

**Property Valuation Services Corporation  
Board of Directors Meeting  
Minutes  
November 26, 2010**

**Attendees**

Carroll Publicover  
Darren Bruckschwaiger  
Jimmy MacAlpine  
Cathie O'Toole  
Roy Brideau  
Mervin Hartlen

Rick Farmer  
Kevin Malloy  
Billy Joe MacLean

**Regrets**  
Sandy Hudson

**Staff Attendees**

Kathy Gillis  
Russ Adams  
Jean Thorburn  
Tracy Williams / Linda Richardson

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**1. Review of Agenda**

The agenda was reviewed – no additions / deletions.

**Moved by J. MacAlpine, seconded by M. Hartlen that the agenda be accepted. Motion carried.**

**2. Review of Minutes**

The draft Minutes of October 22, 2010 were reviewed.

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

**3. Reports from Committees**

**Governance Committee**

a) **Independent Board Member Recruitment**

The Committee has engaged Anna Stuart of Knightsbridge Robertson Surette for the recruitment of the independent Board members. An ad will be placed in the newspaper and in addition, the firm will be using their database and the Canadian Directors website for possible candidates. A subcommittee of the Governance Committee will conduct interviews on Dec 15/10.

b) **Governance Review Update**

**Board Education**

The Governance Committee would like to see brief educational components incorporated into the Board meetings and a focus on at least one of the six strategic goals and as well, a vision session (that could perhaps be held in conjunction with a staff event).

**Relationship Management – Board Role**

The Committee recognizes good relationships between the municipal units and PVSC is very important and that the Board has a governance role to play. This was discussed among the Board members and in addition to the Board presenting the strategic plan and budget at meetings in February with the municipalities, it was suggested that through regional caucus meetings PVSC's strategic goals and plan be shared and as well, that information be provided through quarterly newsletters.

c) Financial Information Disclosure

The Minister of Service Nova Scotia and Municipal Relations has referred to PVSC a request from a member of the public for disclosure of salary and expense information of PVSC staff and Board members. PVSC staff prepared the Financial Disclosure Policy and it was reviewed by the Governance Committee. The Committee is recommending that the policy be adopted.

**Moved by R. Farmer, seconded by D. Bruckschwaiger that the Financial Disclosure Policy be accepted.**

d) In camera Discussion

The Governance Committee discussed the CEO's remuneration *in camera* with the Board.

Audit & Finance Committee

The Committee was unable to meet prior to the Board meeting. R. Adams reviewed the quarterly financial statements. The scorecard will be brought forward at a later date.

**4. CEO Report**

The Property Innovation Council (PIC) last met on Oct 22/10 and the next meeting is Nov 26/10. A lot of work has been completed on Phase II of the Single Address Initiative and they are ready to move onto Phase III of the project, which may include a couple of pilot projects. The focus at this point is to get information out to municipal units on what is currently happening, possibly through info sessions in February. As well, a PIC website has been established and can be linked through PVSC's and SNSMR's website.

A number of municipalities are taking part in the Municipal Unit Pictometry Pilot Project. Unfortunately not all of the areas were captured this fall by Pictometry Canada due to prolonged adverse weather conditions. PVSC will continue to work with the pilot units to determine how they can evaluate pictometry until their areas are flown.

**5. Brief on Pending Assessment Issues**

Update on 2011 Roll Production

J. Thorburn provided preliminary numbers regarding the 2011 assessment roll. Permits, etc are still being processed and therefore the numbers provided are subject to change. The Capped Assessment Program (CAP) rate is set at 2.9% for this year.

Court of Appeal – van Driel Decision

PVSC was primarily concerned with comments issued in the URB decision, regarding this appeal and four others, which PVSC interpreted as issuing directives about internal assessment processes. The Court of Appeal has clarified that the URB does not have the power to direct how assessments are formulated at first instance. This decision does provide the clarity PVSC was seeking through these appeals. As the van Driel case mainly focused on mass appraisal and standardized methodologies, J. Thorburn provided context around these areas, as well as base & state dates, market value, and uniformity.

Nova Scotia Power Appeals

*In camera* discussion held.

Assessment of poles and transmission Lines

*In camera* discussion held.

**Meeting Adjourned**  
**Next Meeting – January 28, 2011**