

A meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, January 22, 2025, 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.

Dr. Zimbalatti, called the Board of Health meeting to order at 5:01 p.m.

2.0 LAND ACKNOWLEDGEMENT

The land acknowledgement was provided by Jamie Restoule.

Blair Flowers joined the Board of Health meeting at 5:02 p.m.

3.0 ELECTIONS

Nominations for the Chairperson and Vice-Chairperson positions were conducted electronically prior to the start of the Board of Health meeting.

3.1 Election of Chairperson

Dr. Zimbalatti opened the floor for further nominations. Having no further nominations, a vote was conducted among the nominees during the meeting.

The following motion was read:

Board of Health Resolution #BOH/2025/01/01 *Restoule/Lowery

Be It Resolved, that Rick Champagne be elected Chairperson of the Board of Health for the year 2025.

The recorded vote was as follows:

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”

3.1 Election of Vice-Chairperson

Rick Champagne assumed the role as Chairperson and opened the floor for further nominations for Vice-Chairperson

Having no further nominations, the following motion was read:

Board of Health Resolution #BOH/2025/01/02 *Champagne/McGarvey

Be It Resolved, that Jamie Lowery be elected Vice-Chairperson of the Board of Health for the year 2025.

The recorded vote was as follows:

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”

Following the election of the Vice-Chairperson, Rick Champagne requested that Jamie Lowery, Vice-Chairperson, assume the role of Chair for the remainder of the Board of Health meeting.

4.0 APPROVAL OF AGENDA

The agenda for the January 22, 2025, Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2025/01/03 *Still/Stickland

Be It Resolved, that the Board of Health Agenda, dated January 22, 2025, 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”

5.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

6.0 APPROVAL OF PREVIOUS MINUTES

6.1 Board of Health Minutes – December 4, 2024

The minutes from the Board of Health meeting held on December 4, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2025/01/04 *Sheppard/Cook

Be It Resolved, that the minutes from the Board of Health meeting held on December 4, 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”

6.2 Board of Health In-Camera Minutes – December 4, 2024

The in-camera minutes from the Board of Health meeting held on December 4, 2024, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2025/01/05 *Restoule/Flowers

Be It Resolved, that the in-camera minutes from the Board of Health meeting held on December 4, 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”

7.0 DATE OF THE NEXT MEETING

The proposed meeting schedule for 2025 was presented and the following motion was read:

Board of Health Resolution #BOH/2025/01/06 *Wolfe/Stickland

Be It Resolved, that in accordance with Board of Health Bylaw Section III, #51, the Board of Health approve the regular meeting schedule for the year 2025 as follows:

DATE	MEETING	TIME
January 22 <i>*This date is carried over from the 2024 approved schedule: for information only</i>	<i>Board of Health Meeting Finance and Property Committee</i>	<i>5 – 7 p.m.</i>
February 26	<i>Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
April 23	<i>Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
June 25	<i>Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
September 24	<i>Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
November 26	<i>Personnel Policy, Employee/Labour Relations Committee Board of Health</i>	<i>5 – 7 p.m.</i>
December 3	<i>Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
January 28, 2026	<i>Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>

And Furthermore Be It Resolved, that the Board of Health meetings are held at the North Bay Parry Sound District Health Unit, Main Office, North Bay, with the exception of one meeting that will be held at the Parry Sound Branch Office, if possible. The Parry Sound meeting date is scheduled for June 25, 2025

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”

8.0 APPOINTMENT OF STANDING COMMITTEES FOR 2025

The following motion was read:

Board of Health Resolution #BOH/2025/01/07 *Cook /Champagne

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approves the appointment of the following Board of Health Standing Committees for 2025:

1. A **Finance and Property Committee** comprised of all Board members to deal with matters of finance, banking, insurance, property, and financial policies of the Board of Health; and
2. A **Personnel Policy, Labour/Employee Relations Committee** comprised of all Board members to deal with matters related to collective agreements (unions) and employment policies (non-union), and personnel policies of the Board of Health.

