

A meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, November 26, 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 (<i>Vice-Chairperson</i>)
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

REGRETS:

Central Appointee	Sara Inch
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ALSO IN ATTENDANCE:

Executive Director, Organizational Effectiveness	Chris Bowes
Executive Director, Community Services	Louise Gagné
Executive Director, Clinical Services/Chief Nursing Officer	Shannon Mantha
Executive Director, Corporate Services/Privacy Officer	Paul Massicotte
Executive Assistant, Quality Assurance	Shelly Maki
Manager, Oral Health Program	Julie Patenaude-Bouffard
Health Promotion Specialist, Foundational Services	Erin Reyce
Manager, Quality, Practice, and Relations	Terry Smith
Public Relations Specialist	Kylie Wurdell

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.

Rick Champagne, Board of Health Chairperson called the Board of Health meeting to order at 5:40 p.m.

2.0 APPROVAL OF AGENDA

The agenda for the November 26, 2025, Board of Health meeting was reviewed, and the following motions were read:

Board of Health Resolution #BOH/2025/11/01* Wolfe/Lowery

Be It Resolved, that the Board of Health Agenda, dated November 26, 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:
<i>Rick Champagne</i>	X			<i>Jamie McGarvey</i>	X		
<i>Karen Cook</i>	X			<i>Jamie Restoule</i>	X		
<i>Blair Flowers</i>	X			<i>Tim Sheppard</i>	X		
<i>Sara Inch</i>	A			<i>Marianne Stickland</i>	X		
<i>Jamie Lowery</i>	X			<i>Dave Wolfe</i>	X		

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

Julie Patenaude-Bouffard, Terry Smith, Chris Bowes, Erin Reyce, Kylie Wurdell, Louise Gagné, and Shannon Mantha joined the Board of Health meeting at 5:42 p.m.

4.0 PRESENTATIONS: NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT STRATEGIC PLAN UPDATES'

Chris Bowes, Erin Reyce, Terry Smith, Julie Patenaude-Bouffard, and Kylie Wurdell presented an update on the 2024–2027 Strategic Plan. The presentation highlighted implementation progress and strategy spotlights related to:

- **Priority 1, Strategy 2:** Foster leadership through improved performance management and succession planning.
- **Priority 2, Strategy 4:** Cultivate our role within systems-level efforts to reduce poverty and homelessness
- **Priority 2, Strategy 2:** Raising Awareness of the needs addressed by the Health Unit.

Questions and comments were received and addressed.

Julie Patenaude-Bouffard, Terry Smith, Erin Reyce, Chris Bowes, Kylie Wurdell, Louise Gagné, and Shannon Mantha left the Board of Health meeting at 6:13 p.m.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Board of Health Minutes – September 24, 2025

The minutes from the Board of Health meeting held on September 24, 2025, were reviewed and the following motion was read.

Board of Health Resolution #BOH/2025/11/02 *Sheppard/Cook

Be It Resolved, that the minutes from the Board of Health meeting held on September 24, 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:
<i>Rick Champagne</i>	X			<i>Jamie McGarvey</i>	X		
<i>Karen Cook</i>	X			<i>Jamie Restoule</i>	X		
<i>Blair Flowers</i>	X			<i>Tim Sheppard</i>	X		
<i>Sara Inch</i>	A			<i>Marianne Stickland</i>	X		
<i>Jamie Lowery</i>	X			<i>Dave Wolfe</i>	X		

“Carried”

5.2 Board of Health In-Camera Minutes – September 24, 2025

The in-camera minutes from the Board of Health meeting held on September 24, 2025, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2025/11/03 *Wolfe/Restoule

Be It Resolved, that the in-camera minutes from the Board of Health meeting held on September 24, 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:
<i>Rick Champagne</i>	X			<i>Jamie McGarvey</i>	X		

<i>Karen Cook</i>	<i>X</i>	<i>Jamie Restoule</i>	<i>X</i>
<i>Blair Flowers</i>	<i>X</i>	<i>Tim Sheppard</i>	<i>X</i>
<i>Sara Inch</i>	<i>A</i>	<i>Marianne Stickland</i>	<i>X</i>
<i>Jamie Lowery</i>	<i>X</i>	<i>Dave Wolfe</i>	<i>X</i>

“Carried”

6.0 BUSINESS ARISING

There was nothing noted under Business Arising.

