

Executive Operations Committee

Membership: As per CAFII Bylaw 6.01. Sub-committees may strike taskforces drawing on expertise of other individuals associated with member companies.

Mandate	Activities	Issues of Interest
Recommend budget and priorities to Board	Draft and review Financial Reports	
Keep environment open to key products	Be aware of current and emerging issues (Regulatory Update).	
	Develop responses to regulatory initiatives. Forward to board for approval as necessary. Oversight of Distribution and Market Conduct Policy Committee (DMC)	Regulation of ISI
		International regulation of creditor products
		Market Conduct Regulation
		Electronic Commerce
		Provincial Insurance Act Reviews
		Quebec Distribution Guide
Keep environment flexible /efficient	Identify barriers to efficient operations. Oversight of Licensing Efficiency Issues Committee	Licensing Irritants
		Provincial Insurance Councils and CISRO issues, including LLQP
		Electronic licensing
		Multi-jurisdictional licensing/mutual recognition
Develop communication plans and tools	Oversight of Media and Advocacy Strategy Committee(MAC)	Communications strategy, CAFII Branding Advocacy Strategy Website
Build relationships with key stakeholders	Connect with regulators. Manage and conduct regulator visits. (Manage Regulator Visit Schedule) Approve attendees at regulator meetings, review meeting notes and manage follow-up actions	
	Oversight of Networking and Events committee	
Other items	Continuance under new Canada Not for Profit Corporations Act (CNCA)	Articles of Continuance to be filed by October 26, 2014
	Changes to CAFII Management structure – development of Executive Director role	Executive Director hired effective December 2012; oversight of establishment of ED’s role, its evolution and effectiveness

Distribution and Market Conduct Policy Committee

Membership: The committee will have 4 permanent members including 2 co-chairs all of whom are members of the EOC.

Co-Chairs: 1) Sue Manson CIBC 2) Wayne Eccles TD **Other members:** 3) Emily Brown BMO 4) John Poolman, Assurant

5) Andre Duval, DSF 6) Rose Beckford Scotialife Financial **Mandate:** Oversee development of CAFII policy positions as directed by EOC. Oversee taskforces as required. Activities: Draft CAFII submissions, Manage and interpret industry research projects as approved by EOC

Item	Description	Activities Completed/Industry Developments	Status/Next Steps
Regulation of ISI	Quebec <ul style="list-style-type: none"> DWR (review of Insurance Act) 	<ul style="list-style-type: none"> CAFII members met with Eric Stevenson Nov 2012 Insurance Act Overhaul/Re-write formally announced by Quebec Government on April 30, 2013 	<ul style="list-style-type: none"> Active
	Quebec <ul style="list-style-type: none"> Review of Distribution Guide 	<ul style="list-style-type: none"> CAFII input provided on Guide (e.g. signature, remuneration) through letter sent to AMF June 2012, meeting with Eric Stevenson Nov 2012 and follow-up letter sent to AMF Dec 2012 	<ul style="list-style-type: none"> Active EOC involvement and oversight Met with AMF in Quebec City on June 7, 2013 DMC proposes information session
International Regulation of Creditor Insurance	PPI IAIS Core Principles	<ul style="list-style-type: none"> Brendan reported on US and UK developments CAFII Project 	<ul style="list-style-type: none"> Active/Monitor ongoing Board approval received on June 11 to secure draft communication of project outcomes Post Implementation Review
		<ul style="list-style-type: none"> Proposed committee work on impact of international regulations matrix 	<ul style="list-style-type: none"> EOC Input obtained Active
Industry Complaint Statistics		<ul style="list-style-type: none"> Proposed committee work on Industry Complaint Statistics 	<ul style="list-style-type: none"> EOC Input obtained DMC Subctte met on June 4 and 25, 2013
Consultations	FSCO life insurance product suitability review	<ul style="list-style-type: none"> FSCO will hold a pre-consultation meeting with CAFII when ready to launch initiative 	<ul style="list-style-type: none"> Anatol Monid introduced Adrienne Warner to CAFII as FSCO point person for “Life Insurance & Mortgage Broker Product Suitability Review.” Adrienne to contact CAFII to

