

Meeting Minutes

Board of Directors

December 10, 2025

Time: 9:00 am – 1:00 pm

Location: PVSC Dartmouth Office, Boardroom A

Attendees: Joe Feeney, Bobby McNeil, Tara Maguire (Teams), Lynn Chisholm, Glenn Horne, Anita Bezeau, Doug Boyd, Walter Tingley, Owen Sagness, Cathie O'Toole, Juanita Spencer (Teams)

Staff Attendees: Scott Farmer, Shannon Bennett, Julia Donahue, Rebecca Vorstermans, Robert Andrews, Holly Miller, Jeff Caddell, Anne Power, Tracy Williams

Other Attendees: Zeda Redden

1. Review of Agenda

The draft agenda was reviewed. There were no modifications, and no conflict of interest declared.

**Moved by Bobby McNeil, seconded by Cathie O'Toole the agenda be accepted.
Motion carried.**

2. Review of Minutes

The draft minutes of October 1, 2025 were reviewed.

Moved by Doug Boyd, seconded by Owen Sagness the minutes of October 1, 2025 be accepted. Motion carried.

3. Committee Updates

Staff introduced Zeda Redden, highlighting her background (CPA and treasury experience) and indicated she has worked on PVSC's Investment Policy and Reserves review and was present to answer any questions from the Board.

Audit, Risk and Finance (ARF) Com.

The ARF Committee Chair, Doug Boyd, provided an update on the October 22nd and December 3rd meetings:

October 22, 2025

The Committee reviewed market returns for the year to date/quarter as presented by the Investment Manager, updated investment policy revisions that are being recommended to the Board for approval, Q2 financials, expenditure drivers, and key organizational risks with the Financial and Cybersecurity risks continuing to remain high for the organization. The 2026-27 budget communication was also discussed which is currently underway, and the process for the next financial policies review was discussed.

Moved by Doug Boyd, seconded by Lynn Chisholm the Investment Policy be accepted. Motion carried.

December 3, 2025

Subsequent to the October 22nd meeting and on the recommendation of the Innovation and Modernization (I&M) Committee, the ARF Committee reviewed the proposed request for drawdown of funds from the Technology Advancement Fund for costs associated with implementing the cyber roadmap and investing in maintaining PVSC's existing IT assets. Two funding options were presented and the ARF committee passed two motions recommending that the Board approve drawdowns from the Tech Reserve Fund to support the cyber roadmap and maintenance of the IT assets. Staff committed to bringing forward a future financial plan to build back the Tech Reserve Fund as well as the Special Operating Reserve (SOR).

Moved by Doug Boyd, seconded by Walter Tingley as recommended by the Audit, Risk and Finance Committee the Board of Directors authorize staff to draw down up to \$444K from the Technology Advancement Fund to fund the one-time investments to mature the Cybersecurity Program until March 2028, and staff report quarterly on the progress and expenditures through the Innovation and Modernization Committee be accepted. Motion carried.

Moved by Doug Boyd, seconded by Owen Sagness as recommended by the Audit, Risk and Finance Committee the Board of Directors authorize staff to draw down up to \$471K from the Technology Advancement Fund to support and maintain existing IT assets until March 2028, with staff reporting quarterly on progress and expenditures through the Innovation and Modernization Committee be accepted. Motion carried.

The following were noted:

- Going forward staff will ensure timing and budget considerations are aligned.

- Staff indicated PVSC is looking to retain Zeda Redden on a casual basis for advisory services as needed and hoping to have this confirmed and finalized.

Governance and HR Committee

The Committee Chair, Tara Maguire, provided an update on the November 19, 2025 meeting:

Updates were provided on the Balanced Scorecard progress (Board members received pulse survey results), DEIA initiatives, policy review, professional development (the Committee is interested in labour law and employment standards and next steps include staff scheduling/coordinating), risk mitigation for HR-related issues, and succession planning for key roles, single points of knowledge, and leadership continuity. A skills matrix was reviewed and upon the Committee's approval Board members will be asked to complete the self-assessment to help identify gaps/recruitment priorities. A revised Board self-evaluation process is being drafted for implementation early next year.

Moved by Tara Maguire, seconded by Doug Boyd the Governance and Human Resources Committee updated be accepted. Motion carried.

