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# Meeting Minutes

## Board of Directors

July 29, 2024

Time: 3:00 pm – 4:00 pm

Location: Virtual (MS Teams)

**Attendees:** Joe Feeney, Bobby McNeil, Darren Bruckschwaiger, Cathie O’Toole, Doug Boyd, Laurie Murley, Glenn Horne, Anita Bezeau, Owen Sagness, Juanita Spencer, Tara Maguire

**Staff Attendees:** Julia Donahue, Tracy Williams

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### 1. Review of (verbal) Agenda

The Chair indicated the following as the two agenda items for discussion and approval:

- (a) Recommendation for the CEO candidate from the CEO Selection Committee.
- (b) Recommendation regarding Letter of Employment Offer for the CEO from the Governance & HR Committee.

**Moved by Anita Bezeau, seconded by Doug Boyd the agenda items be accepted.  
Motion carried.**

### 2. CEO Selection Committee Recommendation – CEO Candidate

The Chair noted Board members received material (resume/cover letter, selection process summary, and the draft letter of offer) in advance to review regarding the recommended candidate, Scott Farmer. Based on his background, qualifications, and experience the formal recommendation from the Selection Committee is to appoint the recommended candidate.

**Moved by Bobby McNeil, seconded by Cathie O’Toole, as recommended by the CEO Selection Committee, that Scott Farmer be accepted as the next future leader and Chief Executive Officer (CEO) of Property Valuation Services Corporation. Motion carried.**

**3. Governance & Human Resources Committee Recommendation – Letter of Employment Offer**

The Letter of Employment Offer was crafted by Royer Thompson with input from the Chair and PVSC staff member Julia Donahue, VP, People & Culture. It has been reviewed by the Governance & HR Committee. The Governance Chair, Tara Maguire, thanked those involved on the development of the employment offer expressed the process was great.

**Moved by Tara Maguire, seconded by Owen Sagness the Letter of Employment Offer for the CEO position be accepted and forwarding to Scott Farmer. Motion carried.**

The Chair indicated Kathy Gillis provided feedback regarding collective bargaining and that arrangements are in place for late September (26<sup>th</sup> & 27<sup>th</sup>) to finalize details. With the timing and to allow finalization/sign-off, the start date for the new CEO will be September 30, 2024. This will also allow the new CEO time to finish up remaining items.

Julia provided an overview of next steps in terms of a communications plan in conjunction with the new CEO/change management plan. She also noted there will be a contingency plan/communication message in the event the name of the new CEO does not remain confidential prior to being fully announced to staff, etc.

The Chair thanked Julia for her efforts throughout the CEO recruitment/selection process.

**Meeting adjourned**