

**Property Valuation Services Corporation
Board of Directors Meeting
Minutes
October 22, 2010**

Attendees

Carroll Publicover
Darren Bruckschwaiger
Jimmy MacAlpine
Cathie O'Toole
Rob Brideau

Mervin Hartlen
Rick Farmer
Kevin Malloy
Sandy Hudson
Billy Joe MacLean

Staff Attendees

Kathy Gillis
Russ Adams
David Chipp
Grace Chitate
Tracy Williams

1. Review of Agenda

The agenda was reviewed – no additions / deletions.

2. Review of Minutes

The draft Minutes of September 24, 2010 were reviewed.

Moved by B. J. MacLean, seconded by J. MacAlpine that the Minutes be accepted. Motion carried.

3. Opening Comments

C. Publicover, as Chair of the Board, provided comments on the accomplishments of the Corporation, to the credit of the Board and staff, over the last couple of years since the transition from government. He also noted how he sees the priorities for the PVSC going forward.

Moved by R. Brideau, seconded by B. J. MacLean that the Chair's comments be accepted and included with the Minutes (see Appendix). Motion carried.

4. Reports from Committees

Governance Committee

a) Independent Board Member Recruitment

The Independent Board Recruitment and Selection draft policy / process was reviewed. The policy outlines the Governance Committee's role for recruitment and interviewing following the screening of the candidates.

Board members recommended using the Institute of Corporate Directors as an opportunity to recruit possible members in addition to contacting and utilizing an executive search firm for candidates.

**Moved by B. J. MacLean, seconded by J. MacAlpine that, simultaneously, the Institute of Corporate Directors and an executive search firm be utilized to recruit independent board members be accepted.
Motion carried.**

Moved by R. Brideau, seconded by C. O'Toole that the Independent Member Recruitment and Selection Policy be accepted. Motion carried.

b) In camera Board Discussion

The Board reconvened from *in camera* discussions.

Moved by B. J. MacLean, seconded by C. O'Toole that the Board of Directors to approve the CEO contract as recommended by the Governance Committee. Motion carried.

Quality and Client Service Committee

a) Municipal Unit Pilot - Pictometry

J. MacAlpine reported that the Committee was briefed on the Municipal Unit pilot for pictometry on Oct 21/10. A number of units will participate in the pilot to examine possible uses of pictometry in various aspects of municipal operations in addition to the usage that PVSC has for assessment operations. This will be shared with all municipalities as the area flown is expanded. Flying will begin mid November. As well, he, Bobby McNeil, and Rick MacLeod will present a presentation on Pictometry, and on the Municipal Unit Pilot Pictometry Project at the upcoming UNSM fall conference.

b) External Audit Update

Preparation continues for the January 2011 external audit of PVSC compliance with the legislation, the MOU with the Province, and the International Association of Assessing Officers (IAAO) assessment standards. Staff continues to work on gaps identified through preliminary testing.

c) Assessment Year End – Roll Validation

The roll validation program was implemented during the 2009 assessment roll to assure quality checks on major components of the assessment roll, to identify any inconsistencies, and to validate large variances prior to finalizing the roll. The objective is to increase client confidence in the assessment roll through reduction of the number of returned notices, identifying training issues and deficiencies in business processes, and reduction/elimination of technology & information management delays at year end.

Audit & Finance Committee

a) 2011/12 Strategic Plan & Budget and b) Policies

D. Bruckschwaiger noted the Committee met on Oct 15/10 to review the draft plan and budget, including the three year Ops and five year capital projected budgets. The Committee is recommending the Board approve the draft plan and budget for 2011/12.

Staff went through the budget presentation with the Board. As well, the three policies on Budget Variance, Internally Restricted Fund, and the Technology Advancement Fund were reviewed and discussed.

Action: Staff to add AVM (Automated Valuation Model) to a future agenda for an update.

Action: Staff to follow-up with the AMA re: access to AMA information exchange for MU members on such issues HR tracking systems and hand held technologies.

Action: Staff to include a chart of the Technology Advancement Fund growth/change and position relative to maximum in the annual report.

Moved by C. O'Toole, seconded by S. Hudson that the Budget Variance Policy, the Internally Restricted Fund Policy, and the Technology Advancement Fund Policy be accepted. Motion carried.

Moved by D. Bruckschwaiger, seconded by S. Hudson that the 2011/2012 plan and budget be accepted. Motion carried.

c) Presentation at UNSM

A draft of the Chair's presentation for the UNSM Annual Conference on Oct 28/10 was reviewed and following minor adjustment accepted by the Board.

5. CEO Report

Residential and Commercial reassessment activities are being finalized, and the review and inspection of permits is still underway for inclusion on the roll.

The Property Innovation Council (PIC) Single Address Initiative is ongoing and starting to address solutions. PIC also continues to look at GIS licensing options.

Moved by D. Bruckschwaiger, seconded by J. MacAlpine that the CEO report be accepted. Motion carried.

6. Other

R. Farmer indicated that the UNSM Board meets Oct. 25th and will consider the term length for the vacant HRM representative on the PVSC Board (completion of existing term or new three year term).

**Meeting Adjourned
Next Meeting – November 26, 2010**

APPENDIX: Chair's Opening Comments
PVSC Board of Directors Meeting - October 22, 2010

As we approach another period of transition for our Board, I want to make a brief report to the Board about how I see the priorities for PVSC going forward. Moreover, I would like to take stock of how much has been accomplished since April 2008, (just 2 $\frac{1}{2}$ yrs ago) when PVSC was officially born.

To the credit of the Board and through the outstanding leadership of Kathy Gillis and her management team, a solid foundation has been laid to allow PVSC to move forward in bold new directions.

Because we became an entity free from the yolks of government, we needed to get the foundation established.

The following highlights our accomplishments:

1. strategic plan & process
2. investment policy
3. resolution of HST rebate issue
4. website development
5. CEO Employment contract / evaluation in line with strategic plan
6. internal & external audit of operations
7. Lean Six Sigma Quality initiatives
8. Enhanced & modernized assessment notice
9. annual report
10. establishment of quarterly Chair / Minister of SNSMR meetings
11. development of HR/Finance and Corporate Services
12. succession plan to assure effective continuity and to address changing demographics
13. significant technology upgrades
14. analysis & reduction of leased sq. footages
15. organizational restructuring
16. staff recognition programs
17. Property Innovation Council (PIC); (new initiative)
18. Pictometry (new initiative)
19. Automated Valuation Model (AVM)

All of these have been accomplished while performing our core service mandated by legislation, the annual production of an assessment roll to serve the 55 municipal units - **no simple task.**

To say that this job has been done well, while also accomplishing the aforementioned list, is something of an understatement. Congratulations to all.

While establishing this firm foundation necessary to move us forward, we have still managed to move several new initiatives forward with little or no impact on our overall budget. Of course, I am speaking of Pictometry and PIC.

I applaud the Board's desire and motivation to move our organization into bold new directions developing revenue stream not thought about a few years ago.

Striding forward in these new directions must be done with a good measure of financial study and prudent decision making. The Board has been patient while our firm foundations were established. We have been fiscally responsible while being innovative. I commend the Board and CEO for all that has been accomplished and I am confident that we will be successful in the future.