

**Property Valuation Services Corporation  
Board of Directors Meeting  
Minutes  
July 23, 2010**

**Attendees**

Carroll Publicover	Mervin Hartlen
Darren Bruckschwaiger	Rick Farmer (for Ken Simpson)
Jimmy MacAlpine	Kevin Malloy
Cathie O'Toole	Sandy Hudson
Rob Brideau	Billy Joe MacLean

**Staff Attendees**

Kathy Gillis  
Russ Adams  
David Chipp  
Jemma Lambert  
Tracy Williams

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**1. Welcome**

C. Publicover, the Board Chair, welcomed Rick Farmer, Interim Executive Director for the UNSM.

The Chair noted that HRM Councillor G. McCluskey resigned from the PVSC Board of Directors.

**Moved by R. Brideau, seconded by J. MacAlpine that a thank you letter be provided to Ms. McCluskey for her contribution to the Board. Motion carried.**

**2. Agenda**

The agenda was reviewed – no additions / deletions.

**3. Review of the Minutes**

The draft Minutes of June 25, 2010 were reviewed.

**Moved by D. Bruckschwaiger, seconded by C. O'Toole that the Minutes be accepted. Motion carried.**

**4. Business Arising**

No items discussed.

**5. Reports from Committees**

**Governance Committee**

J. Lambert reviewed the findings and recommendations of the governance review.

C. Publicover indicated the Governance Committee met (July 22/10) with J. Lambert., and that the Committee endorsed the governance review report and recommendations, but would like the Boards view / opinion(s). The recommendations are basically as follows:

1. Accountabilities clarification
2. Relationship Building / Communication Strategy
3. Board participation in recruitment of new members
4. Address turnover through new approach to staggered terms
5. Recruitment of the two independent member positions
6. Formalize board member and second term evaluation processes
7. Development of a board education plan
8. Initiate a discussion amongst board members, with the UNSM and the Province regarding the issue of an elected official and an appointed official from the same municipality serving on the board concurrently

Board members agreed with the recommendations and discussed the need to have more formal process of communication between the PVSC Board and the UNSM.

**Action: The PVSC Chair to send a letter to the UNSM president offering to present at the UNSM Board meetings on a regular basis (perhaps quarterly) to keep the UNSM informed and engaged on the strategic plan and activities of the PVSC, and as well to serve as an opportunity for the PVSC to hear from the UNSM the issues and ideas of the 55 municipal members.**

**Action: The PVSC Chair to send a letter to the UNSM president advising that as a result of the governance review the PVSC Board is reviewing / exploring best practice in recruitment and selection, as well as preferred criteria for new members and request that the UNSM wait to receive the PVSC presentation on this before filling the current Board vacancy and for the UNSM to inform HRM Council of this to keep them informed on the status of this process.**

**Moved by R. Brideau, seconded by B. J. MacLean that the Governance Review Report – its findings and recommendations in principle be accepted, and that the Governance Committee continue with next steps regarding new member recruitment and selection. Motion carried.**

## **6. New Business**

### 2009/10 Annual Report - Approval

A draft of the annual report was reviewed – the following was suggested:

- Move the “mission, vision, values, goals” page to the inside front cover.
- Include awards & recognitions.
- Include a reporting / relationship flowchart.

**Moved by C. O’Toole, seconded by D. Bruckschwaiger that the March 31, 2010 (2009/10 fiscal year) Annual Report be accepted. Motion carried.**

### Property Innovation Council (PIC) Update

K. Gillis indicated that PIC approved moving ahead with Phase II of the Single Address Initiative – to develop solution option(s). As part of this process, communication and engagement of stakeholders is critical:

- will meet with the authorizing body (Minister of Service Nova Scotia and Municipal Relations, President of the Union of Nova Scotia Municipalities

- Board, Chair of PVSC Board of Directors) to provide an update on the success to date and engage them on next steps
- provide more info to the UNSM Board
  - send a letter, a summary of key achievements, and Phase I report to the municipal units and the Association of Municipal Administrators
  - a call will go out for four municipal participants for Phase II working groups

In terms of resourcing, the PVSC has agreed to develop a communication & engagement strategy.

## **7. CEO Report**

- Appeals almost complete.
- IWK Health Centre was chosen by PVSC staff for this year's corporate charity.
- held staff update meeting (June 30/10).
- Payroll now being done in-house.
- CEO attended the Canadian Directors of Assessment Conference (Regina).
- Since January 2010 Debi Karrel (along with the area managers) has met with almost all municipal councils.
- The Corporation is continuing to work on succession planning – in particular for the role that L. MacLellan played as the media spokesperson.
- The Kentville "work from home" pilot is extended to the end of March 2011 (to include a full business cycle).

**Meeting Adjourned**  
**Next Meeting – September 24, 2010**