

**Property Valuation Services Corporation
Board of Directors Meeting
Minutes
February 17, 2012**

Board Attendees

Russell Walker	Bobby McNeil
Carroll Publicover	Sandy Hudson
Darren Bruckschwaiger	Kevin Malloy
Billy Joe MacLean	Greg Herrett
Lloyd Hines	Mervin Hartlen
Doug Sabean	Betty MacDonald

Regrets

Amanda Whitewood

Staff Attendees

Kathy Gillis	Robert Andrews
Russ Adams	Shannon Veinotte Peterson
David Chipp	Mary Kelly
Jeff Caddell	Tracy Williams

Guest

Jane Mitchell

1. Review of Agenda

K. Malloy initially presided over the meeting and reviewed the agenda items.

**Moved by R. Walker, seconded by M. Hartlen that the agenda be accepted.
Motion carried.**

2. Election of Chair and Vice Chair

An *in camera* session was held to elect the Board's Chair and Vice Chair. Russell Walker was elected as the Chair and Bobby McNeil as Vice Chair.

The (newly elected) Chair presided over the remainder of the meeting.

3. Review of the Minutes

The draft minutes of January 27, 2012 were reviewed.

The comments noted by D. Bruckschwaiger and G. Herrett at the January 27, 2012 meeting regarding considering holding PVSC Board of Directors meetings at different locations across the Province, and exploring video conferencing as an option for meetings are to be included in the Minutes.

Moved by C. Publicover, seconded by L. Hines that the minutes be accepted, with the inclusion of comments regarding considering holding meetings at different locations across the Province, and exploring video conferencing as an option for meetings. Motion carried.

4. Risk Profile Review

As a follow-up to previous Board discussions regarding corporate risks and mitigation strategies, J. Caddell, Internal Audit Manager, presented a review and update of PVSC's risk assessments and the risk management process.

5. Growth Strategy - Update

Subsequent to the January 17, 2012 Board meeting, Treasury Board has confirmed the Government is not prepared, at this time, to enter into a business case study regarding an integrated land service due to time, resource demands and commitments. It is something they will perhaps look at in 18 months or so.

Property Information Network

With the integrated land service concept on hold, and after reviewing the various areas of growth, the idea of a single property information service has been identified. The Property Information Network would be established to serve as an opportunity for greater efficiency in a consolidated, concise and easily accessible way to obtain property information. The concept, approach, and next steps were reviewed and discussed. As part of the approach, a Growth Advisory Committee will be established to provide guidance and leadership.

Municipal Strategy

It is vital that the PVSC keep the municipalities informed and that it understand their issues in terms of operational activities and the strategic direction. As part of the strategic plan a municipal strategy will be developed to engage the municipalities at the many different levels that the PVSC and municipalities interact. Trudy LeBlanc, Senior Advisor, Client and Municipal Relations will be PVSC's lead in further developing our relationships with municipalities, and build on potential partnerships.

Communications Strategy

As a follow-up to the Board's strategic planning session last fall (2011), there was a commitment to review the communications strategy. The current strategy, that was established when PVSC transitioned out of government, requires updating.

Jane Mitchell, Mitchell Associates, was introduced to the Board - she has been engaged on a project basis to help develop a communications strategy. J. Mitchell provided a high level overview of the Communications Strategy development process and next steps. Next steps will consist of consultation (interviews) with Board members, external personnel, and staff.

Moved by L. Hines, seconded by B. McNeil that PVSC proceed with next steps with regard to the Property Information Network. Motion carried.

6. 2012 /13 Budget Communication to Municipalities

The Board reviewed a draft letter regarding the Municipal Unit Billing for the 2012/13 Budget. The letter will be sent from the Chair to the municipal units once the final Uniform Assessment calculations are received from Service Nova Scotia and Municipal Relations. A clarification was suggested noting the NSURB cost recovery issue was communicated at the UNSM annual meeting.

Moved by C. Publicover, seconded by D. Bruckschwaiger the draft letter to the municipalities regarding the Municipal Unit Billing for the 2012/13 Budget, with noted change, be accepted. Motion carried.

7. CEO Report

2012 Assessment Roll – Appeals Update

The 2012 appeal period ended – 11,099 appeals were received which is down about 1% from last year (at 11,172 appeals).

Single Address Initiative (SAI)

Implementation for the mailing address service has been approved. Integration testing for the civic address service is underway and the targeted completion date is the end of March (2012). Municipalities are continuing to be engaged. Planning has been initiated regarding the integration of land information.

NSURB Cost Recovery

An *in camera* discussion was held where R. Andrews, Legal Counsel with PVSC, presented a legal opinion concerning the NSURB cost recovery issue.

2012 Board Meeting Schedule

A draft Board and Committees meeting schedule was distributed in November 2011. B. MacDonald has since noted there is a conflict with the March 29th (Audit & Finance Committee) and 30th (Board) meeting dates as a UNSM event falls on these dates. It was agreed to change the Board meeting to March 23, 2012.

With the Board membership change (J. MacAlpine departing and Mervin Hartlen joining) committees need to be adjusted. The (newly elected) Chair will serve as the Governance Committee Chair and will meet with the existing Governance Committee to discuss committee membership and make recommendations. Following that, a short conference call meeting will be held with the full Board to ratify the membership for the Governance, Audit & Finance, and Quality & Client Service Committees.

8. Other

PVSC Board Expenses

The Property Valuation Services Corporation Act states that Board of Directors expenses be reimbursed according to the UNSM Board rates. As per the recent travel rate change passed by the UNSM Board, PVSC Board expenses will be reimbursed based on those rates.

Notification

K. Malloy noted that Service Nova Scotia will be announcing the role of an Associate Deputy Minister (as of April 1, 2012). This role will focus on the Municipal Relations file.

**Meeting adjourned
Next Meeting – March 23, 2012**