC Base Funding Increases 2018 to 2021

Resolution #2018-077

Moved By: Betty Barnes
Seconded By: Jeff McLaren

That the correspondence from the Ministry of Health and Long-Term Care, dated May 2, 2018, regarding the announcement of three-year recruitment and retention funding, be received; and

That the Sundridge and District Medical Centre Committee approves funding and salary for the Nurse Practitioner at \$108,494 for 2018/2019, \$115,329 for 2019/2020, and \$122,178 for 2020/2021, as per the terms of the Parr103 Agreement with the Ministry of Health and Long-Term Care, provided that the total salary and benefits will require no additional expenses by the Sundridge and District Medical Centre Committee; and

That Administrative staff will follow up with the Committee immediately if there should be a short-fall requiring financial support by the Committee for this approval or at any point in the future; and

That Administrative staff complete the required Recruitment and Retention Report and submit to the Ministry of Health and Long-Term Care to give effect to the approval.

Carried.

d) Memo – Inquiries from Physicians

Resolution #2018-078

Moved By: Les Blackwell
Seconded By: Betty Barnes

That the correspondence from the Joint Committee Recording Secretary dated May 28, 2018 regarding Inquiries from Physicians be received.
Carried.

C9 CORRESPONDENCE (Cont'd)

a) Notice of Passing of By-law No. 2018-019

Resolution #2018-079

Moved By: Jeff McLaren
Seconded By: Brian McCabe

That the correspondence from the Clerk Administrator, Village of Sundridge dated May 23, 2018 regarding the Passing of By-law No. 2018-019 be received.
Carried.

C10 ADJOURNMENT

Resolution #2018-080

Moved By: Jeff McLaren
Seconded By: Brian McCabe

That we do now adjourn at 7:02 p.m. until the next regular meeting Tuesday, June 19, 2018 at 6:00 p.m. or at the call of the chair.
Carried.

Ryan Jeffers, Chair

Karen Fraser, Recording Secretary

Medical Centre Inspection Order - January 23, 2018

C6(a)
Aug 23/18

1	Contravention	Testing or Inspection records were not available for emergency lighting or for portable fire extinguishers.	
	Action Required	Establish a location for the records	
	Action Taken	Retrieval of old records and copied for Fire Chief. Inspection tracking sheets established for Fire Extinguishers.	Fire Chief Notified on: 30-Jan-18
2	OFC Ref.	Division B, 1.1.2.3 1.1.2.3. The original or a copy of any record required by this Code shall be made available to the Chief Fire Official for examination on request	
	Action Required	Records be provided to the Chief Fire Official	
	Action Taken	Retrieval of old records and copied for Fire Chief. Inspection tracking sheets established for Fire Extinguishers.	Fire Chief Notified on: 30-Jan-18
3	Contravention	In basement furnace room, there are a number of breached in the fire wall and also the ceiling area.	
	Action Required	The breached need to be filled and missing tiles replaced in the ceiling	
	Action Taken	The breach was filled and the tiles were replaced	Fire Chief Notified on: 13-Aug-18
4	Contravention	The door to the furnace room was propped open with a cement block.	
	Action Required	The furnace room door is required to be kept closed while no one is in the room working.	
	Action Taken	Custodial Staff advised of requirement January 23, 2018	Fire Chief Notified on: 30-Jan-18
5	Contravention	The door at the bottom of the stairs by the lift is marked as a fire exit on both sides. The door was locked so that it could not be opened from one side.	

Action Required	The door knob device is required to be replaced with a non locking one.	
Action Taken	The "Fire Exit" Sign was removed from this door.	Fire Chief Notified on: 05-Mar-18
6 Contravention	A number of exit lights were not illuminated by both bulbs. The self illuminated exit sign in Doctor Zeindler's hallway did not illuminate when the light was off.	
Action Required	Ensure that all emergency exit lights are in working order.	
Action Taken	Bulbs replaced January 25, 2018.	Fire Chief Notified on: 30-Jan-18
7 Contravention	Some of the emergency lighting was found to be not working properly.	
Action Required	Ensure that the emergency lighting fixtures have working heads.	
Action Taken	In the basement, LED bulb changed for the exit sign just off the main hallway and the bulb was changed in the Double Remote Powerunit that is furthest from the stairs.	Fire Chief Notified on: 30-Jan-18
8 Contravention	There was no documentaiton available that indicated that monthly inspections of the fire extinguishers was taking place.	
Action Required	That fire extinguishers be inspected monthly and these inspections be documented.	
Action Taken	Monthly inspection sheets have been established and are located beside the applicable fire extinguisher.	Fire Chief Notified on: 30-Jan-18
9 Contravention	In Doctor Zeindler's area had a computer plugged into an extention cord from the adjoining room.	
Action Required	Have a proper electrical outlet installed.	
Action Taken	Electrician has been contacted to install proper outlet Installation date planned for February 10, 2018 at 8am	Fire Chief Notified on: 30-Jan-18

C 8(c)
Aug 23/18

Karen Fraser

From: Ryan Jeffers <ryan@sundridge.ca>
Sent: Wednesday, August 22, 2018 4:26 PM
To: Terra Watkins
Cc: Estelle Moynes; Karen Fraser
Subject: Re: Sandra - Vacation

Thanks Terra.

