

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH
MINUTES – November 27, 2024
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery (Chairperson)
Central Appointee	Maurice Switzer (Vice-Chairperson)
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne
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

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Human Resources Consultant	Josée Goulet
Executive Assistant, Executive Director's Office	Christine Neily

REGRETS:

Recorder

Executive Assistant, Office of the Medical Officer of Health Ashley Lecappelain

1.0 CALL TO ORDER

The Personnel Policy, Labour/Employee Relations Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually via Teams video conference.

Jamie Lowery, Personnel Policy, Labour/ Employee Relations Committee Chairperson, called the meeting to order at 5:01 p.m.

2.0 LAND ACKNOWLEDGEMENT

The land acknowledgement was provided by Sarah Inch.

3.0 APPROVAL OF AGENDA

The agenda for the November 27, 2024, Personnel Policy, Labour/Employee Relations Committee meeting was reviewed, and the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/01 *Stickland/Cook

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee agenda dated November 27, 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 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	A			Dave Wolfe	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 Minutes– April 24, 2024

The minutes from the Personnel Policy, Labour/ Employee Committee meeting held on April 24, 2024, were reviewed and the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/02 *Champagne/Still

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on April 24, 2024, 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	A			Dave Wolfe	x		

“Carried”

6.0 DATE OF NEXT MEETING

Date: At the call of the Chair

Time: to be determined

Place: to be determined

Jamie McGarvey joined the Personnel Policy, Labour/Employee Relations Committee meeting at 5:06 p.m.

7.0 BUSINESS ARISING

There was no discussion under Business Arising.

8.0 IN CAMERA

8.1 Personal Matter About an Identifiable Individual

An In-camera session of the Personnel Policy, Labour/ Employee Relations Committee was held. The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/03 *Inch /Cook

Be it Resolved, that the Personnel Policy, Employee/Labour Relations Committee move in camera at 5:06 p.m. to discuss agenda item 8.1 a personal matter about a identifiable individual.

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”

The Personnel Policy, Labour/ Employee Relations Committee entered an In-Camera meeting and stopped live streaming to the public at 5:07 p.m.

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/04 *Wolfe/Restoule

Be it Resolved, that the Personnel Policy, Employee/Labour Relations Committee rise and report at 5:52 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 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”

The Personnel Policy, Labour/ Employee Relations Committee commenced live streaming to the public at 5:55 p.m.

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2024/11/05 *Switzer/McGarvey

The following motion was read:

Whereas, the performance appraisal of the Medical Officer of Health/Executive Officer needs to be completed as per Board of Health Bylaw Section IV, #54;

Whereas, an Ad Hoc Performance Appraisal Committee was created in 2024 to conduct the performance appraisal process; and

Whereas, a performance appraisal survey was sent to 26 individuals which included all Board of Health members, all Executive Team members, selected managers, and staff, and the responses and comments were summarized in themes;

Now Therefore Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee recommend that the Ad Hoc committee of the Board of Health – Medical Officer of Health Performance Appraisal Committee conduct the performance appraisal for Dr. Carol Zimbalatti, Medical Officer of Health/Executive Officer; and

Furthermore Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee recommend the Board of Health approve remuneration for this activity in accordance with the 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 NEW BUSINESS

There was no discussion under New Business.

10.0 ADJOURNMENT

Having no further business, Jamie Lowery the Personnel Policy, Labour/Employee Relations Committee Chairperson adjourned the Personnel Policy, Labour/Employee Relations Committee meeting at 5:57 p.m.

Original Signed by Jamie Lowery

2025/04/23

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain

2025/04/23

Ashley Lecappelain, Recorder

Date (yyyy/mm/dd)