

**Property Valuation Services Corporation
Board of Directors
Minutes
May 25, 2007**

Attendees

Lloyd P. Hines
John Prall

Russell Walker
Amery Boyer

Bobby McNeil
Ken Simpson

Charles Crosby

Regrets

Greg Keefe

Trudy LeBlanc

Staff Attendees

Kathy Gillis

Russ Adams

Valerie Paul

1. Agenda

- The draft agenda was reviewed. A. Boyer requested the addition of a brief item regarding discussion in Annapolis County regarding CAP.

**Moved by C. Crosby, seconded by R. Walker that the Agenda be Accepted as amended.
Motion carried.**

2. Minutes

- The draft Minutes of April 27, 2007 were reviewed and revised.

**Moved by C. Crosby, seconded by B. McNeil that the Minutes be accepted.
Motion carried.**

3. New Business

Ratification of Transitional Board decisions

- V. Paul, Corporate Counsel, advised it would be a good house keeping practice for the PVSC Board to ratify the decisions and actions of the Transitional Board.

**Moved by J. Prall, seconded by C. Crosby that the PVSC Board accept, endorse and ratify any and all decisions and actions of the Transition Board, made prior to the formation of the Board (of the Corporation) as made within the legislated power vested in it, under s. 3(4) of the *Property Valuation Services Corporation Act of Nova Scotia*.
Motion carried.**

MOU Status Report

- V. Paul reviewed the current status of the MOU discussions. They are progressing well with a few issues such as data exchange, appeal file management and auditing standards that require clarification. The detailed arrangements between the Corporation and the government departments that it interacts with will be covered in Service Level Agreements (SLAs). The *PVSC Act* requires the Corporation to continue to provide the data that SNSMR is currently receiving.

Staff are working with the department to define this current information exchange with SNSMR and other departments. Board members discussed the importance of defining this information exchange and it was noted that rather than just data, it is the Corporation's ability to analyse the information that will be of true value add.

The Chair noted this MOU process is really about defining a new relationship for SNSMR and the new Corporation. As such there will be some areas that will require more definition and good will to resolve.

V. Paul will continue the discussions with SNSMR and advise the Board of progress.

CAP at CPI Update

- The Minister is considering regulation changes as recommended by the Board to streamline the CAP administration process. The changes may occur in the near future. K. Gillis outlined a communication plan to keep the Board, municipalities, the public, and staff informed as soon as any regulation changes have been made. SNSMR will cover the costs of newspaper ads to inform the public.

Annapolis County – meetings on CAP

- A. Boyer advised the Board that the Municipality of the County of Annapolis has invited the local MLA and neighbouring municipalities to a meeting to discuss the CAP program.

4. Committee Reports

Governance Committee

- The Governance Committee presented a report and recommendation concerning Board renewal and Board member appointments. As of December 2007 there are 3 new elected official positions and the terms of the AMA members end with an option for reappointment. The terms of the past presidents of the UNSM and the AMA ends without option for re-appointment, except respectively as a term as an elected official or an AMA position.

The Board agreed it is best to have continuity of members during the period of transition and encouraged members to consider serving an additional term. It was further agreed not to request the vacant AMA position be filled since the term ends in December and the new person would only have a few months in the position by the time an appointment

can be made. This does not detract from the Board fulfilling its obligations.

The Chair will write a letter to the UNSM including the briefing note outlining skills needed on the Board and ask that the UNSM consider the process to make Board appointments. It was agreed to offer to the UNSM that the Corporate Secretary present an overview of the recommendations at the next UNSM Board meeting. A similar letter shall be sent to the AMA so they can seek expressions of interest from their members to pass along to the UNSM.

5. PVSC Implementation

- The most important priorities in the year are to deliver on the regular operations (the Roll plus the CAP) and to create the corporation.
- K. Gillis reviewed the transitional corporate structure to support the transition. Corporate Support functions of finance, legal, human resources and public relations will be developed to support the operational areas. The lead for these functions will be L. de Montbrun, Director of Finance.
- There is significant need to coordinate the PVSC implementation project with other corporate projects of change management, CAP implementation and iasWorld roll out. Thus a Project Management Office (PMO) will be created to oversee the coordination. This is part of Corporate Development, which also includes policy and planning, and change management as the Corporation is established. R. Adams, Corporate Secretariat, will be the lead for this area.
- The next steps will be to align the implementation plan with priorities and resources, establish the PMO and coordinate the plans of all the corporate projects. The Board will be briefed each month on the status of the project.

6. CEO Report

- Processing of appeals is slightly behind schedule but this should be completed by the end of July.

Next Meeting – July 6, 2007