

Nova Scotia Assessment Management Board (AMB)
Minutes
January 26, 2006

Attendees

John Cameron
Russell Walker
Delphis Comeau
Lloyd Hines
John Prall

Ken Simpson
Bob McNeil
Kathy Gillis
Tracy Williams

Regrets

Charles Crosby
Trudy LeBlanc
Amery Boyer

Guests

Andrea Anderson, MTL
Paul Williams, MTL
Michelle MacFarlane
David MacDonald

1. Minutes

- There was an addition to the Minutes of December 9, 2005 which was to indicate Lloyd Hines as the Vice Chair for the AMB (#8- Membership).

2. Branding Session

- Andrea Anderson and Paul Williams of McArthur Thompson & Law (MTL) attended the meeting and engaged in discussions with the members to get their input on the look and feel of the new agency. Paul presented graphics previously designed for various companies.
- There was discussion among the members of how they would like to see Assessment evolve. The following points were agreed upon as the focus points to start the branding process:
 - < Municipal units are Assessment's ultimate shareholders and then the property owners.
 - < Two issues that need to be focussed on are (1) communications (a consistent, well approached communications plan needs to be established for all AMB members to be able to communicate effectively with their units) and (2) understanding of Assessment (ensuring property owners understand how Assessment functions and its role - assessment is a "tool").
 - < "Assessment" seems to reflect a negative connotation. Therefore, the name of the agency should represent something independent (realizing that market value is still the business).
- Andrea / Paul will take the key points noted and prepare in final format and start the process to put a product together.

3. Board Composition

< John will prepare a background paper for review at the next meeting (Feb. 24/06). The background paper will be sent to the municipal units by the end of February for their review / comments prior to the May UNSM meeting. It was noted that compensation for future board directors be included in the governance piece.

4. Office Space

< Ken referenced that the UNSM and AMA presently located downtown Halifax should look at coming together under one office space with Assessment.

5. Budget

< David went through the 2006/07 budget estimate of \$14,992,300:

- The Deputy Minister of SNSMR has agreed (in writing) to the technology capital acquisition payment plan to replace the current OASIS mainframe system for Assessment Services.

- The cost for business occupancy assessment should be included with cost of printing, notices and stationery.

< It was agreed by all present that the 2006/07 Assessment budget be accepted at \$14,992,300.

6. Operational Plan / Strategic Plans

< Kathy reviewed and distributed the operational plan and strategic priorities for 2006/07. The options and decision making process identified may need to be exercised if the priorities at any point may jeopardize operations.

7. Assessment Transition

< Key messages were discussed and reviewed regarding the business case to move Assessment Services from a division of a government department to a municipally-controlled entity.

8. MOU

< It was noted that a Memorandum of Understanding (MOU) should be created to have the present AMB (and Transition Steering Committee) continue after its 18 months period (June 2006) until the actual transition in April 2007.

Meeting Adjourned
Next Meeting - (changed to) February 23, 2006