

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING  
REGULAR MEETING MINUTES  
TUESDAY, February 19, 2019  
6:00 P.M.  
The Village of Sundridge - Council Chambers**

**PRESENT:**                   **Sundridge** – Steve Hicks, Barb Belrose  
                          **Strong** - Marianne Stickland  
                          **Joly** – Tom Bryson, Brian McCabe (alternate for Tim Bryson 6:20 – 7:45)  
  and Tim Bryson arrived at 6:35 p.m.

**STAFF PRESENT:**   Judy Edwards, Joint Committee Recording Secretary

**GUEST PRESENT:**   Dr. Sarah MacKinnon

**C1 CALL TO ORDER**

The meeting was called to order at 6:05 p.m. by Chairperson Steven Hicks.

**C2 APPROVAL OF AGENDA**

**Resolution #2019-011**

**Moved By:**               **Barb Belrose**  
**Seconded By:**       **Tom Bryson**

That the agenda for the February 19, 2019 meeting be approved as amended. Agenda has been amended to reorder item C8d) to follow C3, that item C4b) be removed from agenda, correspondence from Marianne Stickland be added.

**Carried.**

**C3 DECLARATION OF PECUNIARY INTEREST**

None.

**C8d) Information on meeting structure**

**Resolution #2019-012**

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

That Section 239 (1) to (9) of the Municipal Act regarding Meetings, be received with thanks.  
**Carried.**

**C4 DEPUTATIONS**

- a) Dr. Sarah MacKinnon – Verbal report on privacy, lab, lab technical fees, mold, budget, rent freeze

**Resolution #2019-013**

**Moved By: Marianne Stickland**  
**Seconded By: Barb Bellrose**

That the deputation by Dr. Sarah MacKinnon, Lead Physician at the Sundridge and District Medical Centre, regarding lab, SDMC Clinic Protocol for Maintenance and Supply Ordering, Supply Ordering, and Mold follow up, be received with thanks.  
**Carried.**

C5 Verification of Previous Minutes

- a) Regular Meeting Minutes – January 15, 2019

**Resolution # 2019-014**

**Moved By: Marianne Stickland**  
**Seconded By: Tom Bryson**

That the minutes of the regular meeting held on January 15, 2019 be adopted as circulated.  
**Carried.**

- b) Closed Meeting Minutes – January 15, 2019

**Resolution # 2019-015**

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

That the minutes of the closed meeting held on January 15, 2019 be adopted as circulated.  
**Carried.**

C6 Business Arising from Previous Minutes

- a) Resolution to rescind appointment of Chairperson

**Resolution #2019-016**

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

That the Sundridge and District Medical Centre Committee rescind Resolution No. 2019-001 appointing Steve Hicks as Chairperson of the Committee for the term of Council 2019-2022.  
**Carried.**

- b) Resolution to appoint a Chairperson

**Resolution #2019-017**

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

That the Sundridge and District Medical Centre Committee appoint Steve Hicks as Chairperson of the Committee for the calendar year of 2019.  
**Carried.**

- c) Q 3 Nurse Practitioner Report

**Resolution #2019-018**

**Moved By: Marianne Stickland**  
**Seconded By: Tom Bryson**

That the Q3 2018/2019 NP Performance Report, be received.  
**Carried.**

- d) 2019 Rent

**Resolution #2019-019**

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

That information regarding the 2019 rental rates for the Sundridge and District Medical Centre be received with thanks, and discussed. The Committee decided to not raise rental rates for 2019, which will allow new computers to be purchased. Rental rates will be looked at again in preparation of 2020 Budget.  
**Carried.**

- e) Public member appointment to Committee

**Resolution #2019-020**

**Moved By: Barb Belrose**  
**Seconded By: Tom Bryson**

That information regarding the appointment of a member of the public to the Sundridge and District Medical Centre be received with thanks.  
**Carried.**

- C7 Consideration of a Closed Session – Pursuant to Section 239(2) of the *Municipal Act*.

**Resolution #2019-021**

**Moved By: Marianne Stickland**  
**Seconded By: Tom Bryson**

**That in accordance with the Municipal Act Section #239 (2) the Committee moves to a Closed Meeting at 7:45 p.m. in order to address a matter pertaining to:**

- a) Labour Relations or Employee Negotiations

- i) Nurse Practitioner Recruitment
- b) advice that is subject to solicitor–client privilege, including communications necessary for that purpose
  - i) Legal opinion re: Incorporation

**Carried.**

**Resolution #2019-022**

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

Be it resolved that the portion of the meeting closed to the public is concluded at 8:40 p.m. and the committee will continue the meeting open to the public.

**Carried.**

C8 New Business

- a) Accounts Payable Jan 1 – Feb 15, 2019

**Resolution #2019-023**

**Moved By: Tom Bryson**  
**Seconded By: Marianne Stickland**

That the accounts payable for the period from January 1, 2019 to February 15, 2019 in the amount of \$36,537.99 be received.

**Carried.**

- b) Income Statement Jan 1 – Feb 15, 2019

**Resolution #2019-024**

**Moved By: Marianne Stickland**  
**Seconded By: Tom Bryson**

That the Income Statement for the Sundridge and District Medical Centre for the period ending February 15, 2019 be accepted as presented.

**Carried.**

- c) Unaudited Income Statement as of Dec 31, 2018

**Resolution #2019-025**

**Moved By: Marianne Stickland**  
**Seconded By: Tom Bryson**

That the Income Statement for the Sundridge Medical Centre for the period ending December 31, 2018 be accepted as presented. This Income Statement has been prepared prior to the 2018 audit being completed.

**Carried.**

e) Hiring Committee – Committee Member

**Resolution #2019-026**

**Moved By: Tom Bryson**  
**Seconded By: Barb Belrose**

That information regarding the structure of the Hiring Committee for the Sundridge and District Medical Centre be received with thanks, and discussed. The SDMC Committee appoint Marianne Stickland and Tim Bryson, or delegate to the Hiring Committee.

**Carried.**

C9 Correspondence

a) Sundridge Governing Documents

- Procedural By-Law # 2014-061
- Procurement By-Law # 2016-026
- Sundridge & District Medical Centre Agreement

**Resolution #2019-027**

**Moved By: Marianne Stickland**  
**Seconded By: Tom Bryson**

That governing documents from Village of Sundridge, being the Procedural By-Law # 2014-061, the Procurement By-Law #2016-026, and the Sundridge & District Medical Centre Agreement, be received with thanks.

**Carried.**

b) Dr. MacKinnon's notes from Jan 15, 2019 meeting

**Resolution #2019-028**

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

That notes from Dr. MacKinnon, being the deputation of the January 15, 2019 meeting, be received with thanks.

**Carried.**

**Resolution #2019-029**

**Moved By: Barb Belrose**  
**Seconded By: Tom Bryson**

That the Committee receive questions from Marianne Stickland, and discuss responses.

**Carried.**

C10 Adjournment

**Resolution #2019-030**

**Moved By: Tom Bryson**  
**Seconded By: Barb Belrose**

That we do now adjourn at 9:12 p.m. until the next regular meeting Tuesday March 19, 2019 at 6:00 p.m. or at the call of the Chair.  
**Carried.**

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Steve Hicks, Chair

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Judy Edwards, Recording Secretary

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