

**SUNDRIDGE AND DISTRICT MEDICAL CENTRE  
MEETING MINUTES  
TUESDAY, APRIL 18, 2017 at 6:00 P.M.**

**PRESENT:** Sundridge – Lyle Hall and Ryan Jeffers  
Strong – Jeff McLaren and Christine Ellis for Les Blackwell (6:15 p.m.)  
Joly – Betty Barnes and Brian McCabe (6:15 p.m.)

**STAFF PRESENT:** Karen Fraser, Joint Committee Recording Secretary

**GUESTS PRESENT:** Dr. Sarah MacKinnon  
Dr. Peter Zeindler  
N.P. Melanie Montpetit  
Marie Lloyd, Executive Director DeNovo Treatment Centre (6:45 p.m.)

**C1 CALL TO ORDER**

The meeting was called to order at 6:10 p.m. by chairperson Betty Barnes.

**C2 APPROVAL OF AGENDA**

**Resolution #2017-025**

**MOVED BY:** Jeff McLaren  
**SECONDED BY:** Ryan Jeffers

That the agenda for the April 18, 2017 meeting be approved, as amended to add Item C8 g), Clarification of Resolution #2017-011 (February 21, 2017); and to re-order Items C8 e) and C8 f) to follow Item C4.

**Carried**

**C3 DECLARATION OF PECUNIARY INTEREST**

*None*

**C4 DEPUTATIONS**

*None*

**C8 NEW BUSINESS e) and f)**

*[These Items were re-ordered to follow Item C.4]*

e) Review of Nurse Practitioner-Family Doctor Liaison Plan

Dr. Sarah MacKinnon provided a high-level overview of the “Sundridge and District Medical Centre Nurse Practitioner – Family Doctor Liaison Plan – 2017 draft”. The Liaison Plan has been updated to reflect current staffing and to provide the committee members with an understanding of the objectives and deliverables of the medical team. Discussion included information about new patient on-boarding, waiting lists, and queueing of residents. The discussion led into a discussion about the services being provided to residents of DeNovo

Treatment Centre through a Letter of Understanding. It was decided that Nurse Practitioner, Melanie Montpetit will be the point person for inquiries about services related to DeNovo.

f) DeNovo meeting with NP and Medical Team

Marie Lloyd, Executive Director, and Dan, Addiction Counsellor at DeNovo Treatment Centre attended to discuss and clarify the services which the N.P. and Family doctors agreed to provide through the Letter of Understanding. Dr. MacKinnon reviewed some of the services that are ineligible under the agreement. Recent requests for service have resulted in ineligibility. N.P. Montpetit provided some examples of ineligible services that were requested. The terms of the Letter of Understanding were reinforced by the medical team. Committee members raised questions which were answered by the medical team and Marie, as appropriate. Marie will give consideration to the service arrangement and its practicality for DeNovo's purposes going forward.

**C5 VERIFICATION OF PREVIOUS MINUTES**

a) Regular Minutes – March 21, 2017

**Resolution #2017-026**

**MOVED BY: Brian McCabe**  
**SECONDED BY: Lyle Hall**

That the minutes of the regular meeting held on March 21, 2017 be adopted as circulated.

**Carried**

**C6 BUSINESS ARISING FROM THE MINUTES**

a) Building Inspection Update

The Clerk has compiled documents as provided by the Building Department, to continue investigation into the required inspection for work done to the medical centre previously. The Clerk will provide a report for the May 16, 2017 meeting. Lyle Hall also has a list of deficiencies that he will bring to the next meeting. Brian McCabe has offered to attend any required inspection.

**C7 CONSIDERATION OF A CLOSED SESSION**

*None*

**C8 NEW BUSINESS**

a) Accounts Payable

**Resolution #2017-027**

**MOVED BY: Ryan Jeffers**  
**SECONDED: Lyle Hall**

That the accounts payable for the period from March 22, 2017 to April 12, 2017, in the amount of \$35,898.29, be received.

**Carried**

b) Budget Year to Date Review of 2017 Budget (To be provided at the meeting)

c) Joly Hub Proposal Update – Lyle Hall

**Resolution #2017-028**

**MOVED BY: Jeff McLaren**  
**SECONDED BY: Ryan Jeffers**

That the committee requests to add the hub proposal and next steps to the May 30, 2017 Tri-Council meeting. **Carried**

d) Future Building or Renovations (Standing Item)  
*[No business presented]*

e) Review of Nurse Practitioner-Family Doctor Liaison Plan  
*[This Item was re-ordered to follow Item C4]*

f) DeNovo meeting with NP and Medical Team  
*[This Item was re-ordered along with Item C8e) to follow Item C4]*

g) Clarification of Resolution #2017-011 – February 21, 2017

**Resolution #2017-029**

**MOVED BY: Jeff McLaren**  
**SECONDED BY: Ryan Jeffers**

That clarification be provided with respect to Sundridge and District Medical Centre Resolution #2017-011 dated February 21, 2017 with respect to “wait times”; and

That the Nurse Practitioner be advised that the request is in reference to patients waiting to be seen from the time of booking an appointment. **Carried**

**C9 CORRESPONDENCE**

*None*

**C10 ADJOURNMENT**

**Resolution #2017-030**

**MOVED BY: Lyle Hall**  
**SECONDED BY: Brian McCabe**

That we do now adjourn at 8:10 p.m. until the next regular meeting Tuesday, May 16, 2017 at 6:00 p.m. or at the call of the chair. **Carried**

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Betty Barnes, Chair

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Karen Fraser, Clerk Administrator, Village of Sundridge