



MINUTES
Board of Directors Meeting
April 13, 2017
Delta Hotel Fredericton
10:00 am –3:00 pm

Present: Chris Spear, President (St.Andrews)
Peter Michaud, Vice President (Grand Falls)
Paul Maguire, Treasurer (Sussex)
Jane Lee, Director (St.George)
Pam Robichaud, Director (Richibucto)
Brenda Cormier, Director (Belledune)
Paul Lang, Non-voting Board Member (Kent Regional Service Commission)
Susan Deuille, Director (Quispamsis)
Brenda L. Knight, Secretary
Joel Drolet, President & CEO, Goguen Champlain Financial Services
Phyllis Leger, Partner/Vice President, Goguen Champlain Financial Services

1. Call to Order and Welcome

Chris Spear, President called the meeting to order at 10:00 am and welcomed everyone. He offered sincere condolences on behalf of the MAC Board to Jane Lee and the Town of St. George due to the recent loss of 4 lives in the community due to a house fire.

2. Approval of Agenda

It was moved by Jane Lee and seconded by Susan Deuille, that the agenda for April 13, 2017 be approved as amended.

Motion Carried.

3. Approval of Minutes – January 20, 2017

It was moved by Susan Deuille and seconded by Peter Michaud that the minutes of the January 20, 2017 Board of Directors Meeting be approved as circulated.

Motion Carried.



4. Business Arising from the Minutes

- (a) **Separate Benefit Coverage for Council** – Joel advised that he is making progress and will prepare an update for the Board at the next MAC meeting. He noted that a different program would have to be drafted and negotiations are still ongoing with Assumption Life.

5. Appointment of New Secretary to MAC

It was moved by Director Peter Michaud, seconded by Director Susan Devuille, that Brenda L. Knight be appointed to serve as Secretary to the Board of the Municipal Advisory Corporation as per the terms and conditions as outlined in the attached agreement, signed jointly by President Chris Spear and Brenda L. Knight, effective February 13, 2017.
Motion Carried

6. MAC Annual General Meeting

(a) Discussion on presentation at AGM Meeting

Secretary Brenda Knight advised that she had been contacted by Danielle Charron, Executive Secretary of AMANB and advised that a room had been booked at the Delta in Saint John for the MAC AGM during the annual AMANB Conference. The room is available from 3:50 to 5:00 p.m. for the Corporation.

There was a general discussion of the availability of a guest speaker from Assumption for a half hour time slot wherein it was brought to the Board's attention that Assumption Life had not received an invitation to sponsor the banquet or any invitation at all to attend the AMANB conference in June. Jane Lee advised that she would contact Heather Chase, who sits on the AMANB Board, to follow up. Joel advised that he would get back to the Board about the availability of a guest speaker.

(b) Nominations at AGM

President Chris Spear advised that if Board Members wish to continue on the MAC Board, to please advise Secretary Brenda Knight of their intentions. He advised there will be a call for three nominations at the MAC AGM. It was noted that the by-laws allow for elected officials to sit on the Board and that the by-laws should be



amended to remove this provision.

7. Financial Report

The financial report was presented from January 1, 2016 to December 31, 2016.

It was moved by Paul Maguire, seconded by Jane Lee that the Financial Report as presented, with modifications and noted corrections, be approved as circulated. Motion carried

It was noted that the annual accrual needed to be added, that the MAC Education Days should be separated from the Board meetings, and once the financial reports have been updated by the auditor, a copy would be distributed to Board members.

Secretary Brenda Knight advised that former Secretary Brenda Barton had been inputting 2016 financials into Simply Accounting, as Bathurst had not entered any financial information into the accounting system while they were administrators. She advised that the 2016 financials had been forwarded to auditor Gary Morrison for review.

8. Website Update

Director Pam Robichaud advised that the MAC website's picture needs updated as the previous picture on the website page was found to be a copyright infringement. She suggested that members of the Board take a look at the website (MAC-CCM.ca) and contact her for any suggestions or feedback for improvements.

9. By-laws and Policies Update

It was moved by Pam Robichaud, seconded by Brenda Cormier, that Secretary Brenda Knight, President Chris Spear and Treasurer Paul Maguire form a sub-committee to review the Municipal Advisory Corporation's policies and by-laws and to bring recommendations back to the Board for review and consideration. Motion Carried

10. Correspondence



New Employment Insurance (EI) Legislation

Joel addressed this matter and explained that there were new rules for EI sick benefit waiting period with an option to reduce the LTD waiting period from 119 to 112 days, causing an adjustment increase of 2% to the LTD rate. He advised that so far no municipality is signing on and that his company would not be recommending it.

