

**Property Valuation Services Corporation
Board of Directors
Minutes
September 28, 2007**

Attendees

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

Staff Attendees

Kathy Gillis	Joe McEvoy
Russ Adams	Tracy Williams
Louis de Montbrun	

1. Agenda

- The draft agenda was reviewed. L. Hines requested the addition (under Business Arising) of a) member appointments and b) summary of benefits.

**Moved by R. Walker, seconded by B. McNeil that the agenda be accepted as amended.
Motion carried.**

2. Minutes

- The draft Minutes of August 31, 2007 were reviewed.

**Moved by C. Charles, seconded by R. Walker that the Minutes be accepted.
Motion carried.**

3. Business Arising

Member Appointments

There was discussion amongst the Board members with respect to a Regional Assessment Appeal Court (RAAC) member applying for a PVSC Board of Directors position. The Board agreed with Corporate Counsel's legal opinion that this would present the appearance of a conflict of interest and therefore a RAAC member should not be eligible for appointment to the PVSC Board. The legal opinion will be added to the Board's Committee Profile and Criteria. As well, a letter will be sent to the UNSM.

**Moved by R. Walker, seconded by K. Simpson that the legal opinion be added to the Board's Committee Profile and Criteria and a letter written to the UNSM be accepted.
Motion carried.**

C. Crobsy advised that as a result of an administrative error his application for re-appointment was not sent to the UNSM by the deadline.

Three PVSC Board of Director positions, that required municipal elected officials – one from a town, one from a rural municipality and one from CBRM, have been filled. Two by acclamation – Councillor Darren Bruckschwaiger of CBRM and Councillor Mervin Hartlen, Region of Queens and; Mayor Carroll Publicover, Town of Bridgewater. These are three-year terms beginning December 1, 2007 and ending December 1, 2010.

Summary of Benefits

As requested, the Board was provided with information regarding current employee deductions and entitlements.

4. **New Business**

Leased Space

L. de Montbrun provided an overview of the current office space in Metro – Head Office in Maritime Centre and the regional office in Torrington Place (2nd & 3rd floor). The 3rd floor space has to be vacated by Oct 31/07. It is also desirable to have head office in the same location as the central office. Staff have analysed options and narrowed them to two possibilities: lease space on the first floor of Torrington Place, or lease in a new office to launch the image and brand of the new Corporation. The two approaches were presented to the Board with a summary of costs and factors to consider:

The Board discussed the options and noted that while this does present an opportunity to create a new identity for the Corporation and staff separate from the Province there are still some unknown impacts of technology on the Corporation that may affect its space requirements. Moving to a new space requires a long term lease which may not fit the Corporation's future needs. Members noted that municipalities might view the transition costs to move to new space at this time as not consistent with the municipal concerns of keeping costs down.

The Torrington option will be of shorter duration, which should allow the Corporation time to determine its long term space requirements and flexibility to make a move in the future. A member pointed out that whether a move happens now or in the future there will be associated costs. The Board noted that at some point a capital reserve fund should be established in the budget so the Corporation can prepare for a more permanent solution.

**Moved by B. McNeil, seconded by C. Charles, to direct staff to pursue a short term lease (2 to 3 years) at the Torrington location with exit options.
Motion carried.**

Memorandum of Understanding (MOU)

K. Gillis provided an update on the status of the MOU.

- The Department (SNSMR) will continue to pay the leases on equipment until they expire and the Corporation will reimburse SNSMR for the costs.
- The IAS, SPSS and Archview software licenses will be handled through an “assumption agreement” (a legal arrangement to transfer the licenses to the PVSC). There will be a SLA with the Dept of Community Services (DCS) and PVSC to continue with the current shared services agreement that exists between SNSMR and DCS for other licenses such as GroupWise, Microsoft, etc.
- An inventory list is being finalized.
- All operational files will be transferred to the PVSC with the exception of any client/solicitor privilege files.
- SNSMR has now added in a section regarding ministerial accountability that will include an external audit.
- Lease arrangements for the Bridgewater and Yarmouth office locations are being worked out with the Department.

K. Gillis advised the Board that while there are a few minor wording corrections to be made, the intent and scope of the MOU is clear and ready for signature.

**Moved by C. Charles, seconded by K. Simpson that, based on senior staff’s recommendation, the Board authorize the Chair to sign the MOU on behalf of the Board.
Motion carried.**

Strategic Plan Development

The Corporate Executive Team held a staff session to discuss the draft strategic plan. The session was very productive and staff provided valuable feedback.

The plan’s strategies and performance measures continue to be refined. The strategic direction will be translated into operations for next year and staff will draft a budget to support the plan for 2008/09.

The Board suggested that the draft plan and budget should consider the

Corporation's needs and future development plans (ie. develop new products, provide new services) but recognize the importance of cost containment to the municipalities. An Audit and Finance Committee meeting is to be scheduled for sometime in October to consider the initial draft budget and to review the quarterly financials and discuss an external auditor.

UNSM Annual Conference

PVSC's presentation content should consist of:

- tabling the annual report.
- a summary of the Corporation's implementation including the status of the MOU and the legislation.
- Announcing the new PVSC Board of Directors members.

Communications to Municipal Units on Year End Process

Board members were provided with a draft copy of this letter regarding the 2008 CAP assessment residency report and the year end data exchange with the units.

IAAO 73rd Annual Conference

J. McEvoy provided an update (and handouts) on the conference that both he and the Chair attended earlier in September in Atlanta, GA. Joe delivered a presentation on change management at the conference. Prior to the conference, Joe and Meredith Buchanan submitted a paper on change management for a North American wide competition on communications sponsored by CLT. The PVSC won the competition and the Chair accepted the award on behalf of the Corporation at the conference.

Board Meeting Time

The Board discussed and agreed to change the start time of the PVSC Board of Directors meetings. The meetings will start at 9:00 am and end at 12:00 noon (lunch will no longer be provided).

HRM Tax Reform Committee

R. Adams stated that this HRM Committee has been conducting citizen meetings to determine if there should be changes to HRM's tax structure. Considering this would have an impact on the PVSC, staff held a workshop with the HRM Committee on Sept 27/07 to provide them with an understanding of the assessment process and standards.

5. PVSC Project – Project Status Report

R. Adams provided an update on the various projects - Corporate Development, Corporate Services, Information Technology/Information Management, Quality Assurance/Quality Control and, Change Management. The presentation will be forwarded electronically to the Board to review in detail.

6. CEO Report

K. Gillis highlighted a few items:

- The PAIP program has ended.
- Staff are working on year end processes and ensuring year end notices will be printed in the new iasWorld environment. Staff is dealing with and adjusting to issues arising from the new system and things are on track for year end production.

Next Meeting – October 26, 2007