

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, January 24, 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 Appointees

Karen Cook

Central Appointees

Sara Inch

Central Appointees

Jamie Lowery

Central Appointees

Dave Wolfe

Central Appointees

Maurice Switzer

Eastern Appointee

Rick Champagne

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland

Western Appointee

Jamie McGarvey

Public Appointees:

Tim Sheppard

Catherine Still

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Director, Finance

Isabel Churcher

Executive Assistant, Director's Office

Christine Neily

REGRETS

Western Appointee

Jamie Restoule

Recorder

Executive Assistant, Office of the MOH/EO

Nelly Bothelo

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 meeting to order at 5.01 p.m.

2.0 ELECTIONS

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

2.1 Election of Chairperson

Nomination was noted and the following motion was read:

Board of Health Resolution #BOH/2024/01/01 Stickland/Switzer

Be It Resolved, that *Rick Champagne* be elected as Chairperson for the Board of Health 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

2.1 Election of Vice-Chairperson

Rick Champagne assumed the role of Chairperson, nominations were noted and there was a final call for nominations. And the following motion was read:

Board of Health Resolution #BOH/2024/01/02 Wolfe/Inch

Be It Resolved, that *Jamie Lowery* be elected as Vice-Chairperson for the Board of Health 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

3.0 APPROVAL OF THE AGENDA

The agenda for the January 24, 2024 Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2024/01/03 Wolfe/Flowers

Be It Resolved, that the Board of Health Agenda, dated January 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Board of Health Minutes – November 22, 2023

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

Board of Health Resolution #BOH/2024/01/04 Cook/Still

Be It Resolved, that the minutes from the Board of Health meeting held on November 22, 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

5.2. Board of Health In Camera Minutes – November 22, 2023

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

Board of Health Resolution #BOH/2024/01/05 Stickland/Lowery

Be It Resolved, that the in-camera minutes from the Board of Health meeting November 22, 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

5.3 Board of Health Minutes – November 29, 2023

The minutes from the Board of Health meeting held on November 29, 2023, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2024/01/06 Sheppard/Still

Be It Resolved, that the minutes from the Board of Health meeting held on November 29, 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

5.4 Board of Health In Camera Minutes – November 29, 2023

The minutes from the Board of Health meeting held on November 29, 2023, were reviewed and the following motion was read:

Board of Health Resolution ##BOH/2024/01/07 Sheppard/Stickland

Be It Resolved, that the in-camera minutes from the Board of Health meeting November 29, 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

6.0 DATE OF NEXT MEETING

The proposed meeting schedule for 2024 was presented and the following motion read:

Board of Health Resolution #BOH/2024/01/08 Wolfe/Lowery

Be It Resolved, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2024, as follows:

DATE	MEETING	TIME
January 24 <i>*This date is carried over from the 2023 approved schedule: for information only</i>	Finance and Property Committee Board of Health Meeting	5 – 7 p.m.
February 28	Finance and Property Committee Board of Health	5 – 7 p.m.
April 24	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.

DATE	MEETING	TIME
June 26	Finance and Property Committee Board of Health	5 – 7 p.m.
September 25	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
November 27	Board of Health	5 – 7 p.m.
December 4	Finance and Property Committee Board of Health	5 – 7 p.m.
January 22, 2025	Finance and Property Committee Board of Health	5 – 7 p.m.

Furthermore Be It Resolved, that the Board of Health meetings are held at the North Bay Parry Sound District Health Unit Main Office in 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 to be determined.

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	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

7.0 STANDING COMMITTEES 2024

The following motion was read:

Board of Health Resolution #BOH/2024/01/09 Inch/Switzer

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 Committee for 2024:

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 of Health members to deal with matters relating 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

8.0 SIGNING OFFICERS 2024

The following motion was read:

Board of Health Resolution #BOH/2024/01/10 Still/Stickland

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit approve the signing officers for the year 2024 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, Human Resources</i>	<i>Josée Goulet</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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

9.0 LEGAL ADVISORS

The following motion was read:

Board of Health Resolution #BOH/2024/01/11 Wolfe/Flowers

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 2024:

Corporate Legal Advisors:

- The Corporation of the City of North Bay
- Lucenti Orlando Professional Corporation

- Frank Williams & Associates

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.
- Middlebro’ & Stevens LLP
- 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.

