

Property Valuation Services Corporation
Board of Directors
Minutes
February 1, 2008
(January 2008 meeting)

Attendees

Lloyd P. Hines
Debbie Kampen
Trudy LeBlanc
Russell Walker

Carroll Publicover
Darren Bruckschwaiger
Bobby McNeil
Ken Simpson

Mervin Hartlen
Greg Keefe

Regrets

John Prall

Staff Attendees

Kathy Gillis
Russ Adams
Louis de Montbrun

Kevin Finch
Tracy Williams
Paul Williams (MTL)

1. Agenda

- The draft agenda was reviewed.

Addition to the agenda (as item “c” under New Business) – David Rhodenhiser’s article in the Halifax Daily News (Jan 23/08) – “Property tax system resembles a Dilbert cartoon”.

**Moved by D. Bruckschwaiger, seconded by C. Publicover that the agenda be accepted with the addition (as noted above).
Motion carried.**

2. Minutes

- The draft Minutes of December 17, 2007 were reviewed.

**Moved by R. Walker, seconded by C. Publicover that the Minutes be accepted.
Motion carried.**

3. Business Arising

PVSC Board Meeting Dates

A revised schedule of the monthly Board meetings and Committee meetings for 2008 was distributed to the Board of Directors. The Chair noted that he may be absent for the Feb 29/08 meeting. The Chair also offered to host the June meeting in Guysborough. After some discussion, it was determined that June 20th would be the meeting date (details to follow).

4. Reports from Committees

Audit & Finance

L. de Montbrun went through the 3rd quarter 2007/08 financial reports. To date, we are approximately 1.1% under budget.

Moved by C. Publicover, seconded by M. Hartlen that the 3rd quarter report be accepted.

Motion carried.

Banking Resolution

A bank account / banking services has been established with the Bank of Montreal (BMO) for the PVSC. A standard resolution (form) from the Board of Directors is required by the bank when a commercial bank account is established. In addition, for internal control purposes, staff is recommending that the Board prohibit any borrowing from the bank without a specific resolution of the Board authorizing such borrowing.

Moved by D. Bruckschwaiger, seconded by T. LeBlanc that the standard bank resolution form and the specific resolution clause be accepted.

Motion carried.

Communication of the 2008/09 Budget – Municipal Unit Billing

A letter is being drafted for distribution to the municipal units within the next couple of weeks outlining the quarterly billing / summary of payment. It will emphasize the requirement to send payment in a timely manner and directly to the PVSC.

Moved by K. Simpson, seconded by B. McNeil that the PVSC implement a policy regarding interest on overdue accounts.

Motion carried.

Quality and Client Services Committee

The first meeting of this Committee was held Jan 24/08 to conduct interviews for the Audit consultant candidates for non-financial audit services. The consultants will work with staff to establish an internal audit plan. A staff member from Municipal Services Division of Service Nova Scotia and Municipal Relations will sit on the Steering Committee.

Governance Committee

Compensation study update (*in camera*).

5. New Business

Draft PVSC Logos (Presentation & Discussion)

Based on the results of Board members and staff, a consensus has been reached on the logo. The Board reviewed font and color options presented by P. Williams of McArthur Thompson and Law (MTL) and agreed upon a choice for the logo.

Moved by B. McNeil, seconded by D. Kampen that the Board of Directors accept the PVSC logo as chosen.

Motion Carried.

Rural Caucus Briefing

On Jan 25/08 PVSC staff (K. Gillis, D. Karrel, R. Adams) and the Chair presented an overview of the PVSC to the UNSM Rural Caucus. The presentation included the importance of communicating with the caucuses; transition to the PVSC; the Corporation's strategic plans and a summary of the 2008 assessment roll. The presentation was well received. It was noted that perhaps a bit more time could be allotted for questions / answers in the future.

David Rhodenhiser - Halifax Daily News Article

On Jan 23/08 there was an editorial in the Halifax Daily News where Editor David Rhodenhiser asked, in essence, if there was still a need for property assessments if the majority of properties qualify for CAP. This issue is addressed in PVSC presentations which note both the legal and operational imperatives for continuing the service.

After some discussion among the Board members as to whether or not we should respond to the article, it was decided not to respond but when we are ready to launch the Corporation at that time we need to get our messaging out (approx. mid March).

6. PVSC Project – Status Report

The focus is on implementation to the PVSC from Government - critical path elements and timelines were presented to the Board (ie. human resources, financial & administration systems).

7. CEO Report

The Assessment notices were mailed Jan 21/08.

To date, the number of appeals received are down compared to last year but it is too early to predict if this will continue through to the end of the appeal period. Property owners have until Feb 11/08 to appeal their assessment. To date, approximately 2500 calls have been received.

Meeting Adjourned
Next Meeting – February 29, 2008