
Meeting Minutes

Board of Directors

January 26, 2024

Time: 9:00 am – 12:00 pm

Location: PVSC Dartmouth Office, Boardroom A

Attendees

Joe Feeney, Bobby McNeil, Darren Bruckschwaiger, Cathie O'Toole (virtual), Doug Boyd, Laurie Murley, Tara Maguire (virtual), Glenn Horne, Anita Bezeau (virtual), Juanita Spencer

Guests: Owen Sagness

Staff Attendees: Kathy Gillis, Russ Adams, Tracy Williams

1. Review of Agenda

The draft agenda was reviewed.

Moved by Doug Boyd, seconded by Bobby McNeil the agenda be accepted. Motion carried.

2. Review of Minutes

The draft minutes of December 15, 2023 were reviewed.

Moved by Laurie Murley, seconded by Darren Bruckschwaiger the minutes of December 15, 2023 be accepted. Motion carried.

3. Committee Meeting Updates

Governance & HR Com.

The Committee Chair, Bobby McNeil, provided an update on the Jan. 18, 2024 meeting:

(a) Committee Membership

The Committee reviewed and discussed the proposed composition of the committees, as provided to the Board, and is recommending approval.

Moved by Darren Bruckschwaiger, seconded by Doug Boyd the Board approve and accept the composition of the committees as presented for the Governance & Human Resources Committee, the Audit, Risk & Finance Committee, and the Innovation & Modernization Committee. Motion carried.

(b) Independent Member Appointment

The Committee put forward a recommendation to the PVSC Board for the appointment of Owen Sagness for the Independent Director position, which was approved and recommended by the PVSC Board (through a virtual vote following the Governance meeting) to the Nova Scotia Federation of Municipalities (NSFM) and the Association of Municipal Administrators Nova Scotia (AMANS) for acceptance.

(c) CEO Succession Planning

Committee members, along with Julia Donahue, VP, People & Culture, held an in-camera preliminary discussion regarding the CEO succession/process. The Committee will provide an update during the Board's in-camera.

Audit, Risk and Finance (ARF) Com.

The ARF Committee Chair, Doug Boyd, provided an update from the January 18, 2024 meeting.

(a) Quarter Three (Q3) Update & Forecast for Fiscal 2023-24 (current) Budget Year End

Staff presented budget expenditures to end of Q3 and a forecast to fiscal year end. As noted in previous quarters, there are a number of cost increases due to inflation from suppliers, additional IT requirements to maintain systems in cyber security context, etc. However, there is a positive impact from strong interest and investment returns to date. In summary:

- Salary budget, the largest portion of budget expenditure, is forecast below original budget. Variances occur from timing of hiring and departures due to retirement, etc.
- Consistent with forecast from last quarter, expenditures for IT are forecast to be over original budget due to additional licensing costs and system upgrade requirements, and cybersecurity expenditures.
- Year-end revenue is projected to be above budget because of strong interest and investment returns.

(b) Q3 Investment Update

Quarterly results for the investment funds as at December 31, 2023 were reviewed at the Committee meeting. It was noted that the funds had strong one-year returns compared to the benchmarks for Canadian and foreign equities.

(c) Risk Update

The only change of note since December is that the Dept. of Municipal Affairs & Housing (DMAH) has informed staff they are starting the process to tender for an external auditor for the periodic (5-year interval) compliance audit of PVSC.

(d) Fiscal 2023-24 Audit Plan – Grant Thornton

Grant Thornton provided the audit strategy for the financial audit for fiscal 2023-24, ending March 31, 2024. Overall, the approach is in keeping with prior years with the testing and analysis focused on risk. The audit field work will begin the first week of May and draft financials targeted to be completed by the end of May.

Moved by Doug Boyd, seconded by Darren Bruckschwaiger the Audit, Risk & Finance Committee update be accepted. Motion carried.

4. Strategy Update

Kathy Gillis provided an overview of the 2024 strategic/business planning initiatives document (for the next 24 months), recognizing it is draft and a work in progress at this point. She noted that typically it is a three-year strategy that the Board oversees. Going forward as an organization we will continue doing our mandate and core business, and then what can be done beyond that. This document will become the CEO's performance appraisal and then delegated to Executive as appropriate for respective roles.

5. Update – Work Week Modernization

Kathy Gillis indicated that Joe O'Connor of Work Time Reduction Center of Excellence previously spoke with the Board on work time reduction (WTR). He performed a readiness Diagnostic of the organization. With a lot of work, staff engagement, etc. the organization is ready to go forward with a pilot.

A project structure has been created in preparation to launch the pilot. An operational planning task team and operational planning sessions were held. Teams built out a plan on how to get all the pieces of work done in four (v. five) days and presented their approach. The Board Chair and Vice Chair attended the sessions to see the preparations of staff. A meeting will be held with the Union the week of Jan. 29, 2024 to review the purpose and structure of the pilot.

The project structure/key deliverables/phases was reviewed with the Board. Board members noted the WTR initiative needs to be communicated to the municipal units, and productivity measured. Kathy noted productivity output will be monitored as per the work plan and if it declines/not working the initiative will not proceed.

Action: Staff to prepare a communication regarding the WTR and the pilot of a 4-day work week, and why, to the NSFM and AMA for distribution.

6. Board/Committee Meetings for April 2024-March 2025

With the approved composition for the committees, staff will ensure the calendar appointments for the various committee meetings are scheduled as per the macro agenda.

7. In Camera

Board members held an in-camera. No follow-up items were identified for the record.

Meeting Adjourned