



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

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**MINUTES**  
**Board of Directors Meeting**  
**Thursday, July 27th, 2017 @ 10:00 a.m.**  
**Boardroom, Goguen Champlain Financial Services Inc.**  
**Dieppe, N. B.**

**Present:** Chris Spear, President (St. Andrews)  
Peter Michaud, Vice President ( Grand Falls) (6:15 p.m.)  
Paul Maguire, Treasurer (Sussex)  
Paul Lang, Director (Kent Regional Service Commission)  
Claudette MacLean (Southwest 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  
Mario Finn, Goguen Champlain Financial Services

**Absent:** Pam Robichaud, Director (Richibucto)  
Brenda Cormier (Belledune)

**1. Call to Order and Welcome**

Chris Spear, President called the meeting to order at 10:00 a.m and welcomed the new board member Claudette MacLean to the MAC Board. Board members introduced themselves around the table.

**2. Approval of Agenda**

It was moved by Susan Deuille and seconded by Paul Maguire that the agenda be approved with the addition as circulated. **Motion Carried.**

**3. (a) Approval of Minutes – April 13, 2017**

It was **Moved** by Paul Maguire and **Seconded** Paul Lang **THAT** the minutes of the April 13, 2017 Board of Directors Meeting be approved. **Motion Carried.**



**(b) Approval of Minutes – June 7, 2017**

It was **Moved** by Paul Lang, **Seconded** by Claudette MacLean **THAT** the minutes of the June 7, 2017 Board of Directors Meeting be approved. **MOTION CARRIED**

**4. Business Arising from the Minutes**

**(a) Website Update**

Chris Spear read an email from Pam Robichaud with the following highlights:

- The Hosting service had not been renewed and Pam has renewed it for 3 years so that way we are safe.
- All billing details were related to a credit card that belonged to a Bathurst employee that is no longer there – the bill will be forwarded and was paid with the Town of Richibucto's credit card.
- Have to make sure to associate the reminder to an email that belongs to the MAC board and not just a personal email.
- The domain, which is mac-ccm.ca that is actually paid for till 2018 so we do not lose our domain.
- Pertaining to the website, everything had been deleted as it had been over 30 days. Ghislain Roy, who created the website last year, was actually nice enough lend us a hand to get things back up and he is currently working on it.

After reading the report, President Spear queried whether or not the MAC Board should entertain having a Credit Card with a small amount and if a generic email for the Corporation should be created.

It was **moved** by Susan Deuville, **seconded** by Peter Michaud, **THAT** the Board of the Municipal Advisory Corporation Inc. authorizes the Secretary of the Board to approach the Royal Bank of Canada to make application for a Municipal Advisory Corporation Inc. credit card with a credit limit of \$2500 (twenty-five hundred dollars). **MOTION CARRIED**



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It was the consensus of the Board that a generic email address for the Municipal Advisory Corporation Inc. would be beneficial and should be researched. The Secretary will advise Pam Robichaud to see if Ghislain Roy could assist in this regard.

Paul Lang advised that if Ghislain is not available to do future work on the website, Kent Regional Service Commission had just hired someone who is really good at graphic designs and with websites, and she could assist with the upkeep. Chris thanked Paul for the offer and would ensure that Pam was apprised of his offer.

**(b) By-laws and Policies Update**

Secretary Knight advised that a meeting will be set up with the appointed sub-committee before the next Board meeting. Draft recommendations will be reviewed by the Board at that time.

**(c) Banner Update**

Joel Drolet advised that he had just met with Assumption Life on this matter and their graphic designers had questions. He noted that everything will be ready for the Education Days. They were wondering about the Logo and will have the Secretary send that to them. He advised that the draft banner will be forwarded for the Board's review.

**(d) Education Day – October 11, 2017**

Highlights of the discussion around the half day Education Day for October 11, 2017 included:

- Session would commence at 1:00 p.m. with no lunch offered but a refreshment break in mid-afternoon – session ends at 4:30 p.m.
- Free for members and non-members – would like to have as many attend as possible, open to Mayor and Council – expect 50 to 60
- Four topics:
  - Update on Retention
  - Financials
  - Risk Management
  - Panel Discussion on Affect of Legalizing Marijuana to wrap up (safety, duty to accommodate & impairment; drug policy; financial implications on rates
- Paul Lang advised that the Kent Regional Service Commission could lend their simultaneous translation equipment to keep costs down



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- Secretary to contact Fredericton Inn for rental of two rooms, a large room for at least fifty and a smaller room for twenty
- French and English sessions – panel discussion on the legalization of marijuana and its implications will be in English with simultaneous translation
- Contact Danielle Charron of AMANB to help with dispersal of information

President Chris Spear requested that three more items be included for approval under “Business Arising from Minutes”.