CAFII Priorities by Committee – June 21, 2013

Item	Description	Activities Completed/Industry Developments	Status/Next Steps
	E-commerce	<ul style="list-style-type: none"> ▪ CCIR and AMF – upcoming consultations 	arrange requested pre-consultation meeting.
	Provincial Insurance Acts	<ul style="list-style-type: none"> ▪ Manitoba ▪ Saskatchewan ▪ Ontario 	<ul style="list-style-type: none"> ▪ Active with Release of CCIR E-Commerce Consultation Paper on May 23, 2013 ▪ Draft ISI Regulations released on June 3, 2013; Licensing Committee to deal with this matter. ▪ Watch ▪ Watch
Avalon Report Update	Survey members companies, update analysis and research	<ul style="list-style-type: none"> ▪ Comparison of creditor insurance on mortgages with term life and individual disability insurance: pricing, approval rates, claim approval rates, etc. 	<ul style="list-style-type: none"> ▪ Active ▪ Last conducted in late 2009/early 2010 on 2008 data ▪ DMC secured Board approval for refresh of this study, using 2013 data; to be conducted in late 2013 and first quarter of 2014.

AMF Distribution Guide Task Force

(Task Force of Distribution and Market Conduct Policy Committee)

Members: Emily Brown, John Poolman, Rose Beckford, Moira Gill, Sue Manson

Purpose: Recommend changes to the AMF Distribution Guide based on the Mutual Fund Guide, customized for exclusion disclosure

CAFII Priorities by Committee – June 21, 2013

Licensing Efficiency Issues Committee

Membership – 1 Chair who is a member of EOC and 3 members from representative companies.

Chair: Moira Gill TD 2) Sara Gelgor , ScotiaLife Financial 3) John Poolman, Assurant 4)Greg Grant CIBC 5) Sari Scherer, BMO

Mandate: Identify and manage licensing efficiency issues for restricted and individual licensing processes.

Priorities	Issues	Currently active issues	Status
Licensing operation issues Streamlining and harmonizing licensing requirements (training, CE, other)	Request for restricted certificates for 3 rd parties Alberta	v	CAFII letter to the Council (2011). Council responded that they did not support the request. Committee decision to address the issue with the Council again in year ?
	CISRO project to redesign LLQP – project completion target Sept 2014		Quarterly Stakeholder Information Sessions being held by CISRO, incl. January 17/13 and April 9, 2013. Next Sessions to be held on July 8 and September 12, 2013.
	Licensing process -streamlining and harmonization		Identification of issues ongoing
ISI regime implementation	Manitoba – issues to be resolved with implementing regulations		Included in Insurance Act Spring 2012 Letter sent in August 2012 -CAFII response to draft ISI Regulations being prepared for July 2, 2013 deadline. May require more detailed follow-up submission and a visit by a CAFII rep(s) to Jim Scalena, Superintendent of Insurance, in Winnipeg
Provincial Insurance Councils and CISRO issues	Opportunities to have restricted licensees represented or otherwise participate on Council discussed with Saskatchewan and Alberta. Committee identified a need for an analysis of options for BC, Alberta & Saskatchewan. Council representation needed	v	Legal assistance engaged and analysis of options underway. Meeting with AIC Jan 2012. Meeting with Sask. held Meeting with Manitoba held
Electronic licensing	Promote use of electronic licensing systems by provincial regulators; possible use of “business numbers” to link		Letter of support sent to CISRO May 2012
Multi-jurisdictional licensing/ mutual recognition	Trade Agreements - promote mutual recognition (Ontario – Quebec, New West Partnership)		Attended trade agreement update meeting May 2012

Media and Advocacy Strategy Committee

Membership:The committee will have 4 permanent members including 2 co-chairs, all of whom are members of EOC. EOC chair is co-chair.

Co-Chairs: 1) Sara Gelgor 2) John Lewsen

Members: 3) Paul Yeung, 4) Moira Gill, 5) Greg Grant 6) Charles Blaquiere

Resources: Leya Duigu, Brendan Wycks

Mandate: Identify key stakeholders and develop, recommend and implement communication and advocacy strategy. Oversee CAFII branding. Oversight of Media Response taskforce.

