

**Property Valuation Services Corporation  
Board of Directors  
Minutes  
December 17, 2007**

**Attendees**

Lloyd P. Hines  
John Prall  
Trudy LeBlanc  
Russell Walker

Carroll Publicover  
Darren Bruckschwaiger  
Bobby McNeil  
Ken Simpson

Mervin Hartlen  
Debbie Kampen

**Regrets**

Greg Keefe

**Staff Attendees**

Kathy Gillis  
Russ Adams  
Louis de Montbrun  
Meredith Buchanan

Debi Karrel  
Kevin Finch  
Tracy Williams

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**1. Agenda**

- The draft agenda was reviewed.

**Moved by J. Prall, seconded by D. Bruckschwaiger that the agenda be accepted.  
Motion carried.**

**2. Minutes**

- The draft Minutes of November 30, 2007 were reviewed.

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

**3. Business Arising**

**Staff Recognition**

The Board wanted to provide Assessment staff with gift certificates in recognition on their hard work on the assessment roll in the first year of using iasWorld. Given that staff are still civil servants, the Public Service Commission has advised, according to Manual 500, that tangible items cannot be provided to staff. However, once the PVSC comes into effect April 1/08 staff will be recognized with something perhaps branded with the PVSC logo.

**4. New Business**

**Compensation Study**

Meredith Buchanan met with the Board to discuss various questions on behalf of Nancy Stabenow, Carrigan Partners Consulting, who has been retained to provide the Board with a compensation study, in particular for the CEO and Executive positions.

### 2008/09 Plan and Budget – Request for Approval

The proposed plan and budget was presented to the Board at the November meeting for questions and review.

**Moved by L. Hines, seconded by B. McNeil that the proposed plan and budget for 2008/09 be accepted.**

**Motion carried.**

L. de Montburn presented a draft three year operating budget and five year capital budget.

**Moved by D. Bruckschwaiger, seconded by T. LeBlanc that the draft three year operating and five year capital budget be accepted and presented at the UNSM annual meeting (September 2008).**

**Motion carried.**

### 2008 Assessment Roll

D. Karrel presented a provincial summary, by municipal unit, of the assessment roll and as well discussed how this information will be communicated to the units.

**Moved by J. Prall, seconded by R. Walker to authorize / release the 2008 assessment roll.**

**Motion carried.**

### CAP Regulation

Staff advised the Board that greater regulatory clarity is needed in defining the base year for purposes of calculating CAP. It is expected that the regulatory change will be made before the end of the year. Staff is reviewing the Assessment Act to determine if a legislative change will be required.

### Board and Committee Meeting Dates for 2008

R. Adams provided the Board with a list of regular monthly meeting dates and the various committee meeting dates. It was noted that committee meeting dates may need to be adjusted if the need arises

### PVSC - Color Schemes for Visual Identify

The Board was presented with the color palate that MT&L is working with regarding the visual identity of the Corporation. More on the logo will be presented at the January meeting.

## **5. PVSC Project – Status Report**

Progress continues to be made on organizational changes; concentrating on the new client service initiative. The Human Resources Consultant will start mid January.

## 6. **CEO Report**

### Video Taping Board message to staff

Following the meeting, the Board of Directors will record a video message thanking staff for their hard work on producing the 2008 assessment roll in the first year of using the iasWorld system.

### Client Satisfaction Survey

The PVSC needs to understand its clients' perceptions of the service it delivers. MT&L will be contacting various municipal units the week of Dec. 17<sup>th</sup> to do a 15 minute survey. This information will be used to determine what issues / areas of customer service the PVSC should focus on. This information will also help to build the PVSC brand.

### Bill 78 – Five Year Assessment History

A Private Member's Bill (first reading) has been introduced in the Legislature by MLA Keith Colwell requiring that the assessment notice include the five year assessment history. This information is currently available to property owners through the Assessment web site or by contacting the office. As the assessment notices for this year are being processed, we could not comply this year if this Bill were to become law. The UNSM has written to Minister Muir to express the opinion that such legislation is not necessary at this time.

**Meeting Adjourned**  
**Next Meeting – February 1, 2008**