

**Property Valuation Services Corporation**  
**Board of Directors**  
**Minutes**  
**July 15, 2009**  
(Via Teleconference)

**Attendees**

Carroll Publicover  
Bobby McNeil  
Jimmy MacAlpine  
Darren Bruckschwaiger  
Kevin Malloy  
Lyle Goldberg (for K. Simpson)

**Regrets**

Mervin Hartlen  
Trudy LeBlanc  
Gloria McCluskey  
Billy Joe MacLean  
Debbie Kampen

**Staff Attendees**

Russ Adams, Joe McEvoy, Tracy Williams, Shannon Veinotte

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**1. Agenda**

- The agenda was reviewed and approved

**2. Approval of March 31, 2009 Annual Report**

R. Adams noted that a couple of revisions were made to the draft annual report as follows:

- 1) During a discussion with the auditors it was noted that the title on the front cover should be changed. The title has been changed from "2008 Annual Report" to "March 31, 2009 Annual Report".
- 2) A box has been included at the bottom of the Table of Contents page that indicates the annual report reflects PVSC's fiscal year ending Mar 31/09, and that the information on programs and operations reflects activities that occurred in the calendar year 2008 relating to the filing of the 2009 assessment roll.

Comments / revisions from the Board regarding the draft report are as follows:

- 1) Information Technology and Information Management – pg. 13  
change the sentence to:  
*This allowed us to make numerous changes in our business structure and supporting processes, and add additional responsibility to position profiles within the division.*
- 2) Cap Assessment Program – pg. 7  
Add an explanation that the UNSM struck a CAP Review Committee to discuss issues around CAP and that PVSC, as administrators of the program, participates on the Committee in terms of providing research, data, and guidance on the assessment

process. In addition, indicate the UNSM will present a report at their annual fall conference.

- 3) Provincial Assessment Inspection Program (PAIP) – pg. 6  
change the sentence to:

*The program was started as a way to verify assessment data in market neighbourhoods and capture new information as a supplement to the standard inspection program.*

R. Adams noted that the photo of representatives from Mount Saint Vincent University (MSVU) recognizing the Co-operative Education Program and PVSC's partnership has been added to the report.

**Moved by D. Bruckschwaiger, seconded by B. McNeil that the annual report be accepted / approved with the noted changes. Motion carried.**

The Chair and Board members expressed thanks to all staff and in particular, Shannon Veinotte, Co-op student from MSVU, who worked on the report.

**Meeting adjourned**