

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
PERSONNEL POLICY, LABOUR/EMPLOYEE RELATIONS COMMITTEE OF THE BOARD OF HEALTH
MINUTES – June 28, 2023
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery (<i>Chairperson</i>)
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne

Parry Sound District:

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland
Western Appointee	Jamie McGarvey (<i>Vice-Chairperson</i>)

Public Appointees:

Tim Sheppard

ALSO IN ATTENDANCE:

Acting Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Human Resources	Josée Goulet
Management Administrative Assistant, Facilities Operations and Information Technology	Amanda Horn
Executive Assistant, Office of the MOH/EO	Nelly Bothelo

REGRETS:

Central Appointee	Maurice Switzer
Western Appointee	Jamie Restoule
Public Appointee	Gary Guenther

RECORDER:

Management Administrative Assistant	Shelly Maki
-------------------------------------	-------------

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. 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.

Jamie Lowery, Personnel Policy, Labour/Employee Relations Committee, called the June 28, 2023, Personnel Policy, Labour/Employee Relations Committee meeting to order at 5:05 p.m.

Land acknowledgment given.

2.0 INTRODUCTION OF NEW STAFF AND BOARD OF HEALTH MEMBER

Dr. Zimbalatti introduced and welcomed new staff member Nelly Bothelo, Executive Assistant, Office of the Medical Officer of Health/Executive Officer (and Recording Secretary for Board of Health), and new Board of Health Provincial Appointee Tim Sheppard.

3.0 APPROVAL OF THE AGENDA

The following motion regarding the June 28, 2023, Personnel Policy, Labour/Employee Relations Committee agenda was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/06/01 *Cook/Champagne

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee agenda for June 28, 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	R		
Karen Cook	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	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 – April 26, 2023

The minutes from the April 26, 2023, Personnel Policy, Labour/Employee Relations Committee meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/06/02 *Wolfe/Sheppard

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee meeting held on April 26, 2023 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	R		
Karen Cook	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

5.2 Personnel Policy, Labour/Employee Relations Committee – April 26, 2023 – In Camera

The minutes from the April 26, 2023, Personnel Policy, Labour/Employee Relations Committee in camera meeting were presented.

The following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/06/03 *Wolfe/Inch

Be It Resolved, that the minutes from the Personnel Policy, Labour/Employee Relations Committee in camera meeting held on April 26, 2023, 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	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

“Carried”

6.0 DATE OF NEXT MEETING

Date: To be determined

Time: To be determined

Location: To be determined

7.0 BUSINESS ARISING

There were no agenda items under Business Arising.

8.0 IN CAMERA

8.1 Personal Matter About an Identifiable Individual

Dr. Zimbalatti left the meeting at 5:11 p.m.

The following motion was read:

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

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee move in camera at 5:12 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	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

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

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/06/05 *Champagne/Cook

Be It Resolved, that the Personnel Policy, Labour/Employee Relations Committee rise and report at 5:32 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	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

"Carried"

Dr. Zimbalatti returned to the meeting at 5:33 p.m.

Upon rising and reporting, the following motion was read:

Personnel Policy, Labour/Employee Relations Committee Recommendation
#PPLER/2023/06/06 *Wolfe/Cook

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 at the Board of Health meeting held on April 26, 2023; and

Whereas, An Employment Contract needs to be negotiated between the Health Unit and Dr. Carol Zimbalatti.

Therefore Be it Resolved, That the Personnel Policy, Labour/Employee Relations Committee recommends that the Board of Health approves the creation of an ad hoc committee of the Board of Health called “Employment Contract Negotiations - Medical Officer of Health/Executive Officer Ad Hoc Committee” and the chair of the Personnel Policy, Labour/Employee Relations Committee will call a meeting in August to review the draft contract with the Personnel Policy, Labour/Employee Relations Committee and get approval by the Board of Health; and

Furthermore Be It Resolved, That the Personnel Policy, Labour/Employee Relations Committee recommends the Board of Health approves the following members of the Employment Contract Negotiations - Medical Officer of Health/Executive Officer Ad Hoc Committee: Josée Goulet, Rick Champagne, and Jamie Lowery; and

Furthermore Be It Resolved, That the Personnel Policy, Labour/Employee Relations Committee recommends the Board of Health approves remuneration for activities related to this ad hoc committee in accordance with Board of Health policy #B-F-004 – Remuneration, Board of Health Members.

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

“Carried”

9.0 NEW BUSINESS

There was nothing brought forward under New Business.

10.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Personnel Policy, Labour/Employee Relations Committee meeting at 5:37 p.m.

Original signed by Jamie Lowery

2023-08-16

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Shelly Maki

2023-08-16

Shelly Maki, Recorder

Date (yyyy/mm/dd)