

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, January 25, 2023, via teleconference. Live streaming of the proceedings was provided for the public.

PRESENT:

Nipissing District:

Central Appointee

Karen Cook

Central Appointee

Sara Inch

Central Appointee

Jamie Lowery

Central Appointee

Maurice Switzer

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne

Western Appointee

Jamie Restoule

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland

Western Appointee

Jamie McGarvey

Public Appointees:

Gary Guenther

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Chirico

Associate Medical Officer of Health

Dr. Carol Zimbalatti

Executive Director, Clinical Services, Chief Nursing Officer

Shannon Mantha

Executive Director, Community Services

Louise Gagné

Executive Director, Corporate Services, Privacy Officer

Paul Massicotte

Executive Director, Finance

Isabel Churcher

Executive Director, Human Resources

Josée Goulet

REGRETS:

RECORDER:

Management Administrative Assistant

Sheri Beaulieu

1.0 CALL TO ORDER

The Board of Health members joined the meeting via Teams video conference. Live streaming of the meeting was available to the media and public through a link provided on the Health Unit's website.

Dr. Chirico called the meeting to order at 6:07 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

Nominations were noted and there was a final call for nominations. The vote was carried out via the Team voting mechanism and the following motion was read:

Board of Health Resolution #BOH/2023/01/01 *Lowery/Wolfe

Be It Resolved, that Rick Champagne be elected as Chairperson for the Board of Health for the year 2023.

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	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

2.2 Election of Vice-Chairperson

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

Board of Health Resolution #BOH/2023/01/02 *Inch/Guenther

Be It Resolved, that Jamie McGarvey be elected as Vice-Chairperson for the Board of Health for the year 2023.

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	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

3.0 APPROVAL OF THE AGENDA

The agenda for the January 25, 2023, Board of Health meeting was reviewed, and the following motion was read:

Board of Health Resolution #BOH/2023/01/03 *Guenther/Wolfe

Be It Resolved, that the Board of Health Agenda, dated January 25, 2023, 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:
Karen Cook	X			Jamie McGarvey	X		
Rick Champagne	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	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 – September 28, 2022

The minutes from the Board of Health meeting held on September 28, 2022, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2023/01/04 *Stickland/Guenther

Be It Resolved, that the minutes from the Board of Health meeting held on September 28, 2022, 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:
Karen Cook	X			Jamie McGarvey	X		

Rick Champagne	X	Jamie Restoule	X
Blair Flowers	X	Marianne Stickland	X
Gary Guenther	X	Maurice Switzer	X
Sara Inch	X	Dave Wolfe	X
Jamie Lowery	X		

“Carried”

6.0 DATE OF NEXT MEETING

The proposed meeting schedule for 2023 was presented and the following motion read:

Board of Health Resolution #BOH/2023/01/05 *Restoule/McGarvey

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 2023, as follows:

DATE	MEETING	TIME
January 25 <i>*This date is carried over from the 2022 approved schedule: for information only</i>	<i>Finance and Property Committee Board of Health Meeting</i>	<i>5 – 7 p.m.</i>
February 22	<i>Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
April 26	<i>Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
June 28	<i>Personnel Policy, Employee/Labour Relations Committee Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
September 27	<i>Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
November 22	<i>Board of Health</i>	<i>5 – 7 p.m.</i>
November 29	<i>Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
January 24, 2024	<i>Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>

Furthermore Be It Resolved, that during non-COVID-19 times, 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:
Karen Cook	X			Jamie McGarvey	X		
Rick Champagne	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

7.0 STANDING COMMITTEES 2023

The following motion was read:

Board of Health Resolution #BOH/2023/01/06 *Wolfe/Lowery

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 2023:

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

“Carried”

8.0 SIGNING OFFICERS 2023

The following motion was read:

Board of Health Resolution #BOH/2023/01/07 *Inch/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 2023 as follows:

<i>Board of Health Chairperson</i>	<i>Rick Champagne</i>
<i>Board of Health Vice-Chairperson</i>	<i>Jamie McGarvey</i>
<i>Medical Officer of Health/Executive Officer</i>	<i>Dr. Jim Chirico</i>
<i>Associate Medical Officer of Health</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:
Karen Cook	X			Jamie McGarvey	X		
Rick Champagne	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

9.0 LEGAL ADVISORS 2023

The following motion was read:

Board of Health Resolution #BOH/2023/01/08 *Wolfe/Stickland

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 2023:

Corporate Legal Advisors:

- The Corporation of the City of North Bay
 - Lucenti, Orlando & Ellies LLP
 - 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:

- Fillion 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 with the rationale of a family relation to a particular firm.

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	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery			X				

“Carried”

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 for the [January 25, 2023](#), meeting was presented to the Board of Health for information purposes.

It was noted to the new Board that this report is presented to provide operational information and updates to the Board on an ongoing basis. Board members were invited to provide feedback on what they might like to see in future reports.

Questions regarding information provided in the current report were asked and answered.

12.0 BOARD COMMITTEE REPORT

12.1 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/2023/01/09 *Stickland/Lowery

Be It Resolved, that on the recommendation of the Finance and Property Committee that the Board of Health for the North Bay Parry Sound District Health Unit approve the 2023 Board of Health Public Health Budget, as presented, with a total sharable base of \$17,160,804.

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	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

13.0 CORRESPONDENCE

Board of Health correspondence listed for the January 25, 2023, meeting is made available for review by Board members in the Board of Health online portal.

14.0 NEW BUSINESS

14.1 Board of Health Bylaw Revisions

Revision was required to the current Board of Health Bylaws. Revisions were noted for Board member’s review and the following motion was read:

Board of Health Resolution #BOH/2023/01/10 *Lowery/Cook

Whereas, the Board of Health received and reviewed written notice on January 25, 2023, of the proposed revisions to the Board of Health Bylaws to Regulate the Proceedings of the Board of Health as shown in track changes to the above-noted document.

Now Therefore Be It Resolved, that the Board of Health approve the revisions to the Board of Health Bylaws to Regulate the Proceedings for the Board of Health for the North Bay Parry Sound District Health Unit.

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	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

14.2 Corporate Sponsorships and Donations, 2022

A report on corporate sponsorships and/or donations in 2022, if any, was provided for information purposes.

14.3 Requests for Proposals, 2022

A report on requests for proposals disseminated in 2022, if any, was provided for information purposes.

14.4 Association of Local Public Health Agencies (alPHa) Winter Symposium

Notice of the 2023 alPHa Winter Symposium was provided. The following motion was read:

Board of Health Resolution #BOH/2023/01/11 *Stickland/Restoule

Therefore Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes Board of Health member(s) to attend the Association of Local Public Health Agencies (alPHa) 2023 Winter Symposium, to be held virtually on Friday, February 24, 2023; and

Furthermore Be It Resolved, that expenses related to attendance of the *alPHa 2023 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:
Karen Cook	X			Jamie McGarvey	X		
Rick Champagne	X			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

14.5 Board of Health Training – Fat Positive

An invitation to participate in an upcoming Fat Positive training session was extended to Board of Health members.

14.6 Completed Quality Issue Report

Information on the internal quality issue reporting (QIR) process was provided along with a copy of the completed QIRs. Additional information relating to the completed QIRs can be made available to Board of Health members upon request.

15.0 IN CAMERA

There was no in camera session.

16.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 6:58 p.m.

Original Signed by Rick Champagne

2023/02/22

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu

2023/02/22

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)