

# Nova Scotia Assessment Management Board (AMB)

## Minutes

May 26, 2006

### Attendees

John Cameron  
Russell Walker  
Lloyd Hines  
Trudy LeBlanc  
Ken Simpson

Delphis Comeau  
Bobby McNeil  
Amery Boyer  
Kathy Gillis  
Tracy Williams

### Regrets

John Prall  
Charles Crosby  
Greg Keefe

### Guests

David MacDonald  
Lisa Conrad

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## 1. Minutes

- The Minutes of April 28, 2006 were reviewed and accepted.

## 2. Additions to the Agenda

- Interim Board
- PAIP Update
- Summer Meeting Dates

## 3. Governance Document

- The Governance document has been sent to the municipal units for review (as a follow-up to their input / comments).
- It was agreed by the Board to add the following feature to the governance document:
  - ▶ A majority vote will require a majority of the elected officials on the Board recommended to Executive UNSM with no changes in size or composition of the Board.

## 4. Transition of Assessment / Strategic Plan & Vision (including iasWorld)

- The Minister of SNSMR attended a Cabinet meeting earlier this month seeking approval to move Assessment Services from a line division of government. Approval was given to bring back more information on an implementation plan and to draft legislation.
- Kathy advised that Assessment plans to hire a consultant as a project manager to establish the implementation plan and as well, create a steering committee as part of the implementation.
- Kathy indicated that although we have not received final word from Cabinet on the devolution of Assessment Services to a not- for-profit municipally-controlled agency, work towards the strategic plan / vision will continue. The vision document will be shared with staff, time frame to be determined, and then will look at how to engage the municipal units.
- Kathy suggested having an “iField” demo, regarding the iasWorld project, at the June meeting. This demo will actually show what assessors will be doing in the field.
- It was suggested / agreed to plan to deliver the above noted demo to CAO’s & UNSM Board of Directors at the AMA conference in Digby (Oct 2-6/06) and at the UNSM conference in Sydney (Oct 18-20/06).

## **5. Financial Statements**

- Year end financial statements from the Municipal Property Assessment Corporation (MPAC) in Ontario were distributed to the Board for review. In light of how Assessment currently provides its budget report update, the Board would like to proceed in revising the current report to something more familiar to the units. Lisa Conrad went through MPAC's financial statements; "funds balances" are what the municipal units are familiar with and the Board suggested that Assessment create / use this approach; have an on-going variance report each month or maybe quarterly.

## **6. Municipal Unit Billings**

- David MacDonald presented the billing schedule. It was indicated that the UNSM has no difficulties with the billing schedule presented for 2006/07; the bills are to be paid within 30 days, with the first bill due July 15/06 and, as well provide notice (not #'s) for next year. It was agreed that the billing will indicate an interest rate of 1% per month. It was also agreed that the 1% should be compounded but that this will need to be reviewed in more detail and establish a compounded method once we have an appropriate system in place.

## **7. Interim Board**

- The Terms of Reference for the Interim Assessment Management Board were established for 18 months which will expire in June 2006 and need to be extended. The terms of reference need to be revised for a Transitional Assessment Management Board and anything else in terms of the governance model.

## **8. Meeting Dates**

- The June 30<sup>th</sup> meeting will be changed to June 29<sup>th</sup> or June 23<sup>rd</sup>, depending on everyone's availability.
- The July 28<sup>th</sup> meeting will be held as scheduled.
- There will be no August meeting.

**Meeting Adjourned**  
**Next Meeting - June 30, 2006**