

A meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, April 23, 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

Jamie Lowery (*Vice-Chairperson*)

Central Appointee

Sara Inch

Central Appointee

Maurice Switzer

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne (*Chairperson*)

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

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 Board of Health meeting to order at 6:50 p.m.

2.0 APPROVAL OF AGENDA

The agenda for the April 23, 2025, Board of Health meeting was reviewed, and the following motion was read:

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

Be It Resolved, that the Board of Health Agenda, dated April 23, 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”

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 – February 26, 2025

The minutes from the Board of Health meeting held on February 26, 2025, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2025/04/02 *Restoule/Flowers

Be It Resolved, that the minutes from the Board of Health meeting held on February 26, 2025, 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”

5.0 DATE OF THE NEXT MEETING

Date: June 26, 2025

Time: to be determined

Place: Georgian Room, Parry Sound Office

6.0 BUSINESS ARISING

There was no discussion under Business Arising.

7.0 REPORT OF MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health dated April 23, 2025, was presented to the Board of Health for information purposes.

Questions and comments were received and addressed.

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 motions were read:

Board of Health Resolution #BOH/2025/04/03 *Stickland/Sheppard

***Whereas**, on June 25, 2008, the Board of Health for the North Bay Parry Sound District Health Unit approved a municipal reserve fund be established; and*

***Whereas**, on September 26, 2012, the Board of Health by resolution removed the cap from the municipal reserve; and*

***Whereas**, on April 23, 2025, the Finance and Property Committee of the Board of Health reviewed the North Bay Parry Sound District Health Unit draft annual audited financial statements for the year-ended December 31, 2024.*

***Now Therefore 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 transfer of funds from the Health Unit general account to the municipal reserve in the amount of \$154,064; and

Furthermore 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 North Bay Parry Sound District Health Unit audited financial statements for the year-ended December 31, 2024; and

Furthermore Be It Resolved, that the annual audited financial statements for the North Bay Parry Sound District Health Unit, which includes a note outlining the transactions of the municipal reserve fund for the year-ended December 31, 2024, be sent to member municipalities.

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”

Board of Health Resolution #BOH/2025/04/04 *Inch/Restoule

Whereas, the Board of Health for the North Bay Parry Sound District Health Unit approved a list of signing officers for 2025 at its meeting on January 22, 2025; and

Whereas, a new position, Manager Finance has been created through the reorganization process;

Therefore, 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 Kimberly Gervais, Manager, Finance, as a signing officer for the year 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”

Board of Health Resolution #BOH/2025/04/05 *Sheppard/McGarvey

Whereas, the current Executive Director, Finance was given delegated authority to represent the Health Unit in 2020; and

Whereas, the current Executive Director, Finance position will not be refilled after retirement; and

Whereas, a level III Representative with CRA assists with the efficient operation of the Health Unit.

Therefore 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 appointment of the Manager, Finance, as their level III Representative with the Canada Revenue Agency (CRA), with no set end date.

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”

Board of Health Resolution #BOH/2025/04/06 *Wolfe/Lowery

Whereas, the North Bay Parry Sound District Health Unit submitted a one-time funding request with the annual service plan on March 31, 2025; and

Whereas, the Board of Health approval should have been obtained prior to submission; and

Whereas, the Ministry of Health permitted applications for the purchase of new purpose-built vaccine refrigerators;

Therefore 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 submission of a request for two purpose-built vaccine refrigerators at a total cost of \$30,816.00.

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”

Board of Health Resolution #BOH/2025/04/07 *Still/Stickland

Whereas, the current thresholds for approving of legal documents, purchases, and asset capitalization have not been revised since 2007; and

Whereas, the cost of living and inflation have changed significantly since that time;

Therefore 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 approves thresholds as presented in Tables 1-4.

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”

8.1 Personnel Policy, Employee/Labour Relations Committee

A Personnel Policy, Employee/Labour Relations Committee meeting was held prior to the Board of Health meeting. The following motions were read:

Board of Health Resolution #BOH/2025/04/08 *Lowery/McGarvey

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 conducted a performance evaluation for the Medical Officer of Health/Executive Officer (MOH/EO) in 2024 as per Board of Health Bylaw Section IV, #54; and

Whereas, the Board of Health directed that the next evaluation occur in 2025,

Therefore Be it Resolved, that on the recommendation of the Personnel Policy, Employee/Labour Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit approve the continuation of the Ad Hoc committee, called the “Medical Officer of Health Performance Evaluation Committee,” which is comprised of the Chairperson of the Board of Health, Chairperson of the Personnel Policy, Labour/Employee Relations Committee, and the Executive Director of Corporate Services; and

Further Be It Resolved, that on the recommendation of the Personnel Policy, Employee/Labour Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit approve remuneration for this activity in accordance with Board of Health Bylaw Section VI, #79.

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 CORRESPONDENCE

Board of Health correspondence listed for the April 23, 2025, meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

10.1 Association of Local Public Health Agencies (alPHA) 2025 Annual General Meeting

The following motion was read:

Board of Health Resolution #BOH/2025/04/09 *Stickland/Restoule

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes two Board of Health member(s) to attend the Association of Local Public Health Agencies (alPHA) 2025 Annual General Meeting and Conference to be held June 18-20 at The Pantages Hotel, located at 200 Victoria Street in Toronto, ON; and

Furthermore Be It Resolved, that expenses related to attendance of the alPHA 2025 Annual General Meeting and Conference be paid in accordance with the Board of Health Bylaw, VI, #79.

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, Rick Champagne the Board of Health Chairperson adjourned the Board of Health meeting at 7:24 p.m.

Original Signed by Rick Champagne	2025/06/25
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)
Original Signed by Ashley Lecappelain	2025/06/25
Ashley Lecappelain, Recorder	Date (yyyy/mm/dd)