

**Property Valuation Services Corporation
Board of Directors Meeting
Minutes
September 7, 2012**

Board Attendees

Russell Walker	Kevin Malloy	<u>Regrets</u>
Bobby McNeil	Greg Herrett	Betty MacDonald
Darren Bruckschwaiger	Carroll Publicover	Lloyd Hines
Billy Joe MacLean	Mervin Hartlen	
Amanda Whitewood	Sandy Hudson	
Doug Sabeau		

Staff Attendees

Kathy Gillis	Grace Chitate
Russ Adams	Tracy Williams
Dwayne Phillips	

The Chair, Russell Walker, called the meeting to order.

1. Review of Agenda

The draft agenda was reviewed and approved.

2. Review of the Minutes

The draft minutes of June 22, 2012 and July 12, 2012 were reviewed.

**Moved by B. McNeil, seconded by M. Hartlen, that the minutes be approved.
Motion carried.**

3. Reports from Committees

Audit and Finance Committee

D. Phillips, Acting VP, Corporate Services, PVSC, was introduced to the Board members.

a. **Q1 2012/13 Financial Statements and Investment Report**

The Audit and Finance Committee met on September 4, 2012 to review and discuss the First Quarter Financial Statements (unaudited) and Investment Report, ended June 30, 2012.

Moved by B. J. MacLean, seconded by D. Bruckschwaiger that the First Quarter Financial Statements (unaudited) and Investment Report, ended June 30, 2012 be accepted. Motion carried.

b. **Investment Policy Review**

The Statement of Investment Policies and Procedures for the non-pension post-employment benefits fund was reviewed, with an emphasis on the fund's asset mix, by Doug Taylor, Plenus Consulting. At this time, it is recommended that the current asset mix be maintained until the time of the next actuarial valuation, which is scheduled for spring 2013.

The Audit & Finance Committee will examine the investment strategy of the Technology Advancement fund separately given that it has a different purpose than the non-pension benefits fund.

c. Financial Audit Services – RFP Schedule

The contract for financial audit services has expired and the PVSC will move forward with an RFP (Request for Proposal) for financial audit services. The schedule for the release of the RFP was reviewed with the Board (in terms timing regarding development, approval, closing date, recommendations, and awarding of the tender).

d. Capital & Technology Investment – Policy Development

A framework for the development of the Capital Fund Policy was distributed. The framework was reviewed and discussed at the September 4, 2012 Audit and Finance Committee meeting, and it was recommended that staff build on the main components outlined in the framework.

e. Proposed 2013/2014 Plan and Budget

The Corporation's plan - strategic goals and focus, and the proposed draft budget for 2013/14 was reviewed with the Board. The recommendation was brought forth by the Audit and Finance Committee to accept the proposed 2013/13 plan and budget.

The strategic focus for PVSC will continue to be *Process Improvement, Technology Innovation, and Engagement, Partnership & Integration*. Initiatives and projects will continue to support these themes as in the current year.

The proposed budget for 2013/14 is \$17.09 million is a small decrease from the current year budget of \$17.1 million. In order to accommodate the costs of UARB and other anticipated inflationary costs, vacant positions (not filled or retirements) have been removed from the budget along with reductions in travel and telecommunication costs.

Furthermore, a policy adjustment is proposed to allow the Board not set aside a specific amount in the budget to contribute to the Technology Advancement Fund. However, if there is a positive variance at the end of the fiscal year the Board may consider a contribution at that point. It was noted that a capital and technology policy is under development so this measure is appropriate in the interim.

Moved by A. Whitewood, seconded by D. Sabeen that the proposed 2013/14 plan and budget be accepted. Motion carried.

Action: Staff to draft a letter on behalf of the Chair to the municipal units (CAO's) advising that the PVSC Board of Directors have approved the 2013/14 budget. As well, the letter should indicate the Corporation's successes, impacts and efficiencies, but also point out that the organization may not be able to continue to reduce or maintain the budget, which has been the case over the last number of years, for next year.

