

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, April 26, 2023, via teleconference. The meeting was open to the public and live streaming of the proceedings was provided for the media and public through a link on the Health Unit's website.

**PRESENT:**

**Nipissing District:**

Central Appointee

Sara Inch

Central Appointee

Jamie Lowery

Central Appointee

Maurice Switzer

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne (*Chairperson*)

**Parry Sound District:**

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland

Western Appointee

Jamie McGarvey (*Vice-Chairperson*)

**Public Appointees:**

Gary Guenther

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer

Dr. Chirico

Associate Medical Officer of Health

Dr. Carol Zimbalatti

Executive Director, Community Services

Louise Gagné

Program Manager, Healthy Living

Chris Bowes

Management Administrative Assistant, Quality Assurance

Shelly Maki

Management Administrative Assistant, Building and

Amanda Horn

Maintenance and Information Technology

**REGRETS:**

Central Appointee

Karen Cook

Western Appointee

Jamie Restoule

**RECORDER:**

Management Administrative Assistant

Sheri Beaulieu

---

**1.0 CALL TO ORDER**

The Board of Health members joined the meeting via Teams app.

Rick Champagne, Board of Health Chairperson, called the meeting to order at 7:38 p.m.

**2.0 APPROVAL OF THE AGENDA**

The agenda for the April 26, 2023, Board of Health meeting was reviewed, and the following motion was read:

**Board of Health Resolution #BOH/2023/04/01 \*Lowery/Wolfe**

***Be It Resolved***, that the Board of Health Agenda, dated April 26, 2023, be approved.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

*"Carried"*

**3.0 CONFLICT OF INTEREST DECLARATION**

There were no conflicts of interest declared.

**4.0 APPROVAL OF PREVIOUS MINUTES****4.1 Board of Health Minutes – February 22, 2023**

The minutes from the Board of Health meeting held on February 22, 2023, were reviewed and the following motion was read:

**Board of Health Resolution #BOH/2023/04/02 \*Guenther/Stickland**

***Be It Resolved***, that the minutes from the Board of Health meeting held on February 22, 2023, be approved as presented.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		

Gary Guenther	X	Maurice Switzer	X
Sara Inch	X	Dave Wolfe	X
Jamie Lowery	X		

"Carried"

## 5.0 DATE OF NEXT MEETING

Date: June 28, 2023  
Time: To be determined  
Location: To be determined

## 6.0 BUSINESS ARISING

There was nothing under Business Arising.

## 7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health for the April 26, 2023, meeting was presented to the Board of Health for information purposes.

Comments and questions were taken and answered.

## 8.0 BOARD COMMITTEE REPORTS

### 8.1 Personnel Policy, Labour/Employee Relations Committee

A Personnel Policy, Labour/Employee Relations Committee meeting was held prior to the Board of Health meeting.

The following motion was read:

#### **Board of Health Resolution #BOH/2023/04/03 \*Inch/Switzer**

***Whereas, The Medical Officer of Health/Executive Officer (MOH/EO), Dr. Jim Chirico, has provided notice to the Board of Health (Board) for the North Bay Parry Sound District Health Unit (Health Unit) of their retirement, effective July 11, 2023, and***

***Whereas, The Board is required to appoint a full-time MOH/EO for the Health Unit (Health Protection and Promotion Act (HPPA) 1990; 62 (1a)); and***

***Whereas, The Board has two options when appointing a MOH/EO for the Health Unit:***

***A. Appoint the Associate Medical Officer of Health (AMOH) as MOH/EO; or***

***B. Post the position of MOH/EO for Competition; and***

**Whereas,** The Board approved MOH/EO appointee will be referred to as the Acting MOH/EO until officially appointed as the MOH/EO for the Health Unit by the Minister of Health (HPPA 1990; 64 (c)); and

**Whereas,** Approximately, 24% (8) of the 34 health units currently do not have a MOH due to unfilled vacancies; and

**Whereas,** Succession planning for the MOH/EO position is an integral part of the Health Unit's continuity of business framework; and

**Whereas,** Dr. Carol Zimbalatti:

- Was recruited for the purpose of succession planning; and
- Was appointed as the AMOH for the Health Unit in 2022; and
- Was successfully employed as a temporary Public Health Physician (PHP) at the Health Unit since January 11, 2021; and
- Completed a Master of Public Health degree in 2021 over a 4-year period in addition to working full-time as a physician; and
- Completed a Master of Public Health mentorship program as a PHP at the Health Unit under Dr. Chirico's supervision; and
- Worked as a medical practitioner at the Health Unit to provide remunerated services in the Sexual Health Clinic commencing in 2017; and
- Has all the requisite qualifications to be MOH/EO as outlined in the HPPA 64 (a)(b) and R.R.O. 1990, REGULATION 566; and
- Has been Acting MOH/EO during Dr. Chirico's vacation absences and while on-call; and
- Has gained invaluable experience working with Health Unit staff in all programs and services in varying capacities; and
- Is a valued member of the Executive Team; and

**Whereas,** Option A is that the Board of Health for the North Bay Parry Sound District Health Unit appoint Dr. Carol Zimbalatti as full-time Medical Officer of Health/Executive Officer for the North Bay Parry Sound District Health Unit effective July 11, 2023; or

**Whereas,** Option B is that the Board of Health for the North Bay Parry Sound District Health Unit post the position of Medical Officer of Health/Executive Officer for competition and form a Selection Committee comprised of;

- Chairperson of the Board,
- Chairperson of the Personnel Policy, Labour/Employee Relations Committee, or the Chairperson of the Finance and Property Committee,
- MOH/EO, and
- Executive Director of Human Resources.

