

**Property Valuation Services Corporation
Board of Directors Meeting
Minutes
April 1, 2010**

Attendees

Carroll Publicover	Kevin Malloy
Darren Bruckschwaiger	Geri Kaiser (for Ken Simpson)
Jimmy MacAlpine	Billy Joe MacLean
Gloria McCluskey	Cathie O'Toole
Roy Brideau	Sandy Hudson

Regrets

Mervin Hartlen

Staff Attendees

Kathy Gillis	Rick MacLeod
Russ Adams	Patrick Corney
David Chipp	Tracy Williams

Guest

David Dudka

1. Introduction of New Members

The Chair introduced and welcomed G. Kaiser, filling in for K. Simpson, to the Board of Directors.

2. Agenda

The agenda was reviewed.

Moved by R. Brideau, seconded by J. MacAlpine that the agenda be accepted. Motion carried.

3. Review of the Minutes

The draft Minutes of January 29, 2010 were reviewed.

Moved by G. McCluskey, seconded by C. O'Toole that the Minutes be accepted. Motion carried.

4. Business Arising

No items discussed.

5. Reports from Committees

Quality Committee

- Pictometry Business Case Review - recommendation
J. MacAlpine indicated the Quality Committee met on March 22/10 and received a detailed presentation from staff on the business case outlining the overall benefits and the cost offsets to make pictometry a viable tool for the PVSC. It was noted the Committee is very supportive and excited about this initiative. The Quality Committee asked the Board to accept the recommendation of the Committee to proceed with the pictometry project.

Moved by J. MacAlpine, seconded by Billy Joe MacLean that the Board proceed with the pictometry project be accepted. Motion carried.

K. Gillis advised staff will provide follow-up to the Quality and Client Services Committee regarding Pictometry implementation plans and this will be reported to the Board.

Audit & Finance Committee

- Preparation for 2009/10 year end external financial audit
The Committee met March 26/10. An auditor from Grant Thornton attended the meeting and presented an overview of the audit plan for the 2009/10 audit. The year-end financial statements will be drafted by management once the year end processing is complete. The auditors will be conduct the audit field work in mid May. The audit report will be presented to Audit & Finance Committee at the June meeting and then to the Board.
- 2009/10 Budget Status – capital funding request
There are still some outstanding invoices to be received / processed for 2009/10; it is projected that expenditures will be under budget. The Committee is recommending that the Board approve a reallocation of \$20K in operational spending to capital spending.

Moved by D. Bruckschwaiger, seconded by C. O'Toole that \$20K in operational spending be reallocated to capital spending be accepted. Motion carried.

- Municipal request for budget information
The Chair received a letter from the Committee of the Whole from the Municipality of District of Lunenburg requesting that the PVSC budget be presented. The Audit & Finance Committee has agreed that the summary budget information and the quarterly financial reports be made available through PVSC's website. The Audit & Finance Committee Chair will respond to the Municipality via a letter advising that the PVSC presents information through the UNSM venues so that all municipalities may receive the information. This item will also be considered through the governance review process.

6. New Business

Property Services Business Strategy and Innovation Council - update

K. Gillis provided an update on the first Council meeting held January 29/10. A list of challenges and opportunities were discussed:

- data standards;
- data warehousing vs. data exchange;
- shared infrastructure;
- integrated land inquiry helpdesk;
- single address framework.

The single address project was chosen as the first project and C. O'Toole was selected as Chair of the Single Address Initiative Steering Committee. A subcommittee has been established to deal with the communication and engagement strategy, and to filter challenges and opportunities.

C. O'Toole provided an update on the Single Address Initiative – the Steering Committee held its first meeting on March 31/10. Roles & responsibilities were reviewed, and the objectives were identified as follows:

- To understand the scope of how address information is captured, stored and maintained among the various organizations / groups relating to land management;
- To understand the issues and challenges faced by the various organizations / groups;
- Develop solution options for the Technical Solution Architecture; and,
- Create a process to identify / solve the multiple business challenges and establish a single source solution.

The estimated timeline for the project is March 2010 – September 2010.

Governance Review - update

As discussed at the Jan 29/10 meeting, the governance review is a research of best practices, alternative models, and potential program enhancements to be considered as part of the review. As the first step in the review of PVSC's current governance structure, an on-line survey and follow-up interviews with Board members will be conducted by Jemma Lambert. The on-line survey link will be emailed to Board members following the meeting.

Client Satisfaction Survey - overview

Each year PVSC conducts a survey, through David Dudka, of clients following the appeal period. D. Dudka presented a summary overview of the client satisfaction results for the 2010 assessment appeal period. A final report will be provided to Board members.

7. CEO Report

K. Gillis provided an update on operations including the status of residential and commercial appeal processing. Reassessment work is ahead of schedule this year because of the lower volume of appeals. The PVSC set up booths to provide information about property assessment at two home shows in March. This was well received by the public that visited the booths.

K. Malloy asked if a facilities strategy exists for the Board. K. Gillis advised it is being done on a lease by lease basis. PVSC is currently running a work from home pilot with the Kentville staff. The pilot results will be considered in the determination of future facility needs.

Meeting Adjourned