Karen, please add this to the agenda for our meeting this week.

Ryan

Sent from my iPhone

> On Aug 22, 2018, at 4:04 PM, Terra Watkins <sundridge.np@gmail.com> wrote:

>

> Hi All,

>

> Just an update.

>

> Sandra will be away on September 14, 17, and 18.

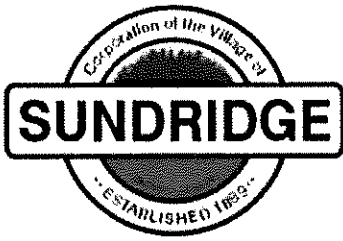
> Jody is able to cover Sandra's morning shift on Monday September 17, 2018 if that is ok with the Village. Jody is aware of the pay rate and is ok with this. If Jody can cover then I'm only without a receptionist for 2 days which would be much better (especially as Monday's are busy).

>

> Thank you kindly,

>

> Terra



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

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

C9(a)
Aug 23/18

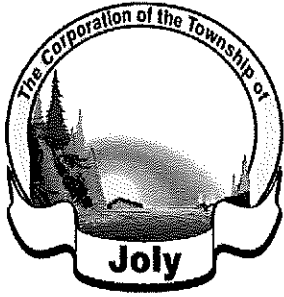
Village of Sundridge Council Resolution
June 6, 2018
Item 9.2

Medical Centre Budget

Resolution #2018-348

Moved By: Ryan Jeffers
Seconded By: Jason Newman

That the Village of Sundridge approves the 2018 Sundridge and District Medical Centre Budget in the amount of \$123,926.00, with the Village of Sundridge's share being \$1,860.40.
Carried.



871 Forest Lake Road
P.O. Box 519, Sundridge, Ontario P0A 1Z0

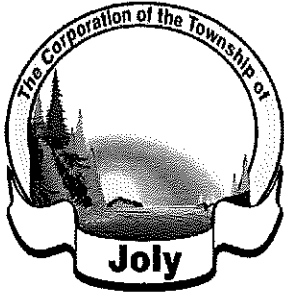
Telephone 705-384-5428 Fax 705-384-0845
clerk.administrator@townshipofjoly.com
www.townshipofjoly.com

Township of Joly Council Resolution
June 12, 2018

Sundridge & District Medical Centre – rescind R2018 - 077

R2018 – 084
Budd Brown – Chris Nicholson

Therefore be it resolved that the Council for the Township of Joly hereby rescind resolution number 2018-077 regarding the 2018 Sundridge & District Medical Centre budget as passed at the May 8th, 2018 regular meeting of Council. **Carried**



871 Forest Lake Road
P.O. Box 519, Sundridge, Ontario P0A 1Z0

Telephone 705-384-5428 Fax 705-384-0845
clerk.administrator@townshipofjoly.com
www.townshipofjoly.com

Township of Joly Council Resolution
June 12, 2018

Sundridge & District Medical Centre – 2018 Proposed Budget

R2018 – 085

Betty Barnes – Brian McCabe

Therefore be it resolved that the Council for the Township of Joly hereby have reviewed the Sundridge & District Medical Centre 2018 proposed budget as received June 5th, 2018.

And further be it resolved the Council approve this budget in the amount of \$ 123,926 with Joly's portion not to exceed \$ 465.10. **Carried**



28 Municipal Lane,
P.O. Box 1120, Sundridge, Ontario P0A 1Z0
705-384-5819 Fax 705-384-5892
www.strongtownship.com

Township of Strong Council Resolution
June 12, 2018
Item 7.4 Sundridge & District Medical Centre – May 28

7.4.2 Resolution 2018-073 Budget Revisions

R2018-152

Moved by: Kelly Elik

Seconded by: Les Blackwell

Be it resolved the Council for the Township of Strong have received resolution 2018-073 from the Sundridge & District Medical Centre and hereby rescind resolution R2018-132 regarding the 2018 Sundridge & District Medical Centre Budget.

Carried



28 Municipal Lane,
P.O. Box 1120, Sundridge, Ontario P0A 1Z0
705-384-5819 Fax 705-384-5892
www.strongtownship.com

Township of Strong Council Resolution
June 12, 2018
Item 7.4 Sundridge & District Medical Centre – May 28

7.4.3 2018 Budget Worksheet

R2018-153

Moved by: Jason Cottrell

Seconded by: Jeff McLaren

Be it resolved the Council for the Township of Strong have received resolution 2018-073 from the Sundridge & District Medical Centre; and

That Council have reviewed the revised budget worksheet in the amount of \$123,926.00 with the Township of Strong's share being \$2,325.50; and

That the Township of Strong accept this budget as presented.

