

**Property Valuation Services Corporation  
Board of Directors Meeting  
Minutes  
November 25 2011**

**Board Attendees**

Jimmy MacAlpine  
Carroll Publicover  
Darren Bruckschwaiger  
Billy Joe MacLean  
Russell Walker  
Betty MacDonald

Bobby McNeil  
Sandy Hudson  
Kevin Malloy  
Doug Sabeau  
Lloyd Hines

**Regrets**

Amanda Whitewood  
Greg Herrett

**Staff Attendees**

Kathy Gillis  
Russ Adams  
Jean Thorburn

David Chipp  
Tracy Williams

**Guest**

Doug Boyd

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**1. Review of Agenda**

Agenda items were reviewed – the Nova Scotia Utility and Review Board (NSURB) cost item was added to the agenda (new business).

**Moved by R. Walker, seconded by C. Publicover that the agenda be accepted. Motion carried.**

**2. Review of the Minutes**

The draft minutes of October 21, 2011 were reviewed.

**Moved by B. J. MacLean, seconded by R. Walker that the minutes be accepted. Motion carried.**

**3. Reports from Committees**

**Audit and Finance Committee**

The draft 2011/12 Second Quarter Financial Statements (ended September 30, 2011) along with the Statement of Operations and Changes in Fund Balance (Operating Fund) was reviewed. It was noted that there is an increase in professional services expenditures for temporary staff to work on a project to consolidate and store PVSC records centrally. This will ultimately allow for reduction in leased storage space and associated long term expenses.

**Moved by R. Walker, seconded by B. McNeil that the 2011/12 Second Quarter Financial Statements be accepted. Motion carried.**

The Third Quarter (Calendar) Investment Report has been reviewed by the Audit & Finance committee.

#### 4. CEO Report

The Board screened a video of the Single Address Initiative (SAI), produced as part of the Property Innovation Council's communication strategy. It was suggested having the SAI video placed on municipal unit websites.

An update on the SAI project was provided – testing is currently underway on the mailing address service; the group of nine municipal units implementing new municipal systems (the Municipalities of Antigonish, Inverness, Victoria, Richmond, Guysborough, and St. Mary's, and the Towns of Antigonish, Mulgrave, and Port Hawkesbury) has been approached on the possibility of SAI collaboration opportunities and synergies; and examination has started for SAI connectivity to land services.

Since the October Board planning session, a strategic planning session was also held with staff to gain their input. The progress to date on determining priorities was presented and next steps discussed.

Two PVSC Board appointment terms will be complete at the end of November 2011. An expression of interest will be posted by the UNSM to its members.

#### 5. New Business

##### Strategic Planning - Update

D. Boyd presented an update on PVSC strategic planning – progress to date, priorities/opportunities identified, an implementation approach, and next steps in terms of implementing a strategic planning program. There was discussion regarding a land integrated service which has been identified as a priority opportunity.

**Action: Staff to gather additional information from Service Nova Scotia and Municipal Relations in order to complete analysis for a business case in terms of a land integrated service.**

##### 2012 Assessment Roll - Update

J. Thorburn provided information on the 2012 assessment roll projections – changes and impacts with regard to residential and commercial assessments. The 2012 Capped Assessment Program (CAP) rate has been set at 3.9%. Key dates were outlined – December 30, 2011 the assessment roll will be filed with the Municipalities, January 16, 2012 assessment notices mailed to property owners, and the 21 day appeal period will end February 6, 2012. An update was also provided on the 2011 (pictometry based) Provincial Assessment Inspection Program (PAIP).

##### 2012 Board Meeting Calendar

The Board meeting dates schedule for 2012 was reviewed.

**Moved by L. Hines, seconded by C. Publicover that the Board meeting dates schedule for 2012 be accepted. Motion carried.**

### Board Appointments

Board appointment terms will finish the end of November 2011 for J. MacAlpine (elected rural rep) and B. J. MacLean (elected town rep) – they are eligible to apply for reappointment. The Board will be updated on the appointment process when notified by the UNSM.

### NSURB Cost

As a result of a second request (by J. MacAlpine at the fall UNSM conference) the Honourable G. Steele, Minister of Nova Scotia Department of Finance, has agreed to meet with the PVSC Board Chair regarding Nova Scotia Utility and Review Board (NSURB) costs to be recovered from the PVSC. The meeting is scheduled for December 22, 2012.

In addition, SNSMR and PVSC are currently looking at Alternative Dispute Resolution (ADR) as a possible approach.

**Meeting adjourned  
Next Meeting – January 27, 2012**