

**Property Valuation Services Corporation**  
**Board of Directors**  
**Minutes**  
**February 27, 2009**

**Attendees**

Carroll Publicover	Debbie Kampen
Mervin Hartlen	Darren Bruckschwaiger
Jimmy MacAlpine	Billy Joe MacLean
Trudy LeBlanc	Bobby McNeil
Gloria McCluskey	Kevin Malloy
	Lyle Goldberg (for K. Simpson)

**Staff Attendees**

Kathy Gillis, Russ Adams, Meredith Buchanan, Tracy Williams

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**1. Agenda**

- The draft agenda was reviewed.  
**Moved by D. Kampen, seconded by G. McCluskey that the Agenda be accepted. Motion carried.**

**2. Minutes**

- The draft Minutes of January 30, 2009 were reviewed.  
**Moved by D. Kampen, seconded by G. McCluskey that the Minutes be accepted. Motion carried.**

**3. Business Arising**

**Board Discussions on Plan & Budget**

The Board will discuss the 2009/10 plan and budget at the March meeting and hold its annual planning workshop at the June meeting. It was suggested that as part of these discussions that there be identification of the differences of the PVSC as a not for profit corporation then when assessment services were conducted by the Province and the benefits and obligations of such differences.

**HST Status Update**

K. Gillis noted that staff has reviewed the letter received from Canada Revenue Agency (CRA) designating the PVSC, with certain provisions and interpretations, as a municipality for purposes of HST rebate. Mark Singer has been asked to review the conditions and provide us with a clear interpretation of the detail. In the meantime, it was suggested that a letter go out to the municipal units advising them of the ruling received from CRA.

**4. Reports from Committees**

Governance Committee

**HR Strategy Development**

M. Buchanan discussed with the Board succession planning, the vision, and how we get there as per PVSC's HR strategy and the priorities established for 2009/10.

**Moved by B. McNeil, seconded by T. LeBlanc that the HR Strategy proceed based on the report / presentation presented and received by the Board. Motion carried.**

Performance Management & CEO Evaluation

M. Buchanan discussed the objectives of the CEO evaluation process – 1. set the context for performance management for PVSC and 2. present a proposed process for the CEO evaluation.

She noted that performance management for the Corporation is collecting information linked with the Corporation's plan, goals and objectives based on priorities set by the Board. This includes the CEO's evaluation which should provide input and guidance for the CEO, who is responsible to the Board for the overall achievement of the Corporate plan and the organization's performance. It also forms the direction and guidance that the CEO provides to senior management and in turn throughout the staff in the organization.

The proposed pilot process for 2009/10 for the CEO's performance evaluation was presented and the next steps discussed.

**Moved by B. J. MacLean, seconded by G. McCluskey that the report / proposed pilot process / next steps be accepted. Motion carried.**

Board Governance Development Goal

Implementation of best practice governance is one of the six strategic corporate goals. The workshop was held with L. Comeau was a component of furthering PVSC governance and it's important that ongoing Board development continue. The Governance Committee asked that any development ideas for discussion be forwarded to staff to be incorporated into the planning.

Audit and Finance Committee

Report on Consultant Presentations re: developing an Investment Policy

The Audit & Finance Committee met on February 26 and considered proposals and presentations from consultants to provide professional advice to develop an investment policy for the employment benefit reserve funds. Following the presentations, the Committee considered the submissions and discussed the process and price.

**Moved by T. LeBlanc, seconded by M. Hartlen that the PVSC engage Plenus as the consultant firm, pending appropriate reference checks, to develop an investment policy for the Corporation. Motion carried.**

Discussion of Refining the 2009/10 Plan

Staff are currently reviewing / refining the operational plans before moving forward with the priorities for this year. In addition, the recent HST ruling has implications for both the current and upcoming fiscal year in terms of the funds that will be recovered. Staff identified the need to review the impact and opportunities this presents strategically. It was agreed that the Audit & Finance Committee will discuss the issues, options, and timelines to establish a framework and bring forward a recommendation to the Board.

**Moved by T. LeBlanc, seconded by B.J. MacLean that the Audit and Finance Committee bring forward a recommendation to the Board on the 2008/09 and 2009/10 budget with regard to the HST ramifications be accepted. Motion carried.**

**5. New Business**

Letter to UNSM - Re: CAP Review

As per the January meeting, a letter has been sent from the Chair to the UNSM President suggesting that the UNSM may wish to strike a committee to prepare for the government CAP review in 2010. The letter advised the PVSC would participate in such a committee in keeping with its role as administrator of the assessment system.

Letter to Municipalities – Re: PVSC Invoices

Each municipality's share of the 2009/10 PVSC budget has been calculated in accordance with the formula in the PVSC Act (the average of each MU's proportional share of the Uniform Assessment and number of assessment accounts). The Board received a draft copy of the letter that will be sent to the units outlining the 2009/10 bills.

PVSC Funding Formula

J. MacAlpine advised that he will forward an issue raised by the UNSM Rural Caucus concerning the PVSC funding formula directly to the UNSM Board.

**6. CEO's Report**

K. Gillis noted the PVSC received a request from a member of the public for the salaries of the CEO and Executive staff, and the remuneration for the Board. Staff will respond and provide the requested information.

The appeal period on the 2009 assessment notices ended February 16. Approximately 14,000 appeals (11,600 residential and 2,400 commercial) were logged. .

K. Gillis provided an update on the background, issues, and implications of three NSPI appeals. As these are unique appeals, staff recommends an approach of meeting with the parties involved to ensure all understand the issues under appeal.

**Moved by B.J. MacLean, seconded by D. Kampen that PVSC send a written request to SNSMR (Deputy Malloy) asking them to facilitate a process to meet with the three units that have appealed their NSPI account to discuss with them the issues and implications and to ensure everyone has a clear understanding of the issues involved. Motion carried.**

**Meeting Adjourned  
Next Meeting – Fri., March 27, 2009**