



Municipal Advisory Corporation Inc.
La Corporation Consultative aux Municipalités Inc.

MINUTES
Board of Directors Meeting
January 20, 2017
Assumption Building Fredericton
10:00 am – 2:30 pm

Present: Chris Spear, President (St.Andrews)
Jane Lee, Director (St.George)
Peter Michaud, Director (Grand Falls)
Susan Deuille, Director (Quispamsis)
Paul Maguire, Treasurer (Sussex)

Regret: Brenda Cormier, Director (Belledune), Pam Robichaud (Richibucto)

1. Call to Order and Welcome

Chris Spear, President called the meeting to order at 10:10 am and welcomed everyone. He also informed everyone that the City of Bathurst has withdrawn from the Corporation and consequently has Jamie Degrace and Veronique Bourque have resigned from the board.

2. Approval of Agenda

It was moved by Peter Michaud and seconded by Jane Lee **that** the agenda for January 20th, 2017, be approved as discussed.

Motion Carried.

3. Approval of Minutes

It was moved by Susan Deuille and seconded by Paul Maguire that the revised minutes of October 25th, 2016, be approved, as amended.

Motion Carried.

4. Presentation by Joel Drolet & Phyllis Leger (Champlain-Gougen Insurance)

Educational Days

- They recommend allowing Council members to attend as well since in many communities they make the decision on who the group health carrier is.
- Discussion followed on whether we would offer sessions at several locations or have a centralized, larger conference as well as a single day event or spread over 2 days.
- Susan Deuville mentioned staging the event the same week as the Pension Board Conference.
- Susan also suggested having a central conference every two years and having administrator sessions in the off years.
- Joel mentioned bringing in a special speaker to talk on Human Resource Policy & Litigation.
- Joel offered to work with Assumption Life to have them sponsor a speaker for the AMANB Conference in June 2017 in Saint John.
- Peter Michaud was going to talk to the AMANB Board to allow for a 90 minute session. Jane Lee was to follow-up with organizing committee.
- Joel recommended the MAC send a follow-up letter to members and update on the AFNB program and how it affected ours.

Regional Service Commissions

- Joel and Phyllis explained we currently have 6 of 10 commissions as member entities.
- There are 192 employees that represent 20% of the member employees of the MAC.
- Because of this, they suggested we offer them a non-voting position until we review the by-laws of the corporation.

Bathurst

- The attending directors expressed disappointment for the loss of Bathurst and especially the loss of Jamie Degrace and Veronique Bourque.
- We were informed that Bathurst makes up 223 employees representing a significant amount of premiums.
- The MAC share is approximately \$7,100.
- Discussion ensued and Joel and Phyllis were to follow-up whether the Bathurst Downtown Commission and Civic Centre were going to retain membership in the MAC.

Benefits for Councils

- It was brought to the board's attention that many municipalities were inquiring on providing benefits for Council members.
- Since Councils make ultimate decision on employee benefits, its in the best interest of the MAC to provide coverage.
- Susan Deuville suggested we make a separate group that isolates Councils from employees within the MAC.
- Chris Spear suggested we should maintain the policy within MAC but outside the retention program.
- Joel was to follow-up with Assumption to see their interest in offering that coverage.
- Joel also informed us they were going to try to get to the annual Union of Municipalities of New Brunswick to showcase the MAC and possibly to present to the attendees.

Assumption Bursary

Joel and Phyllis asked if we had determined how we would;

1. Communicate with member municipalities
2. Set the application criteria and
3. How the applicants would be evaluated.

Chris Spear shared it was on the agenda later that day.

Renewal Visits

- Phyllis Leger informed us most municipalities had been visited before Christmas.
- They also said it has become necessary that they will be presenting to Council's on a more frequent basis to keep them in touch with the plan.
- Susan asked whether letters should be sent at renewal time to councils as well as the administrators.

Premium Holiday

- There is currently \$100,000 available within the retention program.
- There was a question posed whether cheques could be issued instead of a premium discount, in order to make the premium holiday more noticeable.
- Joel & Phyllis mentioned Assumption would likely prefer to issue cheques.
- It was mentioned that letters should be sent with the cheques ensuring that for municipalities in which employees cost share, they also get the benefit of the refund.

5. Administration of MAC

With the resignation of Ms. Bourque, the Board needs to find a new Secretary. Chris Spear mentions he has been in contact with Brenda Knight, retired Clerk of the City of Fredericton who expressed an interest in the position.

Chris was instructed to approach Ms. Knight and if she declines, Chris was to actively engage others.

6. Directors Position

It was moved by Susan Deuville and seconded by Jane Lee to allow Paul Lang from the Kent Regional Service Commission as a non-voting member.

Motion carried.

7. Bursary

Susan Deuville brought an example of an application form as well as suggested policies. After some discussion, the following motion was brought forward;

It was moved by Susan Deuville and seconded by Paul Maguire that the following policies be adopted for the Assumption Bursary;

- Directors are not eligible, but employees within their respective municipalities are.
- We can award 1 or more bursaries
- Eligible expenses included registration and travel, up to \$2,500.
- The board (or a sub-committee thereof) will short list the applicants and provide them to Assumption for final selection.
- The application should include the details of the course requested as well as costs.
- A letter from the Mayor or CAO of the applicants municipality should accompany the application.
- The cheque should be sent to the municipality and Assumption would be reimbursed if the employee does not attend the training.

8. Wage Study

Chris Spear brought up the possibility of the MAC engaging municipalities in a wage study. After some discussion, it was determined the AMANB may be a better group to lead this and Peter Michaud agreed to approach.

9. Adjournment

There being no further business, **it was moved by** Jane Lee and **seconded by** Peter Michaud that the meeting is adjourned.

Motion Carried.

Respectfully submitted,

Chris Spear
President
MUNICIPAL ADVISORY CORPORATION INC.