

Nova Scotia Assessment Management Board (AMB)

Minutes

October 27, 2006

Attendees

John Cameron
Lloyd Hines
Russell Walker
Trudy LeBlanc
Ken Simpson

John Prall
Amery Boyer
Bobby McNeil
Charles Crosby
Kathy Gillis

Tracy Williams
Meredith Buchanan
Charlie Perry
Andy Peck
Joe McEvoy

Regrets

Delphis Comeau
Greg Keefe

1. Minutes

- The Minutes (of Sept 29/06) were reviewed and approved.

2. Addition to Agenda

- Preliminary Roll

3. Consultants - Property Assessment Integration (PAI) Project

- Three of the consultants hired (from Deloitte) to work of the PAI project were introduced. An overview (an immediate but long range plan) on the PAI project was provided which also included an update on IAS, Change Management and the New Entity.

PAI Project Overview

- The PAI Project consists of the IAS, Change Management and New Entity Projects.
- The Project Control Office (PCO) is being established to provide project coordination and alignment across/between projects and the organizational vision.
- The Governance Structure for the project was reviewed.

IAS Update

- CLT has/is provided on-site training (train the trainer) to approx. 40 project and regional staff.
- Staff training will begin in early January 2007.
- Testing continues to take place.
- Edits to the OASIS system will cease as of Dec 1/06.
- The new system will "go live" Feb 5/07.
- The IAS Steering Committee ceased as of Oct 26/06 and a new Client Advisory Committee needs to be established.

Change Management

- Conducted change readiness meetings with management, regional staff and to date some AMB members. Meredith commented that during her regional staff visits staff indicated they want to know / see the vision. (The Board noted that the vision should be shared with the units as well.)
- Stakeholder analysis and communications planning are underway.
- A monthly staff newsletter is to be launched.
- An all-staff vision launch and staff recognition is being planned for Dec.

New Entity

- The scope and initial planning have been confirmed.
- Currently reviewing documentation, gathering data and analysis to begin the development of the implementation plan.

Consultants - Property Assessment Integration (PAI) Project - continued

- Board members indicated that a lot has to happen within the next 12 months and that a process needs to be established regarding what approvals/authorities have to be granted by the Board.

4. Municipal Unit Roundtables

- A summary of the sessions (issues/feedback) was provided to the Board.

5. Budget

- A budget update (handout) was provided.

6. Letter from HRM

- Ken reviewed a letter sent to the UNSM from Mayor Kelly. Basically, HRM is requesting to have a mechanism (bylaw) established that will ensure all taxpayers pay a fair and equitable share of the cost of assessment services and that no municipalities are unfairly disadvantaged.

7. International Association of Assessing Officers (IAAO) Conference

- Joe provided a presentation on some of the issues discussed at this year's IAAO conference (property tax limitations, assessment disaster response).

8. Cap Review

- The Board will document their position as to why they don't want / or agree with the cap program. Amery will start gathering information as part of the review. At the next AMA meeting, Trudy will discuss the same and see what information can be obtained through them.

9. Legislation

- A draft copy of the Legislation (Property Valuation Services Corporation) was provided to the Board for a "high level" review. Comments / suggestions included:
 - Section 3, subsection 3(g) - "negotiate" - what does that really mean?
 - Section 14, subsection 1 - change "November 2007" regarding the new Board membership to "December 2007".
 - HST "full" exemption - the Board does not concur with the exemption not being included in the legislation and wants to put a request forward to the Minister to have it included in the legislation.

10. Other

- Amery indicated that their 2007 preliminary roll does not balance and asked the others to check theirs.

Meeting Adjourned
Next Meeting - December 1, 2006