

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING  
REGULAR MEETING AGENDA  
TUESDAY AUGUST 18, 2020  
6:00 P.M.  
Electronic Meeting - Zoom**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/84584790179>

**Meeting ID: 845 8479 0179**

Dial by your location: 1 438 809 7799 Canada or 1 587 328 1099 Canada

C1 Call to Order

C2 Approval of Agenda

Recommendation: That the agenda for the regular meeting of August 18, 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. 2019-067, immediately following this Committee Meeting.

C3 Declaration of Pecuniary Interest

C4 Deputations - None

C5 Verification of Previous Minutes

a) Regular Meeting – July 28, 2020

C6 Business Arising from Previous Minutes

C7 Consideration of a Closed Session (to follow Item C10)

Pursuant to Section 239(2) of the *Municipal Act*: d) personal matters about an identifiable individual, including municipal or local board employees: i) Doctor Recruitment

C8 New Business

a) Loan Financing Options  
b) SDMC Consolidated Maintenance Listing (standing Item)  
c) Accounts Payable (Standing Item)  
d) Income Statement (Standing Item)  
e) Doctor Recruitment Update (Verbal)

C9 Correspondence

C10 Adjournment

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING  
REGULAR MEETING AGENDA  
WEDNESDAY JULY 29, 2020 at 6:00 P.M.**

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

**REGRETS:**           **Joly** – Tim Bryson

**STAFF PRESENT:** Christine Hickey, Joint Committee Recording Secretary

C1    Call to Order

The Chair called the meeting to order at 6:01 p.m.

C2    Approval of Agenda

**Resolution #2020-042**

**Moved By: Jason Cottrell**

**Seconded By: Tom Bryson**

That the agenda for the regular meeting of July 29, 2020, be approved as circulated.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	X	
Bryson Tim (absent)		
Bryson Tom	X	
Cottrell Jason	X	
Hicks Steve	X	
Stickland Marianne	X	
<b>CARRIED</b>		

C3    Declaration of Pecuniary Interest - None

C4    Deputations - None

C5    Verification of Previous Minutes

a) Regular Meeting – June 18, 2020

b) Closed Meeting – June 18, 2020

**Resolution #2020-043**

**Moved By: Barb Belrose**

**Seconded By: Jason Cottrell**

THAT the Regular Meeting Minutes of June 18, 2020 and the Closed Meeting Minutes of June 18, 2020 be approved.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	X	
Bryson Tim (absent)		
Bryson Tom	X	
Cottrell Jason	X	
Hicks Steve	X	
Stickland Marianne	X	
<b>CARRIED</b>		

C6 Business Arising from Previous Minutes - None

C7 Consideration of a Closed Session - None

C8 New Business

a) SDMC Consolidated Maintenance Listing (standing Item)

**Resolution #2020-044**

**Moved By: Barb Belrose**

**Seconded By: Tom Bryson**

That the Sundridge and District Medical Centre Consolidated Maintenance Listing be received.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	X	
Bryson Tim (absent)		
Bryson Tom	X	
Cottrell Jason	X	
Hicks Steve	X	
Stickland Marianne	X	
<b>CARRIED</b>		

b) Accounts Payable (Standing Item)

**Resolution #2020-045**

**Moved By: Jason Cottrell**

**Seconded By: Tom Bryson**

That Item C8b) Accounts Payable for the period of June 1, 2020 to June 30, 2020 in the amount of \$34,330.13 be approved.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	X	
Bryson Tim (absent)		
Bryson Tom	X	
Cottrell Jason	X	
Hicks Steve	X	
Stickland Marianne	X	
<b>CARRIED</b>		

c) Income Statement (Standing Item)

**Resolution #2020-046**

**Moved By: Barb Belrose**  
**Seconded By: Jason Cottrell**

That Item C8c) Income Statement for the Sundridge and District Medical Centre for the period ending June 30, 2020 be accepted as presented.

<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	X	
Bryson Tim (absent)		
Bryson Tom	X	
Cottrell Jason	X	
Hicks Steve	X	
Stickland Marianne	X	
<b>CARRIED</b>		

C9 Correspondence - None

- Request for the next agenda to include the status of the existing loan and options for future loans.

