

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE  
TUESDAY, April 19, 2016  
6:00 P.M.**

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

**ABSENT:**

**STAFF PRESENT:** Kim Seguin, Joint Recording Secretary, Treasurer  
                          Village of Sundridge

**GUEST:**            Tim Hyland, Carol Hyland, Peter Bray

**CALL TO ORDER**

The meeting was called to order at 6:04 p.m. by chairperson Betty Barnes.

**APPROVAL OF THE AGENDA**

The agenda had been circulated. It was

MOVED BY:        Lyle Hall  
SECONDED BY:    Les Blackwell

**That the agenda be approved as amended for the April 19, 2016 meeting:  
Add: Closed Session- 239(2)(3) for proposed or pending acquisition or  
      disposition of land by the Municipality or local board and personal  
      matters about an identifiable individual.**

**Move: 2016 Budget up to be discussed after budget year to date. Carried**

**DECLARATION OF PECUNIARY INTEREST**

Upon call from the Chair, no disclosures of pecuniary interests were declared.

**VERIFICATION OF PREVIOUS MINUTES**

The minutes of the March 15, 2016 meeting were circulated. It was

MOVED BY:        Jeff McLaren  
SECONDED BY:    Ryan Jeffers

**That the minutes of the regular meeting held on Tuesday, March 15, 2016  
be adopted as circulated. Carried**

**BUSINESS ARISING FROM THE MINUTES**

None

**SPECIAL BUSINESS/DEPUTATION**

None

**SPECIAL COMMITTEE/TASK FORCE REPORTS**

None

**FOLLOW UP/NEW BUSINESS**

AECOM- backup documentation was provided to the committee outlining the charges on the bill.

MOVED BY: Les Blackwell  
SECONDED BY: Lyle Hall

**That the Sundridge and District Medical Centre Committee authorize the payment to AECOM for invoice #38221091 in the amount of \$6,966.45. Carried**

Account Payable – March 2016

MOVED BY: Les Blackwell  
SECONDED BY: Jeff McLaren

**That the accounts payable for March 2016 in the amount of \$34,881.18 be approved for payment. Carried**

Brian McCabe entered the meeting at 6:15pm.

2016 Budget – discussion took place regarding the revised 2016 budget.

MOVED BY: Les Blackwell  
SECONDED BY: Ryan Jeffers

**That the Sundridge and District Medical Centre Committee accept the 2016 Budget in the amount of \$120,883.40 and recommend that it be accepted by the Village of Sundridge, Township of Strong and the Township of Joly. Carried**

Future Building or Renovations – Les Blackwell provided an overview of the timeline the committee has gone through regarding the RFP process – Committee looked at the following options

1. Renovate existing building
2. Finance and Rebuild ourselves
3. Build to Suit and lease

In May 2015 the Committee issued a request for expressions of interest for two alternatives: 1. Provide a piece of property for sale to the committee, 2. Build to lease a

building to house a new Medical Centre. The committee received interest and decided to move forward with the RFP process for a build to lease.

Les Blackwell explained how the RFP has been developed with input from the Medical Centre users and that a template was obtained from the North Bay Health Unit. Les has developed the concept drawing based on input from the Sundridge doctors and through consultation with other physician groups. The target square footage is 3800sqft. It is anticipated that the RFP will be issued within the next two weeks with a Spring 2018 or earlier move in date. All parties that submitted EOI's will be notified along with the current attendees and it will be advertised on MERX, BIDDINGO, the newspaper and municipal websites.

Nurse Practitioner – Staff (Ad)- Kim Seguin reported that an ad and job description had been prepared and posted Thursday April 14, 2016 and there were currently 19 applicants on file. Kim and Ryan will screen the applicant resumes for interview and meet on the 28<sup>th</sup> to compile a short list. The interview committee will be comprised of NP, Les Blackwell, Lyle Hall and interviews will be set for May 2<sup>nd</sup> or May 6<sup>th</sup>. Kim will forward the sample interview questions she has to Les who will review and narrow down the questions to be used during the interview.

Grass Cutting – A quote was obtained for grass cutting for the 2016 season.

MOVED BY: Ryan Jeffers  
SECONDED BY: Brian McCabe

**That the Sundridge and District Medical Centre Committee accept the quote of Benny the Bug Man in the amount of \$45.00 plus HST per cut for grass cutting at the Medical Centre for the 2016 season. Carried**

### CORRESPONDENCE

Betty Barnes will contact the horticultural society regarding the flower bed at the Medical Centre to see if they would look after it and if not if they would like to take the flowers out of the bed and it would be seeded.

A letter was received from Russell Christie LLP regarding the Medical Centre Property.

MOVED BY: Ryan Jeffers  
SECONDED BY: Jeff McLaren

**That the Sundridge and District Medical Centre Committee recommend to the three municipalities that a by-law template be prepared by Russell, Christie LLP to authorize the three heads of council of the three participating municipalities to transfer ownership of the Medical Centre property to the three participating municipalities and that each municipality will pass the by-laws authorizing the transfer. Carried.**

A note was received from the Nurse Practitioner which was read to the committee. No action required/taken.

**CLOSED SESSION**

It was

MOVED BY: Les Blackwell  
SECONDED BY: Jeff McLaren

**That in accordance with the Municipal Act Section #239 (2) the Committee moves to a Committee of the Whole at 7:05 p.m. in order to address matters pertaining to: personal matters about an identifiable individual, including municipal or local board employees, and a proposed or pending acquisition or disposition of land by the municipality or local board. Carried**

Reconvened open part of the meeting at 8:18 p.m.

The Chair reported that only the two items set out in the resolution authorizing the public exclusion was discussed by committee in closed session and there is nothing further to report.

A discussion took place regarding a meeting date for review of Final RFP document.

**NON AGENDA BUSINESS**

None

**ADJOURNMENT**

There being no further business at this time, it was

MOVED BY: Les Blackwell  
SECONDED BY: Brian McCabe

**That we do now adjourn at 8:25 p.m. until the next meeting on Monday, May 2, 2016 at 7:00pm – Special Closed Meeting or at the call of the chair. Carried**

.....  
Betty Barnes  
Chair

.....  
Kim Seguin  
Joint Committee Recording Secretary  
Treasurer Village of Sundridge