

The Board of Directors, management and staff of the Property Valuation Services Corporation (PVSC) are committed to an open and transparent operation. PVSC believes that the public is entitled to know how its budget, which is provided from a portion of the revenues generated by municipal property taxes, is managed.

Accordingly, it is PVSC policy to provide disclosure of the range of salaries and expense determination of the senior management team, assessors and support staff. As a corporation, PVSC has a responsibility to manage its financial resources prudently and closely monitor all expenditures. A system of checks and balances ensures that there is no waste or abuse of those resources.

In the table that follows, you will find the current salary range for the Chief Executive Officer and the management staff at PVSC. Below that you find the job classifications and salary ranges for those employees whose salaries are negotiated within the collective agreement with Nova Scotia General Employees Union (NSGEU).

Management and staff of the PVSC are reimbursed for reasonable expenses incurred while travelling on business for the PVSC. The annually adjusted rates for kilometers traveled, meals and incidental expenses are outlined in the collective agreement and are similar to those rates used by the Provincial Government.

As legislated under the *PVSC Act*, PVSC Board of Directors members are reimbursed expenses at the same rates as that of the Union of Nova Scotia Municipalities (UNSM) Board, and are paid a *per diem* of \$150/day in accordance with the direction of the UNSM.

Property Valuation Services Corporation (PVSC) is a unionized employer bound by the *Trade Union Act*. Employee salaries are negotiated through the bargaining unit with the exclusion of management whose salaries are at the discretion of the executive team, and if needed, the Board of Directors.

Section 2(2)(a) of the *Trade Union Act* states: For the purpose of this Act, no person shall be deemed to be an employee – who is a manager or superintendent, or any other person who, in the opinion of the Board, is employed in a confidential capacity in matters relating to labour relations or who exercises management functions (please refer to the Act for further detail).

Management and excluded (non-union) position salary ranges for the 2010 – 2011 fiscal year are as follows:

Position	Number of Incumbents	Minimum	Maximum
Chief Executive Officer	1	\$119,799.61	\$ 155,100.00
Vice President	3	\$84,452.06	\$119,799.61
Senior Manager, Residential Senior Manager, Commercial Senior Manager, Operations Effectiveness	3	\$ 76,253.06	\$ 99,129.22
Legal Counsel	2	\$ 74,159.44	\$ 96,407.13
Manager, IT/IM Manager, Human Resources Manager, Finance Manager, Communications Manager, Internal Audit and Compliance	5	\$ 71,366.40	\$ 92,776.87
Senior Specialists	3	\$ 71,366.40	\$ 92,776.87
Area Manager	4	\$ 66,320.38	\$ 86,216.57
Senior Policy Analyst	2	\$61,903.64	\$80,474.95
Assistant Area Manager	1	\$ 59,695.78	\$ 77,897.77
Manager, Appeals and Inquiries Manager, Operations Support	2	\$ 54,695.78	\$ 71,104.43
Quality Specialist	1	\$53,096.36	\$69,025.27
Executive Coordinator Pay & Benefits Specialist	2	\$46,210.02	\$60,073.02
Corporate Support Assistant	1	\$35,942.77	\$46,725.61
Total Incumbents (will fluctuate with vacancies during the year)	31		

Positions within PVSC that are not outlined above are included in the Nova Scotia Government & General Employees Union (NSGEU) and are subject to bargaining for salary ranges. The table below outlines the positions, the number of incumbents and salary ranges as negotiated between the PVSC and the NSGEU. The salary range is for the fiscal year for 2010/11.

Position	Number of Incumbents	Minimum	Maximum
Casual employees (students)*	5	\$15/hr	\$20.58/hr
Client Service Representative (CL14)	3	\$ 32,295.26	\$ 35,559.61
Operations Support Assistants (CL14)	16	\$ 32,295.26	\$ 35,559.61
Receptionist (Head Office) (CL14)	1	\$ 32,295.26	\$ 35,559.61
Secretary (CL18)	3	\$35,559.61	\$39,786.36
Field Assessor (TE19)	36	\$40,891.45	\$48,011.81
Residential Assessor (PR11)	24	\$49,843.81	\$60,542.77
Computer Services Officer 2C (PR11)	6	\$49,843.81	\$60,542.77
Quality Assurance Specialist (PR11)	2	\$49,843.81	\$60,542.77
Commercial Assessor (PR13)	7	\$53,975.36	\$65,611.81
GIS Analyst (PR13)	1	\$53,975.36	\$65,611.81
Mass Appraisal Review Officer (PR13)	1	\$53,975.36	\$65,611.81
Computer Services Officer 3 (PR14)	3	\$56,039.41	\$68,238.61
Residential Analyst (PR15)	6	\$58,289.90	\$71,053.71
Residential Supervisor (PR15)	1	\$58,289.90	\$71,053.71
Project Managers (PR17)	3	\$65,611.81	\$77,060.22
Facilities & Administration Manager (PR17)	1	\$65,611.81	\$77,060.22
Senior Commercial Assessors (PR17)	8	\$65,611.81	\$77,060.22
Total Incumbents (will fluctuate with vacancies during the year)	128		

*The PVSC hires students as casual employees for the Provincial Assessment Inspection Program during summer months; and from time to time for other corporate activities such as communications.

Policy approved - PVSC Board of Directors, November 26, 2010