C10 Adjournment

**Resolution #2020-047**

**Moved By: Barb Belrose**  
**Seconded By: Jason Cottrell**

That the SDMCC now adjourn at 6:21 p.m. until the next regular meeting Tuesday, August 18, 2020 at 6:00 p.m. or at the call of the Chair.

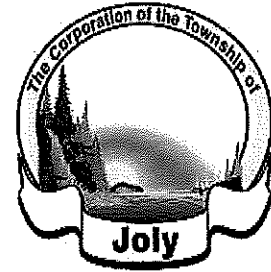
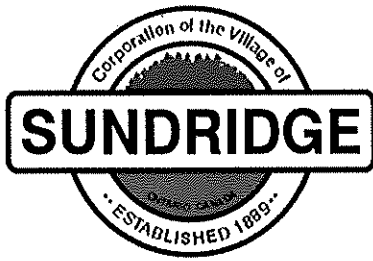
<u>Recorded Vote:</u>	<u>Yea</u>	<u>Nay</u>
Belrose Barbara	X	
Bryson Tim (absent)		
Bryson Tom	X	
Cottrell Jason	X	
Hicks Steve	X	
Stickland Marianne	X	
<b>CARRIED</b>		

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Steven Hicks, Chairperson

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Nancy Austin, Joint Committee Recording Secretary



**MEMO TO:** Sundridge and District Medical Centre Committee  
**FROM:** Christine Hickey, Deputy Clerk, Village of Sundridge  
**DATE:** August 18, 2020  
**SUBJECT:** Loan Financing Options

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At the July 28, 2020 Sundridge and District Medical Centre meeting, staff were requested to confirm the existing loan details and look into available financing options for renovations to the Medical Centre.

Currently, the Sundridge and District Medical Centre has a joint loan through the three municipalities (Strong, Joly and Sundridge). The loan was initiated in 2011, with payments to each of the municipalities occurring monthly. This loan was setup at 0% interest and it is anticipated that the loan will be paid off in 2021.

Staff inquired with a financial institution regarding loan options available, at this time the exact loan amount that the Medical Centre would be requesting is not known, once these details are confirmed, staff will be able to provide exact numbers. For a loan between \$250,000 - \$500,000 the interest ranges from 2.81% to 3.70% depending if a 5 or 10 year term is selected and the length of time that the loan would be amortized. A shorter term provides for a better interest rate and the longer the amortization period the interest rate increases.

Staff also reached out to Infrastructure Ontario, the interest rates they offer are the same regardless of the loan amount. Interest rates start at 0.99% for a 5 year term and increase to 2.10% for a 30 year term.

The Medical Centre could also consider initiating another joint loan with the three municipalities, the terms of this loan would need to be agreed upon by each municipality. Furthermore, once a total renovation cost has been established each municipality could determine how they would like to independently finance their portions.

Please note that any new Sundridge and District Medical Centre Committee loans would impact the Medical Centre Budget.

# 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 <sup>st</sup> 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	Repair 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 (changed direction to a new vaccine refrigeration unit; \$5,000 with 6 days run time without power)	Hard wired to electrical panel (w NG) Purchase Generac generator \$9,300 Home Depot	\$30,000	approved	
	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		

Pave parking lot	Complete on a spring weekend; post ground thaw	\$25,000		
Review signage around building	Traffic flow for parking			
Renovate first floor	TBD			
Sound proof walls first floor	Privacy concerns	\$1,000	In progress	
Paint interior walls first floor	Consult with staff in area; complete on weekends	\$ 1,000		
Remove/replace carpet on second floor	Complete during Christmas break/vacations	\$14,600	Completed	Jan 2020
Remove/replace carpet on first floor	Complete during Christmas break/vacations	\$17,000		
Renovate basement	TBD			
Purchase adjoining property for overflow parking	If required; could remain as gravelled parking lot	\$25,000		
Replace IT server, first floor	Current server is out-dated; upgrade required	\$ 9,000	completed	Dec 2019
Address frost heave issue, post at front entrance	Remove/replace clay to 6'	\$35,000		
Reposition bricks on front flower bed	Buckling forward; remediation feasible?		Completed	April 2020
Address exterior drainage issues	Identify & complete in spring prior to paving			
Consultation w Wet Basement Specialist	Water in basement again Nov/19; remediate	\$2,000		
<b>Add to annual maintenance schedule:</b>				
Regular water testing/ water system inspection				
Fire extinguisher inspections				
Power wash exterior of building				
Lift inspection				
Flower beds				

