



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

MINUTES
Board of Directors Meeting
Friday, October 20th, 2017 @ 10:00 a.m.
Boardroom 344, Fredericton Inn
Fredericton, N. B.

Present: Chris Spear, President (St. Andrews)
Peter Michaud, Vice President (Grand Falls)
Paul Maguire, Treasurer (Sussex)
Paul Lang, Director (Kent Regional Service Commission)
Claudette MacLean (Southwest Regional Service Commission)
Susan Deuille, Director (Quispamsis)
Pam Robichaud, Director (Richibucto)
Brenda Cormier (Belledune)
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 a.m..

2. Approval of Agenda

It was **Moved** by Paul Lang and **Seconded** by Claudette MacLean **THAT** the agenda be approved with the addition of 6(c) "Meeting Places – Paul Lang".
Motion Carried.

3. (a) Approval of Minutes – July 27, 2017

It was **Moved** by Peter Michaud and **Seconded** Susan Deuille **THAT** the minutes of the July 27, 2017 Board of Directors Meeting be approved. **Motion Carried**

(b) Approval of Special Meeting Minutes – October 11, 2017

It was **Moved** by Paul Lang, **Seconded** by Brenda Cormier **THAT** the minutes of the October 11, 2017 Board of Directors Special Meeting be approved. **MOTION CARRIED**



4. **Business Arising from the Minutes**

(a) **Assumption Life Leadership Development Bursary**

The Secretary advised that she had researched the minutes from December 2016 and could not find anything on record concerning the process of determining the recipient of the Bursary. It was advised that the Board had agreed that a subcommittee, consisting of Susan Deuville, Peter Michaud and Chris Spear would shortlist any applicants and then representatives from Assumption Life would determine the recipient of their Bursary, based upon the recommendations of the shortlist.

The Secretary advised that she had received no applications to date, but would be contacting Danielle Charron of AMANB, requesting that the Bursary application be placed on the AMANB website. Joel advised that he and Phyllis would also mention to the participating municipalities when they do their tour this November.

(b) **2017 Education Day Feedback**

- Panel discussion on the affect of marijuana from an insurance, medical, legal and municipal human resources point of view was well received.
- There was enough material to conduct a full day and have more in-depth analysis
- Suggestions for 2018: two sessions on administration in morning and two sessions relevant to human resources in afternoon
- Survey to be sent to the participants thanking them for attending and requesting input on future topics/general feedback on this year's Education Day.

5. **Financial Reports**

(a) To October 16, 2017

Treasurer Paul Maguire advised that \$50k had been transferred from the chequing account to a GIC as per the Board's direction. He advised that the GIC could be for 90 days or locked in for one year at 1.6%.

It was **Moved** by Paul Maguire **Seconded** by Peter Michaud **THAT** the MAC Board approve that the GIC at RBC be locked in for one year at 1.6%. **Motion Carried**



(b) Transfer of Funds

It was **Moved** by Paul Maguire, **Seconded** by Susan Deuille **THAT** 25% of the administration costs from EFAP be transferred to the Operating Fund at end December 2017. **Motion Carried**

(c) Approval of Financial Statements

It was **Moved** by Paul Maguire and **Seconded** by Paul Lang **THAT** the Financial Report as of October 16, 2017 be approved. **Motion Carried**

6. Correspondence

There was no correspondence to review.

7. New Business

(a) Homewood Health Report

Natacha Riopel of Home Health reviewed the EFAP Q2 Report with the Board Members. Highlights of the presentation included:

- Four new municipalities enrolled in EFAP in 2017 (Hampton, Saint Quentin, Rothesay & Sussex)
- Higher usage in 2016 than 2017
- Increase in number of covered employees (626 in 2016 vs. 679 in 2017)
- Slight decrease in Life Smart usage in 2017
- Promotion of “Career Counselling” and “Financial Advisory Services” to other Life Smart Services
- High Face to Face counselling usage reflects commitment to maintaining a solid network of providers in all areas of NB
- 2017 Top Categories for counselling services: Psychological, Family and Work
- Lots of discussion about Trauma support from First Responders in NB.
- Firefighters Unions talking about EFAP but volunteer fire departments not part of discussion as DFIS looks after them
- Survey showed a high level of Satisfaction with services
- Program is growing and new municipalities are joining
- New Grief Support service to be launched soon.



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Natacha advised the renewal rates on the next contract would remain status quo as of February 1, 2018 but would verify rate before tours to municipalities in November.

It was suggested that the services provided by Homewood Health would be a good topic for a future Education Day.

(b) 2018 Rate Renewal/Retention Program

Joel Drolet reviewed the “Municipal Advisory Corporation Renewal Report” with the Board. Highlights of the presentation as follows:

Experience/Renewal

Overall Renewal

- \$100k deficit at end of 2017
- FPP initiated to make sure the experience stays level
- Lost 6 municipalities; however 5 were small
- Still very well funded but need to be cautious in years to come that we have don't have to go to municipalities with a 15% rate increase
- 2.4% increase overall but if no FPP there would have been an 8.8% increase
- Goguen Champlain will monitor very quickly – Assumption Life will have to pay \$15k for first three months before FPP

Life Insurance

- One claim was \$103k
- Representatives of Assumption Life met with Finance Committee – proposed renewal rate was 3.9% - negotiated small increase of .098%

Accidental Death & Dismemberment

- No change in rates

Critical Illness

- Proposed 4.4% increase; negotiated 1.16% increase

Dependent Life

- Proposed 3.9% increase; negotiated 0.73% increase

Short Term Disability

- 15,587 claims from January to June 2017
- Proposed 0% increase; negotiated -12.10% decrease

Long Term Disability

- Proposed 6.1% increase; negotiated 1.03% increase (plus or minus manual rates)



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Health Insurance

- FPP was a proactive solution
- Health Insurance is competitive with the marketplace
- Municipalities cannot sustain the rates they have with the benefits they are getting
- Increase of 4.64% with FPP; Increase of 18.6% without FPP

Dental Insurance

- Increase of 1.30%

Estimated 2018 Retention Program

- If things go well and nothing else changes might have a surplus of \$60,854 in 2018 and be able to do a Premium Holiday
- Saving \$150 with FPP next year

Premium Holiday

- Recommendation is not to have a premium holiday for Health and Dental in December of 2017

Investment of Surplus

- Invested at 1.45% in 2017; Invested at 1.45% in 2018; Stabilization Fund: 0.25%

(c) Meeting Places

Board member Paul Lang suggested that perhaps in the future the MAC Board meetings could take place in the various municipalities that belong to the Municipal Advisory Corporation. After a discussion that Board decided that the venue for the MAC Board meetings would stay status quo, either in Fredericton or Moncton.

9. Date and Location of Next Meeting

The next meeting of the Board of Directors will tentatively take place in February 2nd, 2018 at Assumption Life in Moncton, NB.

10. Adjournment

There being no further business, **Moved** by Claudette MacLean, **Seconded** by Peter Michaud, **THAT** the meeting be adjourned at 1:20 p.m.



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Respectfully submitted,

Brenda L. Knight
Secretary
MUNICIPAL ADVISORY CORPORATION INC.