

**Property Valuation Services Corporation
Board of Directors Meeting
Minutes
February 4, 2011**

Board Attendees

Carroll Publicover

Darren Bruckschwaiger

Jimmy MacAlpine

Cathie O'Toole

Kevin Malloy

Amanda Whitewood

Sandy Hudson

Russell Walker

Rick Farmer

Billy Joe MacLean

Doug Sabean

Lloyd Hines

Regrets

Roy Brideau

Staff Attendees

Kathy Gillis

Russ Adams

Jemma Lambert

David Chipp

Joe McEvoy

Shannon Veinotte

Tracy Williams

Others

Michael Kelly, PM, SAI Project

1. Welcoming of New Board Members

K. Malloy welcomed the attendees and the new Board members.

2. Review of Agenda

The draft agenda was reviewed – no additional items were included.

Moved by C. Publicover, seconded by B. J. MacLean that the agenda be accepted. Motion carried.

3. Election of Chair and Vice Chair

An *In camera* session was held for the election of Chair and Vice Chair.

Jimmy MacAlpine is the Chair, and Russell Walker is the Vice Chair.

4. Review of the Minutes

The draft minutes of November 28/10 and December 16/10 were reviewed.

Moved by L. Hines, seconded by R. Walker that the minutes be accepted. Motion carried.

5. Board Discussion

Introduction of Members

As this was the first Board meeting for 2011, attendees were asked to introduce themselves, including the two new independent Board members - Amanda Whitewood & Doug Sabean, and new returning members Russell Walker and Lloyd Hines.

Kick off for 2011 Agenda Planning / Board Development

J. Lambert lead the discussion with regard to Board planning. As part of the governance review, the Board wished to focus on the strategic plan and the vision of the Corporation going forward. A list of topics / themes was provided as a starting point to gain input from the members for possible agenda items for discussion. The planning session will be held April 1st; agenda items to be confirmed.

6. Relationship Management – Meetings with Municipal Units

Regional Meetings

K. Gillis provided context with regard to this initiative. As a result of the governance review, it was recognized that the Board has a vital role to play in developing and managing relationships with the municipal units.

Five regional meetings with municipalities will be held in February. Meeting notifications / details have gone out to the units. J. McEvoy and S. Veinotte provided an overview of the agenda and what will be presented at the meetings - the Corporation's strategic plan and budget. Board members, along with PVSC staff, will attend the meeting closest to their area.

Funding Formula Review Request - UNSM

The Union of Nova Scotia Municipalities (UNSM) wrote a letter to the Minister of Service Nova Scotia and Municipal Relations (SNSMR) requesting a response to Resolution 9A (passed at the UNSM Annual Conference in October 2010).

It was noted that if any questions with regard to this item are asked at the regional municipal unit meetings that PVSC will indicate the Resolution has been sent to the Province and that SNSMR will respond.

7. Strategic Plan Update

D. Chipp facilitated a discussion / presentation on Revenue Generation Strategy, in the context of the strategic plan and operational requirements. The Board was in agreement to proceed with the recommendations as outline in the presentation, and asked that a roadmap (strategy/deliverables/tangible items) be provided as next steps.

Moved by B. J. MacLean, seconded by L. Hines that the presentation and recommendations be accepted, and that the Chair be engaged with staff in the development of the strategy. Motion carried.

8. Property Innovation Council (PIC)– Update

M. Kelly, Project Manager for the Single Address Initiative (SAI), provided background and context on the PIC, and the project approach of the first project of PIC which is the Single Address Initiative (SAI). In addition, details on the results to date, the vision for a solution, and the plans for moving forward with regard to the SAI were described (Phase III – implementation).

9. CEO Report

In addition to the items noted in the CEO's report, K. Gillis indicated that the number of appeals to date is 6737, and that 7065 calls have been received to date; the first point of contact resolution is at our highest.

**Meeting Adjourned
Next Meeting – April 1, 2011**