

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH
MINUTES – April 23, 2025
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Karen Cook (Vice-Chairperson)
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery (Chairperson)
Central Appointee	Maurice Switzer
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
Executive Director, Corporate Services	Paul Massicotte
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.

Dr. Zimbalatti, called the Personnel Policy, Employee/Labour Relations Committee meeting to order at 5:51 p.m.

2.0 ELECTIONS

Nominations for the Chairperson and Vice-Chairperson positions were conducted electronically prior to the start of the Personnel Policy, Employee/Labour Relations Committee meeting.

2.1 Election of Chairperson

Dr. Zimbalatti opened the floor for further nominations.

Having no further nominations, the following motion was read:

Personnel Policy, Employee/ Labour Relations Recommendation #PPLER/2025/04/01
***Wolfe/Champagne**

Be It Resolved, that Jamie Lowery be elected Chairperson of the Personnel Policy, Employee/Labour Relations Committee 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”

2.2 Election of Vice-Chairperson

Jamie Lowery assumed the role of Chairperson and opened the floor for further nominations for Vice-Chairperson.

Having no further nominations, the following motion was read:

Personnel Policy, Employee/ Labour Relations Recommendation #PPLER/2025/04/02
***Wolfe/McGarvey**

Be It Resolved, that Karen Cook elected Vice-Chairperson of the Personnel Policy, Employee/Labour Relations Committee 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”

3.0 APPROVAL OF AGENDA

The agenda for the April 23, 2025, Personnel Policy, Labour/Employee Relations Committee meeting was reviewed, and the following motion was read:

Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/04/03
***Still/Stickland**

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee 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”

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– November 27, 2024

The minutes from the Personnel Policy, Labour/ Employee Committee meeting held on November 27, 2024, were reviewed and the following motion was read:

Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/04/04
***Champagne/Cook**

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on November 27, 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	X			Dave Wolfe	X		

“Carried”

5.2 Personnel Policy, Labour/Employee Relations Committee In-Camera Minutes– November 27, 2024

The in-camera minutes from the Personnel Policy, Labour/ Employee Committee meeting held on November 27, 2024, were reviewed and the following motion was read:

Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/04/05
***Stickland/Sheppard**

Be It Resolved, that the in-camera minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on November 27, 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	X	Dave Wolfe	X

“Carried”

6.0 DATE OF NEXT MEETING

Date: June 25, 2025

Time: to be determined

Place: Georgian Room, Parry Sound Office

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 Recommendation #PPLER/2025/04/06
***Wolfe/Restoule**

Be it Resolved, that the Personnel Policy, Employee/Labour Relations Committee move in camera at 5:59 p.m. to discuss the following:

- *Item 9.1 and 9.2 – Labour Relations or Employee Negotiations*
- *Item 9.3 – A Personal Matter about an 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 6:00 p.m.

Ashley Lecappelain and Christine Neily left the room at 6:00 p.m.

Dr. Zimbalatti left the room at 6:38 p.m.

Ashley Lecappelain, Christine Neily, and Dr. Zimbalatti re-joined the meeting at 6:44 p.m.

Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/04/07
***Stickland/Cook**

Be it Resolved, that the Personnel Policy, Employee/Labour Relations Committee rise and report at 6:45 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 6:47 p.m.

Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/04/08
***Champagne/McGarvey**

The following motion was read:

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 the Personnel Policy, Labour/Employee Relations Committee recommend the Board of Health 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 the Personnel Policy, Labour/Employee Relations Committee recommend the Board of Health 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 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 6:49 p.m.

Original signed by Jamie Lowery	2025/11/26
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)

Original signed by Ashley Lecappelain	2025/11/26
Ashley Lecappelain, Recorder	Date (yyyy/mm/dd)