

**Property Valuation Services Corporation
Board of Directors
Minutes
April 27, 2007**

Attendees

Lloyd P. Hines	Greg Keefe	Russell Walker
Bobby McNeil	Charles Crosby	John Prall
Trudy LeBlanc	Ken Simpson	Amery Boyer

Staff Attendees

Kathy Gillis
Russ Adams
Tracy Williams

Other Attendees

Andy Peck

1. Agenda

- The draft agenda was reviewed and approved.

Moved by R. Walker, seconded by C. Crosby that the Agenda be accepted.

Motion carried.

2. Minutes

- The Minutes of March 30, 2007 were reviewed.

Moved by R. Walker, seconded by B. McNeil that the Minutes be accepted.

Motion carried.

- The Teleconference Minutes of April 20, 2007 were reviewed.

Moved by J. Prall, seconded by K. Simpson that the Minutes be accepted.

Motion carried.

3. Business Arising

CAP Conference Call

- Administering the Capped Assessment Program (CAP) using the Consumer Price Index (CPI) value will most likely cause a significant increase in participation which will result in an extremely cumbersome and expensive application mail out to residents of Nova Scotia. Therefore, it's recommended that PVSC / Assessment request (through Minister Muir) a change in regulation that will reverse the onus. There will be notification to those identified as non-residents that they do not qualify. They would have the opportunity to then prove residency status. This would eliminate the need for a mass application process.

Moved by C. Crosby, seconded by John Prall to request, through Minister Muir, a regulation change to allow a reverse onus CAP qualification process.

Motion carried.

4. New Business

Spring 2007 UNSM Presentation

- The draft presentation outline was reviewed and members suggested revisions to focus the presentation on the accomplishments to date, the challenges of CAP at CPI implementing, the importance of market value, and the role of the Board.

Staff will revise the presentation and speaking notes for the Chair to present at the UNSM Workshop.

PVSC Status Report

- Andy Peck, with Deloitte, provided an update on the key deliverables and milestones of the implementation strategy plan; comparing what we set out to accomplish and what has been accomplished.
- Within the context of the implementation strategy, four strategic priorities have been identified for 2007/08.
- Several deliverables have also been identified as critical for meeting the strategic priorities for 2007/08.
- Initial resource requirements have been defined and strategies are being developed to support them.
- All the above noted will be discussed further at the Board planning session (July).
- K. Simpson noted that the UNSM has a benefits plan (approx. 3000 members) and T. LeBlanc noted that the AMA has set-up a pension plan. Both will be kept in mind when the Corporation reviews plan options for new PVSC hires.

Annual Report

- A couple of mock-ups were shown to the Board. The report will be ready by the end of May (after the UNSM Spring Conference); the mock-up cover can be shown at the Conference.

Client Satisfaction Survey

- Each year after the call centre shuts down, following the (formal) property assessment notices being sent out, Assessment conducts a survey with approximately 500 (half being appellants) property owners and appellants. Highlights of the survey were reviewed. Overall, the satisfaction rate is 68%.
- The Board discussed satisfaction surveys for municipalities. Such surveys have been done in the past.

5. CEO Report

Operations

- Commercial income reassessment is in progress with an expected completion date of June 30th. Commercial cost variance reviews are also underway and on

schedule for completion by June 30th. Commercial appeal reviews a bit behind but hoping to be back on schedule by late May. Residential and Commercial appeals are scheduled for completion by June 30th; residential appeals are 39% (as of Apr 23rd) and commercial appeals are 28% (as of April 23rd). Reassessment is on schedule for both residential and commercial.

Conference - Canadian Directors of Assessment

- This is an annual conference for the Canadian Directors of Assessment which is being hosted this year by Nova Scotia Assessment Services at the Inverary Inn, Baddeck. Delegates will start arriving July 6th and depart July 11th. This year's conference will include the regular business update meetings and an IT symposium to showcase the IAS World system and to see what other jurisdictions have to offer. Board members can contact Lisa MacDonald if they are interested in meeting with the delegates outside of the business meeting and require accommodations.

6. Committee Reports

Governance Committee

- The Chair met with Minister Muir (April 27/07). The Minister has agreed to meet on a quarterly basis with the Chair as a means of maintaining open communication / consultation (The meetings will be arranged around the Board meetings if possible).
- The Chair also discussed with the Minister the Board's recommendation on CAP administration costs; the Minister will give it some consideration along with the requested regulation change.
- As part of the Governance Manual, Board members were provided with a copy of "meeting rules" (to be added to Section 5 – Governance Operations).
- PVSC Board meetings are not public meetings. Other attendees will be by invitation only. This will be added to the attendance section of the Governance Manual

Moved by C. Crosby, seconded by John Prall to adopt the Governance Manual with the noted updates.

Motion carried.

- Board Vacancy - The PVSC legislation provides authority to the UNSM to appoint a member. The practice has been that the UNSM has gone to the AMA to seek recruitment. R. Adams will draft a recruitment letter, for the Governance Committee's review, addressed to the AMA, copied to the UNSM, outlining the criteria and indicating the geographical location that has no Board representation. R. Adams will confirm member appointment terms first.

7. Board Planning Session

- July 5th & 6th, 2007 (starting at 10 am on the 5th) were confirmed for the planning session, which will be held in Halifax.

8. Meeting Dates

- An additional monthly meeting may be held from time to time as needed, via conference call. K. Gillis and R. Adams to look at dates and time (Deputy can not attend on Mondays).

Next Meeting – May 25, 2007