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# Meeting Minutes

## Board of Directors

**April 8, 2022**

Time: 9:00 am – 12:00 pm

Location: PVSC Boardroom A

### Attendees

Greg Keefe, Joe Feeney, Doug Boyd, Bobby McNeil, Chuck Faulkner, Connie Nolan, Mike Dolter, Laurie Murley, Darren Bruckschwaiger, Juanita Spencer - left meeting early (11:16am)

### Regrets

Rachel Jones

### Staff Attendees

Kathy Gillis, Russ Adams, Kim Ashizawa, Jamie Murphy, Linda Richardson

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## 1. In Camera – Board Appointments

An in-camera session concluded that Joe Feeney is the newly appointed Chair and Bobby McNeil Vice Chair of the PVSC Board of Directors. Following the in-camera Joe thanked Greg Keefe for his service as Board Chair.

## 2. Review of Agenda

The draft agenda was reviewed, there were no additions or deletions

## 3. Review of Minutes

The draft minutes of February 4, 2022, were reviewed.

*Moved by Mike Dolter, seconded by Connie Nolan the minutes of Feb. 4, 2022, be accepted. Motion carried.*

#### 4. Committee Meetings Update

##### Governance & Human Resources Committee – Feb 10 & April 7, 2022

J. Feeney provided an update from the February 10<sup>th</sup> and April 7<sup>th</sup>, 2022 meetings. Meeting was attended by all members of the Committee and several items were discussed at the meeting, which will require the board's approval:

- **Chief Executive Officer (CEO)/Director of Assessment Separation:**

Two motions were tabled regarding the separation of the CEO and Director of Assessment duties into two positions. A presentation, prepared by Staff, was given to the Governance Committee on Feb 10 and outlined the approach and financial implications of separating the roles.

At the April 7<sup>th</sup> Governance meeting, separation of the one position into two was discussed again, and the committee agreed to recommend to the Board that the role of CEO be separated into two positions, that of the CEO and that of the Director of Assessment.

**Background:** The role of CEO was created in 2008 and the evolution of the position of Executive Director of Assessment to that of CEO when the Property Valuation Services Corporation was created. The CEO role encompassed both roles and duties of a CEO as well as the role and duties of the Director of Assessment as outlined in the *Nova Scotia Assessment Act*. While the CEO is responsible for the overall success of the organization, the Director of Assessment is a highly specialized operational position, requiring industry specific knowledge, which makes the ability to recruit for these dual roles in one person very difficult. Further, the *Property Valuation Services Corporation Act* allows for the separation of the two roles:

*Sec. 25 (5) The CEO is the Director of Assessment pursuant to the Assessment Act unless the Board appoints an employee of the Corporation to be the Director of Assessment.*

For the purposes of succession planning, the role of Chief Operating Officer (COO) was created as a step towards preparing the incumbent to take on duties of both CEO and Director of Assessment. However, the incumbent is on long-term disability leave. The timing is appropriate to separate the roles.

Two motions were tabled regarding the separation of the CEO and the Director of Assessment and approved by the Committee for recommendation by the Committee to the Board of Directors:

1. **Moved by Connie Nolan, seconded by Doug Boyd.** The PVSC Board of Directors, in accordance with sec. 25(5) of the Property Valuation Services Act, approves the separation of the position of PVSC CEO from the Director of Assessment effective April 8, 2021. The Director of Assessment shall fulfill the duties and obligations as required by the Assessment Act, the Municipal Government Act, and any other applicable legislation. From time to time as required by the Board, the Director of Assessment shall report measures of compliance to the Assessment Act. The Board shall designate the CEO authority for supervision and control of the Director of Assessment. The CEO shall advise the Board of Directors on the appointment, retention, or removal of any staff that has been appointed as Director of Assessment. **Motion carried.**

2. **Moved by Chuck Faulkner, seconded by Greg Keefe.** The PVSC Board of Directors, effective April 8, 2022, approves appointing Lloyd MacLeod to be the Director of Assessment. **Motion carried.**

Other items in the Governance & HR Committee update included:

- **Executive Recruitment:** At the Feb 10th meeting, the committee also discussed the costs to recruit the three executive positions, that of the CEO, the VP of Tech, and the Director of Assessment. The Governance committee recommends the Board approve funding the recruitment of the CEO, VP of Tech, and the Director of Assessment, via the special operating reserve of \$400K.

