

**Property Valuation Services Corporation
Board of Directors
Minutes
February 29, 2008**

Attendees

Lloyd P. Hines
John Prall
Trudy LeBlanc
Ken Simpson

Carroll Publicover
Darren Bruckschwaiger
Bobby McNeil
Mervin Hartlen

Debbie Kampen
Greg Keefe

Regrets

Russell Walker

Staff Attendees

Kathy Gillis
Russ Adams
Tracy Williams

Meredith Buchanan
Janet MacLeod
Joe McEvoy

1. Agenda

- The draft agenda was reviewed. Additions to the agenda (under new business) include:
 - (e) UNSM Spring Workshop
 - (f) Town Caucus – March 14th
 - (g) Letter to municipal units re: Billings and Communications to Units

**Moved by C. Publicover, seconded by M. Hartlen that the agenda be accepted with the additional items as noted above.
Motion carried.**

2. Minutes

- The draft Minutes of February 1, 2008 were reviewed.

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

- The draft Minutes of February 15, 2008 were reviewed.

**Moved by B. McNeil, seconded by D. Bruckschwaiger that the Minutes be accepted.
Motion carried.**

3. Business Arising

PVSC Board Meeting Dates

The June 20th meeting will be held at the Dartmouth Assessment Office (Torrington Place) and not in Guysborough as previously anticipated.

Update on HST and Liabilities Issues

AI letter has been written (by Mark Singer, Grant Thornton) to Canada Revenue Agency (CRA) followed up with a phone call.

A letter has been written by the Chair to Peter MacKay, MP.

L. Hines and K. Gillis met with Minister Muir regarding his support (provincially) on pursuing the HST issue. As well, Minister Muir has written a letter to the Minister of the Nova Scotia Dept of Finance and staff have also met with Finance staff.

G. Keefe and K. Gillis attended a meeting with the Comptroller for the Nova Scotia Dept of Finance, B. Rafuse. The long term service award and post retirement benefits liability issues have been largely resolved; the processing details need to be worked out. The Chair asked G. Keefe to pass on the thanks of the Board of Directors to the Minister.

4. New Business

Organizational Restructuring (discussion)

K. Gillis reported that L. de Montbrun's contract has ended due to the fact that at this time a Director of Finance is not required (in addition to the Financial Coordinator position). As we move forward in the next couple of years that requirement may change when our client services increase and the PVSC starts to develop services / products.

Municipal Unit Communication Survey (presentation)

In late December through mid February McArthur Thompson & Law (MT&L) conducted an audit survey with sixteen municipal reps to identify areas where the PVSC should direct its communications efforts over the next few months as the Corporation rolls out. As well, this was an opportunity to ensure there is an awareness of the transition and the current structure (ie. no regional managers in each office but that a Client Service Group has been established which consists of Debi Karrel, Tanis Seewald and Jeff Caddell).

In addition, the Client Services group has visited all the municipalities (Cape Breton Regional Municipality meeting is pending).

PVSC Launch

M. Buchanan, Director of Human Resources, PVSC, and J. Macleod, HR Consultant, PVSC, joined the meeting to provide an update on the preliminary plans and seek input from the Board for the official launch on April 1st.

NOTE:

The Board discussed / agreed to change the March 28th meeting to Mon., March 31st to enable the Board members to be present for the staff dinner on the evening of March 31st and the morning of April 1st for the official ceremony.

Policy Process for PVSC (presentation)

J. McEvoy presented a review of what policy is, why and how it will be established for the PVSC, and the role of the Board and management in policy formulation.

UNSM 2008 Spring Workshop

The workshop takes place May 8th & 9th in Antigonish. It was confirmed that a display area will be established for the PVSC.

It was suggested the PVSC logo be added to the workshop material being sponsored by the PVSC.

Moved by B. McNeil, seconded by J. Prall to spend up to \$1000 on the foldout sponsorship piece be accepted.

Motion carried.

It was also decided that during the fall 2008 UNSM workshop the PVSC will be on the agenda. The event will take place at the Yarmouth Mariner, Sept 17th – 19th.

Town Caucus

L. Hines advised he may not be available to attend this March 14th event (at the Westin Hotel in Halifax) but perhaps the Vice Chair, R. Walker could attend in his absence. If the Vice Chair is not able to attend at least two board members should be present.

Letter to Municipal Units re: Billings and Communications to Units

T. LeBlanc indicated it was brought to her attention that some CAOs were not aware of the letter and billing information sent to the Mayors/Wardens. She noted the importance of communication with the CAOs and that they should be copied on all correspondence (sent to the Mayors and Wardens).

In addition, the PVSc should consider getting on regular AMA agendas (on a quarterly basis) as a means of communication as well.

5. CEO Report

Call centre staff and Assessment staff handled approximately 12,000 inquiries during the appeal period (Jan 21st – Feb 11th). A total of 6,245 residential appeals were received and 11,000 commercial appeals. Overall, appeals are down 16% compared to last year; this is mainly due to a reduction in residential appeals. Assessors are working on these appeals and field inspections will soon be underway to verify the assessments. As well, assessors will continue to work on the 2009 reassessment as part of the regular business.

7. PVSC Project – Status Report

Staff continue to focus on the implementation efforts to ensure critical items are in place for April 1st for the PVSC and staff.

**Meeting Adjourned
Next Meeting – Mon., March 31, 2008**