

**Property Valuation Services Corporation
Board of Directors
Minutes
July 6, 2007**

Attendees

Lloyd P. Hines
John Prall

Russell Walker
Amery Boyer

Bobby McNeil
Greg Keefe

Charles Crosby

Regrets

Ken Simpson

Trudy LeBlanc

Staff Attendees

Kathy Gillis

Russ Adams

Louis de Montbrun

Meredith Buchanan

1. Agenda

- The draft agenda was reviewed. B. MacNeil requested the addition of a brief item regarding IT communications with Municipal units.

**Moved by C. Crosby, seconded by J. Prall that the agenda be accepted as amended.
Motion carried.**

2. Minutes

- The draft Minutes of May 27, 2007 were reviewed.

**Moved by R. Walker, seconded by J. Prall that the Minutes be accepted.
Motion carried.**

3. New Business

Staff Survey

- M. Buchanan presented an overview of the June staff survey. The participation rate of 71% is similar to that of the December 2006 survey. The purpose of the survey is to monitor the organization and gather feedback on areas to focus on through the transition period.

The key themes identified through the survey for further focus are HR strategy and job transition to the new corporation, continued training and work support under the new iasWorld system, and clarity of roles and client relationships under the PVSC.

The executive team presented the survey findings in person to all of the staff in three information sessions held across the province. As expected, the move from the known qualities of being a provincial department to the unknown of a Municipal owned agency is foremost in some staff's minds. The Chair suggested the total of municipal budgets and employees could

be useful to explain to staff the context of the scope of municipal operations in Nova Scotia.

The staff discussions reinforced the importance of defining and communicating roles and responsibilities of the new PVSC and its strategic direction and the governance role of the Board of Directors on behalf of the municipal owners. An all staff workshop is scheduled for September 6/7 to further discuss the strategic plans and the corporate transition.

The Chair noted the importance of visits to regional offices by Board members and suggested that staff could link this to regional meetings.

MOU Status Report

- K. Gillis outlined the ongoing discussions on the Memo of Understanding (MOU) with SNSMR. The main body of the MOU is largely copied from the PVSC legislation with the details arranged through Service Level Agreements (SLA's) with the various government departments exchanging data and services. Hopefully the SLA's will be complete by the time the MOU is ready for signature.

Staff are meeting with the representatives of SNSMR to determine the department's actual data exchange requirements and clarify performance measurement requirements. Discussions are ongoing with other areas of government concerning the administration of staff benefits. The mechanics of how this will operate under the new corporation need to be documented for clarity.

Confidentiality Agreement with Municipalities

Currently each municipality has signed confidentiality agreements with SNSMR regarding the information they receive from Assessment Services. These agreements will need to be revised to reflect the relationship with the PVSC as of April 2008. K. Gillis will send a letter advising each municipality that the Corporation's counsel will contact them directly to update these agreements.

IT Communications

- It was noted that some municipalities are a little uncertain on how to use the new iasWorld interface. Staff has reviewed the issue and will be testing solutions with some municipal units. Contact will be made with the municipalities to communicate plans to ensure a good interface.

4. In Camera

The Board of Directors held an *in camera* session to discuss a personnel matter.

Subsequently, the Board returned to full session and adopted the following motion:

**Moved by R. Walker, seconded by C. Crosby that the Board of Directors confirms the authority resides in the CEO office to execute staff engagements on behalf of the Corporation.
Motion carried.**

5. PVSC Implementation

- The PVSC implementation project is proceeding on time and on budget. L. de Montbrun noted that the budget forecast at this time is that expenditures will be very close to the budgeted amount for the year.

6. CEO Report

- It has been a long standing desire to house all of the staff in metro in one facility to enhance staff communications and effectiveness. K. Gillis acknowledged SNSMR for assuming the lease for space in Maritime Centre to help facilitate such a move. Unfortunately part of the space that at the Dartmouth location on a short term lease will no longer be available after October.

Staff is currently investigating lease options for combining all of the metro space in one location. Options will be evaluated in light of the relatively short time available before a move is required.

- The Chair noted the positive evaluation of the PVSC presentation at the UNSM Spring Workshop.

Next Meeting – August 31, 2007