



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

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**MINUTES**  
**Board of Directors Meeting**  
**Thursday, February 2, 2018 @ 10:00 a.m.**  
**By Teleconference**  
**Boardroom, Goguen Champlain Financial Services Inc.**  
**Dieppe, N. B.**

**Present:** Chris Spear, President (St. Andrews)  
Peter Michaud, Vice President (Grand Falls)  
Paul Maguire, Treasurer (Sussex)  
Paul Lang, Director, (Kent RSC)  
Claudette MacLean, Director, (SWRSC)  
Susan Deuille Director, Quispamsis  
Brenda Cormier, Director (Belledune)  
Pam Robichaud, Director (Memramcook)  
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 10:05 a.m. those present in the Goguen Champlain Financial Services Inc. boardroom and those who were participating on the teleconference call.

**2. Approval of Agenda**

It was **Moved** by Pam Robichaud and **Seconded** by Brenda Cormier **THAT** the agenda be approved with the addition of three items under New Business of c) Billing for EAP; d) Town of Rothesay and e) FPP Update. **Motion Carried.**

**3. (a) Approval of Minutes – October 20, 2017**

It was **Moved** by Paul Lang and **Seconded** Susan Deuille **THAT** the minutes of the October 20, 2017 Board of Directors Meeting be approved as amended. **Motion Carried.**



#### 4. Business Arising from the Minutes

##### (a) Homewood Health Renewal Rates

Natacha Riopel presented a ppt entitled “EFAP Renewal Discussion”. Highlights of the presentation included:

- Historical utilization three year average: 11:59%
- Pool is getting bigger
- Utilization by municipality: 2016 – 9 municipalities; 2017 – 19 municipalities
- Current Contract terms: Feb. 1, 2015 – January 31, 2018 (3 years)
- Number of employees covered: 504 to 839 current
- Contracted utilization covered: 7%
- Rate per employee per month: \$3.00
- Annual fees: \$30,204
- Services included at no additional cost: EFAP, CMS, Wellness Seminars

##### Proposed Renewal Contract Terms

- February 1, 2018 – January 31, 2021 (3 years)
- Contracted utilization covered: 10%
- Number of employees covered: 839
- Rate per employee per month: \$3.25
- Annual fees: \$32,721
- Services included at no additional cost: EFAP, CMS, Wellness Seminars

##### Motion to Accept Homewood Health 2018 – 2021 Proposal

It was **Moved** by Susan Deuville, **Seconded** by Claudette MacLean **THAT** the Municipal Advisory Corporation Board accept the three year proposal from Homewood Health, from February 1, 2018 to January 31, 2021 at an annual fee of \$32,721 (thirty-two thousand seven hundred and twenty-one dollars). **Motion Carried**

##### Motion to Establish 2018 EFAP Fees

It was **Moved** by Paul Maguire, **Seconded** by Brenda Cormier **THAT** the 2018 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**



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(b) Assumption Life Leadership Bursary

The appointed sub-committee, consisting of Chris Spear, Peter Michaud and Susan Deuille reviewed the five applications which were submitted for the Bursary. The five applications included:

- Mike Doyle, Firefighter, Kennebecasis Fire Department
- Mark Morrison, Engineering Manager, Quispamsis
- Linda Brown, CAO, Hartland, on behalf of AMANB Region 2
- René Colombe, Public Works, Saint-Quentin
- Landon Lee, CAO, Belledune

Susan advised that she had to declare a conflict of interest as one of the applications was from her municipality. It was advised that all applications were evaluated to see if they qualified according to the criteria and recommended that three names be submitted to Assumption Life for their consideration. Two candidates will be selected, one for 2017 and one for 2018

It was noted that one application was on behalf of a municipal group not an individual and another applicant did not have enough municipal experience to qualify. The three names that were submitted to Assumption Life were Mike Doyle, Mark Morrison and Landon Lee. Peter Michaud suggested that the criteria be changed for 2019 to include groups being eligible to apply for the bursary for continued education. Joel Drolet advised that he would bring this matter to Assumption Life to see if that would be acceptable.

