

**Property Valuation Services Corporation  
Board of Directors  
Minutes  
October 31, 2008**

**Attendees**

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

**Staff Attendees**

Kathy Gillis, Russ Adams, Tracy Williams

---

**1. Agenda**

- The draft agenda was reviewed.  
**Moved by R.Walker, seconded by J. Prall that the agenda be accepted. Motion carried.**

**2. Minutes**

- The draft Minutes of September 26, 2008 were reviewed.  
**Moved by D. Bruckschwaiger, seconded by M. Hartlen that the Minutes be accepted. Motion carried.**

**3. Business Arising**

**HST**

K. Gillis noted that Mark Singer of Grant Thornton recently contacted CRA on the status of a decision. Following a meeting between the two departments Federal Finance have asked CRA for more information. The CRA official advised Mark that if Finance wants there to be additional relief it will have to come via new legislation. Mark reiterated to CRA that in order to treat PVSC fairly they should either pull the designation from others now or allow PVSC municipal status in the interim but the CRA official noted they are not willing to do either.

Mark referred PVSC to a lawyer, Bruce Russell of McInnes Cooper. Staff met with Mr. Russell to provide him with the background. In the meantime PVSC is considering writing a letter to CRA to officially request a ruling within a specific time period. If a ruling is not forthcoming, that would form part of a submission to court if that is the determined option.

PVSC staff are working with the Province/Finance to see if any options are available. G. Keefe suggested filing an input credit with CRA.

**Moved by R. Walker, seconded by T. LeBlanc that, subject to legal confirmation, the PVSC write a letter to CRA requesting a yes or no municipal status answer, and submit an HST tax rebate form.  
Motion carried.**

#### 4. Reports from Committees

##### Governance Committee

###### Board Appointments

Three Board of Directors term appointments expire Dec 1<sup>st</sup> (L. Hines, R. Walker, J. Prall). L. Hines advised due to other commitments he will not seek reappointment to the PVSC Board of Directors.

The UNSM appoints PVSC directors from its members. It is possible that three new Board members could be appointed by UNSM. They would be appointed during a significant period of transition for elected municipal officials following the recent municipal election and, during the time when the PVSC Board of Directors are in the midst of its strategic plan and budget deliberations. As well, many municipalities will hold their first meeting of newly formed councils later in November once the new members receive orientation. This timing may disadvantage some new councillors in considering if they wish to serve on the PVSC Board.

K. Gillis noted this situation will happen again when the next municipal elections are held as Board appointment terms end on December 1<sup>st</sup>. Therefore, in the long term the PVSC may wish to seek legislation change for Board appointments to commence at a different time to be in better synchronization with municipal elections and the PVSC business cycle.

Extending the current appointments by one month to January 1, 2009 would be a way to alleviate the immediate issue. Such a request should come from the UNSM to the Minister of SNSMR for a regulation. The UNSM could still call for nominations in November; select in December; and the appointments would be effective January 1, 2009. Some members noted that the UNSM Board may not agree with the request given its processes to appoint to its committees and boards.

**Moved by M. Hartlen, seconded by D. Bruckschwaiger, that the PVSC Board of Directors approach the UNSM to ask the Minister of Service Nova Scotia and Municipal Relations (SNSMR) to put forward a Regulation to extend current appointments that expire on Dec 1/08 by one month to Jan 1/09.**

**Motion carried.**

###### CEO Evaluation Process

The Committee is looking at various models to link the CEO evaluation process to the strategic plan and goals of the organization. As a first step, the CEO and the Governance Committee will discuss an interim process this year to fairly and objectively evaluate the CEO's performance. The Committee will be coming back to the Board for further discussion.

## 5. **New Business**

### Corporate Planning – 2009/10 Plan Priorities

R. Adams reviewed the SWOT (strengths, weaknesses, opportunities, treats) analysis done by management. The proposed budget for 2009/10 will be built on operational requirements and resource support for the specific priorities, keeping in mind the HST issue facing the organization and any other risks.

It was suggested, under strengths, to add in “experienced staff with a proven track record”.

**Moved by R. Walker, seconded by J. Prall that the 2009/10 priorities be accepted and the above mentioned be noted. Motion carried.**

## 6. **CEO Report**

K. Gillis noted the following:

- Operational staff is focused on finalizing the roll - finalizing residential and commercial valuations and completing a review of permits. The roll closes on Dec 5<sup>th</sup>.
- Client Services Staff are attended the AMA conference in Wolfville, Sept 10<sup>th</sup>-12<sup>th</sup> and the UNSM conference in Yarmouth Sept 17<sup>th</sup>-20<sup>th</sup> with a PVSC booth.
- Meetings have been held with most of the municipal units and their vendors to discuss the exchange of assessment roll data in the XML file format for year-end and weekly file exchange. To date, the feedback has been very positive. A final meeting for the units that deal with Thistle is tentatively scheduled for the first week of November.
- Clients Services staff will present at the annual meeting of the Association of Municipal Tax Collectors on Oct 29<sup>th</sup> in Truro.
- Nov 20<sup>th</sup>-21<sup>st</sup> Client Services staff will be doing a brief presentation to the newly elected municipal councillors in Truro. Contact will be made in the next few weeks to start scheduling presentation to all Councils for early 2009.
- Municipal unit third quarter visits are scheduled for the first three weeks of November.
- Prior to April the Province agreed to provide the PVSC with the amount of \$1.462 M for the provincial liabilities up to March 31, 2008 for the Post Retirement Health Benefits insurance premiums of the designated staff. The Province has now made arrangements for the electronic transfer of these funds to the PVSC.
- As for the outstanding issue with respect to the administration of the Long Service Award benefits for retiring staff with provincial service prior to March 31, 2008, the Province will transfer the total amount \$1.387 M to PVSC to administer (and invest) with no further provincial obligation. As part of this resolution the PVSC will refund the balance of \$1.1 M to SNSMR – a reconciliation from last year (the PVSC owed this amount to SNSMR because they transferred money to the PVSC when the Corporation was first set up and as well paid for some other expenditures).

**Action:**        ***The Audit and Finance Committee to create an investment policy.***

R. Adams noted that BMO will be providing PVSC with a sample investment package and as well MPAC's (Ontario) will be requested. T. LeBlanc indicated that one can be obtained from the auditors of the Municipality of Yarmouth.

- On October 7<sup>th</sup> the Government approved an additional CAP regulation change effective January 2009. For the 2009 assessment roll, mobile home parks, co-operative housing, and the residential and bulk resource portions of incorporated farms are eligible for the CAP program. The base year for co-operative housing and incorporated farms will be 2008 and the base year for mobile home parks is 2007.

**Action:**        ***Staff to prepare an analysis for the units when CPI is confirmed (sometime in November).***

**7. Other**

J. Prall advised he will not be available for the Audit & Finance Committee and Board meetings.

**Meeting Adjourned**  
**Next Meeting – Fri., November 28, 2008**