
Meeting Minutes

Board of Directors

October 20, 2017

Time: 9:00 pm – 12:00 pm

Attendees

Jimmy MacAlpine, Greg Keefe, Clifford Hood, Alex Morrison, Mike Dolter, Connie Nolan, Betty MacDonald, Darren Bruckschwaiger, Jim Spurr

Regrets

Michele McKenzie, Jane Fraser

Staff Attendees

Kathy Gillis, Meredith Buchanan, Russ Adams, Grace Chitate, Tracy Williams

Other Attendees

Michael Kelly, Mara Consulting

1. Review of Agenda

The draft agenda was reviewed. Two items were added to the agenda – Time of Board Meetings, and PVSC Port Hawkesbury Office.

Moved by Connie Nolan, seconded by Betty MacDonald the draft agenda, as modified, be accepted. Motion carried.

2. Review of Minutes

The draft minutes and addendum to the minutes of September 1, 2017 were reviewed.

Moved by Mike Dolter, seconded by Clifford Hood the draft minutes and addendum to the minutes of September 1, 2017 be accepted. Motion carried.

3. Committee Updates

Audit, Risk and Finance Committee

Mike Dolter, Audit, Risk and Finance Committee Chair, provided an update on the October 19, 2017 meeting.

A concept that could support PVSC's growth strategy to provide assessment services outside NS is being reviewed. Staff have been asked to further explore considering the following three options and provide a report back to the Committee: 1. Creation of a subsidiary, 2. Commercial real estate – pros/cons of buying or renting office space, 3. Funding models (real estate or otherwise) and the pros/cons.

Governance Committee

Jimmy MacAlpine, Governance Committee Chair, provided an update on the October 19, 2017 meeting.

- An Addendum to the Minutes of *in camera* discussions (i.e. strategy update) will be created for history/record keeping purposes but will not be publicly posted.
- Staff and Board members attended the three UNSM regional meetings in support of the proposed governance changes resolution. (Alex attended the meeting in East Hants and Jimmy in Liverpool). A bit of concern was raised at the meetings pertaining to the proposed governance structure that there could members serving on the Board with municipal experience but potentially no serving elected officials. Overall, the meetings went well.
- Draft terms of reference for the Audit, Risk & Finance Com., and for a Governance & Human Resources Committee have been established and will be provided to the Board for review/approval at the November Board meeting.
- The 2018 macro agenda has been created and will be distributed to the Board for review and approval.
- Michael Kelly and staff provided an update on the Strategy – the update will be provided to the full Board today as per the Growth Strategy agenda item.

Moved by Darren Bruckschwaiger, seconded by Mike Dolter the Audit, Risk and Finance Committee meeting update be accepted. Motion carried.

Moved by Jimmy MacAlpine, seconded by Greg Keefe the Governance Committee meeting update be accepted. Motion carried.

4. Budget Approval

Russ Adams and Grace Chitate presented the proposed budget to the Board including the budget strategy for the next three years and the recommended budget scenario by the Audit, Risk and Finance Committee for a budget increase of 1.5% for 2018/19 and annual projected increases of 1.5% for the three-year budget forecasts (for 2019/20, 2020/21), and utilizing the carry forward funds in the Special Operating Reserve to achieve the budget increases.

Moved by Mike Dolter, seconded by Greg Keefe that the recommended budget and the increase of 1.5% for 2018/19 be accepted. Motion carried.

5. Growth Strategy

Moved by Jim Spurr, seconded by Mike Dolter the Committee move *in camera* for the growth strategy update. Motion carried.

Moved out of *in camera*.

6. CEO Report

Kathy provided a high-level overview of the CEO report. The Chair noted he was happy to see the training and development of assessors towards their designations.

7. Time of Board Meetings

After a brief discussion and comments received from the Board members, it was agreed that the time for Board meetings will remain as is for now.

8. Port Hawkesbury Office

The Chair and staff provided Board members with an update on the communication that has occurred with the Mayor, Wardens and staff of the Port Hawkesbury office and within the Strait Region area regarding the closure of the Port Hawkesbury office. PVSC has offered a 1-day a week office presence and has committed to working with the Town of Port Hawkesbury on setting up this transitional arrangement for after the 31-day inquiry period in February 2018.

9. In Camera

No matters were identified for the minutes following the *in camera*.

Meeting Adjourned