

**Assessment Services Transitional Board  
Minutes  
March 30, 2007**

**Attendees**

Lloyd P. Hines  
Bobby McNeil  
Trudy LeBlanc

Greg Keefe  
Charles Crosby  
Ken Simpson

Russell Walker  
Delphis Comeau  
John Prall

**Regrets**

Amery Boyer

**Staff Attendees**

Kathy Gillis  
Russ Adams  
Valerie Paul

Louis de Montbrun  
Jean Thorburn  
Tracy Williams

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**1. Agenda**

- The draft agenda was reviewed and adjustments were made as to the order of a few items.

**Moved by R. Walker, seconded by D. Comeau that the Agenda be accepted.**

**Motion carried.**

**2. Minutes**

- The Minutes of February 23, 2007 were reviewed.

**Moved by C. Crosby, seconded by R. Walker that the Minutes be accepted.**

**Motion carried.**

**3. Business Arising**

Capital Pay Down (Interest free loan for the IAS World system)

- L. de Montbrun, Director of Finance, provided a brief summary of operational savings for 2006/07 (through salary savings, IT savings, travel, and sundries). Funds are available to pay down a portion of the loan up to \$1 million in 2006/07.

**Moved by C. Crosby, seconded by Bobby McNeil to accept the capital pay down for 2006/07 in the amount of \$1 million.**

**Motion carried.**

Partnership Opportunities for Office Space

The UNSM Board would like to look at the opportunity (the two bodies - Assessment staff and UNSM staff presently located within the Metro area) to come together under one roof. There was discussion around possibilities in the future to purchase a building or renting space collectively. The Board discussed some benefits as well as challenges of being a property owner versus renting. Some current leases are ending in the near future and it was suggested not to enter into any long term agreements at this point.

**4. New Business**

Memorandum of Understanding (MOU)

- Valerie Paul, Corporate Legal Counsel for PVSC, provided an update on the status of the MOU being created between PVSC and Service Nova Scotia and Municipal Relations (SNSMR) for the transition year and beyond. The agreement should be completed within the next couple of months.

Annual Report

- The theme will be around the transition; the content will consist of letters (from the Chair, Minister), activity levels, etc.

## 5. **Governance Committee Report**

- The Governance Committee met March 23/07. An annual process will be established to review Remuneration for Board members based on a comparison of six other similar type boards. It will be conducted around November each year. Board members will receive remuneration for meetings lasting two hours or more (including phone calls).

### Staffing for Key Positions

- The Acting CEO advised some key staff have reached or are approaching retirement eligibility. Replacements are being trained, but in the interim this is a risk to operations. The Board agreed that during the transition phase, the A/CEO has the flexibility to retain some individuals on personal services contracts.
- K. Gillis reported that within the next week she will have confirmation from the candidate for the Director of Human Resources position for PVSC and will provide an update at the next meeting.

### Out-of-Province Travel Authorization

- The CEO will approve travel for PVSC staff and the Chair will approve travel for the CEO.

### Governance Manual

- It was decided that the Chair will be the spokes person for media inquiries. In the absence of the Chair, the Vice Chair will respond.

### Strategic Planning Session

- The date (of April 19th & 20th) is being moved out to sometime after June 10th (but before the end of June) to allow staff to complete the corporate development plan / transition plan.

### Finance and Audit Committee

- The following Board members were nominated and accepted the nomination:
  - Ken Simpson – Chair
  - Charles Crosby
  - Trudy LeBlanc

**Moved by R. Walker, seconded by Ken Simpson to accept the Governance Committee Report.**

**Motion carried.**

## 6. **PVSC Effective Date**

- A draft letter (to be sent to Mayor/Wardens & CAOs) was distributed for the Board's review announcing that effective April 1/07 the PVSC as a legal entity.

**Moved by C. Crosby, seconded by D. Comeau to send the letter out from the Chair.**

**Motion carried.**

## 7. **IAS World Demo**

- J. Thorburn provided the Board with a presentation / demo of the new IAS World system – “A Day in the Life of Assessment” - which provided an overview of some activities/processes of an assessor, how data is stored, updated, accessed and how the interface process works. Overall, the demo provided an understanding of operations and the new technology.

**8. CEO Report**

- The PVSC project continues on schedule – update provided to the Board.
- Appeals are up 25% from 2006. A strategy has been established to manage these appeals.
- The Provincial Assessment Inspection Program (PAIP) starts May 7th; advertising will begin in April; areas for inspection have been identified and notification will be provided.

**9. CAP**

- G. Keefe indicated that the CAP Review Report was tabled in the House (Mar 30/07). Government will continue with CAP using the Consumer Price Index (CPI) for the next three years and review it again at that time. The Government will use the CPI as of October 31/07.
- It will not be possible to produce a preliminary roll given the effort required on CAP.
- Some comments regarding this update included:
  - This (CPI) will have tremendous implications for Assessment operations given the potential volume of applications from property owners.
  - There will be additional administration costs, which, if not picked up by the province, will increase costs to municipalities.
  - Questionable if the province has met the 12 months notice requirement for additional costs to municipalities
- However, the PVSC must be compliant with, and administer the legislation.

**10. Board Member Retirement**

- The Chair indicated that Delphis Comeau will be retiring from his administrative position with the Municipality of Clare and therefore completing his term with the PVSC Board. The Board thanked him for his dedication and service.

**Moved by R. Walker, seconded by C. Crosby to adjourn the meeting.  
Motion carried.**

**Meeting Adjourned  
Next Meeting - April 27, 2007**