7.0 REPORT OF MEDICAL OFFICER OF HEALTH

The Report of the Medical Officer of Health dated November 26, 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 Personnel Policy, Labour/Employee Relations Committee

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

Board of Health Resolution #BOH/2025/11/04 *Lowery/Flower

Whereas, the Board of Health conducted a performance evaluation for the Medical Officer of Health/Executive Officer in 2024 as required under Bylaw Section IV, #54;

Whereas, the Board of Health approved that the next evaluation occur in 2025 and continued the Ad Hoc Medical Officer of Health Performance Evaluation Committee for this purpose; and

Whereas, competing organizational priorities and limited capacity have made it infeasible to complete the evaluation in 2025;

Therefore Be it Resolved, that on the recommendation of the Personnel Policy, Labour/Employee Relations Committee that the Board of Health for the North Bay Parry Sound District Health Unit approve deferring the 2025 evaluation of the Medical Officer of Health/Executive Officer to Q1 2026; and

Further Be It Resolved, that remuneration for the Medical Officer of Health Performance Evaluation Committee members continue 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:
<i>Rick Champagne</i>	X			<i>Jamie McGarvey</i>	X		
<i>Karen Cook</i>	X			<i>Jamie Restoule</i>	X		
<i>Blair Flowers</i>	X			<i>Tim Sheppard</i>	X		
<i>Sara Inch</i>	A			<i>Marianne Stickland</i>	X		
<i>Jamie Lowery</i>	X			<i>Dave Wolfe</i>	X		

“Carried”

Board of Health Resolution #BOH/2025/11/05 *Wolfe/McGarvey

Whereas, the collective agreements with the Ontario Nurses’ Association and Ontario Public Services Employees Union, as well as the Management/Non-Union Employment Policy, expired on March 31, 2025; and

Whereas, negotiations were undertaken with Ontario Nurses’ Association and Ontario Public Services Employees Union, and both unions ratified their respective agreements in November 2025; and

Whereas, negotiations for the Management/Non-Union Employment Policy include monetary adjustments identical to those negotiated with Ontario Nurses’ Association and Ontario Public Services Employees Union;

Be It Resolved, that on the recommendation of the Personnel Policy, Labour/Employee Relations Committee the Board of Health approve the changes to the collective agreements between the North Bay Parry Sound District Health Unit and Ontario Nurses’ Association and Ontario Public Services Employees Union, and approve the revised Management/Non-Union Employment Policy for full-time and part-time employees, effective April 1, 2025, to March 31, 2027.

The recorded vote was as follows:

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

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
<i>Rick Champagne</i>	X			<i>Jamie McGarvey</i>	X		
<i>Karen Cook</i>	X			<i>Jamie Restoule</i>	X		
<i>Blair Flowers</i>	X			<i>Tim Sheppard</i>	X		
<i>Sara Inch</i>	A			<i>Marianne Stickland</i>	X		
<i>Jamie Lowery</i>	X			<i>Dave Wolfe</i>	X		

“Carried”

9.0 CORRESPONDENCE

Board of Health correspondence listed for the November 26, 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 Fall Symposium Summary Report

The alPHa 2025 Fall Symposium Summary Report was provided to the Board of Health for information purposes by Dr. Zimbalatti.

10.2 Third Quarter Financial Statements

The third quarter financial statements were provided to the Board of Health for information purposes.

Questions and comments were addressed.

10.3 Third Quarter Medical Officer of Health Expenses – July 1 to September 30, 2025

The third quarter expenses of the Medical Officer of Health/Executive Officer were provided to the Board of Health for information purposes.

10.4 Third Quarter Board of Health Expenses – July 1 to September 30, 2025

The third quarter expenses of the Board of Health were provided to the Board of Health for information purposes.

