

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH
MINUTES – APRIL 26, 2023
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Sara Inch
Central Appointee	Jamie Lowery (<i>Chairperson</i>)
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 (<i>Vice-Chairperson</i>)
Public Appointees:	Gary Guenther

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Chirico
Associate Medical Officer of Health	Dr. Zimbalatti
Executive Director, Human Resources	Josée Goulet
Management Administrative Assistant, Building and Maintenance and Information Technology	Amanda Horn
Management Administrative Assistant, Quality Assurance	Shelly Maki

REGRETS:

Central Appointee	Karen Cook
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RECORDER:

Management Administrative Assistant	Sheri Beaulieu
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1.0 CALL TO ORDER

The Personnel Policy, Labour/Employee Relations Committee members joined the meeting via the Teams meeting link. 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 26, 2023, Personnel Policy, Labour/Employee Relations Committee meeting to order at 6:16 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

Nominations received prior to the meeting were noted and final call for nominations was requested. There was only one nomination standing; the following motion read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/0401/ Wolfe/Inch*

Be It Resolved, that Jamie Lowery be elected Chairperson for the Personnel Policy, Labour/Employee Relations Committee 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:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			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

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/2023/04/02 *Wolfe/Champagne

Be It Resolved, that Jamie McGarvey be elected Vice-Chairperson for the Personnel Policy, Labour/Employee Relations Committee for the year 2023.

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	R			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 motion regarding the April 26, 2023, Personnel Policy, Labour/Employee Relations Committee agenda was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/03 *Switzer/Inch

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee agenda for April 26, 2023, be approved.

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	R			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 Personnel Policy, Labour/Employee Relations Committee – September 28, 2022

The minutes from the September 28, 2022, Personnel Policy, Labour/Employee Relations Committee meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/04 *Stickland/McGarvey

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on September 28, 2022, be approved as presented.

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

“Carried”

5.2 Personnel Policy, Labour/Employee Relations Committee – September 28, 2022 – In Camera

The minutes from the September 28, 2022, Personnel Policy, Labour/Employee Relations Committee in camera meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/05 *Inch/Guenther

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee in camera meeting held on September 28, 2022, be approved as presented.

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	R			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

Date: June 28, 2023

Time: To be determined

Location: To be determined

7.0 BUSINESS ARISING

There were no agenda items under Business Arising.

IN CAMERA

7.1 Personal Matter About an Identifiable Individual

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/06 *Champagne/Switzer

Now Therefore Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee move in camera at 6:32 p.m. to discuss agenda item 8.1, Personal Matter About an Identifiable Individual.

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	R			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”

At the end of the closed session, the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/04/07 *Switzer/Stickland

Now Therefore Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee rise and report at 7:19 p.m.

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	R			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”

Upon rising and reporting, the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation

#PPLER/2023/04/08 *Champagne/McGarvey

Whereas, The Medical Officer of Health/Executive Officer (MOH/EO), Dr. Jim Chirico, has provided notice to the Board of Health (Board) for the North Bay Parry Sound District Health Unit (Health Unit) of their retirement, effective July 11, 2023, and

Whereas, The Board is required to appoint a full-time MOH/EO for the Health Unit (Health Protection and Promotion Act (HPPA) 1990; 62 (1a)); and

Whereas, The Board has two options when appointing a MOH/EO for the Health Unit:

- A. Appoint the Associate Medical Officer of Health (AMOH) as MOH/EO; or
- B. Post the position of MOH/EO for Competition; and

Whereas, The Board approved MOH/EO appointee will be referred to as the Acting MOH/EO until officially appointed as the MOH/EO for the Health Unit by the Minister of Health (HPPA 1990; 64 (c)); and

Whereas, Approximately, 24% (8) of the 34 health units currently do not have a MOH due to unfilled vacancies; and

Whereas, Succession planning for the MOH/EO position is an integral part of the Health Unit’s continuity of business framework; and

Whereas, Dr. Carol Zimbalatti:

- Was recruited for the purpose of succession planning; and
- Was appointed as the AMOH for the Health Unit in 2022; and
- Was successfully employed as a temporary Public Health Physician (PHP) at the Health Unit since January 11, 2021; and
- Completed a Master of Public Health degree in 2021 over a 4-year period in addition to working full-time as a physician; and

- Completed a Master of Public Health mentorship program as a PHP at the Health Unit under Dr. Chirico’s supervision; and
- Worked as a medical practitioner at the Health Unit to provide remunerated services in the Sexual Health Clinic commencing in 2017; and
- Has all the requisite qualifications to be MOH/EO as outlined in the HPPA 64 (a)(b) and R.R.O. 1990, REGULATION 566; and
- Has been Acting MOH/EO during Dr. Chirico’s vacation absences and while on-call; and
- Has gained invaluable experience working with Health Unit staff in all programs and services in varying capacities; and
- Is a valued member of the Executive Team; and

Whereas, Option A is that the Board of Health for the North Bay Parry Sound District Health Unit appoint Dr. Carol Zimbalatti as full-time Medical Officer of Health/Executive Officer for the North Bay Parry Sound District Health Unit effective July 11, 2023; or

Whereas, Option B is that the Board of Health for the North Bay Parry Sound District Health Unit post the position of Medical Officer of Health/Executive Officer for competition and form a Selection Committee comprised of;

- Chairperson of the Board,
- Chairperson of the Personnel Policy, Labour/Employee Relations Committee, or the Chairperson of the Finance and Property Committee,
- MOH/EO, and
- Executive Director of Human Resources.

Therefore Be it Resolved, that the Personnel Policy, Labour/Employee Relations Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit chooses to proceed with Option A as outlined above.

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	R			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 NEW BUSINESS

There was nothing brought forward under New Business.

9.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Personnel Policy, Labour/Employee Relations Committee meeting at 7:32 p.m.

Original signed by Jamie Lowery

2023-06-28

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Shelly Maki

2023-06-28

for Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)