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 APPOINTMENT OF SIGNING OFFICERS FOR 2025

The following motion was read:

Board of Health Resolution #BOH/2025/01/08 *Wolfe/McGarvey

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approve the signing officers for the year 2025 as follows:

<i>Board of Health Chairperson</i>	<i>Rick Champagne</i>
<i>Board of Health Vice-Chairperson</i>	<i>Jamie Lowery</i>
<i>Medical Officer of Health/Executive Officer</i>	<i>Dr. Carol Zimbalatti</i>
<i>Executive Director, Clinical Services and Chief Nursing Officer</i>	<i>Shannon Mantha</i>
<i>Executive Director, Community Services</i>	<i>Louise Gagné</i>
<i>Executive Director, Corporate Services and Privacy Officer</i>	<i>Paul Massicotte</i>
<i>Executive Director, Finance</i>	<i>Isabel Churcher</i>
<i>Executive Director, Organizational Effectiveness</i>	<i>Chris Bowes</i>

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”

10.0 APPOINTMENT OF LEGAL ADVISORS FOR 2025

The following motion was read:

Board of Health Resolution #BOH/2025/01/09 *Stickland/Still

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approve appointment of the following legal advisors for the year 2025:

Corporate Legal Advisors:

- *The Corporation of the City of North Bay*

- *Lucenti Orlando Professional Corporation*

Enforcement Legal Advisors:

- *Joseph D. Kennedy B.A., LL.B., C.S.*
- *The Corporation of the City of North Bay*

Health Protection and Promotion Act (HPPA) Legal Advisors:

- *Joseph D. Kennedy B.A., LL.B., C.S.*
- *Larmer Jackson*

Labour Relations Legal Advisors:

- *Filion Wakely Thorup Angeletti LLP*

and,

Furthermore Be It Resolved, that the North Bay Parry Sound District Health Unit may use additional legal advisors as directed by the Medical Officer of Health/Executive Officer, and approved by resolution at the next regular Board of Health meeting.

Jamie Lowery declared a conflict of interest and abstained from voting.

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”

11.0 BUSINESS ARISING

Report on Meeting with the Deputy Minister of Health

Rick Champagne provided an update on his recent meeting with the Deputy Minister of Health. The following key points were discussed:

- The implications of a 1% funding increase for Public Health Units and its impact on service delivery.
- The continued financial burden on municipalities resulting from insufficient provincial funding for public health, leading to an increased municipal contribution.

12.0 REPORT OF MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health dated January 22, 2025, was presented to the Board of Health for information purposes.

Questions and comments were received and addressed.

13.0 BOARD COMMITTEE REPORTS

There were no committee reports.

14.0 CORRESPONDENCE

Board of Health correspondence listed for the January 22, 2025, meeting is made available for review by Board members in the Board of Health online portal.

15.0 NEW BUSINESS

15.1 Corporate Sponsorships and Donations 2024 – Report to the Board

The report for 2024 corporate sponsorships was provided to the Board for information purposes.

15.2 Requests for Proposal 2024 – Report to the Board

The report for 2024 requests for proposal was provided to the Board for information purposes.

15.3 Association of Local Public Health Agencies (alPHa) Winter Symposium Registration

Notice of the 2025 alPHa Winter Symposium was provided. The following motion was read:

Board of Health Resolution #BOH/2025/01/10 *Still/Restoule

Therefore Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes up to three Board of Health member(s) to attend the Association of Local Public Health Agencies (alPHa) 2025 Winter Symposium, to be held virtually on February 12-14, 2025; and

Furthermore Be It Resolved, that expenses related to attendance of the alPHa 2025 Winter Symposium be paid 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)

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	A	Catherine Still	x
Jamie Lowery	x	Maurice Switzer	x
Jamie McGarvey	x	Dave Wolfe	x

“Carried”

Sara Inch was absent from the Board of Health meeting during the recorded vote.

