

**Property Valuation Services Corporation
Board of Directors Meeting
Minutes
October 30, 2009**

Attendees

Carroll Publicover	Ken Simpson
Mervin Hartlen	Darren Bruckschwaiger
Jimmy MacAlpine	Bobby McNeil
Billy Joe MacLean	Debbie Kampen
Trudy LeBlanc	

Regrets

Kevin Malloy
Gloria McCluskey

Staff Attendees

Kathy Gillis	Jeff Caddell
Russ Adams	David Chipp
Jean Thorburn	Tracy Williams

1. Agenda

The agenda was reviewed.

Moved by Billy Joe MacLean, seconded by Jimmy MacAlpine that the agenda be accepted. Motion carried.

2. Review of the Minutes

The draft Minutes of October 16, 2009 were reviewed.

Moved by Mervin Hartlen, seconded by Bobby McNeil that the Minutes be accepted. Motion carried.

Correction to May 29, 2009 Minutes

There is a minor error in the May 29th Board minutes. The CEO report for May indicates that the appeal reviews are approximately 58% complete. However the "58%" was omitted from the minutes. For completeness of the record it was recommend that the May minutes be revised.

Moved by Debbie Kampen, seconded by Jimmy MacAlpine that the May 29, 2009 minutes be corrected to indicate that "58%" of the appeal reviews are completed. Motion carried.

3. Business Arising

Governance Review

B. J. MacLean noted that the UNSM Board of Directors has appointed Lloyd Hines to the Governance Review Steering Committee.

Strategic Planning Next Steps

K. Gillis provided a summary, the key items required to move forward, and a status update as a follow-up to the presentation and discussion with R. Landry at the October 16, 2009 meeting.

2010-11 Plan and Budget

Further to the Oct 16/09 Board meeting, D. Chipp presented information and discussed the priorities for the proposed 2010-11 Plan and Budget.

Moved by T. LeBlanc, seconded by J. MacAlpine that the proposed Plan and Budget be approved and staff be given the “go forward” to proceed with operations.

Budget Update

R. Adams provided an update / handout on the the 2nd quarter financials.

Expense Claims

The Chair raised the issue of the expense policy procedure for meals expense reimbursement.

Moved by D. Bruckschwaiger, seconded by B. McNeil that the Board review its expense claim policy to adhere to the UNSM’s meal rates and reimbursement practice. Motion carried.

New Legislation

M. Hartlen noted that new legislation has apparently been introduced regarding wetlands which will not have to be identified as “good or swamp land”. This may have some implications for assessment.

4. Reports from Committees

Quality & Client Service Committee

D. Bruckschwaiger noted the Quality Committee met (Oct 29/09) prior to the Board meeting to discuss the operational readiness audit and the business improvement initiatives which include the appeal process improvement and the inquiry management improvement process.

J. Thorburn & J. Caddell provided an update on the:

- progress of the Corporate Readiness Audit in terms of the activities implemented to date as a result of the readiness audit conducted by Deloitte and their recommendations in preparation for the 2010/11 external audit.
- progress of the Business Improvement Initiatives which include the appeal process and the inquiry management project. An update was provided regarding the changes to the appeal process and the (improved) impact to date. The next steps will include increasing access to information – the draft Appeal Process Guide was distributed to the Board. An outline was provided as to why the inquiry management project was initiated, established goals, the current and future state, and the status of the project.

5. New Business

UNSM Annual – PVSC Presentation

The draft presentation was reviewed in preparation of the Chair’s delivery at the UNSM annual meeting.

6. CEO Report

Year end activities are continuing – staff are working on permits and work orders for the 2010 assessment roll.

An email was sent to the AMA regarding new member appointments and the skill sets preferred and/or required.

Meeting adjourned