

**Property Valuation Services Corporation  
Board of Directors Meeting  
Minutes  
December 18, 2009**

**Attendees**

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

**Regrets**

Kevin Malloy
Debbie Kampen

**Staff Attendees**

Kathy Gillis	David Chipp
Russ Adams	Tracy Williams
Lloyd MacLellan	

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**1. Agenda**

The agenda was reviewed. An additional item was added under Business Arising: CEO Evaluation / Compensation – *in camera*.

**2. Review of the Minutes**

The draft Minutes of October 30, 2009 were reviewed.

**Moved by D. Bruckschwaiger, seconded by J. MacAlpine that the Minutes be accepted. Motion carried.**

**3. Business Arising**

**Assessment Roll**

L. MacLellan provided a year end update.

- The Roll closed on Nov 27/09.
- A week long validation process was conducted by the Quality Services Team.
- The Operations Team will be delivering the Roll / Certification to the municipal units prior to Dec 31/09. (Operations staff previously provided updates to the units as well.)
- The CAP rate for the 2010 assessment roll is zero, as set by the Province.
- The standard assessment roll report, which will be delivered to the units with the Roll, was reviewed with the Board.
- K. Gillis noted that she and the Chair met with the Minister of Service Nova Scotia (for the quarterly meeting) and provided a cap impact overview summary.
- K. Gillis also noted that cable lines and poles has been brought forward with the affected units as a “heads up”.
- Assessment Notices are going out January 18, 2010. As well, a media briefing will be held and an update will be provided to HRM Council on the 18<sup>th</sup> (and with other units that have requested this).

**Investment Policy**

The Statement of Investment Policies and Procedures (SIP&P) has been revised with the addition of a definitions section (now Section 1) to clarify who is the governing body, the administrator, the fund manager, etc.

In terms of Section 8vii (Other Guidelines), a brief was prepared by the consultant for the Board to provide clarity.

#### CEO Evaluation / Compensation

Board members held an *in camera* session.

### **4. Reports from Committees**

#### Governance Review Update

B. McNeil brought forth a memo regarding the PVSC governance review – it was recommended that in light of the newly established Business Strategy & Innovation Council that the existing Governance Committee concentrate on a review of best practice for Board member terms, qualification, and educational processes, rather than engaging in an in depth review of the governance roles of the respective stakeholders, of which a further review of governance roles can be planned when they are identified through the Business Council. Staff (not a consultant) to research and benchmark best practices and work with the Governance Committee and expertise, as required, will be brought in.

**Moved by G. McCluskey, seconded by J. MacAlpine that the existing Governance Committee concentrate on a review of best practice of Board member terms, qualifications and educational processes be accepted. Motion carried.**

#### Other Board Committees

The committee membership list was reviewed. It was commented that Board members have input on how the committees are chosen and structured going forward. It was suggested that perhaps a nominating committee be established to create committees or that the Governance Committee establish the membership for committees.

G. McCluskey asked that an amendment be made to the structure – that she continue as a member of the Quality Committee (instead of the Audit and Finance Committee).

**Moved by D. Bruckschwaiger, seconded by M. Hartlen that the present proposed committees structure, with amendment, be accepted, and that further discussion on future committee selection process be deferred to the January 2010 meeting be accepted. Motion carried.**

### **5. New Business**

#### Business Council

As per the information that was previously sent to the Board, K. Gillis noted that because there really isn't a body to deal with matters involving the three parties – Property Valuation Services Corporation (PVSC), Service Nova Scotia and Municipal Relations (SNSMR), and the Union of Nova Scotia Municipalities (UNSM), that the Council was established to do so. The Council will serve as the "Central Authority" responsible for addressing issues or opportunities that affect the delivery of property related services.

A Memorandum of Understanding has been established that will be signed by the Minister of SNSMR, the UNSM President, and the Chair of the PVSC Board of

Directors. As well, an Operating Agreement has been established that will be signed by the Deputy Minister of SNSMR, and the CEO of the PVSC.

Updates will be provided to the Board and any decisions / approvals required outside of what the Board has authorized the CEO to do will be brought forward to the Board for approval.

#### Board Meetings

The draft schedule, prepared in consultation with the Chair, for 2010 Board and Committee meetings was reviewed. The meeting cycle for Board and Committee meetings was established taking into account corporate development initiatives and operational work that must be accomplished during the year. The frequency of meetings will be adjusted as required to facilitate this work.

#### Business Management - Other Projects / PVSC Capacity / Motion

A Summary of Corporate Development Initiatives was provided to the Board. There are several projects underway for 2010 in addition to the operational activities. A number of these projects will benefit from the experience and input from the municipal administrative world as well as an understanding of the role of the PVSC Board. To that end, Trudy LeBlanc has been asked if she would continue to be engaged with the PVSC, to sit on the Other Projects Steering Committee (as per the established Board of Directors Advisory Position(s) - motion passed Oct 16/09), to advise us through the development of these projects (ie. establish municipal unit SLA's).

#### **6. CEO Report**

Prior to the lease coming due for the PVSC Kentville office, staff of that office will be engaging in a Work from Home Pilot. This will be monitored and a policy has been established to review the pilot.

At the UNSM's December 10, 2009 meeting, three new AMA members were appointed to the PVSC Board. They are Cathie O'Toole, Director of Finance, HRM; Sandy Hudson, CAO, County of Victoria, and; Roy Brideau, CAO, Town of Wolfville.

Board terms have ended for Trudy LeBlanc, Bobby McNeil and Debbie Kampen. The CEO thanked them for their dedication and contribution to the Board.

**Moved by D. Bruckschwaiger, seconded by Jimmy MacAlpine that the meeting be adjourned. Motion carried.**