Areas of Interest: Underserved Market: Creditor Insurance (value proposition, disclosure); Counter broker lobby messages

Initiatives	Status/Explanation	Resp	Next steps
-Develop a Communications Strategy	-Update Communications Strategy: CAFII-branded “Regulatory Value Added Strategy” for website and regulator communication. Most materials exist but materials should be reviewed and recommendations made as to how to package and brand materials. Include concept of sending targeted messages to regulators when an issue is in the media. -bring strategy up to date, should be a refresher at every board meeting	ED	-ED B. Wycks provided Feedback/Commentary on Communications Strategy at March 21, 2013 MAC meeting and March 26, 2013 EOC meeting -Update provided at April 10, 2013 Board meeting -Draft Revised Communications Strategy to be completed by July 15, 2013 for review by MAC and, subsequently, by EOC (trying to arrange special purpose MAC and EOC meetings for July 24, 2013)
<u>Website</u> -collect testimonials, post on site -Refresh CAFII mission statement -expand tabs to include other	-Testimonial (written or video)- 1 per member , have 7 or 8 available and determine how to rotate through (value –add to members) -review mission statement to ensure it is in line with branding, -incorporate alternate distribution (underserved	J Lewsen ED ED	-Email reminder sent w/o Oct 22, 2012; One written and two video testimonials received to date. B. Wycks to follow-up with direct request to each Voting Member, via EOC members -Removed from MAC Priorities, as Mission Statement is solely within Board purview and typically is reviewed as part of Strategic Plan renewal. J. Hines and B. Wycks to discuss with Chair M. Cummings -Underserved market material drafted, to

CAFII Priorities by Committee – June 21, 2013

Initiatives	Status/Explanation	Resp	Next steps
<p>products & regulators/industry</p> <p>-Develop CAFII “Did you know” video to convey important facts</p> <p>-what’s new</p>	<p>market)</p> <p>- Travel insurance product – ED to reach out to travel association and CLHIA; look at it from distribution perspective</p> <p>-(Charles Blaquiere suggestion) Budget allocation request \$10,000</p> <p>-In place, ongoing update of news</p>	<p>ED</p> <p>ED</p> <p>ED</p>	<p>be approved for website. In process with ED B. Wycks</p> <p>B. Wycks met with CLHIA Execs. on April 1 and June 3; had get acquainted discussion with John Thain, volunteer President of Travel Health Insurance Association, who works for Assurant Solutions, at CAFII 15th Anniversary event. Will have a full meeting with Thain in June or July, after THIA Conference.</p> <p>-In process as part of CAFII Re-Branding and Visual Identity Modernization initiative</p> <p>-Ongoing</p>
<p><u>CAFII Branding</u></p> <p>-develop marketing tagline</p> <p>-CAFII newsletter for regulators</p> <p>-CAFII “look”</p>	<p>several taglines to be sent to Board, -identify differentiating factor, eg advocating for insurance access , choice, all Canadians</p> <p>- include tagline on all submissions, website, swag, and letters to regulators</p> <p>-Insurance regulatory news to be collected monthly and shared with regulators as a value added service Budget Request re formatting?</p> <p>-Develop a font and layout unique to CAFII to be used in letters, submissions and newsletter; assess if new logo needed Budget allocation request \$10,000</p>	<p>J Lewsen</p> <p>ED</p> <p>ED</p> <p>ED</p>	<p>Completed</p> <p>-In process; to be completed in conjunction with Re-Branding and Visual Identity Modernization initiative</p> <p>-Completed and ongoing.</p> <p>-In process as part of CAFII Re-Branding and Visual Identity Modernization</p>