15.4 Quality Issue Report 2024 – Report to the Board

The year-end quality issue report for 2024 was provided to the Board for information purposes.

15.5 Elimination and Archiving of the Board of Health Policies

The following motion was read:

Board of Health Resolution #BOH/2025/01/11 *Champagne/Restoule

Whereas, on September 27, 2023, a presentation on a new governance documentation system aimed at streamlining the Board of Health policies, Board of Health Bylaws document, and Board of Health Orientation Manual into three core documents (Bylaws document, Governance Manual, and Code of Conduct) was received and accepted; and,

Whereas, on April 24, 2024, a memo and updated Board of Health Bylaws, updated Governance Manual (formerly called Orientation Manual) and new Code of Conduct document containing board governance content (e.g. information about the governing of board activities) from the Board of Health policies were reviewed and approved; and

Whereas, all operational content (e.g. information about operating Health Unit programs/services) from the Board of Health policies has been integrated into existing or new Health Unit policies, procedures, and/or associated documents, and

Whereas, the Board of Health is aware of and has access to Health Unit Operational Policies through the Board Governance Manual; and

Whereas, the new governance document system is fully implemented with associated work completed;

Therefore, be it resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approves the elimination and archiving of the Board of Health policies listed below:

- Asset Capitalization – B-F-005
- Asset Protection – B-F-002
- Corporate Sponsorships and Donations – B-F-003

- Municipal Reserve – B-F-007
- Procurement – B-F-001
- Remuneration for Board Members – B-F-004
- Signing Authority – B-F-006
- Confidentiality of Information – B-G-004
- Risk Management – B-G-023
- Personal Health Information Protection Act – B-G-011
- Municipal Freedom of Information and Protection of Privacy Act – B-G-012
- Recognizing Community Partners – B-G-014
- Recognition of Staff and Volunteers – B-P-002
- Relocation (Moving) Expenses for New Employees – B-P-003
- Appointment of Board of Health Members – B-G-002
- Appointment, Term of Office, Powers and Duties for Committees of the Board of Health – B-G-006
- Appointment, Recognition, Terms and Duties of Board of Health Auditors and Legal Advisors for the Board of Health – B-G-007
- Board of Health Orientation and Training – B-G-020
- Code of Conduct – B-G-010
- Conflict of Interest – B-G-003
- Election, Term of Office, Duties and Powers of the Chairperson and Vice-Chairperson of the Board of Health – B-G-005
- In Camera Meeting Proceedings – B-G-015
- Information Process for Meetings of BOH and Committees – B-G-013
- Meeting Proceedings for Board of Health and Committees – B-G-009
- Notice and Attendance of Public at BOH and Committee Meetings – B-G-021
- Responding to Complaints Received by the BOH Members – B-G-016
- Roles and Responsibilities of Board of Health Members – B-G-008
- Integrated Accessibility Standards – B-P-012
- Occupational Health and Safety – B-P-004
- Preventing Workplace Harassment – B-P-001
- Preventing Workplace Violence – B-P-009
- Scent-free Workplace – B-P-005
- Baby Friendly Initiative – B-G-022
- Anti-Nepotism – B-P-006
- Social Media Governance for Health Unit Accounts – B-P-010
- Copyright – B-G-026
- Health Unit Brand Governance – B-G-025
- Tobacco, Cannabis, and Electronic Cigarette Use Policy – B-P-007
- Organizational Planning – B-G-024
- Geographic Areas Serviced by the NBPSDHU – B-G-001

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”

16.0 IN CAMERA

There was no in camera session.

17.0 ADJOURNMENT

Having no further business, Jamie Lowery the Board of Health Vice-Chairperson adjourned the Board of Health meeting at 5:54 p.m.

Original Signed by Rick Champagne 2025/02/26

Chairperson/Vice-Chairperson Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain 2025/02/26

_ Ashley Lecappelain, Recorder Date (yyyy/mm/dd)