

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING
REGULAR MEETING AGENDA
THURSDAY JULY 21, 2020
6:00 P.M.
The Village of Sundridge - Council Chambers**

**Join Zoom Meeting
<https://us02web.zoom.us/j/88528080133>**

Meeting ID: 885 2808 0133

Dial by your location: +1 778 907 2071 Canada or +1 204 272 7920 Canada

- C1 Call to Order
- C2 Approval of Agenda
- C3 Declaration of Pecuniary Interest
- C4 Deputations
- C5 Verification of Previous Minutes
 - a) Regular Meeting – June 18, 2020
 - b) Closed Meeting – June 18, 2020
- C6 Business Arising from Previous Minutes
- C7 Consideration of a Closed Session
- C8 New Business
 - a) SDMC Consolidated Maintenance Listing (standing Item)
 - b) Accounts Payable (Standing Item)
 - c) Income Statement (Standing Item)
- C9 Correspondence
- C10 Adjournment

C5 a)
July 21, 2020

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING
REGULAR MEETING MINUTES
THURSDAY JUNE 18, 2020
6:00 P.M.**

The Village of Sundridge - Council Chambers

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

STAFF PRESENT: Nancy Austin, Joint Committee Recording Secretary

C1 Call to Order

The Chair called the meeting to order at 6:13p.m.

C2 Approval of Agenda

Resolution #2020-032

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

That the agenda for the regular meeting of June 16, 2020, be approved as amended to re-order Item C7 to follow Item C10 as provided for by Section 239 of the *Municipal Act*, 2001, as amended, and the Village of Sundridge's Procedural By-law No. 2014-061, immediately following this Committee Meeting.

Recorded Vote:	Yea	Nay
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	

Carried.

C3 Declaration of Pecuniary Interest
None

C4 Deputations
None

C5 Verification of Previous Minutes
a) Regular Meeting – May 25, 2020

Resolution #2020-033

Moved By: Barb Belrose
Seconded By: Tom Bryson

That the minutes of the Regular Meeting of May 25, 2020 be approved as circulated.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

C6 Business Arising from Previous Minutes
None

C7 Re-ordered to follow Item C10

C8 New Business
a) SDMC Maintenance Listing

Resolution #2020-034

Moved By: Barb Belrose
Seconded By: Marianne Stickland

That Item C8a) SDMC Maintenance Listing has been discussed.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

b) Rental Rate Rebate – Tenant

Resolution #2020-035

Moved By: Jason Cottrell
Seconded By: Tom Bryson

That the SDMCC has discussed Item C8b) Rental Rate Rebate – Tenant.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

c) Accounts Payable (Standing Item)

Resolution #2020-036

Moved By: Marianne Stickland
Seconded By: Barb Belrose

That Item C8c) Accounts Payable for the period of May 1, 2020 to May 31, 2020 in the amount of \$36,184.48 be approved.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

d) Income Statement (Standing Item)

Resolution #2020-037

Moved By: Jason Cottrell
Seconded By: Tom Bryson

That Item C8d) Income Statement for the Sundridge and District Medical Centre for the period ending May 31, 2020 be accepted as presented.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

e) 2020 Draft Budget

Resolution #2020-038

Moved By: Marianne Stickland

Seconded By: Barb Belrose

That the 2020 Budget Worksheet for the Sundridge and District Medical Centre be received; and

That the committee approves a 2020 Budget in the amount of \$ 161,660.00; and

That the 2020 budget be recommended to member municipalities for approval.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

C9 Correspondence

a) Letter from Dr. Sukham – Changes to RCDSO Guidelines

Moved By: Jason Cottrell

Seconded By: Tim Bryson

That the SDMCC receive the correspondence from Dr. Sukham.

