

**Property Valuation Services Corporation  
Board of Directors Meeting  
Conference Call  
Minutes  
January 27, 2012**

**Board Attendees**

|                       |                  |
|-----------------------|------------------|
| Russell Walker        | Bobby McNeil     |
| Carroll Publicover    | Amanda Whitewood |
| Darren Bruckschwaiger | Kevin Malloy     |
| Billy Joe MacLean     | Greg Herrett     |
| Lloyd Hines           | Mervin Hartlen   |

**Regrets**

Sandy Hudson  
Doug Sabean  
Betty MacDonald

**Staff Attendees**

|              |                |
|--------------|----------------|
| Kathy Gillis | David Chipp    |
| Russ Adams   | Tracy Williams |

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**1. Welcome – New Members**

The Vice Chair, R. Walker, welcomed all attendees and in particular new and returning members Mervin Hartlen, Councillor, Region of Queens Municipality, and Billy Joe MacLean, Mayor, Town of Port Hawkesbury.

**2. Review of Agenda**

Agenda items were reviewed – an additional item regarding an information request was added to the agenda. Election of the Chair and Vice Chair will be brought forward for the next meeting.

**Moved by L. Hines, seconded by C. Publicover that the agenda be accepted.  
Motion carried.**

**3. Review of the Minutes**

The draft minutes of November 25, 2011 were reviewed.

**Moved by C. Publicover, seconded by D. Bruckschwaiger that the minutes be accepted. Motion carried.**

**4. Update on Nova Scotia Utility and Review Board (NSUARB) Issues**

**NSUARB Cost Recovery**

On December 22, 2011 Jimmy MacAlpine, President of the Union of Nova Scotia Municipalities (UNSM), and R. Walker, Vice Chair of the PVSC Board of Directors, along with staff from PVSC, Service Nova Scotia and Municipal Relations (SNSMR), and the NSUARB met with Minister Steele and staff from the Department of Finance to request a reconsideration of downloading NSUARB costs to the PVSC. A letter from Minister Steele has since been received advising the NSUARB costs, charged on a three-year average methodology, will not be changed. However, the Minister notes that there may be a onetime small partial reduction for 2012 dependent on URAB work on 2011 appeals.

A letter of reply has been sent to Minister Steele from R. Walker advising the PVSC Board does not agree with the download and will be referring the letter to the UNSM for further action.

There was discussion whether the Province can in fact implement such a charge based upon the legislated Memorandum of Understanding between the Province and the PVSC.

**Moved by L. Hines, seconded by M. Hartlen to direct PVSC staff explore the legal basis for which the Province can charge for NSUARB cost recovery to PVSC. Motion carried.**

#### Tier II Appeal Review Committee

PVSC, SNSMR and representatives from the NSUARB and Regional Assessment Appeal Court (RAAC) have formed a joint committee to examine issues related to the tier II level of appeal (appeals that proceed to the NSUARB), and a possible Alternative Dispute Resolution process. As part of this review, the Committee is also exploring issues related to the application of case law upon appeal. K. Gillis noted the project scope will be revisited if legislation revisions are recommended as a result of this initiative.

#### **5. Integrated Land Service**

At the November Board meeting the Board directed staff to explore options for developing a business case concerning an integrated land service. This initiative is contemplated as part of the growth strategy development. Since then, PVSC staff met with Gary Porter, Senior Project Executive, Treasury Board and presented an overview of PVSC's strategic plan and the land services concept. This initiative is currently being contemplated by Treasury Board and awaiting a response.

**Action: K. Malloy to follow-up with G. Porter, Treasury Board, on the status of a PVSC proposed Integrated Land Service, and K. Malloy / B. McNeil to provide an update at the next Board meeting.**

#### **6. Property Innovation Council Update**

##### Single Address Initiative (SAI)

The SAI project is moving along – mailing address testing is almost complete and hoping to move into repository implementation in the next two weeks. The civic address piece is also moving along.

**Action: PVSC staff to send the SAI project update presentation to the Board members.**

#### **7. CEO Report**

##### 2012 Assessment Roll – Inquiry / Appeal Period

Over 590,000 property assessment notices were mailed on January 16, 2012.

The call inquiry process is going well – to date there have been 7800 inquiries and 90% of those have been dealt with at the call centre level.

January 15<sup>th</sup> was Day 10 of the appeal period and at this point appeals are down by 9% - 2887 received to date (compared to 3173 appeals received this time last year). However, as the appeal period is still open the year over year comparison is subject to change.

### 3<sup>rd</sup> Quarter CEO Report

A copy of the 3<sup>rd</sup> quarter report was provided to Board members which highlights key budget, operational and project information. Board members noted and thanked K. Gillis and PVSC staff for the report and its quality.

### 2012 Board Schedule

A new date for the September Board meeting needs to be discussed at the next Board meeting (conflicts with a Federation of Canadian Municipalities (FCM) meeting that will be held in September).

## **6. New Business**

### Request – Board Expenses

The Board was advised that PVSC has received a FOIPOP (Freedom of Information and Protection of Privacy) request regarding PVSC Board expenses – a breakdown by dates, etc. The requestor has been advised this information can and will be provided without a FOIPOP application. As well, PVSC staff will arrange a meeting to discuss PVSC's mandate, governance, etc with this individual.

**Meeting adjourned  
Next Meeting – February 17, 2012**