Innovation and Modernization (I&M) Committee

The Committee Chair, Bob McNeil, provided an update from the November 19th meeting:

The Committee reviewed requests for drawdowns from the Technology Advancement Fund (TAF) for planned IT investments over the next two fiscal years (2026-27 and 2027-28) pertaining to cyber roadmap initiatives and infrastructure/application maintenance. The Committee approved the project requests in principle, however deferred the TAF drawdown requests to the ARF Committee for consideration. (Discussed/approved as per the ARF Committee update – see above). Info/progress updates were also received on the organization's CAMA system (Tyler Technologies) Cloud migration, innovation portfolio development, and the ongoing implementation of PVSC's AI Roadmap, including a Microsoft Copilot discovery initiative with executive/managers. The discovery aims to establish a community of practice, assess organizational AI readiness, and identify high-value use cases. Insights gained will guide decisions on tool adoption, expansion, and the development of policies and governance frameworks.

Moved by Doug Boyd, seconded by Cathie O'Toole the Innovation and Modernization Committee update be accepted. Motion carried.

4. Director's Liability Opinion

In the context of financial reserve levels, PVSC legal staff provided an overview of their opinion regarding Director's liability as it pertains to severance or pay in lieu obligations in the event of an organizational wind-up.

5. **Budget Communication**

Overall, the budget communication to date has gone well. A formal package was provided to the Nova Scotia Federation of Municipalities (NSFM) from the Board Chair and reported at the NSFM Conference in November 2025 by PVSC's CEO.

(For information purposes PVSC Board members were provided a copy of the memo from PVSC to Municipalities regarding the approach to value and assess affected properties (as per the *Nova Scotia Assessment Act*) as it pertains to the *Municipal Modernization Act* (Bill No. 141).

6. **Roll Briefing**

Staff provided an update on the Assessment Roll filing progress, increased assessment values, metrics and roll quality results, appeal volumes (2025), Capped Assessment Program (CAP) rate (2.6%), and upcoming timelines for Roll delivery to municipalities, Quality Roll Report delivery to Dept. of Municipal Affairs, assessment notice mailing, inquiry/appeal period, and ministerial and media briefings.

7. **Communications Plan**

The 2026-27 Corporate Communications Strategy was reviewed for endorsement – including the goals, audience targeting, performance indicators, social media engagement (the new LinkedIn account engagement rate was 10% on average per post; the aim was 1%), and planned outputs/initiatives (i.e., branding & reporting, new videos, spokesperson training).

Moved by Cathie O'Toole, seconded by Anita Bezeau the Board of Directors accept and endorse the Corporation's 2026-27 Communications Strategy as presented and support management's implementation of the strategy. Motion carried.

The Board suggested a website video topic pertaining to property owner awareness for conducting site visits/inspections to address the rising sensitivity of entering a property.

Action: Staff to assess priority areas for website videos.

8. **Health & Safety Update**

Health and Safety will now remain a standing agenda item (that includes psychological and physical wellness & safety efforts). An update was provided on training completions, DEIA-driven improvements (Dartmouth office), safety equipment for work from home staff, and on the upcoming Wellness Week in January.

The Board had questions around defensive driving training opportunities for staff, and insurance coverage. Staff will follow-up on these items and confirm if the current policy is for staff to notify their insurer of personal vehicle use for work.

Action: Staff to follow-up on the cost of defensive driving training, and PVSC's approach and policy regarding vehicle insurance and bring back information to the Board.

9. Macro Agenda/Dates

The proposed meeting dates/agenda items for each quarter of the 2026-27 Board macro agenda were reviewed. The June dates for the Board Retreat need to be validated. Staff noted anything coming forth from the committees will be added to the Board's agenda items as well.

Action: Staff to confirm meeting dates for the 2026-27 Board macro agenda.

10. CEO Report

The CEO highlighted key operational updates including Bill 141 wildfire assessments, business planning, survey participation results, DEIA accessibility enhancements, municipal engagement activities, regional staff sessions (being held the week of December 15th), engagement with the UK's Valuation Office Agency on their use of Copilot - PVSC will shadow them on use cases (email, minutes, etc.). Sixteen users at PVSC are piloting Microsoft Copilot for six to seven weeks and will be doing use cases & evaluating; Copilot guidelines will be rolled out (no data going externally, i.e., ChatGPT). In addition, an example of an assessment being adjusted upward from an appeal decision at the NS Regulatory and Appeal Board was also highlighted.

11. In Camera

No in-camera session was held.

Meeting Adjourned