

**Property Valuation Services Corporation
Board of Directors Meeting
Minutes
October 26, 2012**

Board Attendees

Russell Walker	Betty MacDonald	<u>Regrets</u>
Bobby McNeil	Greg Herrett	Kevin Malloy
Darren Bruckschwaiger	Carroll Publicover	Sandy Hudson
Billy Joe MacLean	Mervin Hartlen	Doug Sabean
Amanda Whitewood	Lloyd Hines	

Staff Attendees

Kathy Gillis	Shannon Veinotte Peterson
Russ Adams	Tracy Williams
Kim Ashizawa	

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

1. Review of Agenda

The draft agenda was reviewed- strategic planning was added to the agenda for discussion.

K. Gillis provided an update on reorganization/transition. The current VP of Operations, Jean Thorburn, will be retiring (within the next 11 months) and Russ Adams will transition to that role. Some of Russ's responsibilities will be handled by Corporate Services staff, and in anticipation of the role that Corporate Services staff will play in terms of the Board of Directors, Kim Ashizawa was in attendance at the Board meeting and was welcomed by all.

2. Review of the Minutes

The draft minutes of September 7, 2012 were reviewed.

Moved by C. Publicover, seconded by B. J. MacLean, that the minutes be approved. Motion carried.

3. Reports from Committees

Quality & Client Service Committee

a. PVSC Website & Data Display - Update

K. Gillis noted that Service Nova Scotia and Municipal Relations (SNSMR) has raised issues with regard to the disclosure of some of the website data sets. PVSC will work with SNSMR with regard to privacy issues and concerns raised to move forward with this initiative.

A demo of the redesign of the website was shown to the Board. PVSC staff are currently testing the site and are hoping to launch it in the next couple of weeks.

b. Roll Quality Report

PVSC's Internal Audit staff have completed a quality report on the 2012 Assessment Roll. This report summarizes the results of the roll and provides insight to the measures taken to ensure data quality on the roll, and provide relevant information to assist with continuous improvement of future reassessments. As part of this initiative, a roll quality report, signed off by the VP Operations, will now be provided externally as well - to the municipal units (via letter).

c. Quarterly Strategic Update

A second quarter update on the 2012-2013 strategic plan, for the period ended September 30, 2012, was reviewed.

It was suggested that a letter be sent to the newly elected municipal members to extend congratulations and as well provide a high level overview of PVSC and the assessment function.

Governance Committee

a. Governance Manual Review – in camera process

As a recommendation of the Governance Committee, information with regard to best practice will be gathered and the Board will be provided with feedback.

b. Board Membership – Upcoming Term Completions

Following the recent municipal elections, there are two (additional) vacancies on the PVSC Board of Directors for municipal elected officials - for a town and rural representative. A letter of request to have new members appointed to the Board will be issued to the Union of Nova Scotia Municipalities (UNSM), and in addition, to ensure the Board has a full slate of members, will ask that the appointment process proceed preferably by December.

It was noted now that it has been five years out since the transition to PVSC, is the current Board structure still relevant.

Action: PVSC's CEO (K. Gillis) to discuss with the Deputy Minister (K. Malloy) of SNSMR the current Board structure in terms of does it still make sense to continue to have Deputy Minister representation on the PVSC Board of Directors. K. Gillis will also talk to K. Malloy about the notion of changing the legislation.

It was suggested to perhaps as well follow-up with other like jurisdictions / boards to determine their status in terms of non-voting & voting members, government representation, etc.

c. PVSC Administration – Reorganization - Update

The report from Frank MacLean, Future Leadership Structure and Succession at PVSC, was provided to the Board members. The report links the various initiatives underway within the organization. For example, open data will be the focus (versus selling data) and working with / utilizing the Property Innovation Council for this and other types of initiatives.

Not all of the Board members were part of the consultation process with Frank MacLean. It was suggested and agreed to have F. MacLean attend the November 30, 2012 Board meeting to conduct a strategic planning discussion to enable the entire Board the opportunity to provide input.

d. CEO Annual Remuneration – Follow-up

The Chair and Vice Chair need to gather additional information prior to bringing this forward to the Board.

4. New Business

Property Innovation Council – Update

The Property Innovation Council (PI Council) is exploring “new ideas” – the following items have been assigned for expanded review:

- Investigate SAI Validation with Canada Post and/or NSCAF– Mara Consulting
- Open Data / Shared Vision – Kathy Gillis
- Centralized Tax Billing, Payment & Mailing Service business case – Mara Consulting
- Centralized Service for Spatially Relate GIS Data - Rob Doiron

The PVSC Board Chair wrote to the PI Council Chair and requested that the Council establish a committee to look at land data sharing quality. The Council agreed and the Terms of Reference have been created to start the process.

In terms of the Single Address Initiative (SAI), the Mailing Address Service has been operating since April 2012, 18,000 updates by HRM and nearly 22,000 adds by PVSC since the start; the Civic Address Service was implemented the end of June 2012, and over 1800 civic address changes have been made up to September, the issue capture and review process is working well. The Mailing Address Web Portal has been developed to meet the needs of users as per discussions with vendors and municipalities (and will be used for inputting and verification). The Portal is being moved to CIO systems for testing, and a rollout strategy for the portal is nearing completion.

Chair’s Meeting with Minister

The Chair met with the Minister of SNSMR on October 25, 2012 regarding PVSC’s new website launch. Issues have been raised by SNSMR with regard to disclosure of some of the website data sets. PVSC will work with SNSMR with regard to privacy issues and concerns raised to move forward with this initiative. A copy of the letter received from the Minister regarding SNSMR’s concerns, and a draft copy the Chair’s reply was distributed to the Board for information.

5. CEO Report

Some Board members noted the recent Nova Scotia Chamber of Commerce’s report that references possible non assessment base taxation for municipalities. The Board of Directors needs to develop a strategy to defend the assessment process. It was suggested that this matter be discussed at the UNSM Board level and that the UNSM seek the expertise of PVSC’s CEO and Board Chair to provide the necessary information and input.

Action: In terms of the UNSM Board developing a strategy to defend the assessment process, as a result of the Nova Scotia Chamber of Commerce's report, Municipal Property Taxation, dated October 15, 2012, B. MacDonald will have this matter added to the November 2, 2012 UNSM Board meeting agenda for discussion / action.

6. Board Member Recognition

Appreciation was extended to C. Publicover and M. Hartlen for their work and commitment during their time with the PVSC Board of Directors.

**Meeting adjourned
Next Meeting – November 30, 2012**