11. New Business

(a) Banking Authorities – Resolution to Appoint

It was moved by Director Susan Deuille, seconded by Director Pam Robichaud that the signing authorities for cheques should be any of the two of the following: President Chris Spear, Vice-President Peter Michaud, Treasurer Paul Maguire or Brenda L. Knight, Secretary. **Motion Carried**

(b) Gifts for Former Board Members

It was moved by Director Brenda Cormier, seconded by Director Peter Michaud that the Secretary be authorized to +purchase two gift cards, one for \$300 and once for \$100 for former Board members Jamie DeGrace and Veronique Bourque of the City of Bathurst. **Motion Carried**

(c) Motion to Establish EFAP Fees

It was moved by Susan Deuille, seconded by Brenda Cormier that the 2017 annual fee for the Employment Family Assistance Program (EFAP) will be \$45.00 for members of the Municipal Advisory Corporation and \$50.00 for non-members. **Motion Carried**

(d) Sponsorship to AMANB

It was moved by Director Peter Michaud, seconded by Director Brenda Cormier, that the Board approve a \$1,000 (one thousand dollars) sponsorship donation to the AMANB for the 2017 AGM. **Motion Carried**

It was noted by the Board that there was no registration table available for the MAC during the 2016 AMANB Conference and should be addressed to the Executive



Director of AMANB when the cheque was disbursed. The Board discussed the possibility of a banner to be prepared as advertisement for the Corporation and displayed at this year's conference. Joel advised that before the Board looks for quotes that he would approach Assumption Life to see if they would be willing to donate a banner.

12. Reports

(a) Education Days

President Chris Spear advised that there were three MAC Education Days held in 2016 and all were well attended. It was noted that perhaps a one day event could be held vs four days and an invitation to register could be sent by email instead of going to MAC website to register. Joel and Phyllis to coordinate – Vice-President Peter Michaud and Treasurer Paul Maguire volunteered to assist. Once a date has been established, the Secretary will send out email as a promotional event.

(b) Homewood Insurance – Annual Report

Natasha Riopel, Sales Director and Account Executive, Atlantic Canada, via teleconference, reviewed the EFAP Annual Report (attached as Annex "A") with Board members. Highlights included:

- Utilization Overview
- Municipalities enrolled in EFAP
- Types of Services
- Conclusion
 - Program is growing
 - Increase in usage
 - Opportunity for additional promotion of Plan Smart Services
 - Opportunity to Promote online services

Vice-President Peter Michaud assumed the Chair at 2:25 p.m.

(c) Assumption Life – Bursary

The MAC Board had passed policies concerning the Assumption Bursary at the Board Meeting of January 20, 2017. It was consensus of the Board to include the application form in the MAC AGM packages and to announce the educational development bursary at the AGM. It was noted that only municipal members of



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

MAC would be eligible for the bursary. Susan Deuille advised that she will send a copy of the application form to Assumption Life. The cheque for \$2,500 would be made out to the municipality and Assumption would be reimbursed if the employee did not attend the training.

It was the consensus of the Board that a letter be sent to all municipalities (clerks and CAO's) explaining what the bursary is and that eligible employees names should be verified by the municipality and sent to the Board Secretary to be considered by a sub-committee.

It was moved by Director Brenda Cormier, seconded by Treasurer Paul Maguire that a sub-committee be appointed to review the applications for the Assumption Life Educational Development Bursary, consisting of Director Susan Deuille, Vice-President Peter Michaud and President Chris Spear. Motion Carried

(d) Assumption Life – Experience Review and Retention

Joel Drolet reviewed the Municipal Advisory Corporation's Experience Review and Retention Program (attached as Annex "B") with Board members. Highlights included:

- Overall Renewal
- Health Benefit – Claims
- Group Insurance Loss Ratio
- Dental Benefits – Claims
- Group Dental Insurance Loss Ratio
- Premium Holiday
- New Applications – Group Insurance & EAP
- Education Day
- New Employment Insurance
- Bursary

13. Date and Location of Next Meeting

The next meeting of the Board of Directors will take place immediately after the MAC AGM on June 7, 2017

14. Adjournment



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

There being no further business, on motion by Brenda Cormier and seconded by Pam Robichaud, the meeting adjourned at 2:45 p.m.

Respectfully submitted,

Brenda L. Knight
Secretary
MUNICIPAL ADVISORY CORPORATION INC.