

**Property Valuation Services Corporation  
Board of Directors Meeting  
Minutes  
June 22, 2012**

**Board Attendees**

Russell Walker	Lloyd Hines
Bobby McNeil	Greg Herrett
Darren Bruckschwaiger	Carroll Publicover
Billy Joe MacLean	Mervin Hartlen

**Regrets**

Amanda Whitewood  
Betty MacDonald  
Doug Sabeau  
Sandy Hudson  
Kevin Malloy

**Staff Attendees**

Kathy Gillis	Chris Doucette
Russ Adams	Tracy Williams
Grace Chitate	

**Others**

Gerald Hutchings (Grant Thornton)

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The Chair, Russell Walker, called the meeting to order.

**1. Review of Agenda**

The draft agenda was reviewed. Meeting attendance was brought forward as an additional agenda item – this will be referred to the Governance Committee.

**Moved by C. Publicover, seconded by M. Hartlen that the agenda be accepted. Motion carried.**

**2. Review of the Minutes**

The draft minutes of March 23, 2012 were reviewed.

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

**3. Reports from Committees**

**Audit and Finance Committee**

**a. Auditor's Report**

G. Hutchings of Grant Thornton reviewed the 2011/12 external financial audit for the year ended March 31, 2012, as discussed with the Audit and Finance Committee (June 21, 2012). He noted new accounting standards have been introduced in Canada regarding disclosure requirements relating to accounting standards 4400, and those changes have been incorporated into the statements. The Auditors have given an unqualified opinion, which means that in their opinion the financial statements present fairly, in all material respects, the financial position of the PVSC.

**Moved by L. Hines, seconded by B. McNeil that the External Financial Audit Report for the year ending March 31, 2012 be accepted. Motion carried.**

**b. 2011/12 Financial Statements**

The 2011/12 financial statements were reviewed along with the distribution of the operating surplus to reserves as recommended by the Audit & Finance Committee.

**Moved by L. Hines, seconded by B. J. MacLean that the 2011/12 year end financial statements be accepted. Motion carried.**

c. 2013/14 Budget preparation

Staff are preparing a draft 2013/14 budget. It will be presented for review/approval to the Board at the September meeting in preparation for the UNSM meeting in mid-September. It was agreed the Audit and Finance Committee meeting will be held Sept. 4<sup>th</sup> (versus Sept. 6<sup>th</sup>) and the Board meeting will be held Sept 7<sup>th</sup>.

Quality Committee

a. Client Survey & Client Engagement Projects (Property Owners & Municipalities)

The Quality Committee received presentations on the Assessment Notification Period survey. It surveys those clients that contact the call centre and assessors. A high level summary of the findings and recommendations were discussed with the Board.

Trudy LeBlanc has been visiting municipalities and conducting municipal unit surveys on how PVSC engages with the municipalities. To date, 13 visits and surveys have been completed. As well, T. LeBlanc has been attending AMA and Regional meetings, conducting Municipal Unit Pictometry and Single Address Initiative rollouts. A further update will be provided as the MU visits are completed.

b. 2011 Annual Report

The 2011 annual report outline was reviewed, including cost and timeline. The final report will be presented for Board approval by mid-July.

Governance Committee

a. Governance Review – *in camera sessions*

With regard to *in camera sessions*, staff will look at how these should be addressed/work and will report back at the next Governance Committee meeting.

b. Quarter Four Strategic Initiatives Progress

The fourth quarter report for the fiscal year ending March 31/12, was presented to the Board as shared with the Governance Committee.

c. CEO Objectives 2012/13

An *in camera* Board discussion was held with regard to the CEO's objectives for 2012/13.

**Moved by D. Bruckschwaiger, seconded by B. J. MacLean that the 2012/13 objectives for the CEO be accepted. Motion carried.**

**4. New Business**

Property Innovation Council - Update

The Property Innovation Council held a planning session June 15, 2012 on next steps with regard to exploring other strategic opportunities. From that session a number of next ideas / projects (following the SAI) were presented. Some of the top ideas include:

- 1) Centralized data service through GIS (ie. mapping, arial photos)
- 2) Centralized tax billing service for municipal units
- 3) mailing services – electronic payment; electronic address
- 4) Open data (Property Innovation Council taking the leadership)
- 5) Common property portal

The Filter Committee will be reestablished to look at options in terms of cost, etc. with regard to the ideas / projects presented.

The civic address pilot of the Single Address Initiative (SAI) is scheduled to “go live” the week of June 25, 2012; the mailing address pilot is going well; and a portal (versus an adapter) will be created that will allow municipal unit vendors to connect to the SAI.

#### Open Data Forum

PVSC hosted an open data forum on June 18, 2012 with representatives from the province, UNSM, municipalities, and the private sector to discuss this topic. Chris Doucette, a MPA student working with PVSC on various policies, prepared and presented his research brief to Board on the concept of open data.

#### Nova Scotia Power Inc. (NSPI)

Annapolis Royal is continuing with their appeal – the alternative dispute resolution was not successful. The URB has scheduled hearing dates for early September.

#### Citadel

K. Gillis provided an overview of the results of the June 15, 2012 Supreme Court decision with regard to the Halifax Citadel PILT (Payment in Lieu of Taxes) case.

#### Board Meeting Dates

Board and Committee meeting dates for September were discussed and agreed upon. The next Board meeting is scheduled for July 12, 2012 and will be held via conference call.

### **5. CEO Report**

Operationally, work is underway with regard to building permits and reassessment.

**Meeting adjourned**  
**Next Meeting – July 12, 2012**