

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT  
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH  
MINUTES – November 26, 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	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

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Corporate Services	Paul Massicotte
Executive Assistant, Quality Assurance	Shelly Maki

**REGRETS:**

Central Appointee	Sara Inch
-------------------	-----------

**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, Employee/Labour Relations Committee chairperson called the meeting to order at 5:03 p.m.

## 2.0 LAND ACKNOWLEDGEMENT

The land acknowledgement was provided by Karen Cook.

## 3.0 APPROVAL OF AGENDA

The agenda for the November 26, 2025, Personnel Policy, Labour/Employee Relations Committee meeting was reviewed, and the following motion was read:

**Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/11/01**  
**\*Champagne/McGarvey**

*Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee 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:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	X			Jamie Restoule	X		
Blair Flowers	X			Tim Sheppard	X		
Sara Inch	A			Marianne Stickland	A		
Jamie Lowery	X			Dave Wolfe	A		

*“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 23, 2025

The minutes from the Personnel Policy, Labour/ Employee Committee meeting held on April 23, 2025, were reviewed and the following motion was read:

**Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/11/02**  
**\*Cook/Restoule**

*Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on April 23, 2025, be approved as presented.*

The recorded vote was as follows:

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

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

*“Carried”*

## 5.2 Personnel Policy, Labour/Employee Relations Committee In-Camera Minutes – April 23, 2025

The in-camera minutes from the Personnel Policy, Labour/ Employee Committee meeting held on April 23, 2025, were reviewed and the following motion was read:

**Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/11/03**  
**\*Sheppard/Cook**

*Be It Resolved, that the in-camera minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on April 23, 2025, be approved as presented.*

The recorded vote was as follows:

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

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

*“Carried”*

## 6.0 DATE OF NEXT MEETING

**Date:** to be determined

**Time:** to be determined

**Place:** to be determined

## 7.0 BUISINESS ARISING

There was no discussion under Business Arising.

**8.0 IN CAMERA**

**8.1 Appoint Secretary Pro Tem**

The following motion was read:

**Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/11/04**  
**\*Champagne/Cook**

*Whereas, the Board of Health Recorder Secretary, Ashley Lecappelain will be excused for the duration of item 8.3 during the in-camera session;*

**Be it resolved that, Paul Massicotte be appointed as Secretary Pro Tem for the purpose of recording the confidential minutes of the in-camera session during item 8.3.**

The recorded vote was as follows:

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

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

“Carried”

**8.1 Move In-Camera**

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/2025/11/05**  
**\*McGarvey/Flowers**

**Be it Resolved, that the Personnel Policy, Employee/Labour Relations Committee move in camera at 5:10 p.m. to discuss the following:**

- **Item 8.3 – A Personal Matter about an Identifiable Individual**
- **Item 8.4 – Labour Relations or Employee Negotiations**

The recorded vote was as follows:

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

<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>	<b>Name:</b>	<b>For:</b>	<b>Against:</b>	<b>Abstain:</b>

Rick Champagne	X	Jamie McGarvey	X
Karen Cook	X	Jamie Restoule	X
Blair Flowers	X	Tim Sheppard	X
Sara Inch	A	Marianne Stickland	A
Jamie Lowery	X	Dave Wolfe	A

“Carried”

The Personnel Policy, Labour/ Employee Relations Committee entered an In-Camera meeting and stopped live streaming to the public at 5:11 p.m.

*Dr. Carol Zimbalatti, Ashley Lecappelain, Shelly Maki left the Personnel Policy, Labour/Employee Relations meeting at 5:11 p.m.*

*Dave Wolfe joined the meeting at 5:13 p.m.*

*Marianne Stickland joined the meeting at 5:16 p.m.*

*Dr. Carol Zimbalatti, Ashley Lecappelain, Shelly Maki re-joined the meeting at 5:24 p.m.*

#### 8.4 Re-Appoint Secretary Pro Tem

The following motion was read:

**Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/11/06**  
**\*Sheppard/Flowers**

***Whereas***, the Board of Health has concluded its in-camera session of agenda item 8.3; and

***Whereas***, Paul Massicotte was appointed as Secretary Pro Tem for the purpose of recording the confidential minutes of the in-camera session during item 8.3;

***Therefore be it resolved that***, Ashley Lecappelain, Recording Secretary, be re-appointed to resume recording the minutes of the in-camera session.

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	A		

“Carried”

## 8.6 Rise and Report

The following motion was read:

**Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/11/07**  
**\*Sheppard/Wolfe**

***Be it Resolved***, that the Personnel Policy, Employee/Labour Relations Committee rise and report at 5:30 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 Personnel Policy, Labour/ Employee Relations Committee commenced live streaming to the public at 5:35 p.m.

The following motion was read:

**Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/11/08**  
**\*Champagne/Restoule**

***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 the Personnel Policy, Labour/Employee Relations Committee recommend that the Board of Health 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:
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 following motion was read:

**Personnel Policy, Labour/Employee Relations Recommendation #PPLER/2025/11/09**  
**\*Cook/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 the Personnel Policy, Labour/Employee Relations Committee recommend that 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:
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”*

## 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 5:39 p.m.

Original signed by Jamie Lowery	2026/06/24
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)
Original Signed by Ashley Lecappelain	2026/06/24
Ashley Lecappelain, Recorder	Date (yyyy/mm/dd)