

Nova Scotia Assessment Management Board (AMB)

Minutes

December 9, 2005

(Nov 25th mtg cancelled)

Attendees

John Cameron
Russell Walker
Delphis Comeau
Charles Crosby
Trudy LeBlanc
John Prall
Ken Simpson

Lloyd Hines
Bob McNeil
Amery Boyer
Kathy Gillis
Tracy Williams
Greg Keefe

Guests

Michelle MacFarlane
Nancy MacLellan
John MacKinnon
David MacDonald

1. Minutes

- Minutes of the October 28, 2005 meeting were accepted.

2. Assessment Transition

- Kathy introduced Nancy MacLellan. Nancy is a Senior Project Executive with Alternative Program Delivery (APD) with Service Nova Scotia and Municipal Relations and she will be the Project Manager for the transition of Assessment Services.
- To date, Nancy has worked on the Memorandum to Executive Council seeking approval to investigate, and make recommendations relative to moving Assessment Services from a division of a government department to an independent agency which was approved by Treasury and Policy Board (TPB) December 8/05. This will allow Assessment Services to move ahead with the business case, which will require TPB approval, to move out of government. The business case will consist of human resource, finance, communication, governance and information technology issues which will be developed and ready for presentation by early spring 2006.
- Approval of the Memorandum to Executive Council will be communicated today (Dec 9/05) to Assessment staff, the Public Service Commission (PSC) who will advise the Nova Scotia Government Employees Union (NSGEU) and to the Mayors, Wardens and CAO's from the AMB.

3. Communication

- Michelle MacFarlane provided a presentation on the "test" AMB website. A few adjustments are required (ie. contact information/photos for Board members / management staff; meeting minutes are to be included; design the site to record (internally) the number of hits per page and; create links for SNSMR, Assoc. of Mun. Administrators, UNSM, etc.) The AMB provided approval to proceed to have the site set-up.

4. ias/World Implementation Project

- John MacKinnon, Project Manager, provided an update on generally what has taken / is taking place, what the commercial and residential teams are doing and an update on the gap analysis. The biggest planned activity over the next little while is to complete a detailed plan/scenarios for collecting the commercial cost data in the regional offices which will start the first week of January.
- Communication on the project should be provided mid May to the municipal units (elected officials) and as well be included /updated periodically on the AMB website.

5. Provincial Assessment Inspection Program (PAIP)

- The PAIP results show \$69.9 million added to the assessment roll (\$782,890 projected revenue based on tax rates for '04/05). Amery asked that these and more stats be included on the website as well.

6. Budget

- David MacDonald, budget officer, provided an update:
 - < \$14,800,000 (includes a 7 year loan for technology)
 - < we have a carryover of \$600,000
 - < Government will support the “loan” to technology
 - < Government will support a “contract” for the AMB to provide the service
 - < question about 2007/08 - do we need a projection? The AMB will request the province to assist with the technology and to commit to the operating surplus to run the #'s on the municipal contributor

7. Stora Enso

- A letter has been sent to the President of the UNSM with support from the AMB.
- A change is required to the “key messages” included in the briefing note prepared for the municipal units. The last key message should indicate “a loss also means a change in uniform assessment and as a result all municipalities will share the cost”.

8. Membership

- Vice Chair - Lloyd Hines
- half of the membership plus one is the set quorum
- John Cameron is to produce documents about Board composition

9. Communication

- Regular monthly AMB meetings for 2006 (up to Sept) will be as follows:

January 26 th	May 26 th
February 24 th	June 30 th
March 31 st	July 28 th

April 28th

August 25th

September 29th

Meeting Adjourned

Next Meeting - January 26, 2006