
Meeting Minutes

Meeting: Board of Directors

Date: October 25, 2013

Attendees

Russell Walker, Amanda Whitewood, Greg Herrett, Alex Morrison, Darren Bruckschwaiger, Bobby McNeil, Bill Joe MacLean, , Doug Sabeau, Brian Cullen, Raymond Tynes, Betty MacDonald

Regrets:

Dan McDougall

Staff Attendees

Kathy Gillis, Dwayne Phillips, Kim Ashizawa, Grace Chitate, Meredith Buchanan, Chis Doucette, Tracy Williams

Others

Michael Kelly, MARA Consulting

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 September 13, 2013 were reviewed.

Moved by B. McNeil, seconded by G. Herrett that the Minutes be accepted. Motion carried.

3. Update from Committees

Governance Committee

(a) Insurance Coverage

Details and options regarding insurance coverage was presented and discussed; a decision was finalized with regard to the amount of coverage (and premium) for Board members.

(b) Board Membership

It was noted that Lloyd Hines has resigned as a member of the PVSC Board of Directors, due to an employment change. In addition, Board appointment terms will finish the end of November 2013 for D. Bruckschwaiger (UNSM representative for Cape Breton Regional Municipality (CBRM)), and R. Walker, (UNSM representative for Halifax Regional Municipality (HRM)), as well as Independent Representatives, A. Whitewood and D. Sabean. R. Walker and the two Independent representatives are eligible to apply for reappointment. The Board will be updated on the appointments once the Chair has confirmed the reappointment of the independents and once the UNSM has confirmed reappointment of R. Walker and recruited another eligible member from CBRM.

(c) Board Evaluation

As per the Board Development Action Plan resulting from the Board Development Session held in January (2013), staff have developed a Board evaluation framework through a review of best practice; C. Doucette provided an overview of the framework. The intent of the framework is to improve Board governance by ensuring accountability, identifying skills gaps, and building effective leadership behaviors. The Governance Committee approved in principle the Board Evaluation Framework and has directed staff to develop a scope document to procure an external consultant to create and administer the evaluation process. This will be reviewed at the November 21, 2013 Governance Committee meeting.

It was noted, as a possible option, there may be a resource available through Capital Health to create and administer the evaluation process.

An update on Board Evaluation will be provided at the next Board meeting.

(d) Performance and Reporting

With regard to this initiative, which is to examine the planning, performance measurement and reporting processes, the Governance Committee was provided with a current state review, and staff has asked the Committee for approval to engage the entire Board in consultations regarding reporting.

Audit & Finance Committee

(a) 2014/15 budget

The Acting Chair of the Audit & Finance Committee, G. Herrett, indicated that the Committee met on October 24, 2013 and is pleased that the proposed draft 2014/15 budget "holds the line". He thanked staff for their work in preparing the budget.

It was noted that the Nova Scotia Utility and Review Board (NSUARB) allocations to PVSC for costs attributable to the assessment mandate remain, and (costs) have increased. The Board Chair will be meeting with Minister Fury, Service Nova Scotia and Municipal Relations, and this matter will be brought forward as a discussion item.

D. Phillips and G. Chitate presented the budget presentation which focused on the strategic goals and strategic areas of focus, the proposed draft 2014/15 budget of \$17.090M, the financial summary for 2014/15 (the funding requirements and sources), the 5-year capital budget, and a summary of the 2014/15 budget. It was noted that the budget has been “flat” for the last four years.

The Audit & Finance Committee is recommending the proposed draft 2014/15 budget for municipal funding of \$17,090,000 be approved.

Moved by G. Herrett, seconded by B. J. MacLean that the 2014/15 Operating and Capital Budget for municipal funding of \$17,090,000 be accepted. Motion carried.

(b) eDelivery Funding

G. Herrett noted the eDelivery Steering Committee met on October 24, 2013 and will be putting forth a recommendation to the Board.

M. Kelly provided an update on the status of the eDelivery project and each phase. In terms of the procurement update, through an RFP process, Canada Post (ePost Service) has been selected as the vendor. Throughout the current phase (phase II), the business case has been updated to reflect more appropriate information regarding electronic delivery marketplace, improved assumption accuracy, detailed information provided by the successful vendor, implementation cost, and a project schedule. A high level phase III schedule for the ePost (Canada Post) solution was reviewed, in addition to budget request (by phase).

As Chair of the eDelivery Steering Committee, G. Herrett recommended that the budget request of \$477,940 be approved by the Board.

It was moved by G. Herrett, seconded by B. McNeil that the budget request of \$477,940 be accepted. Motion carried.

Next steps will include notifying Canada Post as the successful vendor, contract negotiation and detailed planning, and communication to stakeholders.

4. Municipal Tax Study

As discussed at the last PVSC Board meeting, a representation of PVSC Board members and staff revisited the terms of reference for the Study – the scope and approach have been redefined. The UNSM Board has reviewed the revised terms of reference and has approved them. The specific changes to the terms of reference were reviewed with the PVSC Board. A change to the “Approach” with regard to the “Advisory Panel” was suggested - change from: “the Advisory Panel will recommend the methodology and process for the study....” change to: “the Advisory Panel will carry out the study and get whatever resources they require....”

Moved by R. Tynes, seconded by B. McNeil that the scope and approach as per the revised Terms of Reference, and that the next steps to select and engage a steering committee be accepted. Motion carried. Amendment to Motion: Moved by G. Herrett, seconded by D. Bruckschwaiger that before preceding with next steps a budget for the Study be brought back to the Board for approval at the November 22, 2013 be accepted. Motion carried.

Meeting adjourned