CAFII Priorities by Committee – June 21, 2013

Initiatives	Status/Explanation	Resp	Next steps
-Acquire soft marketing tools (pads, pens etc),	-Coasters suggested– include tagline and web address on next re-order -Budget allocation request		-Pens, mugs and i-phone holders are in stock
<u>Media Protocol</u> -Develop and manage protocol for handling media requests -media training for ED	-Protocol to be revised with arrival of ED -Budget allocation request \$2,000	ED	-Completed; revised Media Protocol approved by MAC on January 17/13 -Schedule training for Q3 2013. Expand to include Board members who are interested and available on the day booked for media training.
-Monitor Media		ED	Ongoing
-Develop List of Friendly media			Paul & Moira have completed list
-Notify communications departments of member firms	-To be done when messaging is reviewed		
-News Release	-Send out notification re new ED		-Notice sent to all CAFII members. Included in first issue of Regulators' newsletter. Also to be sent directly to each regulator with a cover letter from M. Cummings
Develop 2-3 likely scenarios		ED	-B. Wycks reviewing material drafted by G. Grant.
Key Message Development - identify issues and develop key messages	-Key message document: develop and review stock messages to be used in communication opportunities	ED	-Key Messages document drafted by A. Riley for B. Wycks' review. In process; for review and inclusion in development of Revised Communications Strategy
-Regulator Kit -develop booklet /brochure	For new regulators. Compile package of information for regulators which can include -booklet - past submissions, -testimonials and -key fact sheet. Booklet - take images from website, testimonials, designed to highlight major issues. Small 10 page	ED ED	-Some content developed by RBC intern -To be completed in conjunction with Re-Branding and Visual Identity

CAFII Priorities by Committee – June 21, 2013

Initiatives	Status/Explanation	Resp	Next steps
-Key Facts sheet	booklet that can be given out with business cards. -develop a “Key Facts” sheet to be part of regulator package	ED	Modernization initiative -To be completed in conjunction with Re-Branding and Visual Identity Modernization initiative
Manage research to support message (eg. Pollara) - develop key messages - manage plan of use of research - determine when and what research must be undertaken or renewed	-Pollara plan of use in place	MAC	-Plan of use to be reviewed by ED and feedback brought to MAC meeting in July 2013
-Industry Statistics	- identify and keep current statistics from LIMRA and CAFII research	ED	-overlapping responsibility with DMC. Referred/delegated to DMC.
-Webinars Develop and offer webinar education Determine distribution of webinar material	-develop / oversee development of new webinars -review and keep webinars current -track who has seen which webinars -plan number of webinars per year, have list of upcoming webinars -deliver webinars Budget allocation request \$10,000	ED	-Digital commerce and social media webinar, developed by Davis Yoo and Debbie Dimoff of PwC, delivered to CCIR audience on May 30, 2013. -Topic and timing of next webinar for CCIR under consideration.

Media Response Taskforce

Membership: Taskforce consists of any two members of the Media and Advocacy Strategy committee plus Brendan Wycks.

Purpose: Deal with media issues as they arise. Make recommendation to Board communications committee (Members: Mark Cummings, Scotialife Financial; Dave Minor, TD; Rick Lancaster, CIBC; Julie Barker-Merz BMO)

CAFII Priorities by Committee – June 21, 2013

Networking and Events Committee

Membership: 1 Chair - 2 members , EOC chair is an ex-officio member

Chair: Paul Yeung RBC 2) Maria Sanchez –Chung TD 3) Ex-officio: Jennifer Hines Resources: Leya Duigu, Brendan Wycks

Mandate : Operate CAFII events and receptions to maintain contact with regulators, associate members and other key stakeholders.

Priority	Activities	Status
Plan Quarterly Speaker and reception events, and member-only event	-February Speaker Event (members only)	-Moved to March 26, 2013, with Jane Carr, Vice-President and Managing Attorney, Assurant Solutions, Atlanta, speaking on “Issues, Challenges and Opportunities in U.S. Debt and Other Protection Products.” -Completed and successful
	-April 10, 2013 CAFII 15 th Anniversary Event	-Completed and successful
	-June AGM/Regulator Reception Event	-Completed and successful. Doug McPhie, Ernst & Young’s Canadian Insurance Leader, was speaker on “2013 Canadian Life Insurance Outlook” for Regulator Reception event on June 11, 2013
	October Speaker Event	
	December Reception	
Keep current lists of key contacts		
Christmas cards to key contacts?		
Seek out other opportunities to meet with contacts (eg. corporate table)		