**Sundridge & District Medical Centre**  
**Transactions by Account Report 07/01/2020 to 07/31/2020**  
**Sorted by: Transaction Number**

Date	Comment	Source #	Trans. No.	Debits	Credits	Balance	
1010	<b>BANK ACCOUNT</b>					98,517.90	Dr
07/27/2020	NP July Rent	NP July Rent	J367	-	1,297.19	97,220.71	Dr
07/27/2020	NP July Rent	NP July Rent	J367	1,297.19	-	98,517.90	Dr
07/27/2020	Deposit Jul 10, 2020	Deposit Jul 10, 2020	J368	35.00	-	98,552.90	Dr
07/27/2020	Deposit Jul 10, 2020	Deposit Jul 10, 2020	J368	340.00	-	98,892.90	Dr
07/27/2020	Deposit Jul 10, 2020	Deposit Jul 10, 2020	J368	4,468.66	-	103,361.56	Dr
07/27/2020	Deposit Jul 10, 2020	Deposit Jul 10, 2020	J368	4,420.68	-	107,782.24	Dr
07/27/2020	P P 14 Chq Date July 10, 2020	PP 14	J369	-	3,592.33	104,189.91	Dr
07/27/2020	P P 15 Chq Date July 24, 2020	P P 15	J370	-	3,699.31	100,490.60	Dr
07/27/2020	BEN HOPPS	9838	J387	-	157.23	100,333.37	Dr
07/27/2020	DR S. Chauhan Dentistry	9839	J388	-	3,650.63	96,682.74	Dr
07/27/2020	Enbridge Gas Inc	9840	J389	-	92.43	96,590.31	Dr
07/27/2020	GLEN MARTIN	9841	J390	-	349.36	96,240.95	Dr
07/27/2020	KIDDS HOME HARDWARE	9842	J391	-	23.71	96,217.24	Dr
07/27/2020	MCIS Language Solutions	9843	J392	-	89.76	96,127.48	Dr
07/27/2020	NEAR NORTH INDUSTRIAL	9844	J393	-	346.75	95,780.73	Dr
07/27/2020	NORTH BAY HYDRO	9845	J394	-	32.21	95,748.52	Dr
07/27/2020	RECEIVER GENERAL	9846	J395	-	4,127.49	91,621.03	Dr
07/27/2020	Society of Rural Physicians of Canada	9847	J396	-	157.50	91,463.53	Dr
07/27/2020	TELUS HEALTH SOLUTIONS	9848	J397	-	630.54	90,832.99	Dr
07/27/2020	TOWNSHIP OF JOLY	9849	J398	-	80.00	90,752.99	Dr
07/27/2020	TOWNSHIP OF STRONG	9850	J399	-	400.00	90,352.99	Dr
07/27/2020	VILLAGE OF SUNDRIDGE	9851	J400	-	3,757.07	86,595.92	Dr
07/31/2020	LAKELAND POWER	9852	J404	-	778.44	85,817.48	Dr
07/31/2020	SARAH J. MACKINNON MEDICINE ...	9853	J405	-	8,753.09	77,064.39	Dr
07/31/2020	TELIZON	9854	J406	-	356.99	76,707.40	Dr
07/31/2020	July Bank Rec	July Bank Rec	J407	17,452.79	-	94,160.19	Dr
07/31/2020	July Bank Rec	July Bank Rec	J407	13,788.00	-	107,948.19	Dr
				<u>41,802.32</u>	<u>32,372.03</u>		



**Sundridge & District Medical Centre**  
**Income Statement 01/01/2020 to 07/31/2020**

**REVENUE**

**REVENUE- BUILDING**

RENTAL INCOME-DR ZEINDLER	13,520.32
RENTAL INCOME-DR STARR	27,374.84
RENTAL INCOME-NURSE PRA...	7,946.53
RENTAL INCOME- DR MACKIN...	13,560.40
INTEREST	373.41
<b>TOTAL BUILDING INCOME</b>	<b>62,775.50</b>

