

**Property Valuation Services Corporation
Board of Directors
Minutes
November 30, 2007**

Attendees

Lloyd P. Hines
John Prall
Trudy LeBlanc
Russell Walker

Charles Crosby
Greg Keefe
Bobby McNeil
Ken Simpson

Carroll Publicover
Darren Bruckschwaiger
Debbie Kampen

Regrets

Amery Boyer
Mervin Hartlen

Staff Attendees

Kathy Gillis
Russ Adams

Louis de Montbrun
Tracy Williams

1. Agenda

- The draft agenda was reviewed.

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

Motion carried.

2. Minutes

- The draft Minutes of October 26, 2007 were reviewed.

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

Motion carried.

3. Business Arising

Board Members Completing Terms

Mayor Charles Crosby and Amery Boyer will have completed their terms on the Board after the November 30, 2007 meeting. A dinner was held in acknowledgement of their contribution (unfortunately Amery was unable to attend).

4. Reports from Committees

Audit & Finance Report

L. de Montbrun presented the proposed 2008/09 budget and indicated that the strategic plan and last year's operating budget were used to help form the framework for going forward. Board members were asked to review the budget documents in preparation for the Dec 17/07 meeting at which time the proposed budget will be considered for approval.

On a go forward basis, members asked that a budget update be provided periodically at the Board meetings.

The Request for Proposal (RFP) for external auditing services has closed. The Audit & Finance Committee reviewed the response, completed an interview, and is recommending that Grant Thorton be hired to provide auditing services for two years.

**Moved by C. Crosby, seconded by B. Mcneil that the external auditing services be awarded to Grant Thorton.
Motion carried.**

As Mayor Crosby has completed his term as a Board member the Audit & Finance Committee requires a new chair and member.

**Moved by C. Crosby to nominate Trudy LeBlanc as Chair of the Audit & Finance Committee and Mayor John Prall as a new member of the Committee, seconded by B. Mcneil. The nominations were accepted.
Motion carried.**

Governance Report

As quality and client service is becoming a focus for the organization it is appropriate that the Board have a committee that can examine client service and quality. Draft Terms of Reference were created for a new Quality and Client Services Committee by the Governance Committee and presented to the Board recommending endorsement. K. Simpson pointed out that based on the present size of the Board, the committee should consist of two elected and two administrative officials.

**Moved by C. Crosby, seconded by R. Walker that Mayor Carroll Publicover, Darren Bruckschwaiger, Debbie Kampen, Mervin Hartlen, and Deputy Minister Greg Keefe (as a non-voting member) be appointed to the Quality and Client Services Committee (as they do not currently sit on any PVSC committee).
Motion carried.**

**Moved by C. Crosby, seconded by B. McNeil that the Terms of Reference be accepted with amendments.
Motion carried.**

5. New Business

2008 Assessment Roll – Year End Process

The assessment roll closes Dec 7/07. Extra time is being taken to review the roll and reports to ensure there are no abnormalities due to the fact this is the first year using the new software conversion – iasWorld technology. An update will be provided at the Dec 17th Board meeting and the roll will be delivered to the municipal units on Dec 21st.

Staff Recognition

The Board would like to recognize the work of staff on the successful implementation of iasWorld and filing the 2008 roll.

Moved by R. Walker, seconded by T. LeBlanc that a \$25 gift certificate be provided to Assessment staff (to include a greeting from the Board of Directors Chair and CEO).

Motion carried.

G. Keefe indicated this requires follow-up to ensure this is in accordance with Government policy / directive.

Knickle Decision

K. Gillis provided background information on this property assessment appeal. The Court of Appeal allowed the Director of Assessment's appeal and ordered a re-hearing before a different Utility and Review Board (URB) Chair. This decision is significant as it clarifies the roll and jurisdiction of the URB.

6. PVSC Project – Status Report

Staff was updated on structure changes. The major change is the reorganization of operations to three work units provincially. There is no longer a regional manager in each office as staff report through their functional areas. Communication letters will be sent to the municipal units indicating the contact person for their particular area.

7. CEO Report

PVSC Legislation – Part II Proclamation

Earlier in November Cabinet proceeded with the 2nd proclamation for the remaining sections of the PVSC legislation. Effective April 1, 2008 the PVSC will officially take over the Assessment Service function. The Order in Council (OIC) for the proclamation was provided to the Board members.

Consumer Price Index (CPI)

The CPI for purposes of the Capped Assessment Program (CAP) has been calculated at 2.3%. A communications plan will be established, for the Board's review at the Dec 17th meeting, and distributed on Dec 21st with the assessment roll to the municipal units.

UNSM Conference

On Nov 8/07 the PVSC Board of Directors Chair provided an overview of the PVSC at the annual UNSM general meeting. It was well received and there were no questions but expressions of frustration with the CAP program were noted.

8. Other

L. de Montbrun noted that quarterly billings will be distributed to the municipal units the week of Dec 3/07.

**Meeting Adjourned
Next Meeting – Mon., December 17, 2007**