
Meeting Minutes

Meeting: Board of Directors

Date: November 22, 2013

Attendees

Russell Walker, Greg Herrett, Alex Morrison, Darren Bruckschwaiger, Bill Joe MacLean, ,
Jimmy MacAlpine, Brian Cullen, Raymond Tynes, Betty MacDonald, Dan McDougall

Regrets:

Amanda Whitewood, Bob McNeil, Doug Sabean

Staff Attendees

Kathy Gillis, Dwayne Phillips, Kim Ashizawa, Grace Chitate, Meredith Buchanan,
Chis Doucette, Russ Adams, 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 D. Bruckschwaiger, seconded by B. J. MacLean, that the Agenda be accepted.
Motion carried.**

2. Review of the Minutes

The draft minutes of October 25, 2013 were reviewed.

**Moved by D. Bruckschwaiger, seconded by Brian Cullen that the Minutes be accepted.
Motion carried.**

3. Update from Committees

Audit & Finance Committee

The Chair of the Audit and Finance Committee, G. Herrett, noted that an Audit and Finance Committee meeting was not held, however a meeting was held regarding the eDelivery project.

As a result of that meeting, M. Kelly presented information with regard to a cost recovery model for replenishment of the PVSC Technology Advancement Fund. The Fund has been, and is anticipated to be, the source of funding for Phases II – IV of the eDelivery project, and requires a replenishment plan as per its governing policy.

Moved by G. Herrett, seconded by D. Bruckschwaiger that the cost recovery fee model to replenish the PVSC Technology Advancement Fund, for the eDelivery service, be accepted. Motion carried.

Governance Committee

a. Board Evaluation

As directed, staff has determined as per the procurement policy that a Request for Proposal (RFP) bidding process is not required to secure the services of an external consultant for the evaluation process, as this is a low value service.

A proposal has been received from Anna Stuart of Knightsbridge Robertson Surrette, and the steps for the evaluation process as outlined in the proposal were reviewed.

Moved by B. J. MacLean, seconded by R. Tynes that the proposal received from Knightsbridge Robertson Surrette to create and administer the evaluation process be accepted. Motion carried.

b. Board / Committee Membership

Committee membership recommendations for 2014 were reviewed. In addition the macro agenda for the 2014 Board and Committees meetings were provided to members of the Board.

Moved by A. Morrison, seconded by R. Tynes that the PVSC Board of Directors committee recommendations for 2014 be accepted. Motion carried.

Action: Staff to send electronic meeting appointments to Board members for the Board and Committee meetings.

4. **Municipal Tax Study**

As per the last Board meeting, K. Gillis provided the following update in terms of next steps and a budget for the Municipal Tax Study:

- Draft letters of invite for Steering Committee participation (with representation from each sponsor organization) have been prepared.
- A joint letter from the UNSM and PVSC to the Province has been drafted which provides information on the initiative and an invitation to join in sponsoring the Study.

- Two consultants, who are experts in municipal/property taxation, were identified as potential consultants to carry out the study – Enid Slack & Harry Kitchen.
- The projected cost for the study was identified, and because it is a low value service (as per the procurement policy) an RFP bidding process is not required.

The Board approved proceeding with next steps and procuring the services of Enid Slack and Harry Kitchen to conduct the research for the Municipal Tax Study, and the projected cost of \$30k-\$50k.

In light of the UNSM's recent Resolution on the Residential Property Assessment CAP (passed in November 2013), on December 6, 2013 PVSC will attend an UNSM Board of Directors meeting to provide them with an update on the CAP Report / Proposed Exit Strategy that Shingai Nyajeka has prepared. A copy of the presentation will be provided to PVSC Board members prior to the UNSM meeting.

5. CEO Report

Board members were provided with a copy of the CEO's strategic update report. In addition, R. Adams provided an overview on the 2014 (preliminary) Assessment Roll – key dates, roll summary, & the communications strategy. Once the numbers are finalized a copy will be provided to Board members.

An All Staff Event will be held on December 6th and Board members were asked to attend if possible.

6. Directors and Officers Insurance Claims Reporting and Polling Protocol

As part of the recent review of insurance coverage, it was recommended that a protocol be established. The protocol outlines the process for Board members to report potential or real insurance claims. Board members were polled and no claims or circumstances were identified.

7. Other

A. Morrison thanked K. Gillis and her team for the presentation presented at the UNSM Conference and the questions answered – great job.

Meeting adjourned