**REVENUE DR Z & DR M**

CSC INC DR ZEINDLER & MAC...	119,938.44
<b>TOTAL CSC INCOME DR Z &amp; D...</b>	<b>119,938.44</b>

**REVENUE NURSE PRACTITIO...**

INC NURSE PRACTITIONER	94,416.00
<b>TOTAL INC NURSE PRACTITI...</b>	<b>94,416.00</b>

<b>TOTAL REVENUE</b>	<b>277,129.94</b>
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**EXPENSE**

**MEDICAL CENTRE REG, EXPE...**

HYDRO	4,268.24
JANITORIAL SERVICES	19,398.60
POSTAGE & COURIER	92.00
TAXES	5,443.01
INSURANCE	5,697.00
MAINTENANCE & REPAIRS	28,317.99
HEAT	1,033.47
HOT WATER TANK	172.90
WATER TESTING	21.43
PROFESSIONAL FEES	153.79
AUDIT & LEGAL	2,200.00
PAID TO STRONG VIA LOAN	2,800.00
PAID TO SUNDRIDGE VIA LOAN	2,240.00
PAID TO JOLY VIA LOAN	560.00
ADMINISTRATION	1,050.00
Transportation to Blood Clinics	0.00
<b>TOTAL MEDICAL CENTRE RE...</b>	<b>73,448.43</b>

**CSC DR ZEINDLER EXPENDIT...**

CSC ADMINISTRATION-DR ZEIL...	1,785.00
RENT- DR ZEINDLER	15,277.95
PROFESSIONAL SERVICE- DR...	565.00
MEDICAL SUPPLIES- DR ZEIN...	150.76
OFFICE SUPPLIES- DR ZEINDL...	60.38
PHONE- DR ZEINDLER	974.65
ADVERTISING-DR ZEINLDER	963.40
COMPUTER RELATED EXP.-D...	5,098.18
<b>TOTAL CSC EXPENDITURES-...</b>	<b>24,875.32</b>

**CSC DR MACKINNON EXPEND...**

CSC ADMINISTRATION DR MA...	1,785.00
RECEPTION-DR MACKINNON	37,440.29
OFFICE EQUIPMENT-DR MAC...	535.62
RENT-DR MACKINNON	15,323.22
PROFESSIONAL SERVICE-DR ...	565.00
MEDICAL SUPPLIES-DR MACK...	508.36
OFFICE SUPPLIES-DR MACKI...	126.10
PHONE-DR MACKINNON	974.64
COMPUTER RELATED-DR MA...	7,922.28
POSTAGE-DR MACKINNON	213.67

**Sundridge & District Medical Centre**  
**Income Statement 01/01/2020 to 07/31/2020**

<b>TOTAL CSC EXPENDITURES-...</b>	<u>65,394.18</u>
<b>NURSE PRACT. OPERATION E...</b>	
ADMIN.- NURSE PRACT.	700.00
OFFICE EQUIPMENT- NURSE ...	357.08
RENT- NURSE PRACT.	8,979.53
MEDICAL SUPPLIES- NURSE P...	479.07
OFFICE SUPPLIES- NURSE PR...	389.97
PHONE- NURSE PRACT.	551.70
ADVERTISING-NURSE PRACTI...	56.50
COMPUTER RELATED EXP.-N...	6,291.41
WAGES- NURSE PRACT.	45,549.31
EMPLOYER COSTS- NP	3,751.55
<b>TOTAL OPER.EXPEND. NURS...</b>	<u>67,106.12</u>
<b>MED CENTRE NP EXPENSES</b>	
RECEPTION-MC EXP NP	9,336.31
Reception Employer Costs NP	675.12
<b>TOTAL MED CENTRE NP EXP</b>	<u>10,011.43</u>
<b>TOTAL EXPENSE</b>	<u>240,835.48</u>
<b>NET INCOME</b>	<u><u>36,294.46</u></u>