

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH
MINUTES – April 24, 2024
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Karen Cook
Central Appointee	Jamie Lowery
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne
Central Appointee	Maurice Switzer
Western Appointee	Jamie Restoule

Parry Sound District:

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland

Public Appointees:

Tim Sheppard
Catherine Still

ALSO IN ATTENDANCE:

Acting Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Human Resources	Josée Goulet
Executive Director, Finance	Isabel Churcher
Executive Assistant, Executive Director's Office	Christine Neily

REGRETS:

Central Appointee	Karen Cook
Central Appointee	Jamie McGarvey

RECORDER:

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
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1.0 CALL TO ORDER

The Personnel Policy, Labour/Employee Relations Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference. The meeting was open to the public and live streaming of the meeting was available to the media and public through a link provided on the Health Unit's website.

Rick Champagne, Board of Health Chairperson, called the April 24, 2024, Personnel Policy, Labour/Employee Relations Committee meeting to order at 5:38 p.m.

2.0 ELECTIONS

Nominations for Chairperson and Vice-Chairperson of the Personnel Policy, Labour/Employee Relations Committee were requested prior to the start of the meeting.

2.1 Election of Chairperson

Nomination was noted and the following motion was read:

The following motion read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/04/01 *Stickland/Wolfe

Be It Resolved, that Jamie Lowery be elected Chairperson for the Personnel Policy, Labour/Employee Relations Committee for the year 2024.

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	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherin Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

2.2 Election of Vice-Chairperson

Jamie Lowery assumed the role of Chairperson. Nominations were noted and a final call for nominations was requested.

The following motion read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/04/02 *Switzer/Stickland

Be It Resolved, that Maurice Switzer be elected Vice-Chairperson for the Personnel Policy, Labour/Employee Relations Committee for the year 2024.

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	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherin Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

3.0 APPROVAL OF THE AGENDA

The following motion regarding the April 24, 2024, Personnel Policy, Labour/Employee Relations Committee agenda was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/04/03 *Stickland/Wolfe

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee agenda for April 24, 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	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherin Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Personnel Policy, Labour/Employee Relations Committee – August 16, 2023

The minutes from the August 16, 2023, Personnel Policy, Labour/Employee Relations Committee meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/04/04 *Inch/Sheppard

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on August 16, 2023 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	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherin Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

5.2 Personnel Policy, Labour/Employee Relations Committee – August 16, 2023 – In Camera

The minutes from the August 16, 2023, Personnel Policy, Labour/Employee Relations Committee in camera meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/04/05 *Still/Champagne

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee in camera meeting held on August 16, 2023, 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	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		

Sara Inch	X	Catherin Still	X
Jamie Lowery	X	Maurice Switzer	X
Jamie McGarvey	R	Dave Wolfe	X

“Carried”

6.0 DATE OF NEXT MEETING

Date: September 25, 2024

Time: To be determined

Location: To be determined

7.0 BUSINESS ARISING

There were no agenda items under Business Arising.

8.0 IN CAMERA

9.0 NEW BUSINESS

9.1 Creation of an Ad Hoc Committee for the Performance Evaluation of the Medical Officer of Health/Executive Officer of the North Bay Parry Sound District Health Unit

The following motion related to the creation of an Ad Hoc Committee for the purpose of the performance evaluation of the Medical Officer of Health/Executive Officer was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation **#PPLER/2024/04/06 *Stickland/Switzer**

Whereas, Dr. Carol Zimbalatti was appointed as full-time Medical Officer of Health/Executive Officer for the North Bay Parry Sound District Health Unit by the Board of Health effective July 11, 2023, and

Whereas, The Board of Health is responsible for conducting a performance evaluation for the Medical Officer of Health/Executive Officer (MOH/EO) as outlined in section 4.1.4 q) of the Board of Health Policy B-G-008 – Roles and Responsibilities of the Board of Health and Individual Members of the Board of Health.

Therefore Be it Resolved, *that the Personnel Policy, Labour/Employee Relations Committee recommend the Board of Health approve the creation of the ad hoc committee of the Board of Health called “Medical Officer of Health Performance Evaluation Committee” which is comprised of Chairperson, Board of Health (Ex-Officio); Chairperson, PPLER; and Executive Director, Human Resources.*

Furthermore Be It Resolved, That the Policy, Labour/Employee Relations Committee recommend the Board of Health approve remuneration for this activity in accordance with Board of Health policy #B-F-004 – Remuneration, Board of Health Members.

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	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherin Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

8.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Personnel Policy, Labour/Employee Relations Committee meeting at 5:51 p.m.

Original Signed by Jamie Lowery	2024/11/27
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)
Original Signed by Ashley Lecappelain	2024/11/27
Nelly Bothelo, Recorder	Date (yyyy/mm/dd)