

A meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, November 27, 2024, 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	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery (<i>Vice-Chairperson</i>)
Central Appointee	Maurice Switzer
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne (<i>Chairperson</i>)
Western Appointee – Nipissing District	Jamie Restoule

Parry Sound District:

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
Western Appointee	Jamie McGarvey

Public Appointees:

Tim Sheppard
Catherine Still

REGRETS:

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Assistant, Executive Director's Office	Christine Neily

Recorder

Executive Assistant, Office of the Medical Officer of Health	Ashley Lecappelain
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1.0 CALL TO ORDER

The Board of Health members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Rick Champagne, Board of Health Chairperson called the meeting to order at 5:58 p.m.

2.0 APPROVAL OF THE AGENDA

The agenda for the November 27, 2024, Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/11/01 *Still/Stickland

Be It Resolved, that the Board of Health Agenda, dated November 27, 2024, be approved.

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 Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	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 – October 16, 2024

The minutes from the special Board of Health meeting held on October 16, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/11/02 *Sheppard/Cook

Be It Resolved, that the minutes from the special Board of Health meeting held on October 16, 2024, be approved as presented.

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 Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		

Sara Inch	x	Catherine Still	x
Jamie Lowery	x	Maurice Switzer	x
Jamie McGarvey	x	Dave Wolfe	x

“Carried”

4.2 Board of Health In-Camera Minutes – October 16, 2024

The in-camera minutes from the special Board of Health meeting held on October 16, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/11/03 *Wolfe/Restoule

Be It Resolved, that the in-camera minutes from the special Board of Health meeting held on October 16, 2024, be approved as presented.

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 Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

5.0 DATE OF THE NEXT MEETING

Date: December 4, 2024

Time: to be determined

Place: to be determined

6.0 BUSINESS ARISING

There was no discussion under Business Arising.

7.0 REPORT OF MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health for the November 27, 2024, meeting was presented to the Board of Health for information purposes.

Questions and comments were received and addressed.

8.0 BOARD COMMITTEE REPORTS

8.1 Personnel Policy, Employee/Labour Relations Committee

A Personnel Policy, Employee/Labour Relations Committee meeting was held prior to the Board of Health meeting. The following motion was read:

Board of Health Resolution #BOH/2024/11/04 *Sheppard/McGarvey

Whereas, the performance appraisal of the Medical Officer of Health/Executive Officer is required as per Board of Health Bylaw Section IV, #54; and

Whereas, an Ad Hoc Performance Appraisal Committee was created in 2024 to conduct the performance appraisal process; and

Whereas, a performance appraisal survey was sent to 26 individuals, including all Board of Health members, Executive Team members, selected managers and staff, with responses and comments summarized into themes;

Now Therefore Be It Resolved, that on the recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit approve the performance appraisal survey results completed by the Medical Officer of Health performance Appraisal Committee for Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer; and

Furthermore Be It Resolved, on the recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit approves remuneration for this activity in accordance with the Board of Health Bylaw Section VI, #79.

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 Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

9.0 CORRESPONDENCE

Board of Health correspondence listed for the November 27, 2024, meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

10.1 Association of Local Public Health Agencies (alPHA) 2024 Fall Symposium Summary

A written summary of the course of events from the November 6-8, 2024, alPHA Fall Symposium was provided in the package, along with verbal update by the two attendees.

Additional questions were discussed and addressed.

10.2 Restructuring of Executive Director Positions

The following motion was read:

Board of Health Resolution #BOH/2024/11/05 * Lowery/Flowers

Whereas, the Board of Health for the North Bay Parry Sound District Health Unit was presented, on October 16, 2024, with recommendations from the organizational review confidential presentation report for informational purposes;

Therefore be it Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit hereby declares the following position redundant as of January 1, 2025:

- *Executive Director, Human Resources*

Be it Further Resolved, that the following new position shall be created:

- *Executive Director, Organizational Effectiveness*

Be it Further Resolved, that the hiring process for this position will be done expeditiously.

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 Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		

Sara Inch	x	Catherine Still	x
Jamie Lowery	x	Maurice Switzer	x
Jamie McGarvey	x	Dave Wolfe	x

“Carried”

10.3 Board of Health Bylaws – Revisions

Revisions to the Board of Health Bylaws were presented to the Board for their review and approval.

Having no discussion related to the proposed revisions to the Board of Health Bylaws, the following motion was read:

Board of Health Resolution #BOH/2024/11/06 *Restoule/Inch

***Whereas,** the Board of Health received and reviewed written notice in the November 27, 2024, agenda package of proposed revisions to the Board of Health Bylaws as follows:*

Section I – Agenda

12. The Medical Officer of Health/Executive Officer shall have prepared for the use of members at the regular Board of Health meetings an agenda of the following items:

- a) Call to Order
- b) Land Acknowledgement *
- c) Approval of Agenda
- d) Conflict of Interest Declaration
- e) Approval of Previous Minutes
- f) Date of Next Meeting
- g) Business Arising
- h) Report of Medical Officer of Health/Executive Officer
- i) Board Committee Reports
- j) Correspondence
- k) New Business
- l) In Camera
- m) Adjournment

A land Acknowledgement is required to be read **provided after the call to order of the first meeting on the schedule.*

***Now Therefore Be It Resolved,** that the Board of Health approves the proposed revisions to the Board of Health Bylaws Regulating the Board of Health, as presented.*

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 Restoule	x		
Karen Cook	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

10.4 Third Quarter Medical Officer of Health Expenses – July 1 to September 30, 2024

The third quarter expenses for the Medical Officer of Health/Executive Officer were provided to the Board of Health for information purposes.

11.0 IN CAMERA

There was no in camera.

12.0 ADJOURNMENT

Having no further business, Rick Champagne the Board of Health Chairperson adjourned the Board of Health meeting at 6:25 p.m.

Original Signed by Rick Champagne

2024/12/04

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain

2024/12/04

Ashley Lecappelain, Recorder

Date (yyyy/mm/dd)