
Meeting Minutes

Board of Directors

April 27, 2018

Conference Call

Attendees

Jimmy MacAlpine, Greg Keefe, Darren Bruckschwaiger, Jim Spurr, Michele McKenzie, Clifford Hood, Mike Dolter, Jane Fraser, Connie Nolan

Regrets

Alex Morrison, Betty MacDonald

Staff Attendees

Kathy Gillis, Meredith Buchanan, Russ Adams, Kim Ashizawa, Tracy Williams

1. Review of Agenda

The draft agenda was reviewed. The Memorandum of Understanding (with UNSM, AMA, PVSC) signing ceremony was added to the agenda.

Moved by Clifford Hood, seconded by Greg Keefe the draft agenda as amended be accepted. Motion carried.

2. Phase 1 MobileAssessor Implementation Discussion & Decision

Russ Adams indicated that discussion regarding MobileAssessor started back in February (the February 2, 2018 Board meeting) and the Board approved redirecting the remaining \$80k from the commercialization of the valuation services project funding towards this initiative.

Since then, staff have explored implementation options, capital and maintenance costs, conducted an onsite field visit in Texas, and explored potential efficiency gains once fully implemented (as per the strategic plan and CEO report updates at the April 6, 2018 Board meeting). Representatives from Data Cloud Solutions also met with staff at PVSC where additional information was provided, including information on cost, maintenance, etc.

Staff have also canvassed other jurisdictions regarding other mobile data software options. There are very limited commercial options and none were found to have the capacity and capability of MobileAssessor, which was designed specifically for property assessment data collection.

In keeping with the PVSC procurement policy, PVSC has determined that the MobileAssessor product from Data Cloud Solutions is our only option given the specialized expertise of this supplier and the absence of viable alternatives.

Since the last Board meeting, a business case was completed and shared with the Board/Committee Chairs for their input. Staff have concluded that rather than agreeing to a pilot approach (as defined by Data Cloud Solutions of limited functionality that would only cover a portion of required data capture and lead to rework), the project should proceed in a phased approach, which would be more cost effective.

The phased approach would see a portion of the properties, approximately 1/3 of the total parcels, available in Mobile Assessor with the full functionality of the program. Phase II (the other 2/3 of parcels), would proceed the following year. To do the required work to be up and running for fall 2018, a commitment is required by mid-May with the vendor.

The Phase I cost can be accommodated within the current operating and capital budget and the \$80k allocated from the remaining commercialization of the valuation services project funds. Because of this, there is no requirement for additional funds for Phase 1. The licensing and maintenance costs for Phase II will be considered in the construction of the 2019 fiscal budget.

Some of the Privacy Impact Assessment (PIA) work required will have to be part of the implementation.

There was concern from some of the Board members with regards to proceeding with Phase I and entering into the contract prior to having the full results of the PIA. Staff indicated the PIA is a risk assessment & mitigation tool (that can be conducted as the implementation proceeds), and not a tool to determine the objective or viability of a business program or initiative. The Cloud based application is in Canada as per PIPEDA (the Personal Information Protection and Electronic Documents Act).

Russ noted that staff have advised Data Cloud Solutions of the PIA requirement and timing and are suggesting running the PIA concurrently with Phase 1.

The recommendation is to proceed with Phase 1 project implementation and the PIA concurrently, and the contract agreement with the vendor (Data Cloud Solutions) include cloud computing services only in Canada.

Moved by Clifford Hood, seconded by Greg Keefe, that the Board accept proceeding with Phase 1 project implementation and the PIA concurrently, and that the contract agreement with the vendor (Data Cloud Solutions) include cloud computing services only in Canada. Motion carried.

3. Artificial Intelligence (AI) Session

June 18, 2018 was confirmed for the AI session; staff will send out an appointment to confirm the details.

4. MOU Signing Ceremony

A signing ceremony for the MOU (Memorandum of Understanding) with the UNSM, AMA and PVSC is being planned for June 25, 2018. Staff will follow-up with Board members to determine their availability to attend.

Meeting Adjourned