Motion to Amend

Resolution #2020-039

Moved By: Tom Bryson

Seconded By: Barb Belrose

That the following wording be added to the original motion: and that the SDMCC will cover the cost of the washer and dryer, the additional warranty coverage, the cost of five examination room doors and the associated installation due to the COVID-19 pandemic and that the purchased items remain at the medical centre.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

Amended Motion

Resolution #2020-040

Moved By: Barb Belrose
Seconded By: Jason Cottrell

That the SDMCC receive the correspondence from Dr. Sukham and that the SDMCC will cover the cost of the washer and dryer, the additional warranty coverage, the cost of five examination room doors and the associated installation due to the COVID-19 pandemic and that the purchased items remain at the medical centre.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

C10 Adjournment

Resolution #2020-041

Moved By: Marianne Stickland
Seconded By: Barb Belrose

That the SDMCC now adjourn at 7:02 p.m. until the next regular meeting Tuesday, July 21, 2020 at 6:00 p.m. or at the call of the Chair.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	x	
Bryson Tim	x	
Bryson Tom	x	
Cottrell Jason	x	
Hicks Steve	x	
Stickland Marianne	x	
Carried.		

Steven Hicks, Chairperson

Nancy Austin, Joint Committee Recording Secretary

C5 b)
July 21, 2020

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

CLOSED MEETING MINUTES

Thursday June 18, 2020

PRESENT: **Sundridge** – Barb Belrose, Steve Hicks
 Strong - Marianne Stickland, Jason Cottrell
 Joly – Tim Bryson, Tom Bryson

STAFF PRESENT: Nancy Austin, Joint Committee Recording Secretary

Into Closed Meeting at 7:15 p.m.

The purpose of this closed meeting is to discuss matters concerning:

1. Labour relations or employee negotiations

i) Staffing Matters

That the Sundridge and District Medical Centre Committee received the information provided and gave direction to Staff.

2. Adjournment at 7:52 p.m.

Steven Hicks, Chairperson

Nancy Austin, Joint Committee Recording Secretary

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Sundridge & District Medical Centre

December 2019 - Forward

Maintenance Items:	Particulars:	Estimated Cost	Status	Completion Date:
Paint front entry way	Asap	\$300	approved	
Paint Outside meter pipes	Asap – guard for meter pipes required?		completed	2019
Address frost heave issue, post at front entrance	Asap, place pylons to ensure snow insulation	\$35,000		
Dead tree removal	Hazard – urgency to be determined	\$1,000	TBD	
Fluorescent light fixtures in waiting room	Partially work; repair ballast/electrical issue	\$1,000	approved	May 2020
Water taps leak and drip (15 fixtures)	Prioritize and replace within allocation	\$5,000	approved	May 2020
Replace 29 cloth chairs, new w acceptable material	Staples w Easy Care Plan (17-1 st floor replaced)	\$4,500	Completed	2019
Replace car on lift (Garavanta)	In need or replacement	25,000		
Reflective coating on two windows	Dr M side	\$200	completed	July 2019
Water system inspection	Annual maintenance, regular testing	0	completed	
Fire extinguishers	Annual maintenance (provided by outside source)	0	completed	Annually
Scope weepers	New cap installed on tank; excess water issue?	\$4,000	completed	Sept 2019
Pull weeds around building & flower beds	Asap – regular routine maintenance	0	completed	
Repaint SMC lettering	Repaint the black lettering before winter	0	completed	Oct 2019
Power wash the exterior siding	Regular maintenance schedule	0	completed	June 2019
Finish cement work around sump pump	Left incomplete last year	\$200	completed	
Pest control	Quote provided	\$430	completed	2019
Investigate storage area under NP area floor	Cut hole in floor and investigate	0	completed	July 2019
Roof anchors	Install 5 safety tie-offs	\$200	completed	2019
Eavestrough repair/replace	Asap - NP end not installed, review/fix all of them	\$5,000	Scheduled -	Sept. 2020
Back-up generator for building – not budgeted 2019	Hard wired to electrical panel (w NG)	\$30,000	approved	
(changed direction to a new vaccine refrigeration unit; \$5,000 with 6 days run time without power)	Purchase Generac generator \$9,300 Home Depot			
	Prepare pad to sit generator on			
	Pipefitter to run NG line to generator			
	Electrician to install, co-ordinate w utility company			
Install security cameras	Staff safety & security	\$ 2,000		
Wheelchair accessible washrooms	One per floor required	\$ 1,500		
Paint interior walls second floor	Consult with staff in area; complete on weekends	\$ 1,000		