Carried

SUNDRIDGE AND DISTRICT MEDICAL CENTRE
2018 Budget Worksheet

2016 Budget 2016 Actual 2017 Budget 2017 Actual 2018 Proposed Budget Comments
 31/Dec/16 31/Dec/17 (unaudited)

EXPENDITURES	<u>2016 Budget</u>	<u>2016 Actual</u> 31/Dec/16	<u>2017 Budget</u>	<u>2017 Actual</u> 31/Dec/17 (unaudited)	<u>2018 Proposed Budget</u>	<u>Comments</u>
Hydro	11,000.00	9,537.82	11,000.00	7,374.14	11,000.00	
Janitorial Services	17,000.00	15,972.50	17,000.00	17,901.33	18,259.00	
Postage & Courier	200.00	170.00	180.00	96.05	150.00	
Taxes	9,550.00	9,783.39	9,980.00	5,486.69	9,980.00	Year-end entries are required for apportionment
Office & General	250.00	-	-	903.17	3,300.00	Includes server and IT requirements
Insurance	5,108.40	5,108.40	5,229.00	5,229.36	5,400.00	estimated 4% increase
Maintenance & Repairs Building	27,000.00	16,221.64	30,000.00	13,869.52	32,000.00	Includes security cameras estimated at \$5,000 to \$7500
Maintenance & Repairs - Water System	750.00	-	-	-	-	
Heat	2,500.00	1,807.59	2,000.00	2,132.21	2,175.00	
Hot Water Tank - Rental	300.00	269.18	300.00	344.06	430.00	25% increase as in 2016 to 2017
Water Treatment Testing	200.00	199.85	300.00	69.62	300.00	
Capital-expenditures			-	-	-	
Legal & Audit	7,000.00	5,174.97	13,706.00	9,622.55	10,500.00	
Administration	1,800.00	1,800.00	1,800.00	2,175.00	1,800.00	
Bank Charges		220.53	10.00	10.46	12.00	
Secretary meeting fees	1,125.00	1,050.00	1,100.00	-	1,100.00	Actual will be charged at year-end
Miscellaneous			-	275.00	-	
Advertising	500.00	77.76	500.00	-	500.00	
Portable Rental Setup & Takedown				-	-	
Professional Fees	5,000.00		12,934.00	-	-	Consultant/Project Manager included in capital
Non Reimbursable NP expenses	20,000.00	12,550.77	13,178.00	16,151.04	17,420.00	
NP Capital - EMR program and training	2,000.00		-	-		
2B Rec 0% Loan to Municipalities	9,600.00	9,600.00	9,600.00	10,400.00	9,600.00	2017 actual has coding error
TOTAL EXPENDITURES	120,883.40	89,544.40	128,817.00	92,040.20	123,926.00	

SUNDRIDGE AND DISTRICT MEDICAL CENTRE
2018 Budget Worksheet

2016 Budget 2016 Actual 2017 Budget 2017 Actual 2018 Proposed Budget Comments
31/Dec/16 31/Dec/17

REVENUE

Surplus(Deficit) beginning of year	6,736.51	6,736.51	44,682.00	44,682.00	-	
Rents	89,019.84	102,010.32	103,692.00	99,167.30	119,072.00	NP \$15,163; DrM \$25,875; DrZ \$25,799; DrS \$52,235
Interest income		86.62	85.00	318.95	203.00	average of 2016 & 2017 actuals
Receiver General Hiring Credit		266.03			-	
JOLY TWP - Operating Portion	2,512.71	2,512.71	- 1,964.00	-	465.10	Contributions based on 10% of \$4,651
SUNDRIDGE - Operating Portion	10,050.82	10,050.82	- 7,857.00	8,143.00	1,860.40	Contributions based on 40% of \$4,651
STRONG TWP - Operating Portion	12,563.53	12,563.53	- 9,821.00	8,000.00	2,325.50	Contributions based on 50% of \$4,651
Transfer in reserves						
TOTAL REVENUE	120,883.40	134,226.54	128,817.00	160,311.25	123,926.00	

(Surplus) Deficit end of year

(\$44,682)

(\$42,186)

July 4, 2018

C 9(b)

Aug 23/18

Letter to SDMC Committee re budget

We have analyzed the MD budget data from last year and our current expenses. In doing so, it appears that we will be over budget further for the 2018/19 fiscal year. To reduce expenses we will be reducing our lab hours from 2 mornings per week, to 1 morning per week. Despite these efforts, we are likely to be over budget by \$3000-4000 for the coming fiscal year.

If the Committee is unable to support this budget shortfall, please let us know ASAP and we will end lab services.

For the 2019/20 fiscal year, we will be unable to afford to continue providing lab services. This leaves the committee with 3 options:

- 1) fund lab services in its current form outside of the MD RNPGA budget (a commitment of \$12500 for 1 day per week, or \$22500 for 2 days per week, with costs rising yearly)
- 2) end lab services and patients can go to Burks Falls or South River
- 3) find a lab that is willing to come to Sundridge to do bloodwork at a location arranged by the Committee (cannot be Dr. MacKinnon's office due to privacy issues)

C9(c) Aug 23/18



From: Ben Hopps <bendanthetbugman@gmail.com>
Sent: Wednesday, August 22, 2018 8:41 PM
To: Karen Fraser <clerk@sundridge.ca>
Subject: med.center basement

seems we had some water show up on the floor..think it came through the floor
don't know if the pictures show it well

