
Meeting Minutes

Meeting: Board of Directors

Date: June 21, 2013

Attendees

Russell Walker, Lloyd Hines, Greg Herrett, , Alex Morrison, Darren Bruckswaiger, Betty MacDonald, Bill Joe MacLean, Bobby McNeil, Raymond Tynes, Brian Cullen

Regrets:

Doug Sabeau, Amanda Whitewood, Dan McDougall

Staff Attendees

Kathy Gillis, Dwayne Phillips, Kim Ashizawa, Grace Chitate, Tracy Williams

Guests

Gerald Hutchings, Shingai Nyajeka

The Chair called the meeting to order.

1. Review of Agenda

The draft agenda was reviewed.

Moved by B. J. MacLean, seconded by A. Morrison that the agenda be accepted. Motion carried.

2. Review of the Minutes

The draft minutes of March 28, 2013 were reviewed. A correction was noted under item 1 - should read "G." Herrett (v. "H." Herrett).

Moved by G. Herrett, seconded by L. Hines that the minutes, with the noted correction, be approved. Motion carried.

3. Auditors

G. Hutchings of Grant Thornton presented and reviewed the results of the 2012/13 external financial audit for the year ended March 31, 2013. It was highlighted that notes have been incorporated into the Consolidated Financial Statements with regard to deferred revenues (for future operating expenses), and financial instruments.

With regard to the employee future benefits, an actuarial valuation was conducted this year by the actuarial consultant. Because the actuarial valuation process only occurs every three years (although the assumptions are reviewed by PVSC staff each year), staff are working with the actuarial consultant to establish a more closely monitored process in order to help manage changes in the liability estimates over the three-year period and reduce the adjustment required at the 3 year mark.

It is the opinion of the auditor that the financial statements present fairly, in all material respects, the financial position of the Property Valuation Services Corporation as at March 31, 2013.

Moved by L. Hines, seconded by B. McNeil that the Consolidated Financial Statements for the year ended March 31, 2013 be accepted. Motion carried.

4. **Reports from Committees**

Audit & Finance Committee

a. Auditors Report & Financials

The Audit & Finance Committee met on June 20, 2013 with the external auditors, Grant Thornton, to review the *Report to the Audit Committee - Communication of Audit Results* for the year ended March 31, 2013 financial audit. The Committee is recommending acceptance of the Auditor's Report.

Moved by L. Hines, seconded by G. Herrett that the Report to the Audit Committee – Communication of Audit Results (for the year ended March 31, 2013), be accepted. Motion carried.

There was a question and brief discussion regarding Special Operating Reserves.

Moved by G. Herrett, seconded by D. Bruckschwaiger that 20,289 be transferred to Special Operating Reserves and 286,483 carried forward to fund the 2014/15 budget. Motion carried.

b. Investment Policy

A memo with regard to implementation of the Investment Policy pursuant to the Combined Investment Policy as presented and approved by the Board on March 28, 2013 was presented.

Quality & Client Services Committee

D. Bruckschwaiger gave an overview of the (April 25, 2013) Quality Committee meeting. An update was provided on the areas of focus and the results to date regarding the Municipal Engagement Strategy. The next steps include identifying requirements for additional municipal reporting; identifying opportunities to improve permit information exchange; building a municipal training plan; developing a core PVSC-Municipal SLA; delivering training to elected officials (in collaboration with the UNSM), and; preparation for the UNSM fall conference.

The history and components of the Quality & Audit Program was reviewed and discussed at the Committee meeting, as well as the results of various audits and reviews, the current framework and a discussion of future initiatives. The next steps include PVSC Internal Audit and Compliance initiatives to include performance standards monitoring / reporting, program & project evaluation, and assist the organization by exploring options for a new external audit model. In advance of this, Internal Audit and Compliance will be developing a five year audit plan of internal activities and reporting schedule, with year five designated as the external evaluation with a rotating area of focus. The audit plan draft will be reviewed at the next Quality Committee meeting.

Moved by D. Bruckschwaiger, seconded by L. Hines that the Quality & Client Services Committee update be accepted. Motion carried.

Governance Committee

R. Walker provided an overview of the (April 24, 2013) Governance Committee meeting. The Annual Report outline was approved, and the draft report will be reviewed by the Board at the July 11, 2013 meeting, and 500 copies of the final report will be printed. A collective bargaining process was established by staff to help clarify the mandate in terms of roles and responsibilities for staff and the Board.

Moved by B. J. MacLean, seconded by Raymond Tynes that the PVSC Board formalize the collective bargaining mandate through the budget process. Motion carried

As per the Board Development Action Plan developed from the Board Development session in January (2013) the following topics were covered: Board Evaluation - staff are working on a plan for Board Evaluation to bring back for fall governance meeting; Reporting & compliance was identified as an opportunity for improvement and staff have been tasked with researching how this reporting/compliance, performance measures are done at other jurisdictions and will report back to the Committee in the fall, and; Board Insurance - the Committee is recommending that the insurance broker be made available to the Board to give a brief outline of the policy and answer any question.

5. CEO Report

K. Gillis gave an overview of the CEO Strategic and Operation Update report. The highlights included an update on CAP (program review and process improvement), the Property Innovation Council E-Service Delivery project (currently looking at the design that will conclude that around the September 2013 timeframe and will come back to the Board regarding next steps); PVSC.ca Extranet website (being developed (in house) for PVSC Board of Directors as a secure location to access meeting material to create a paperless environment (and other enhancements in the future)), and; the Workforce Analysis and Succession Planning (recently held a session with managers to review employee roles, efficiencies, etc).

6. NS Property Tax Reform White Paper

S. Nyajeka gave a presentation on the prepared NS Property Tax Reform White Paper with regard to the background and recent municipal income tax proposal.

The details and logistics with regard to launching the White Paper need to be determined. K. Gillis noted perhaps obtaining the services of an external public relations expert to help facilitate the process to launch the report would be helpful.

Action: K. Gillis and B. MacDonald to work out a process to help facilitate and launch the White Paper and provide an update to the Board at the next meeting - July 11, 2013.

Moved by R. Tynes, seconded by B. J. MacLean that the White Paper be held in confidence until the process to facilitate the launch is determined and agreed upon.

Meeting adjourned