The recorded vote was as follows:

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

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

“Carried”

Jamie Lowery declared a conflict of interest with the rationale of a family relation to a particular firm- *Lucenti Orlando Professional Corporation*.

10.0 BUSINESS ARISING

There was nothing under Business Arising.

11.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health was deferred until the next meeting.

Dr. Zimbalatti shared some topics:

OPHS Review

There is no clarity on the mechanism by which local public health units will be able to review the proposed changes and provide feedback. The review is being coordinated by the Office of the Chief Medical Officer of Health of Ontario. An OPHS Review Committee is being created, with representation from Public Health Ontario and nominated local public health unit staff. A couple of members of staff have been nominated to the Review Committee, and the Health Unit already has some members on the working groups, and as these working groups expand to accommodate the extra work of the OPHS review, other health unit staff members are putting their names forward to join.

Funding Formula

We have no information on what changes may emerge from a review of the funding formula.

Respiratory viruses

The respiratory dashboard on the Health Unit website provides a good snapshot of the outbreaks we are managing and other local respiratory indicators.

12.0 BOARD COMMITTEE REPORT

There were no Committee Reports to bring forward.

13.0 CORRESPONDENCE

Board of Health correspondence listed for the January 24, 2024 meeting is made available for review by Board members in the Board of Health online portal.

14.0 NEW BUSINESS

14.1 Quality Issue Report 2023 – Report to the Board

A copy of the completed QIRs was provided. Additional information relating to the completed QIRs can be made available to Board of Health members upon request.

14.2 Association of Local Public Health Agencies (alPHA) Winter Symposium Registration

Notice of the 2024 alPHA Winter Symposium was provided. The following motion was read:

Board of Health Resolution #BOH/2024/01/12 Wolfe/Still

Therefore Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes 3 Board of Health member(s) to attend the Association of Local Public Health Agencies (alPHA) 2024 Winter Symposium, to be held virtually on February 14-16, 2024; and

Furthermore Be It Resolved, that expenses related to attendance of the alPHA 2024 Winter Symposium 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)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

14.3 Meeting Schedule 2023 – Revised

The following motion was read:

Board of Health Resolution #BOH/2024/01/13 Stickland/Switzer

Whereas, that in accordance with Board of Health Bylaw Section II, #18, the Board of Health approved the regular meeting schedule for the year 2023, at the January 25, 2023, Board meeting, and subsequently revised at the August 16, 2023, Board of Health meeting; and **Whereas**, revisions to the previously approved Board of Health meeting scheduled were required as follows:

DATE	MEETING	TIME
January 25 *This date is carried over from the 2022 approved schedule: for information only	Finance and Property Committee Board of Health Meeting	5 – 7 p.m.

DATE	MEETING	TIME
February 22	Finance and Property Committee Board of Health	5 – 7 p.m.
April 26	Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
June 28	Personnel Policy, Labour/Employee Relations Committee Finance and Property Committee Board of Health	5 – 7 p.m.
August 16	Personnel Policy, Labour/Employee Relations Committee Board of Health	5 – 7 p.m.
September 27	Finance and Property Committee Board of Health	5 – 7 p.m.
November 22	Board of Health	5 – 7 p.m.
November 29	Finance and Property Committee Board of Health	5 – 7 p.m.
January 24, 2024	Finance and Property Committee Board of Health	5 – 7 p.m.

Now Therefore Be It Resolved, that in accordance with Section 18 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2023 Board of Health meeting schedule, 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

15.0 IN CAMERA

15.1 A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

Board of Health Resolution #BOH/2024/01/14 Inch/Sheppard

Be It Resolved, that the Board of Health move in camera at 5.36 p.m. to discuss item #15.1. A position, plan, procedure, criteria or instructions to be applied to any negotiations carried on by or on behalf of the Board.

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	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

At the close of the in camera session, the following motion was read:

Board of Health Resolution #BOH/2024/15 Wolfe/Sheppard

Be It Resolved, that the Board of Health rise and report at 6.32 p.m.

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	X			Jamie Restoule	A		
Blair Flowers	X			Marianne Stickland	X		
Catherine Still	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

Direction was provided; there was nothing further to report.

16.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 6.32 p.m.

Original signed by Rick Champagne

2024/03/06

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Nelly Bothelo

2024/03/06

Nelly Bothelo, Recorder

Date (yyyy/mm/dd)