

**Property Valuation Services Corporation
Board of Directors Meeting
Conference Call
Minutes
July 15, 2011**

Board Attendees

Jimmy MacAlpine	Bobby McNeil
Carroll Publicover	Sandy Hudson
Darren Bruckschwaiger	Doug Sabeau
Lloyd Hines	Amanda Whitewood

Regrets

Kevin Malloy
Russell Walker
Billy Joe MacLean
Grey Herrett

Staff Attendees

Kathy Gillis	Joe McEvoy
Russ Adams	Shannon Veinotte
Tracy Williams	Jeff Caddell

1. Review of Agenda

The draft agenda was reviewed – no additions or deletions.

**Moved by L. Hines, seconded by A. Whitewood that the agenda be accepted.
Motion carried.**

2. Review of the Minutes

The draft minutes of June 23, 2011 were reviewed.

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

3. New Business (continued under Item 5)

Approval - PVSC Annual Report (March 31, 2011)

The March 31, 2011 PVSC Annual Report, with the revised cover design, was approved by the Board. Copies will be provided electronically by August 1, 2011 (as required) to the Minister of Service Nova Scotia and Municipal Relations (SNSMR) and the Union of Nova Scotia Municipalities (UNSM) and hard copies will follow.

**Moved by L. Hines, seconded by B. McNeil that the March 31, 2011 PVSC
Annual Report be accepted. Motion carried.**

The CEO and the Chair on behalf of the Board acknowledged the work of staff who worked on the report, in particular completing the report in-house – a job well done.

4. Reports from Committees

Quality and Client Service Committee

(a) External Quality Audit - Report

The final compliance quality audit report has been delivered by the external auditor – Deloitte, and management has discussed its response. Overall, the auditor indicated PVSC has done well at this stage of its development.

J.Caddell provided an overview of the audit report and management response. Staff have addressed some areas and are working on others of compliance gaps as part of the quality framework.

K. Gillis noted a piece on the Deloitte external audit has been included in the annual report – in particular the compliance components (ie. PVSC Act, Assessment Act, etc.).

The final full external audit report will be sent to Board members and discussed in detail at a Board meeting in the fall.

(b) PVSC Performance Measures

In addition to PVSC's reporting legislative requirements (under the Memorandum of Understanding (MOU) with the Province of Nova Scotia, and the Nova Scotia Assessment Act, PVSC has developed a performance scorecard to provide stakeholders with quality and performance information on the overall success of the Corporation. Draft measures are included in the annual report for the Board's consideration.

(c) HRM Commercial Appeals

Staff briefed Board members on this issue and will update the Board on any development.

(c) Non-Financial Controls

The PVSC will review its controls (how we provide information / documents), for filing and amending the assessment roll with municipalities. J. Caddell, PVSC's internal auditor, shall lead the review with assistance from Grant Thornton, the Corporation's external financial auditors.

Moved by D. Bruckschwaiger, seconded by L. Hines that the External Quality Audit Report be accepted, and reviewed in full at a Board meeting in the fall.

5. New Business – cont'd

Committee Terms of Reference - Update

The Terms of Reference have been updated for the three standing Board committees (Audit and Finance Committee, Governance Committee, Quality and Client Service Committee) to reflect the addition of the two independent members to the Board. Housekeeping changes were also made to reflect updated staff positions.

Moved by C. Publicover, seconded by A. Whitewood that the revised Committee Terms of Reference, be accepted. Motion carried.

BoD's Strategic Planning Session

The Board Strategic Planning Session will be held September 29th (afternoon) & 30th (morning). Staff will determine an appropriate offsite location, and prepare a content document for the Board's review.

IAAO Conference

The International Association of Assessing Officers (IAAO) conference will be held September 18-21, 2011. Suggested the Chair attend and one other Board member if interested.

Moved by C. Publicover, seconded by L. Hines that the Board approve the expense for two members (Chair & another member) to attend the IAAO conference be accepted. Motion carried.

**Meeting adjourned
Next Meeting – October 21, 2011**