
Meeting Minutes

Board of Directors

September 18, 2024

Time: 1:30 pm – 3:30 pm

Location: PVSC Dartmouth Office, Boardroom A

Attendees: Joe Feeney, Bobby McNeil, Darren Bruckschwaiger, Laurie Murley, Glenn Horne, Anita Bezeau, Owen Sageness, Juanita Spencer (Teams),

Regrets: Doug Boyd, Cathie O'Toole, Tara Maguire

Staff Attendees: Kathy Gillis, Russ Adams, Tracy Williams

1. Review of Agenda

The draft agenda was reviewed.

Moved by Laurie Murley, seconded by Owen Sagness the agenda be accepted. Motion carried.

2. Review of Minutes

The draft minutes of June 19, 2024, July 29, 2024, and August 15, 2024 were reviewed.

Moved by Owen Sagness, seconded by Glenn Horne the minutes of June 19, 2024, July 29, 2024, and August 15, 2024 be accepted. Motion carried.

3. Committee Meeting Updates

Audit, Risk and Finance (ARF) Com.

Laurie Murley provided a detailed update on behalf Doug Boyd, Audit, Risk and Finance Committee Chair, from the September 5, 2024 meeting, as per the following summary on the:

- 2023-24 financial results as of March 2024, along with the Quarter One (Q1) 2024-25 budget expenditures and revenue. Noting an increase is projected in drawdown from the Special Operating Reserve (SOR) at fiscal year end.
- Q1 investment funds results as of July 31, 2024 for the Non-Pension Post Employment Fund, the Technology Replacement Fund noting there will be a drawdown from the Fund at some point this fiscal year (2024-25) for the Data Strategy project. To date the Scholarship Fund is achieving its intended target of generating sufficient proceeds to fund the \$5K annual scholarships.
- Proposed draft 2025-26 budget noting a 3% increase in the Municipality billing amount year over year, and a drawdown from the Special Operating Reserve (SOR) projected to cover the remaining costs after all other revenue. It was also noted the projection for the next three fiscal years (fiscal 2026-27, 2027-28, 2028-29) is for a 3% increase each year in municipal billing.
- Risk register – no additional risks were identified. It was requested at the Audit, Risk and Finance meeting, given the purchase of additional capacity of the 'Ice Anywhere' telephone enquiry management system, that at a future meeting staff provide a high-level overview of process of how enquiries are received, tracked and recorded for completion.

Staff presented details on the proposed 2025-26 budget to the Board as follows for consideration:

- Context of the 2023-24 results
- Current (2024-25) budget Q1 forecast
 - Noted part of the plan this year is to look at telephony software but at the same time need to maintain what is in place.
- Q1 investment results
- Assumptions/Risks for 2025-26
- Proposed 2025-26 budget, inclusive of forecasts for 2026-27, 2027-28, and projections for 2028-29

Moved by Laurie Murley, seconded by Darren Bruckschwaiger, as recommended by the Audit, Risk and Finance Committee, the Board approve the Fiscal 2025-2026 budget of 3% increase in Municipal Unit recovery utilizing funds transferred from the Special Operating Reserve and the forecasts for Fiscal 2026-27 and 2027-28 as presented be accepted. Motion carried.

Moved by Laurie Murley, seconded by Glenn Horne the Board of Directors accept the Audit, Risk & Finance Committee report of the Sept. 5, 2024 meeting. Motion carried.

4. CEO Update

Kathy Gillis highlighted the following from the CEO report:

- PVSC has secured Halifax (endorsed by Cathie O’Toole) as the host city for the International Property Tax Institute’s (IPTI) next 2025 property tax policy conference, taking place Sept. 16-17, 2025 at the Halifax Conference Centre.
- Work is progressing on schedule for filing the 2025 Assessment Roll
- The corporate strategy has been rolled out to staff.
- The Assessor Candidate Training (ACT) program continues, and a number of participants will be graduating and proceeding full-on into Operations.
- In anticipation of retirements in the near future and in consideration of succession planning, Charlene MacNeil has taken on the role of Director of Assessment.
- A planning session was held recently with assistant directors and senior operational staff on finding efficiencies, continuous improvement, and ideas for new ways of working.

5. Board Meetings

A macro agenda with tentative meeting dates for fiscal year 2025-26 was provided to Board members for review and consideration in advance of the October 3, 2024 meeting.

6. In Camera

No in-camera session was required.

With Kathy Gillis’ upcoming retirement, and the new CEO’s appointment effective September 30, 2024, the Board thanked Kathy for her leadership and time as CEO for the organization.

Meeting Adjourned