**Additional Items Requested by President Chris Spear**

It was **Moved** by Paul Maguire, **Seconded** by Susan Deuville, **THAT** the following three items be included in “Business Arising from the Minutes” of the July 27<sup>th</sup>, 2017 Board meeting: Council Benefits, Bursary and Copyright Issue. **Motion Carried**

**(e) Council Benefits**

After a brief discussion wherein the Secretary advised that members of Council are not defined as permanent employees under the *Municipalities Act of New Brunswick*, the following motion was made:

It was **Moved** by Peter Michaud, **Seconded** by Susan Deuville, **THAT** the Board of the Municipal Advisory Corporation Inc. cease and desist any research into any form of Health, Dental and EAP coverage for elected officials. **Motion Carried.**

**(f) Bursary**

The Secretary will review the minutes of the December 16, 2016 MAC Board meeting wherein the process for the \$2500 Assumption Life Leadership Development Bursary is detailed. It was the consensus of the Board to have the Secretary draft a letter for municipalities regarding the Bursary and send to Susan and Phyllis for review before distribution. It was the consensus of the Board to award the 2017 Bursary in January 2018 and the 2018 Bursary at the annual AGM in June 2018.

**(g) Copyright Matter**

President Chris Spear advised the Board that the matter between Masterfile Corporation and the MAC has been settled and a cheque in the amount of \$1,437.50 payable to Stewart McKelvey in Trust has been sent to settle the copyright infringement. It was



noted that there was an additional \$800 owing for the lawyer that has yet to be paid.

## 5. Financial Reports

Treasurer Paul Maguire reviewed the two Financial Reports with the Board.

It was **Moved** by Paul Maguire, **Seconded** by Peter Michaud, **THAT** the Municipal Advisory Board Inc. (MAC) authorizes the MAC Secretary, Brenda L. Knight, to transfer \$50,000 (fifty thousand dollars) from the Municipal Advisory Corporation Royal Bank of Canada Chequing Account to the MAC Investment Account. These monies will be added to the GIC Account Holding on its renewable date of October 27, 2017. **Motion Carried**

(a) To end May 2017

It was **Moved** by Paul Maguire and **Seconded** by Peter Michaud **THAT** the Financial Report as of May 31, 2017 be approved. **Motion Carried**

(b) To end June 2017

It was **Moved** by Paul Maguire and **Seconded** by Paul Lang **THAT** the Financial Report as of June 30, 2017 be approved. **Motion Carried**

## 6. Correspondence

There was no correspondence to review.

## 7. New Business

(a) Approval of Potential New Members – President Chris Spear

President Chris Spear queried the process of approving potential new members to the Corporation, specifically the emails from Goguen Champlain seeking permission for a request to quote and the Board's approval to proceed with the quote.

Treasurer Paul Maguire advised that in the early years of the MAC, the Board wanted control of who wished to join the Corporation and by asking approval, it kept the Board members involved. Joel noted that in 1992 there were no guidelines for joining the



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Corporation and in 1999 after losing \$2M, policies were changed and no new members or brokers were added. He advised that retention accounting was put in place and now the underwriter makes the decisions.

It was the consensus of the Board that in the future, an email only be sent to Board members as an information or informing the Board of potential new members, not seeking approval. Approval would be needed only if the applicant is an abnormal application and does not meet the definition described in policy.

This matter will be reviewed during policy and by-law update.

(b) Cash and Investment Balance – President Chris Spear

President Spear commented that five or six years ago the Board at the time had dispersed some of the MAC funds to the member municipalities balance of cash and there was the potential to disperse some of the funds back to the municipalities.

Joel advised that if they go to market next year they could request in the RFP that all insurance companies bid on the Retention Program just to see if there is competition enough, and this was done two years ago. He noted that the 10% that Assumption Life keeps is quite competitive in the market place. He stated that it could be an interesting exercise and would show the membership that the Board is being competitive.

President Spear advised that with the EFAP there is somewhere between \$50 and \$75,000 that could be dispersed to the membership again. He asked what the Board's thoughts were on the subject.

The Treasurer commented that the funds are there to provide education to the board members and municipalities through Education Days. If the money is transferred back to the municipalities, and the Board is unsure of the costs of the Education Days, it might be better to adopt a wait and see mode.

It was the consensus of the Board to review this again at a future meeting.

**8. a. Experience Report - Assumption Life**

Joel Droet reviewed the Experience Report with the Board members, attached as Annex "A"



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**b. Retention Financial Report**

Joel Drolet revised the Retention Financial Report with the Board member, attached as Annex "B".

It was the consensus of the Board, that the Finance Committee will meet on October 6<sup>th</sup>, 2017 at the Holiday Inn at 10:00 a.m. The Finance Committee consists of Peter Michaud, Paul Maguire, Chris Spear and Susan Deuille.

**9. Date and Location of Next Meeting**

The next meeting of the Board of Directors will tentatively take place in Fredericton on October 20, 2017.

**10. Adjournment**

There being no further business, on motion by Claudette MacLean and seconded by Peter Michaud, the meeting adjourned at 1:10 p.m.

**Respectfully submitted,**

**Brenda L. Knight**  
**Secretary**  
**MUNICIPAL ADVISORY CORPORATION INC.**