

**Property Valuation Services Corporation
Board of Directors Meeting
Minutes
October 16, 2009**

Attendees

Carroll Publicover	Ken Simpson
Mervin Hartlen	Darren Bruckschwaiger
Jimmy MacAlpine	Bobby McNeil
Kevin Malloy	Billy Joe MacLean
Trudy LeBlanc	Gloria McCluskey

Regrets

Debbie Kampen

Staff Attendees

Kathy Gillis	Grace Chitate
Russ Adams	Tracy Williams
David Chipp	

Presenter

Rose Landry

1. Agenda

The agenda was reviewed and approved.

2. Review of the Minutes

The draft Minutes of August 28, 2009 and September 29, 2009 were reviewed.

Moved by B.J. MacLean, seconded by Jimmy MacAlpine that the Minutes be accepted. Motion carried.

3. Business Arising

Strategic Planning Update (Rose Landry)

R. Landry reviewed the staff survey results and provided an overview of the stakeholder consultations. There is widespread agreement that the corporate vision remains valid and where the organization needs to go. Based on this input she recommended that the next steps are to concentrate efforts on the governance review and maturing the corporate infrastructure. The organization seems to be stable enough to address the infrastructure development and begin the next steps towards its evolution of researching possible development opportunities.

4. Reports from Committees

Governance Committee

Governance Review – Scope & Steering of Review

R. Landry met with the Governance Committee, the UNSM President and the Acting Executive Director on Sept. 24/09 to discuss the scope and steering of a PVSC governance review (as per a recommendation to the UNSM put forward by the Governance Committee and approved at the June 25/09 Board meeting) that would include looking at the process of Board appointments, qualifications and training needs. The group noted in the discussion that there is a need to examine the governance relationship with the UNSM and the Province now that the PVSC has been launched.

It was agreed that the PVSC Chair would write a letter to the UNSM and SNSMR with an update of how the PVSC intends to proceed and suggest that a Steering committee with representatives of all three parties be struck.

The Governance Committee recommends the project scope be: 1. document institutional accountability, roles and working process; 2. conduct best practice review and make recommendations to improve Board capacity and stability, and; 3. develop due diligence protocol to strengthen Board decision making capacity and process. In terms of best governance practice to improve Board capacity and stability, it was noted that appointments can not be extended past the transition / board terms but that members can be appointed as independents.

Moved by BJ MacLean, seconded by G. McCluskey to create an ad hoc advisory position or positions in the interest of:

- a. providing continuity of membership at the Board table and in Board discussions; and**
- b. providing a method to allow Charter or Inaugural Board members who have institutional knowledge regarding the Corporation to participate in and contribute to a governance review project for this young organization;**

**is hereby made to extend an invitation, and create advisory position(s) if the invitation is accepted, to Board members whose terms are expiring November 30, 2009, to sit as advisors to the Board with respect to strategic planning and governance review for the duration of a governance review initiative but not to exceed 24 months.
Motion carried.**

Board Appointments – AMA Positions (3)

Three AMA (Association of Municipal Administrators) PVSC Board of Directors terms will expire as of Nov 30/09 (T. LeBlanc, B. McNeil and D. Kampen). The AMA will be advised of this via a letter and will be asked to seek candidates. Board members noted that the posting should include qualifications / skill sets such as financial experience / qualifications, professional experience on boards, and experience dealing with change management. As well, the letter should note one of the members (whose terms expires Nov 30/09) is eligible for reappointment.

Board Expenses Policy

R. Adams noted that staff has drafted a Board Expense Policy at the request of the Governance Chair. The policy makes the rules and process of Board member expenses clearer and provides greater transparency. Through the review it was discovered that the UNSM changed their expense rates as of April 2009. Therefore, adjustments will be made to board members expenses according to the new rates and disbursed shortly. In addition, it was realized the UNSM uses the mileage rate set monthly using the Federal government travel rate for Nova Scotia. As required by the *PVSC Act* the Board will use

the UNSM rates. The Governance Committee recommends the Policy be adopted by the Board.

Moved by G. McCluskey, seconded by J. MacAlpine that the Board Expense Policy be accepted. Motion carried.

Audit & Finance Committee

2nd Quarter Financial Statements

T. LeBlanc indicated the Audit Committee met (Oct 15/09) and reviewed the 2nd quarter financials which at this point is preliminary (two weeks from the end of the quarter). The preliminary financials indicate the budget is under spent to date, but some big expenditures are still to come at year end.

Investment Policy - Revised Draft

The funds for the Long Service Award and Post Retirement Health Benefits have now been invested in keeping with the draft investment policy. Through consultation it was determined it would be easier to hold in one fund – Non-Pension Post Employment Benefits (the two benefits will still be tracked separately for accounting purposes).

The Committee is seeking the Board's permission to invest the technology replacement fund in keeping with this draft investment policy until a specific policy for this fund is in place.

Moved by B. McNeil, seconded by BJ MacLean that the technology replacement fund be placed in an investment account as per the revised draft investment policy be accepted. Motion carried.

Preliminary 2010-11 Plan & Budget Discussion

Staff reviewed the draft 2010-11 plan and budget in keeping with the strategic review, and corporate goals. It was noted that a significant issue this coming year is the negotiations for a new collective agreement with the bargaining unit. A proposed draft budget amount was presented to the Board for approval to give staff the ability to start planning.

Moved by B. McNeil, seconded by M. Hartlen that the proposed draft budget amount, followed up with details at the next meeting, be accepted. Motion carried.

5. New Business

UNSM Annual Meeting (Nov 4-6/09)

The PVSC Chair will present information from the Annual Report at the upcoming UNSM conference on Nov 6th. It was suggested the presentation include a summary, especially for new attendees, of who we are and what PVSC does.

6. CEO Report

H1N1 contingency plans are being implemented in the organization.

A recent appeal decision (van Driel) was received from the Nova Scotia Utility and Review Board. Staff are reviewing to determine if the PVSC will appeal the decision.

Meeting adjourned