It was **Moved** by Peter Michaud, **Seconded** by Brenda Cormier **THAT** the Municipal Advisory Corporation Board accept the recommendation of the sub-committee and that three names be forwarded to Assumption Life for their selection of the 2017 and 2018 Leadership Bursaries. **Motion Carried**

A thank you letter will be sent from the President of the MAC Board for those who did not qualify for the Bursary.

(c) Assumption Life 2018 Rate Renewal

It was **Moved** by Susan Deuille, **Seconded** by Brenda Cormier **THAT** the Board of the Municipal Advisory Corporation accept the 2018 Assumption Life Rate Renewal for the



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Group Life Policy. **Motion Carried**

(d) By-laws and Policies Update

President Chris Spear advised that a meeting will be set up with the appointed sub-committee before the next Board meeting.

**5. Financial Report**

Treasurer Paul Maguire reviewed the Financial Reports with the Board.

It was **Moved** by Brenda Cormier, **Seconded** by Peter Michaud, **THAT** the draft Financial Report as of December 31, 2017 be approved. **Motion Carried**

**6. Correspondence**

There was no correspondence to review.

**7. New Business**

(a) 2018 Education Days

Joel Drolet suggested that the 2018 Education Days start at 10:00 a.m. with lunch provided and two sessions in the afternoon. It was suggested that the Community Centre in Shediac would be a good location but could be decided at a discussion at the next meeting, as well as a few HR topics that could be helpful to municipalities.

(b) AGM MAC – Timing of Meeting at AMANB Conference

It was the consensus of the Board to hold the AGM at the same time as last year's conference. The Secretary will advise the Executive Director of the AMANB who organizes the AGM.

(c) Billing for EAP

It as the consensus of the Board to have a standard process wherein a billing and



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employee count, including new member municipalities could be kept and updated regularly. It was also recommended that an EFAP Update be added to the active agenda for the review of Board members.

It was **Moved** by Susan Deuille, **Seconded** by Peter Michaud, **THAT** the Secretary provide an updated EFAP Report to the Board, including any new member municipalities, as well as any o/s receivables, and that this report be placed on the active MAC agenda for future meetings. **Motion Carried**

(d) Town of Rothesay

Joel Drolet and Phyllis Leger brought to the Board's attention the ongoing concerns they had with Assumption Life's handling of the transition to the full plan with new members to the MAC, the Town of Rothesay. They advised when Rothesay had finally decided to join the plan, a new and poorly vetted information technology system was brought on line and used for their account. This system has had major glitches in it and has brought unreasonable stress to the employees at Rothesay. It was noted many hours of extra staff time has been spent by Goguen Financial to ensure that the employees were well looked after and if Assumption Life cannot fix this situation soon, they are going to go back to the previous system.

It was the consensus of the Board to have the president, on behalf of the Board, write a letter to Assumption Life expressing the Board's disappointment and requesting that the situation be resolved as quickly as possible. It was noted the letter be cc'd to John Jarvis, the CAO of Rothesay.

It was **Moved** by Claudette MacLean, **Seconded** by Pam Robichaud **THAT** a letter be urgently sent by the President, on behalf of the MAC Board, to Assumption Life to offer support to the Town of Rothesay and to condone the ineffective new technology information system currently in place by Assumption Life in dealing with employees of the Plan. **Motion Carried**

(e) FPP Update

Joel Drolet advised that all municipalities have been contacted and transferred under the FPP Program. He stated that it has been a good move so far and no one is losing any coverage.



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

The next meeting of the Board of Directors will take place in Fredericton in a place at Centre Sainte-Anne 715 Priestman Street, Fredericton on Friday, April 20, 2018.

**10. Adjournment**

There being no further business, on motion by Claudette MacLean and seconded by Pam Robichaud, the meeting adjourned at 12:05 p.m.

**Respectfully submitted,**

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