Quality and Client Service Committee

a. Land Data Quality Assessment - Update

Further to an External Compliance Audit of PVSC completed in 2011, PVSC requested that a review of the land data process be completed to identify data quality issues and assurance gaps, training requirements, or additional information requirements not currently addressed between and among the Nova Scotia Barristers' Society, Service Nova Scotia and Municipal Relations, and Property Valuation Services Corporation. A Land Data Sharing Quality Assessment was conducted by an external auditor (in 2012). As a result of the data sharing assessment review, key findings and recommendations were identified. The Quality Committee recommended that the Board accept the recommendations, including requesting the Property Innovation Council strike a committee to review land data sharing issues.

Moved by D. Bruckschwaiger, seconded by B. McNeil that the recommendations as per the Land Data Sharing Quality Assessment review be accepted. Motion carried.

b. Client Engagement Projects – Property Owners; Municipalities

Staff provided an update on the Municipal and Client Engagement strategies. T. LeBlanc has been following up the municipal survey with onsite municipal visits. The purpose is to identify the needs and opportunities with the municipal parties. To date she has visited 49 of the 54 municipalities. The remaining municipalities are Queens, Town of Annapolis, Stewiacke, Berwick, and Halifax Regional Municipalities. She hopes to complete the visits by early fall. Trudy also has opportunity to share and gather information at the annual UNSM and AMA conferences in September as well as the municipal tax collector conference in October. The final results of the surveys and meetings will be compiled and shared with the Board. At this point there have been no significant issues raised but a key theme has been further defining and refinement of communication channels between the PVSC and municipalities, and great interest in the Pictometry system that is being rolled out to the municipalities.

In regards to the Property Owner Engagement project, a critical component is the redesign of the PVSC web site with great access to assessment information. The goal is to increase transparency and accountability within the respective boundaries of privacy legislation. The new data disclosure will provide more data to the public so they can see property assessments in context, and greater access by property owners to the information on their specific property through a PIN number. Staff are currently engaged in the technical development of the site. The target is to have the new site available this fall.

Governance Committee

a. Governance Manual Review – Meeting Attendance and *In Camera* Process

Two draft additions to the PVSC Governance Manual regarding Attendance, and *in camera* process were brought forth and are being recommended by the Governance Committee.

Moved by C. Publicover, seconded by B. J. MacLean that the Attendance addition, as outlined, for the Governance Manual be accepted. Motion carried.

The Board discussed governance models in both municipal and corporate entities as it relates to *in camera* practice. It was noted that the Governance committee should consider this in the draft for PVSC *in camera* process.

Moved by B. J. MacLean, seconded by G. Herrett that the *In Camera* process, as outlined, be referred back to the Governance Committee for further discussion of corporate governance best practice. Motion carried.

b. Board Membership – Upcoming Term Completions

A couple of Board members terms will be ending and new director appointments will be required. The UNSM will be notified of the pending completion of an AMA member term so that the UNSM may seek nominations from the AMA. Further notification will be given to the UNSM on elected municipal official terms following the October 20th election.

c. Strategic Initiatives – Data Display and Exchange – Update

There was a presentation / demo on the redesign of PVSC's website, and the data disclosure component.

4. New Business

Property Innovation Council – Update

The Property Innovation Council (PI Council) held a strategic session in June and held a follow-up meeting in July. From the strategic session a number of ideas/ projects were presented such as - 1. mailing services – electronic payment; electronic address; 2. open data (create a shared vision); 3. centralized tax billing and mailing service (a cost estimate has been developed by Mara); 4. centralized GIS data; and, 5. Land. The PI Council's Filter Committee will be reviewing the ideas put forward. In terms of the SAI, currently there are pilots with HRM and CBRM, and other municipal units are being looked at with regard to connecting to the single address component. The next PI Council meeting is September 28, 2012.

Action: Staff to provide a copy of the Council's membership to the PVSC Board (and as well a copy of the terms of reference to B. J. MacLean).

Action: In terms of whether the costs for the PI Council should be disclosed separately, this matter will be referred to the Audit and Finance Committee.

UNSM Conference

The Chair will provide PVSC's update at the UNSM conference (Sept. 20, 2012).

**Meeting adjourned
Next Meeting – October 26, 2012**