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**The Canadian Boiler and Machinery Underwriters' Association**  
**L'Association Canadienne des Assureurs Bris des Machines**

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**To all the Reference Committee Members**

**MINUTES OF THE REFERENCE COMMITTEE MEMBERS' MEETING**

A Reference Committee Meeting of the Canadian Boiler & Machinery Underwriters' Association was held on Tuesday, April 19th, 2016, at the office of Chubb Insurance Canada, 199 Bay Street, Suite 2500, Toronto, Ontario, M5L 1E2, to consider the following agenda:

**Present:**

AVIVA (Iain Stewart)	Northbridge (Mark Rolfe)
Chubb (Julie Grenier, Chairperson)	Sovereign (Andrea Powell)
Gen Re (Helen Kim)	Travelers (Derek Stewart)
Intact (Harvey Kenworthy, Vice-Chair)	XL Catlin (Jimmy Tran)

**Absent:** Allianz, BI&I, RSA and Zurich..

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- ITEM 1. Welcome and Meeting Call to Order:**  
The Chairperson welcomed all the attendees in the meeting room along with those joining in over the phone. The Reference Committee meeting of the CB&MUA was called to order at 1:05 pm.
- ITEM 2. Attendance and Confirmation of Quorum:**  
With eight (8) attendees, as shown above, out of twelve (12) Members, we had a quorum.
- ITEM 3. Approval of the Notice of Meeting/Agenda:**  
The Notice of Meeting was amended to include the starting time of the meeting. A motion was made by Derek Stewart and seconded by Iain Stewart to approve the revised Notice of Meeting. All in favour. The motion carried unanimously.
- ITEM 4. Approval of the Minutes of the Reference Committee Members Meeting, held on February 24th, 2016:**  
The Minutes of the last meeting, held on February 24th, 2016, were read, and a slight correction was needed under Item 8. The words "a version" were to be replaced by "an overview". A motion was made by Iain Stewart and seconded by Mark Rolfe to approve the Minutes of Meeting as corrected. All in favour. The motion carried unanimously.
- ITEM 5. Update on Chairperson's Meeting with the Executive Committee Members' meeting, held on March 23rd, 2016, on the following topics:**

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- **Drafting of an Antitrust Statement;**  
The Executive Committee asked the Reference Committee to come up with a proposed "Antitrust Statement", to be submitted to them prior to their next meeting, which is to be held on May 18th, 2016. For this purpose, the Executive Committee provided the Reference Committee with a copy of both the IMIA and IBC Antitrust Statement to work with.
- **Reference Committee's mandate;**  
-Compilation of the CB&MUA wordings: Julie took care of this task. The next step is to draft a list of points the Executive Committee should consider in setting the Reference Committee's mandate as respect the drafting of wordings (ex. the language of our wordings and the extent of coverage provided (e.g. with or without production machines, BI, etc.)). A copy of the compiled wordings is to be submitted to the Executive Committee prior to their next meeting scheduled for May 18th, 2016. A process protocol will then need to be established for the submission and final approval of all the CB&MUA wordings.
- **Drafting of Cyber-Attack wording put on hold;**  
For the time being, the Cyber-Attack wording is put on hold. We will look at it again when a policy language and a basic policy wording are approved.
- **Establishing a quorum.**  
At the request of the Chairperson of the Executive Committee, an email was sent on April 7<sup>th</sup>, 2016, by the Executive Secretary to all the Executive Committee Members and the Chairperson of the Engineering and Reference Committees. The main purpose was to get feedback on the accuracy of the information contained in the list of Representatives and Alternates on the various Committees. The other purpose was to remind the Member Companies that while they have a right to have representatives on the various committees, this right comes with the obligation of regular attendance and active participation from their elected representatives or alternates. Failure of a Representative/Alternate to attend a confirmed meeting can result in quorum not being met. If there is no quorum, no official discussions or decisions can be undertaken, resulting in a wasted meeting and frustrated Committee Members.

**ITEM 6. Approval of the Antitrust Statement (see copy attached) for Submission to the Executive Committee Members for their meeting of May 18th, 2016:**

A draft copy of the proposed "Antitrust Statement", prepared by both Julie Grenier and Harvey Kenworthy, was presented for discussion. Attached please find a copy of a slightly revised version for final approval.



CB&MUA - Proposed Antitrust Statement    CB&MUA - Proposed Antitrust Statement

We also need to decide what version of the "CB&MUA" acronym we should be using moving forward. Option 1. CB&MUA or Option 2. C.B. & M.U.A., which is in accordance with our Constitution & By-Laws, which says that we "may" use the latter version. Mark Rolfe made a motion and seconded by Derek Stewart to have the attendees peruse the revised draft version and to provide feedback directly to Julie Grenier and Harvey Kenworthy, since time is of the essence to have the final draft copy submitted to the Executive Committee Members.

**ITEM 7. Setting up a Wording Working Group:**

- **Reference Sub-Committee vs. Working Group and expectations of each:**  
To sort of follow suite with the IBC setup, as explained by Mark Rolfe, a Working Group Sub-Committee (consisting of a smaller group, where a quorum is not required) should be formed with their task to focus strictly on wordings as instructed by the Reference Committee. Andrea Powell made a motion, seconded by Iain Stewart to form a Working Group. All in favour. The motion carried unanimously.
- **Interested Members and Working Group's first meeting date:**  
Interested Members are Julie Grenier, Harvey Kenworthy, Andrea Powell and Mark Rolfe. The date of their first meeting is scheduled for May 4th, 2016, 1:00 pm, at Northbridge's office.
- **First task:**  
Submission of a compilation of existing CB&MUA wordings to the Executive Committee Members. The deadline is prior to their May 18th, 2016 meeting. A list of points for the Executive Committee to consider in setting the Reference Committee's

**Notice of Meeting**

mandate as respect the drafting of wordings (ex. the language of our wordings and the extent of coverage provided (e.g. with or without production machines, BI, etc.)) also needs to be submitted along with the compiled wordings.

**2nd Task:**

Design a workflow for having wordings approved by the Executive Committee Members.

- **Determine the frequency of the Working Group's meeting:**  
The frequency of those meetings will be determined at their first Working Group meeting.

**ITEM 8. Future Meeting Dates:**

- **Executive Committee Members:**  
May 18th, August 17th, October 7th and December 8th, 2016;
- **Reference Committee Members:**  
July 19th, September 15th and November 8th, 2016;
- **Working Group:**  
Their first Working Group meeting is scheduled for May 4th, 2016, at 1:00 pm, at the office of Northbridge Insurance.  
Agreed to rotate these meetings among the Members of the Working Group.

**ITEM 9. Any New Business:**

No new business.

**ITEM 10. Closing Remarks and Motion to Adjourn:**

- Julie Grenier concluded by thanking everyone for attending. Julie Grenier made the motion to adjourn, seconded by Mark Rolfe.  
Motion carried.
- The next Reference Committee meeting is scheduled for July 19th, 2016, starting at 1:00 pm sharp.
- The meeting adjourned at 2:15 pm.

**-NOTE: These minutes of meeting were approved at their last Reference Committee Meeting held July 19th, 2016.**

Respectfully submitted,

**Julie Grenier,  
Chairperson of the Reference Committee  
Canadian Boiler & Machinery Underwriters' Association**

**Jean-Guy Turmel  
Executive Secretary  
Canadian Boiler & Machinery Underwriters' Association**

**May 17th, 2016**