

## **UNSM HEALTH & BENEFITS COMMITTEE**

### **TERMS OF REFERENCE – April 2018**

#### **Committee Name:**

The name of the Committee is the Health and Benefits Committee (herein known as the Committee).

#### **Authority:**

Established by the Union of Nova Scotia Municipalities. Joint authority between the AMANS (Association of Municipal Administrators Nova Scotia) and the UNSM (Union of Nova Scotia Municipalities).

#### **Purpose:**

To oversee the direction of the benefit programs sponsored by the Union of Nova Scotia Municipalities. The Committee will make decisions on recurring and typical matters involved in managing and optimizing the plans.

#### **Composition:**

- Executive Directors from both the UNSM and AMA (non-voting)
- Membership will consist of at least two (2) up to a maximum of three (3) members from the UNSM
- Employees of UNSM member municipalities
- At least two (2) up to a maximum of four (4) members from the AMA
- Membership will be drawn from organizations participating in the UNSM Benefits Plan

#### **Term of Office:**

Normally, appointments are for a three-year period or until such time as a successor is appointed. At the initial stage, half the appointments will be for a two-year period and half will be for a four-year period.

**Committee Resources:**

Morneau Shepell: Consultant for the UNSM Group Benefits Plan; providing consulting advice to UNSM Health & Benefits Committee and individual municipalities and performs premium and other administrative services in support of the program.

**Decision Making:**

- A quorum shall consist of at least three (3) voting members one (1) of which must represent the UNSM.
- Decisions are reached by consensus. In the event that consensus cannot be reached, decisions shall be reached by a simple majority vote of fifty per cent plus one.

**Reporting Structure:**

The Committee reports directly to UNSM Board of Directors and makes recommendations to the Board for approval of significant matters. The Committee reports annually to the UNSM membership at its Annual General Meeting. Additionally, the Morneau Shepell Principal Consultant will be available to report to the UNSM Board, either in person or in writing, annually or as requested.

**Committee Structure:**

The Committee shall appoint a Chair.

The role of the Committee Chair will be:

- to preside over the meetings and approve the agenda prepared by the Morneau Shepell Consultants.
- Assign work to Committee members;
- Ensure that there is regular reporting to the UNSM/AMA Boards; and
- Ensure there is regular reporting to the general membership of both the UNSM and AMA

**Sub-Committees:**

The Committee may establish sub-committees as required to achieve its purpose. At least one (1) member of the Committee shall be a member of a sub-committee and sub-committee members shall be selected by the Committee.

As appropriate, sub-committee members may be selected from organizations outside of those represented on the Committee.

**Meetings:**

The Committee meets 2 or 3 times annually. Additional meetings may be scheduled as required. Meetings can be in person or by phone.

**Description of Committee Member's Role and Responsibilities:**

- Each Committee member will undertake to understand the programs and provide feedback to the committee that reflects his/her knowledge of memberships' needs. Each Committee member has a responsibility to act in the best interest of the health of the program and its membership.
- Committee members will promote awareness and a general understanding of the programs and will champion the importance of health and the advantages of the UNSM Benefits programs.
- The Committee will review the financial and underwriting aspects of the program on a regular basis to ensure that there is a sound financial basis and that programs respond to emerging needs of the membership.
- The Committee will evaluate and recommend alternative benefit levels, or benefit designs, will carefully consider the possible inclusion of new benefits, or other contemplated changes and will carefully consider the impacts & future impacts both financial as well as on membership.
- The Committee will oversee communication efforts and assist as opportunity permits.
- The Committee will review all rate changes and renewal issues, evaluate insurers and other suppliers as needed.
- Committee members may become aware of issues or experiences within member units and must respect the need for confidentiality and non-disclosure of certain issues discussed within the committee or information gathered therein. Individual membership data will not be available to committee members. Suppliers and insurers are committed to individual privacy and act in compliance with PIPEDA and other governing legislation.

- The Committee will provide direction to Morneau Shepell on matters it would like Morneau Shepell to undertake either within the scope of the governing service agreement, or in some cases out of scope matters where separate compensation may be negotiated.

**Changes to the Terms of Reference:**

These terms of reference replace those previously dated November 2012. The terms of reference may be amended by the Committee on approval of the UNSM and AMANS Board of Directors.