

**PROPERTY VALUATION SERVICES CORPORATION
BOARD OF DIRECTOR
MINUTES
AUGUST 29, 2008**

Attendees:

Lloyd P. Hines	Russell Walker
John Prall	Mervin Hartlen
Trudy LeBlanc	Greg Keefe
Debbie Kampen	Bobby McNeil
Carroll Publicover	Darren Bruckschwaiger

Regrets

Ken Simpson

Staff Attendees

Kathy Gillis
Russ Adams
Lena Rodrigues

1. Agenda

Moved by R. Walker, seconded by D. Kampen that the agenda be accepted. Motion carried.

2. Minutes

The draft minutes of July 25, 2008 were reviewed and no corrections were noted.

Moved by C. Publicover and seconded by J. Prall that the minutes be accepted. Motion carried.

3. Business Arising

HST status update

Nothing official has been received from CRA till now. There is still no indication that CRA has changed its position from the initial communication and CRA officials note in informal discussions that other assessment agencies will have their HST status changed when they rule on the PVSC case.

The Chair has sent a letter to the Minister regarding the effect of the HST ruling and to request a meeting to discuss the possibility of the Province providing relief to PVSC regarding the unanticipated HST costs.

It was noted the Federation of Canadian Municipalities (FCM) are meeting in the near future and this issue may be one of interest to them regarding potential impacts on other types of municipal agencies and corporations.

4. Reports from Committees

Audit and Finance Committee

R. Adams went over the financial statement for the first quarter. Operational plans have been adjusted, including leaving some positions vacant for the time being, to accommodate for the additional HST costs within the current budget. However, critical operational vacancies are in the process of being filled.

The Port Hawkesbury office is being moved to the municipal civic centre. While there are expenditures for the physical move and leasehold improvements there will be a net lease savings over the five year lease compared to current lease. A member raised the question if the leasehold costs are significant enough to capitalize or if they should be current expenditures only. R. Adams will follow up with the auditors on this issue.

R. Adams noted that there funds carried over from 2007/08 that were intended for the head office consolidation but were not expended during that fiscal year due to the timing of the move. Staff recommends these reserve funds be utilized at year end for expenditures related to the Dartmouth and Port Hawkesbury office moves not covered within the current year budget.

Moved by T. LeBlanc, seconded by J. Prall, that if required the reserve fund be used to cover expenditures in excess of the 2008/09 budget related to the Dartmouth and Port Hawkesbury office moves.

Process for 2009/2010 Plan and Budget preparation.

The Board of Directors will have a planning session as part of the October meeting. Staff will prepare a draft 2009/10 budget for presentation to Audit & Finance committee and the Board in November 2008 meeting with a decision on the budget scheduled at the December meeting.

The Board discussed and agreed that as the HST issue is not yet resolved the budget preparation should factor the additional costs as part of next year's expenditures. This should be brought to the attention of the Municipalities at the annual meeting in Yarmouth and followed up by written communication to all municipalities. T. LeBlanc noted the issue could also be brought up at the AMA annual meeting to be held September 9th to 11th. Staff will follow up with the AMA.

The Board noted that there are opportunities for the corporation to generate revenues such as contracting with First Nation Reservations to provide assessment services and the development of technology such as pictometry. These should be noted during the PVSC update at the UNSM annual meeting.

Staff noted that as equipment and technology, particularly the iasWorld, depreciates over time the corporation should establish reserves to fund or partially fund renewal of the assets.

Moved by C. Publicover seconded by J. Prall that PVSC will get outside consultation about setting reserves.

Governance Committee

BOD appointments

Three members complete terms on December 1. The Board agreed with the recommendation of the Governance Committee to seek re-appointment of these members from the UNSM to maintain continuity on the Board. The UNSM shall also be informed that D. Kampen has moved from CAO of Trenton to Antigonish.

As of December 1, 2008 the Board may appoint 2 independent members. The Board noted it is important to find that best skill set to enhance the Board and therefore not rush this process. It was agreed that the target date for adding additional members would be the end of the fiscal year.

All BOD members to consider the following for discussion at a future meeting:

**What qualities are being looked for in the new board members?
What sector is to be represented?**

CEO Performance Evaluation

The Governance Committee recognizes that a complete CEO evaluation process should be developed linking CEO performance with specific targets and performance measures. An interim process for evaluation will be done this year.

Moved by D. Bruckshwaiger, seconded by M. Hartlen that an interim CEO evaluation process be used for this year and that, as part of the strategic planning process performance goals for next year be established for CEO evaluation. Motion carried.

5. New business

Regulation change – Mobile home parks included in CAP

The government has issued an OIC to include Mobile Home parks in the CAP effective 2010. The Board discussed whether the MOU between PVSC and SNSMR contemplates allowance for additional administration costs resulting from changes in legislation or regulation.

Moved by B. MacNeil and seconded by R. Walker to direct staff to determine whether there are any operational costs associated with this regulation change and whether there is recourse through the MOU for any such additional costs. Motion carried.

UNSM Conference

PVSC will make a 30 minutes presentation on Saturday, September 20. The Annual report and an overview of PVSC activities will be presented. The Board wishes to advise the municipalities that the HST issue has not yet been resolved and will have to be factored into next year's budget.

Upcoming meeting with party caucuses

A meeting with the Liberal caucus is scheduled on September 3rd and with the NDP caucus on September 12th. The purpose of the meetings is to make them more aware of assessment issues, the creation of the PVSC and contacts for the caucuses for any future questions.

6. CEO Report

The pilot of Pictometry over flights and photography has taken place. Follow up discussions will be held with possible partner agencies to determine interest in proceeding beyond a pilot.

**Meeting Adjourned
Next Meeting – Friday September 26, 2008**