Sundridge & District Medical Centre
Transactions by Account Report 06/01/2020 to 06/30/2020
Sorted by: Transaction Number

Date	Comment	Source #	Trans. No.	Debits	Credits	Balance	
1010	BANK ACCOUNT					39,042.35	Dr
06/10/2020	P P 12 Cheque Date June 12, 2020	P P 12	J320	-	3,699.40	35,342.95	Dr
06/10/2020	June Rent	June Rent	J321	4,468.66	-	39,811.61	Dr
06/10/2020	June Rent	June Rent	J321	4,420.68	-	44,232.29	Dr
06/10/2020	Transfer of Records	June 10 Deposit	J322	20.00	-	44,252.29	Dr
06/10/2020	June Rent	June Rent	J323	-	1,297.19	42,955.10	Dr
06/10/2020	June Rent	June Rent	J323	1,297.19	-	44,252.29	Dr
06/10/2020	GLEN MARTIN	9818	J331	-	138.19	44,114.10	Dr
06/10/2020	KIDDS HOME HARDWARE	9819	J332	-	42.88	44,071.22	Dr
06/10/2020	SARAH J. MACKINNON MEDICINE ...	9820	J333	-	38.01	44,033.21	Dr
06/10/2020	TELUS HEALTH SOLUTIONS	9821	J334	-	630.54	43,402.67	Dr
06/10/2020	TOWNSHIP OF JOLY	9822	J335	-	80.00	43,322.67	Dr
06/10/2020	TOWNSHIP OF STRONG	9823	J336	-	400.00	42,922.67	Dr
06/10/2020	VILLAGE OF SUNDRIDGE	9824	J337	-	1,080.00	41,842.67	Dr
06/24/2020	P P 13 chq Date June 26, 2020	P P 13	J338	-	3,699.40	38,143.27	Dr
06/24/2020	BEN HOPPS	9825	J347	-	891.17	37,252.10	Dr
06/24/2020	KIDDS HOME HARDWARE	9826	J348	-	258.47	36,993.63	Dr
06/24/2020	MEDICAL MART	9827	J349	-	81.31	36,912.32	Dr
06/24/2020	Northwood Window & Door Centre	9828	J350	-	2,100.00	34,812.32	Dr
06/24/2020	RECEIVER GENERAL	9829	J351	-	4,166.76	30,645.56	Dr
06/24/2020	VILLAGE OF SUNDRIDGE	9830	J352	-	3,601.26	27,044.30	Dr
06/24/2020	WORKPLACE SAFETY & INSURAN...	9831	J353	-	305.98	26,738.32	Dr
06/30/2020	GRANT THORNTON LLP	9832	J360	-	768.40	25,969.92	Dr
06/30/2020	LAKELAND POWER	9833	J361	-	563.76	25,406.16	Dr
06/30/2020	NORTH BAY HYDRO	9834	J362	-	33.28	25,372.88	Dr
06/30/2020	RECEIVER GENERAL	9835	J363	-	1,663.71	23,709.17	Dr
06/30/2020	SARAH J. MACKINNON MEDICINE ...	9836	J364	-	8,433.39	15,275.78	Dr
06/30/2020	TELIZON	9837	J365	-	357.03	14,918.75	Dr
06/30/2020	June Bank Rec	June Bank Rec	J366	69,811.15	-	84,729.90	Dr
06/30/2020	June Bank Rec	June Bank Rec	J366	13,788.00	-	98,517.90	Dr
				<u>93,805.68</u>	<u>34,330.13</u>		