***Therefore Be it Resolved***, that on recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit chooses to proceed with Option A as outlined above.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe			X
Jamie Lowery	X						

*"Carried"*

## **8.2 Finance and Property Committee**

A Finance and Property Committee meeting was held prior to the Board of Health meeting.

The following motions were read:

**Board of Health Resolution #BOH/2023/04/04 \*Flowers/Lowery**

***Whereas***, on June 25, 2008, the Board of Health for the North Bay Parry Sound District Health Unit approved a municipal reserve fund be established; and

***Whereas***, on September 26, 2012, the Board of Health by resolution removed the cap from the municipal reserve; and

***Whereas***, on April 26, 2023, the Finance and Property Committee of the Board of Health reviewed the North Bay Parry Sound District Health Unit draft annual audited financial statements for the year-ended December 31, 2022.

***Now Therefore Be It Resolved***, that on the recommendation of the Finance and Property Committee, that the Board of Health for the North Bay Parry Sound District Health Unit approve the transfer of funds from the Health Unit general account to the municipal reserve in the amount of \$160,620; and

***Furthermore Be It Resolved***, that the Board of Health approve the North Bay Parry Sound District Health Unit audited financial statements for the year-ended December 31, 2022; and

***Furthermore Be It Resolved***, that the annual audited financial statements for the North Bay Parry Sound District Health Unit, which include a note outlining the transactions of the

*municipal reserve fund for the year-ended December 31, 2022, be forwarded for member municipalities.*

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

*"Carried"*

**Board of Health Resolution #BOH/2023/04/05 \*Wolfe/Guenther**

***Whereas***, the lease for the Parry Sound branch office location, that has been serving clients since 2006, expires August 31, 2023; and

***Whereas***, the existing location is dated and no longer meets the current requirements including the expansion of dental services; and

***Whereas***, the search for an alternate location, conducted in consultation with real estate firms, community partners, and with input from others, resulted in successfully finding a suitable site; and

***Whereas***, upon approval from the Executive Team, a Parry Sound programs and services collaborative working group was tasked to work on preliminary space design and lease costs for this location to provide programs and services in the community; and

***Whereas***, the Board of Health approved proceeding with negotiations with the landlord of the proposed facility to finalize the design, construction, and long-term lease of the space at the September 28, 2022, Board of Health meeting (resolution #BOH/2022/09/06); and

***Whereas***, the draft lease agreement for 90 Bowes Street, Parry Sound, Ontario, has been reviewed by the Health Unit's executive and management personnel, legal counsel, insurance provider, the Chairperson of the Board of Health, and the Chairperson of the Finance and Property Committee.

***Therefore Be It Resolved***, that on the recommendation of the Finance and Property Committee the Board of Health for the North Bay Parry Sound District Health Unit approve the 15-year lease agreement between 2043012 Ontario Limited (landlord) and the North Bay Parry Sound District Health Unit, at the current annual rate of \$216,262 with a "Space Delivery Date" of July 1, 2023.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

*"Carried"*

## 9.0 CORRESPONDENCE

Board of Health correspondence listed for the April 26, 2023, meeting is made available for review by Board members in the Board of Health online portal.

## 10.0 NEW BUSINESS

### 10.1 North Bay Parry Sound District Health Unit Quit Clinic

A briefing note was presented to the Board related to the Health Unit's Quit Clinic. The discussion was as follows:

Louise Gagné, Executive Director, Community Services, provided a brief background and description of the Quit Clinic which has been providing individual cessation counseling and access to low-cost Nicotine Replacement Therapy (NRT) products to clients since May 2012.

Recent evaluation of the program identified a need to reassess the Health Unit's provision of this service in the context of balancing the budget and the Health Unit's focus on prevention, protection, and promotion, not provision of individual treatment, and the improved access to supports for quitting smoking through other local organizations. To that end, the Health Unit will discontinue new client intake to the Quit Clinic and provision of individual cessation services as of June 9, 2023. Existing clients will complete the six-month program, and the Quit Clinic will close at the end of 2023.

The Health Unit will need to be strategic with available resources and is looking at a more comprehensive approach to substance use that focuses on more upstream work. No comments or questions were received following the presentation.

### 10.2 Association of Local Public Health Agencies (alPHA) 2023 Annual General Meeting and Conference

Board members were provided with notice of the upcoming alPHa Annual General Meeting and Conference from June 12 to 14, 2023.

The following motion was read:

**Board of Health Resolution #BOH/2023/04/06 \*Stickland/Wolfe**

***Be It Resolved***, that the Board of Health authorizes 3 Board member(s) to attend the Association of Local Public Health Agencies (alPHa) 2023 Annual General Meeting and Conference to be held June 12 - 14 at the Dalla Lana School of Public Health in Toronto, ON; and

***Furthermore Be It Resolved***, that expenses related to attending the alPHa 2023 Annual General Meeting and Conference be paid in accordance with the Board of Health Remuneration Policy #B-F-004.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

*"Carried"*

**11.0 IN CAMERA**

There was no in camera session.

## 12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 8:13 p.m.

*Original signed by Rick Champagne*

*2023-06-28*

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

*Original signed by Shelly Maki*

*2023-06-28*

for Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)