
Meeting Minutes

Board of Directors

June 28, 2023

Time: 9:00 am – 12:00 pm

Location: Delta Dartmouth Hotel

Attendees

Joe Feeney, Doug Boyd, Bobby McNeil, Connie Nolan, Tara Maguire, Juanita Spencer, Laurie Murley, Darren Bruckschwaiger, Cathie O'Toole

Regrets

Chuck Faulkner (on leave)

Staff Attendees

Kathy Gillis, Russ Adams, Tracy Williams

1. Review of Agenda

The draft agenda was reviewed.

Moved by Laurie Murley, seconded by Connie Nolan the agenda be accepted. Motion carried.

2. Review of Minutes

The draft minutes of April 14, 2023 were reviewed.

Moved by Bobby McNeil, seconded by Darren Bruckschwaiger the minutes of June 14, 2023 be accepted. Motion carried.

3. Committee Meetings Update

Audit, Risk and Finance (ARF) Com.

The Audit, Risk and Finance Committee met on May 25, 2023 & June 9, 2023. In advance of the June 28, 2023 Board meeting, Board members were provided with a written summary update of the meetings that included the following:

May 25th

- 2022-23 (April 2022-March 2023) preliminary year end financials
- financial summary
- budget variance policy review
- investment update
- risk update
- board remuneration

June 10th

- Financial audit for fiscal year ended March 31, 2023
- Financial auditing contract

Staff highlighted the following detail from the ARF meetings with the Board:

- At the end of Q3 forecast a projected surplus (excess of revenue over expenditure) to the end of fiscal 2022-23.
- The year end operation surplus with actuarial valuations at year end.
- Excess revenue over expenses on the consolidated statement of operations
- The actuarial valuation adjustment (reduction in liability)
- Unrealized post-retirement gains reserve
- Capital assets investment (net of deferred capital contribution)
- Resulting in an allocation to the Special Operating Reserve (SOR) at year end.
- The 2022-23 budgeted revenue projections, 2022-23 operating expenditures, the ACT (Assessor Candidate Training program)/ Road Map, actuarial valuation of liabilities, and SOR position were all reviewed in detail.

Moved by Doug Boyd, seconded by Laurie Murley, as recommended by the Audit, Risk and Finance Committee, the Board approve to reallocate as at March 31, 2023 from the Operating Fund to the Special Operating Reserve be accepted. Motion carried.

- Discussion was held at the ARF Committee meeting regarding the budget variance policy/contingency. Staff were directed to review and bring revision recommendations forward in the fall for the Committee's consideration and recommendation to the Board.
- The ARF Chair provided background and an update on the Board remuneration piece.

Moved by Doug Boyd, seconded by Bobby McNeil, as recommended by the Audit, Risk and Finance Committee, the Board 1. set the per diem to mid-range at \$300; 2. all members shall be eligible for the per diem for meeting attendance; and 3. in addition to board/committee meetings, the Chair and Vice Chair be eligible for the per diem for ½ day meetings (under three hours) as necessitated by Board duties or requested by PVSC

be accepted for consideration and approval by the Executive of the Nova Scotia Federation of Municipalities (NSFM). Motion carried.

- At the June 10, 2023 ARF meeting the auditors, Grant Thornton, presented the 2022-23 Financial Audit noting it an unconditional audit, which means that in all material respects the consolidated financial statements presented fairly the financial position of the Corporation as at March 31, 2023. There were no adjustments or uncorrected misstatements through the audit. Grant Thornton did not identify any reportable observations regarding internal financial controls. There was an update to Canadian Auditing Standard 315 this year regarding identifying and assessing the risks of material misstatement which was incorporated into this year's audit. They did note as with other small entities, PVSC should review segregation of financial duties. Staff are reviewing procedures to further segregation within the bounds of PVSC structure and resources.

Moved by Doug Boyd, seconded by Darren Bruckschwaiger as recommended by the Audit, Risk and Finance Committee the Board approve and accept the 2022-2023 Audited Financial Statements. Motion carried.

- This is the final year of the five-year Grant Thornton audit engagement (three years plus two-year renewal). The Committee directed staff to conduct a Request for Information (RFI) proposal process in the fall to canvass the market for the next auditing contract.

After discussion at the Board level, staff were directed to request a proposal from the current provider.

Action: Staff to request an audit proposal from the current provider, Grant Thornton (v. going out for an RFI) to take back to the ARF Committee for consideration in the fall.

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

4. PVSC 2022-23 Annual Report

The draft report was reviewed by the Board in advance of the meeting.

Moved by Cathie O'Toole, seconded by Tara Maguire the 2022-2023 Annual Report, Agility in Action, be approved and accepted. Motion carried.

5. CEO Report

The CEO reviewed the Q1 Report highlighting the following:

- Risk update - There was a Province of NS privacy breach as a result of a cyber incident on their MoveIT Service. The Nova Scotia Land Registry transfers data to PVSC through this service. Checks were completed on PVSC's end/services, and no suspicious activity was found. The Service with Land was down for a day. PVSC's VP of IT and her team have identified where we sit/have work to do in terms of the three areas of risk, security, and controls.
- Wildfires - HRM: About 130 destroyed properties, 103 (and could be others) partially damaged. PVSC is putting together a response team that will come together in July and will take advantage of the Community Hub in Hammonds Plains and meet with property owners; also working with Pictometry. Shelburne/Barrington: Will use the same team as HRM/different team leader who is familiar with the area for Shelburne/ Barrington. There are about 60-90 properties (quite spread out). Will be looking to establish next year's value/market and will also look to engage IPTI (International Property Tax Institute) to assist with for research, information gathering, findings and recommendations pertaining to valuation of properties affected by the wildfires.
- Lots of work happening pertaining to stakeholder engagement. The Shared Services Collaboration kicked off. Greg Herrett (CAO, Mun. of Cumberland County) is the Chair, and Tara Maguire (PVSC Board member and CAO for Mun. of Chester) is the Vice Chair. An ask coming out of the meeting was modernizing permitting – interest will need to be explored/determined with the municipal units.
- Staff have been attending conferences both virtually and in-person.
- Five candidates will be graduating from PVSC's Assessor Candidate Training (ACT) program.
- Operations is moving along.
- The "one team" continues to evolve as operations and non-operations staff work together to find creative/efficient ways to plan the work. Board members were invited to attend the All Staff, if possible.
- PVSC will support the Red Cross NS Wildfire Relief Program as its charity this year. PVSC recently refreshed its inventory of iPhones to replace older models. The older phones were offered for sale to staff (at same price as offered by a reseller). Through the funds raised the Corporation will match the donation to the

Red Cross, and the remaining devices will be offered to Shelter Nova Scotia for their program to make phones available for emergency contacts.

Moved by Laurie Murley, seconded by Doug Boyd the CEO's Q1 report be accepted. Motion carried.

6. PVSC Work Week Modernization - Update

Staff provided an overview of the feedback/questions received from the Board member interviews and an update on the proposed planned next. A discussion was held, and staff will provide further research/benchmark data.

7. In Camera

Board members held an in-camera session. There were no follow-up items from the in-camera discussion.

Meeting Adjourned