
Meeting Minutes

Board of Directors Emergency Advisory Group

April 29, 2020

Time: 10:30 am – 12:30 pm (via GoToMeeting)

Attendees

Greg Keefe, Joe Feeney, Doug Boyd, Mike Dolter, Darren Bruckschwaiger

Staff Attendees

Kathy Gillis, Meredith Buchanan, Kim Ashizawa, Tracy Williams

1. Review of Agenda

The draft agenda was reviewed.

Moved by Joe Feeney, seconded by Darren Bruckschwaiger the agenda be Accepted. Motion carried.

2. Review of Minutes

The draft minutes of February 26, 2020 were reviewed.

Moved by Darren Bruckschwaiger, seconded by Joe Feeney the draft minutes of February 26, 2020 be accepted. Motion carried.

3. Committee Meetings Update

Audit, Risk and Finance Committee

Year-end Forecasts

- Q4 spending is forecasted to be below the Q3 projections (in a number of areas including consulting services, staff training & development, IT operations, travel) due to some Covid-19 impacts, variances in actuals to year-end, and better than anticipated revenues.
- Upon approval of the Financial Statements a recommendation will be made regarding allocation of the surplus (i.e. Special Operating Reserve).

Current Financial Situation

- 1st Quarter billings for fiscal 2020-21 are due by April 30, 2020 from municipalities, to date 18.5% of those billings has been received. (As an update, as of April 23, 2020 payments have been received from approximately 50% of municipalities, which represents 80% of total billings.)

Financial Audit

The Fieldwork by the Auditors is still planned to begin May 4th and the draft report is expected by end of May.

Risk Update

The Risk update was specific to the Covid-19 pandemic and its impact on operations. The risks identified were OHS, Operational Efficiencies, Systems, Financial, Strategic, Data, Product & Reputation, and treatments are in place for each. The 12 Enterprise Level risks are still ongoing with no major changes other than those related to Covid-19. Management will continue to engage the Board with status updates and seek guidance in the management of this emerging risk.

Moved by Mike Dolter, seconded by Joe Feeney the Audit, Risk and Finance Committee update be accepted. Motion carried.

4. Business Plan Update with Risk Register

- PVSC did not develop a full blown three-year strategy document because of the current Covid-19 pandemic environment – a one-year strategic/business plan has been developed to address priorities, that are more focused on how the 2021 Assessment Roll will be done this year, and the risks (as identified in the Audit, Risk and Finance Committee update) during/after the Covid-19 pandemic crisis.
- Staff will be getting information out earlier this year (i.e. commercial valuation) to provide additional time for engagement with municipalities, business owners and agents.
- Will continue to use mobile assessor and machine learning technology.
- Will be innovative around inspections (Chris Doucette and others are working on this).
- The International Property Tax Institute (IPTI) has been engaged to do work with PVSC particularly on international markets to obtain some measures about the impact of/responses to environmental, political and social crises on property assessment, and on what other jurisdictions are doing to mitigate the effects of COVID-19.
- PVSC will not be doing a Roll freeze; Kathy indicated the impacts of a Roll freeze and why a Roll freeze is not recommended.

- Timelines and municipal unit outreach are also part of the Business Plan.
- Kathy advised the Business Plan will translate into her performance plan.

Moved by Joe Feeney, seconded by Doug Boyd the 2020-21 Business Plan be accepted. Motion carried.

5. CEO Report

- Kathy provided a high-level overview of the NSFM meeting with municipal representatives that she attended (held via Zoom) on April 22, 2020. The steps were indicated that PVSC is taking regarding assessment in the current Covid-19 environment, responded to questions (the Q&As will be sent to the NSFM), and municipal units were encouraged to reach out with any other questions they may have and also offered to provide briefings to individual units (to date two have been scheduled).
- Staff (Paul Beazley and Shannon Peterson) are connecting with each of the municipal units doing check-in calls to see how things are going, offering help, and to ask if they anticipate challenges with quarterly payments to PVSC.
- Held virtual check-ins with staff. There are about ten staff affected by the incident (pertaining to the mass tragedy) and have offered trauma counselling.
- Kathy noted things dropped off a bit during the week following the incident but appeals are almost finished (ahead of last year), sales are completed, Income & Expense data input is completed, commercial cost reassessment will begin in June; finishing off on cyber security; carefully watching the budget and taking a second look at items (i.e. an SOC2 audit is due but may hold off until June or next year); continuing with CACE/training (Canadian Assessment Centre of Excellence); and, there will be a smaller focus on development/keeping in contained.

6. In Camera

There were no items identified for recording purposes following the *in camera*.

**Meeting Adjourned
(Next meeting end of June 2020 – Date TBD)**