

A meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, December 4, 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> )
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
<b>Public Appointees:</b>	Tim Sheppard
	Catherine Still

**REGRETS:**

Central Appointee	Maurice Switzer
Central Appointee	Dave Wolfe

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Human Resources Consultant	Josée Goulet
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 5:35 p.m.

**2.0 APPROVAL OF THE AGENDA**

The agenda for the December 4, 2024, Board of Health meeting was reviewed, and the following motion was read:

**Board of Health Resolution #BOH/2024/12/01 \*Cook/Sheppard**

***Be It Resolved***, that the Board of Health Agenda, dated December 4, 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	A			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	X			Maurice Switzer	R		
Jamie McGarvey	X			Dave Wolfe	R		

*“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 – November 27, 2024**

The minutes from the Board of Health meeting held on November 27, 2024, were reviewed and the following motion was read:

**Board of Health Resolution #BOH/2024/12/02 \*Inch/ Stickland**

***Be It Resolved***, that the minutes from the Board of Health meeting held on November 27, 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	A			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		

Jamie Lowery	x	Maurice Switzer	R
Jamie McGarvey	x	Dave Wolfe	R

“Carried”

## 5.0 DATE OF THE NEXT MEETING

**Date:** January 22, 2025

**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

There was no Report of Medical Officer of Health.

## 8.0 BOARD COMMITTEE REPORTS

### 8.1 Finance and Property Committee

A Finance and Property Committee meeting was held prior to the Board of Health meeting. The following motion was read:

#### **Board of Health Resolution #BOH/2024/12/03 \*Restoule/McGarvey**

***Be It Resolved***, that on recommendation of the Finance and Property Committee the Board of Health for the North Bay Parry Sound District Health Unit approve the 2025 Board of Health Public Health Budget, as presented, with a total shareable base of \$17,610,286.

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

“Carried”

## 9.0 CORRESPONDENCE

Board of Health correspondence listed for the December 4, 2024, meeting is made available for review by Board members in the Board of Health online portal.

## 10.0 NEW BUSINESS

*Blair Flowers joined the Board of Health meeting at 5:41 p.m.*

### 10.1 All Staff Holiday Celebration Luncheon Invitation

The following motion was read:

#### **Board of Health Resolution #BOH/2024/12/04 \*Stickland/Inch**

*Whereas, the All Staff Holiday Celebration Luncheon will take place on December 11, 2024, from 12:30 to 1:30 p.m. at Canadore College, 100 College Drive, North Bay, Ontario;*

*Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes Board of Health members to attend the Health Unit's All Staff Holiday Celebration Luncheon on Wednesday, December 11, 2024; and*

*Furthermore Be It Resolved, that the Board of Health approve Board of Health members' expenses related to attending the Holiday Season Celebration Luncheon in accordance with Board of Health Bylaws Section VI, #79, Remuneration.*

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 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	R		
Jamie McGarvey	x			Dave Wolfe	R		

*"Carried"*

## 11.0 IN CAMERA

### 11.1 Personal Matter About an Identifiable Individual

An In-camera session of the Board of Health meeting was held. The following motion was read:

**Board of Health Resolution #BOH/2024/12/05 \*Lowery/Stickland**

***Be it Resolved***, that the Board of Health move in camera at 5:42 p.m. to discuss agenda item 11.1 a personal matter about an identifiable individual.

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 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	R		
Jamie McGarvey	x			Dave Wolfe	R		

*“Carried”*

The Board of Health entered an In-Camera meeting and stopped live streaming to the public at 5:42 p.m.

Dr. Zimbalatti, Christine Neily and Ashley Lecappelain left the Board of Health meeting at 5:42 p.m.

**Board of Health Resolution #BOH/2024/12/06 \*Restoule/Flowers**

***Be it Resolved***, that the Board of Health rise and report at 5:58 p.m.

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 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	R		
Jamie McGarvey	x			Dave Wolfe	R		

*“Carried”*

Dr. Zimbalatti, Christine Neily and Ashley Lecappelain joined the Board of Health meeting at 6:01 p.m.

The Board of Health commenced live streaming to the public at 6:01 p.m.

**Board of Health Resolution #BOH/2024/12/07 \*McGarvey/Cook**

The following motion was read:

***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 established in 2024 to conduct the performance appraisal; and***

***Whereas, a performance appraisal meeting was held with Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer, and members Rick Champagne, and Jamie Lowery of the Medical Officer of Health Performance Appraisal Committee on November 28, 2024, to finalize the draft performance appraisal; and***

***Now Therefore Be It Resolved, that the Board of Health approve the draft performance appraisal completed on November 28, 2024, for Dr. Carol Zimbalatti, Medical Officer of Health/ Executive Officer.***

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	R		
Jamie McGarvey	x			Dave Wolfe	R		

“Carried”

**12.0 ADJOURNMENT**

Having no further business, Rick Champagne the Board of Health Chairperson adjourned the Board of Health meeting at 6:04 p.m.

Original Signed by Jamie Lowery

2025/01/22

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain

2025/01/22

Ashley Lecappelain, Recorder

Date (yyyy/mm/dd)