**Sundridge & District Medical Centre
 Income Statement 01/01/2020 to 06/30/2020**

REVENUE

REVENUE- BUILDING

RENTAL INCOME-DR ZEINDLER	11,567.16
RENTAL INCOME-DR STARR	23,420.27
RENTAL INCOME-NURSE PRA...	6,798.57
RENTAL INCOME- DR MACKIN...	11,601.45
INTEREST	373.41

TOTAL BUILDING INCOME 53,760.86

REVENUE DR Z & DR M

CSC INC DR ZEINDLER & MAC...	102,485.65
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TOTAL CSC INCOME DR Z & D... 102,485.65

REVENUE NURSE PRACTITIO...

INC NURSE PRACTITIONER	80,628.00
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TOTAL INC NURSE PRACTITI... 80,628.00

TOTAL REVENUE 236,874.51

EXPENSE

MEDICAL CENTRE REG, EXPE...

HYDRO	3,614.43
JANITORIAL SERVICES	17,081.80
POSTAGE & COURIER	92.00
TAXES	5,443.01
INSURANCE	5,697.00
MAINTENANCE & REPAIRS	23,989.34
HEAT	951.67
HOT WATER TANK	144.40
WATER TESTING	21.43
PROFESSIONAL FEES	74.36
AUDIT & LEGAL	2,200.00
PAID TO STRONG VIA LOAN	2,400.00
PAID TO SUNDRIDGE VIA LOAN	1,920.00
PAID TO JOLY VIA LOAN	480.00
ADMINISTRATION	900.00
Transportation to Blood Clinics	0.00

TOTAL MEDICAL CENTRE RE... 65,009.44

CSC DR ZEINDLER EXPENDIT...

CSC ADMINISTRATION-DR ZEI...	1,530.00
RENT- DR ZEINDLER	13,070.88
PROFESSIONAL SERVICE- DR...	565.00
MEDICAL SUPPLIES- DR ZEIN...	150.76
OFFICE SUPPLIES- DR ZEINDL...	60.38
PHONE- DR ZEINDLER	835.39
ADVERTISING-DR ZEINLDER	805.90
COMPUTER RELATED EXP.-D...	5,024.73

TOTAL CSC EXPENDITURES-... 22,043.04

CSC DR MACKINNON EXPEND...

CSC ADMINISTRATION DR MA...	1,530.00
RECEPTION-DR MACKINNON	33,107.88
OFFICE EQUIPMENT-DR MAC...	535.62
RENT-DR MACKINNON	13,109.61
PROFESSIONAL SERVICE-DR ...	565.00
MEDICAL SUPPLIES-DR MACK...	508.36
OFFICE SUPPLIES-DR MACKI...	501.10
PHONE-DR MACKINNON	835.38
COMPUTER RELATED-DR MA...	7,526.78
POSTAGE-DR MACKINNON	213.67

Sundridge & District Medical Centre
Income Statement 01/01/2020 to 06/30/2020

TOTAL CSC EXPENDITURES-...	58,433.40
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NURSE PRACT. OPERATION E...	
ADMIN.- NURSE PRACT.	600.00
OFFICE EQUIPMENT- NURSE ...	357.08
RENT- NURSE PRACT.	7,682.34
MEDICAL SUPPLIES- NURSE P...	479.07
OFFICE SUPPLIES- NURSE PR...	389.97
PHONE- NURSE PRACT.	473.23
COMPUTER RELATED EXP.-N...	6,129.82
WAGES- NURSE PRACT.	36,151.01
EMPLOYER COSTS- NP	2,975.09
TOTAL OPER.EXPEND. NURS...	55,237.61
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MED CENTRE NP EXPENSES	
RECEPTION-MC EXP NP	8,082.10
Reception Employer Costs NP	583.77
TOTAL MED CENTRE NP EXP	8,665.87
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TOTAL EXPENSE	209,389.36
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NET INCOME	27,485.15
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