

Nova Scotia Assessment Management Board (AMB)
Minutes
September 30, 2005

Attendees

John Cameron	Lloyd Hines
Russell Walker	Bob McNeil
Delphis Comeau	Amery Boyer
Charles Crosby	Ken Simpson
Trudy LeBlanc	Kathy Gillis
John Prall	Tracy Williams
Greg Keefe	

1. Minutes

- Minutes of the Sept 2, 2005 meeting were accepted.

2. Operational Update

Provincial Assessment Inspection Program (PAIP) (as of Sept 23/05)

- At this point the cost of the PAIP program has been “recovered” through the additional amount added to the assessment roll for 2006.

Organization Review

- Rosemary Landry, Landry & Associates, has been engaged to look at Assessment Services’ organizational design. She will be recommending the first level functional areas that need to be part of the Assessment Service, in the context of an independent agency. Part of her work will include interviews with Board members. She will be providing a high level implementation plan in her report. It is anticipated the work will be done before the end of November.

3. Budget

- David MacDonald, budget officer, reviewed the budget forecast as of September 30/05. To date, salary savings have offset increases in postage and printing (as a result of an increase in the mail out for the preliminary roll and applications for the CAP program). The pressures for fiscal year 2005/06 were reviewed which includes technology and the CAP program. Further salary savings, along with accumulated carryover from 2004/05 budget, and allocating a reserve for salary adjustments related to contract negotiations, can be used to mitigate pressures

4. Information Technology Update

- Rick MacLeod summarized the final work to select the vendor (site visits, valuation process) for the new CAMA system. The contract is in the process of being finalized and the team is being allocated to a project office to begin the GAP analysis. An external project manager has been hired .

- The Board approved Tyler Technologies/Cole Layer Trumble (CLT) as the vendor.
- The Board approved to redirect savings to a technology spending of \$1,237,900 for 2005/06 (previous allocation was \$750,000).

5. Presentation to UNSM

- The Chair circulated a letter from Queens Municipality, concerning a need for more information in order to support the resolution, and the response that was sent outlining how the process would unfold (ie. approval in principle - details to be decided). Lloyd Hines will present the presentation, Charles Crosby, Russell Walker, John Prall, Ken Simpson and John Cameron will form the panel.

6. AVM

- The Board gave approval to proceed to sign the MOU with Ontario to begin the AVM work.

7. Communication

- In the short term, Ken will be responsible for having Board minutes (past as well) on the UNSM website.

8. Move to Cobequid

- The Board agreed that it petition the Department to defer the relocation of staff until such time it is fully established and has the opportunity to fully assess the impact of the relocation.

9. Director of Assessment Interview

- Board appointed John Cameron to sit on the interview panel.

Meeting Adjourned
Next Meeting - October 28, 2005