10.5 All Staff Holiday Celebration Luncheon Invitation

The following motion was read:

Board of Health Resolution #BOH/2025/11/06 *Restoule/Cook

Whereas, the All Staff Holiday Celebration Luncheon will take place on December 10, 2025, from 12:00 to 1:00 p.m. at Best Western North Bay Hotel & Conference Centre, 700 Lakeshore Drive, North Bay, Ontario;

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes Board of Health members to attend the Health Unit’s All Staff Holiday Celebration Luncheon on Wednesday, December 10, 2025; and

Furthermore Be It Resolved, that the Board of Health approve Board of Health members’ expenses related to attending the Holiday Season Celebration Luncheon 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 McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Tim Sheppard	X		
Sara Inch	A			Marianne Stickland	X		
Jamie Lowery	X			Dave Wolfe	X		

“Carried”

10.6 Association of Local Public Health Agencies (alPHa) 2026 Annual General Meeting and Conference

The following motion was read:

Board of Health Resolution #BOH/2025/11/07 *Restoule/Stickland

Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit authorizes three Board of Health member(s) to attend the Association of Local Public Health Agencies (alPHa) 2026 Annual General Meeting and Conference to be held June 8-10, 2026, at Radisson Blu Downtown, located at 249 Queen’s Quay West in Toronto, ON; and

Furthermore Be It Resolved, that expenses related to attendance of the alPHa 2026 Annual General Meeting and Conference be paid in accordance with the Board of Health Bylaw, VI, #79.

Be It Further Resolved, that the attending Board Member(s) be required to provide a summary of the symposium to the Board of Health at a subsequent meeting.

The recorded vote was as follows:

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

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
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<i>Rick Champagne</i>	<i>X</i>	<i>Jamie McGarvey</i>	<i>X</i>
<i>Karen Cook</i>	<i>X</i>	<i>Jamie Restoule</i>	<i>X</i>
<i>Blair Flowers</i>	<i>X</i>	<i>Tim Sheppard</i>	<i>X</i>
<i>Sara Inch</i>	<i>A</i>	<i>Marianne Stickland</i>	<i>X</i>
<i>Jamie Lowery</i>	<i>X</i>	<i>Dave Wolfe</i>	<i>X</i>

“Carried”

10.7 Association of Local Public Health Agencies (alPHa) 2026 Annual General Meeting and Conference

The following motion was read:

Board of Health Resolution #BOH/2025/11/08*Cook/Stickland

Whereas, that in accordance with Board of Health Bylaw Section III, #51, the Board of Health approved the regular meeting schedule for the year 2025 at the January 22, 2025, Board meeting; and

Whereas, revisions to the previously approved Board of Health meeting scheduled were required as follows:

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

DATE	MEETING	TIME
November 26	Personnel Policy, Employee/Labour Relations Committee Board of Health	5 – 7 p.m.
December 3	Finance and Property Committee Board of Health	5 – 7 p.m.
January 28, 2026	Finance and Property Committee Board of Health	5 – 8 p.m.

Now Therefore Be It Resolved, that in accordance with Section #51 of the Board of Health Bylaws that the Board of Health for the North Bay Parry Sound District Health Unit approve revisions to the 2025 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	X		
Blair Flowers	X			Tim Sheppard	X		
Sara Inch	A			Marianne Stickland	X		
Jamie Lowery	X			Dave Wolfe	X		

“Carried”

11.0 DATE OF NEXT MEETING

Date: January 28, 2026

Time: 5:00 p.m. - 8:00 p.m.

Place: Nipissing Room, North Bay Office

12.0 IN CAMERA

12.1 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group or persons, or organization.

An in-camera session of the Board of Health meeting was held. The following motion was read:

Board of Health Resolution #BOH/2025/11/09 *Wolfe/Sheppard

Be it Resolved, that the Board of Health move in camera at 6:43 p.m. to discuss agenda item 12.2 a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group or persons, or organization.

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	X		
Blair Flowers	X			Tim Sheppard	X		
Sara Inch	A			Marianne Stickland	X		
Jamie Lowery	X			Dave Wolfe	X		

“Carried”

The Board of Health entered an In-Camera meeting and stopped live streaming to the public at 6:44 p.m.

Board of Health Resolution #BOH/2025/11/10 *Lowery/Restoule

Be it Resolved, that the Board of Health rise and report at 6:52 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	X		
Blair Flowers	X			Tim Sheppard	X		
Sara Inch	A			Marianne Stickland	X		
Jamie Lowery	X			Dave Wolfe	X		

“Carried”

The Board of Health commenced live streaming to the public at 6:53 p.m.

14.0 ADJOURNMENT

Having no further business, Rick Champagne the Board of Health Chairperson adjourned the Board of Health meeting at 6:54 p.m.

Original Signed by Rick Champagne 2026/01/28

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

Original Signed by Ashley Lecappelain 2026/01/28

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