

**Property Valuation Services Corporation  
Board of Directors  
Minutes  
May 23, 2008**

**Attendees**

Lloyd P. Hines	Debbie Kampen
John Prall	Russell Walker
Bobby McNeil	Greg Keefe
Ken Simpson	Mervin Hartlen

**Regrets**

Trudy LeBlanc  
Darren Bruckschwaiger  
Carroll Publicover

**Staff Attendees**

Kathy Gillis	Jean Thorburn
Russ Adams	Tracy Williams
Joe McEvoy	

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**1. Agenda**

- The draft agenda was reviewed and Open House and Art for the new PVSC Office were added to the agenda under Business Arising.

**Moved by R. Walker, seconded by B. MacNeil that the agenda be accepted. Motion carried.**

**2. Minutes**

- The draft Minutes of April 25, 2008 were reviewed.

**Moved by R. Walker, seconded by J. Prall that the Minutes be accepted. Motion carried.**

**3. Business Arising**

**Changes to the CAP Program**

J. McEvoy provided a presentation reviewing legislation changes and potential changes affecting the PVSC. The CAP program has been revised to include co-op housing.

It is possible that Province may make a regulatory change to include mobile home parks in the CAP program (individual mobile homes already included). Concern was raised that this could lead to other areas of change in the program that will require additional changes to PVSC systems. K. Gillis noted the PVSC had not been consulted on the impacts on PVSC of a mobile home regulation as per the MOU. This highlights the need to define a process for discussion of the legislation and regulation process with the Province. It was noted that the UNSM may also benefit from such discussions.

The Board agreed the Corporation seek sessions with the political caucuses to educate them about what the Corporation does, how operations are affected and the amount of tax dollars spent when changes are requested (ie. cap program).

## HST Status

K. Gillis indicated that nothing has been received in writing yet but it seems as though CRA's position will be reaffirmed and as well, revoke the other jurisdictions municipal status.

A draft letter (to Min. Baker) was provided to the Board members for review but it was concluded the letter would not be sent until Vicki Harnish, Deputy Minister of NS Finance meets with Deputy Ministers and Ministers at an upcoming meeting. A briefing note will be provided to Ms. Harnish that will indicate the PVSC will request the Province to allocate the funds to the PVSC if a negative response is received from the CRA.

## **4. Reports from Committees**

### Quality and Client Services Committee

J. Thorburn provided a summary presentation from the Committee meeting regarding the External Quality Audit Scope and provided a copy of the External audit Work Plan Project. The four major elements of the external audit scope consist of the MOU requirements; Assessment Act requirements; International Association of Assessing Officers (IAAO) standards and; General computer controls.

J. Thorburn reviewed the Quality Services Charter which outlines the role and responsibilities of the quality group within the PVSC operations.

The Committee is recommending the following:

- (a) Proceed to complete the "Readiness Audit" in 2009.
- (b) Issue an RFP for the first Quality Audit in 2010, recognizing that the Province may complete its first Annual Audit in 2009.

**Moved by M. Hartlen, seconded by B. McNeil that the recommendations be accepted.  
Motion carried.**

**Moved by M. Hartlen, seconded by B. McNeil that the Charter be accepted.  
Motion carried.**

## **5. New Business**

### Annual Report Theme

J. McEvoy provided a presentation.

- The annual report will be created as a model for future annual reports.
- An annual report is required by Aug 1<sup>st</sup> by legislation (Sec. 27).
- The report is to be provided to municipalities and the Minister of SNSMR
- Will be presented at the annual UNSM fall conference.

The draft report layout will be reviewed at the June Board meeting.

### Management of Stakeholder Inquiries / Complaints

This topic will be discussed at the Governance Committee level first to establish a protocol on how to deal with these types of issues so that the Board speaks as 'one voice'.

### Open House

Once the office has been completely set up a notice should go out to all municipalities advising them of our new office location in Dartmouth. A letter of invitation to visit the new facility should also be sent to the UNSM and AMA boards and indicate meeting rooms can be booked for meetings being held in the Metro area.

### Art Work

The Client Services Group of the PVSC will ask the units to donate artwork for the PVSC offices.

## **6. CEO Report**

- Appeals are on track.
- The Provincial Assessment Inspection Program (PAIIP) staff have been hired and will start training the last week of May.
- The Client Services Group will be providing a presentation on June 4<sup>th</sup> to the Town of Annapolis Royal; June 30<sup>th</sup> to the Municipality of Chester and; June 12<sup>th</sup> at the AMA spring workshop.

**Meeting Adjourned**  
**Next Meeting – Fri., June 20, 2008**