**Motion:** *Moved by Connie Nolan, seconded by Chuck Faulkner.* The Board approves that for the purpose of funding the recruitment of the CEO, VP of Tech., and the Director of Assessment, \$400K be used via the special operating reserve. **Motion carried.**

- **CEO Recruitment:**  
The committee discussed its role in recruiting the new CEO and has agreed it will lead this activity.
- **Board Recruitment:**  
Recruitment activities for Board terms renewals and Board recruitment strategy for the upcoming board vacancies was discussed. To date, the following has been achieved:
  - The 4 members whose first terms are ending this year have agreed to stay on for second terms.
  - To fill the M. Dolter's vacancy, a candidate from the last board recruitment was contacted, Ms. Tara Maguire, who was a very strong candidate, if she would be interested in joining the board and she has agreed.

- For the final vacancy, an independent member to take the place of G. Keefe, effective November 1, 2022.

Board Effectiveness & Renewal was also discussed and with oversight by the Governance & Human Resource Committee, the discussion centred around how this is a great opportunity to define what this Board and its members can work towards in the next few years. A survey will be coming out to board members in the next week or so and the results and discussion will occur at the June board retreat.

**Stakeholder Relations Committee suspension:** Former VP of Stakeholder Relations, Hugh Fraser, was to be a driving force in reshaping this committee, and given his untimely death, it was decided that the current membership be redistributed to the two other board committees.

The CEO advised the Board that Mr. Fraser's work has been distributed amongst current staff, specifically internal & external stakeholder communications (R. Vorstermans) and responsibility for the function of government relations (R. Adams).

The Board also discussed how they might look to broaden their role as advocates.

**CEO Performance Plan:**

The CEO's performance plan is essentially the Business Plan for this year (to be discussed in camera).

Note: An in-camera discussion occurred as the last item on this agenda, see below.

**4. 2022-2023 PVSC Business Plan Review**

The CEO reviewed the 2022-23 Business Plan.

This year's business plan concentrates on Roll stability. Items such as the creation of an Appeal Defence Strategy, new assessor hires, the Assessor Candidate Training (ACT Program), Machine Learning integration, and an internal review of the Nova Scotia Assessment Appeal Tribunal (NSAAT) program.

Delegation of Authority is also an item on the Business Plan which will be critical in the separation of the CEO and Director of Assessment.

**Motion:** *Moved by Joe Feeney, seconded by Bob MacNeil, to approve the 2022-23 PVSC Business Plan. Motion carried.*

## 5. Q4 CEO Report

The CEO provided an overview of this quarter's report, highlighting that appeals for this year are a little higher but still lower than 2019 numbers. She noted that many of the appeals surround confusion of the 5% CAP rate. She also noted that to date, 60% of the appeals have been confirmed. The majority of the appeals are residential, and we expect to have appeal resolution by June.

## 6. Risk Update

As part of PVSC's Risk Register, Jamie Murphy, Director of Assessment Standards, presented an update on the PVSC Technology Roadmap. He noted that a lot of work has gone into reviewing processes (Roll production, Website design and client relations management systems). Other items included use of SharePoint, utilizing data sharing requirements as well as the creation of a Multiple Listing Services (MLS) adapter.

The Technology Roadmap has been a significant initiative ensuring PVSC remains current with technology. Next steps include continued improvements on SharePoint and once the VP of Technology is hired, we expect to build a roadmap framework based on their technology vision for PVSC.

## 7. Scholarship Discussion

R. Adams gave an overview and reasons behind the creation of a memorial scholarship. He outlined ideas and thoughts for a scholarship's setup, sustainability, and potential partnerships with academic institutions. He sought to learn the Board's opinions on whether they would approve such an initiative. He informed the Board that this idea is in its initial stages and acknowledged the need for greater information regarding implementation.

R. Adams will investigate how to implement and bring the item forward to a future Board meeting.

## 8. CEO 2021-2022 CEO Performance Review (In Camera)

**Motion:** *Greg Keefe, seconded by Chuck Faulkner: The Board ratified the recommendation by the Governance Committee pertaining to 2021/22 CEO performance and established 2022/23 CEO remuneration. Motion carried.*

**Meeting Adjourned**