

**EXTENDED HEALTH CARE PLAN JOINT BOARD OF TRUSTEES
2024 BENEFIT PLAN GOVERNANCE SELF-ASSESSMENT QUESTIONNAIRE**

1. Fiduciary Responsibility

The Joint Board of Trustees has fiduciary responsibilities to Plan members and beneficiaries. The Joint Board of Trustees may also have other responsibilities to other stakeholders.

- a) Have you identified your fiduciary and other responsibilities to Plan members and beneficiaries?

Yes

Comments/Reference/Actions

Section 2 of the Extended Health Care Plan Joint Board of Trustees' (the Board, the JBT) Governance Manual outlines the Board's position regarding benefit plan governance.

The Board has decided to adopt, as applicable to the Board, the governance principles established by the Canadian Association of Pension Supervisory Authorities (CAPSA).

As stated in subsection 2.01 of the Board's Governance Manual, the Board has an inherent fiduciary obligation to plan beneficiaries.

Section 10 is the Charter of Expectations, which sets out the specific responsibilities of the Board, and the individual roles and responsibilities of the members of the Board in its role as administrator of the Trust.

Section 11 of the Board's Governance Manual outlines the Board's Standard of Care with respect to its fiduciary duties, the: Duty of Due Diligence, Duty of Loyalty, and Duty of Care.

Section 12 of the Board's Governance Manual outlines the Code of Conduct and Conflict of Interest Procedures the Board is to follow. This section lists the fiduciary duties that apply to the members of the Board and indicates that: "These duties apply to the members of the Board in their capacity as trustees of the Trust and as administrators of the Plans.". The Code of Conduct and Conflict of Interest Procedures was signed by members of the Board in January 2024.

b) Have you identified any responsibilities to other stakeholders?

Yes

Comments/Reference/Actions

Section 2 of the Board's Governance Manual indicates that the Board is responsible to the insured employees and their employers.

The answer provided regarding responsibilities to beneficiaries (Question 1 a), applies to the responsibilities to other stakeholders.

c) Do any delegates have fiduciary duties?

Yes

Comments/Reference/Actions

The specific responsibilities of Plannera Pensions and Benefits (Plannera), the plan administrator, are outlined in Section 10.03. Plannera treats these responsibilities as fiduciary in nature.

If yes, has the fiduciary role been clearly identified and communicated to the delegates?

Yes

Comments/Reference/Actions

Section 10 of the Board's Governance Manual defines the roles of the Board and Plannera.

d) Is there a clear delineation between the Plan administrator and other roles?

Yes

Comments/Reference/Actions

Section 10 of the Board's Governance Manual defines the roles of the Board and Plannera.

2. Governance Framework

The Board should establish and document a governance framework for the administration of the Plan.

- a) Have you established and documented a governance framework for the administration of the Plan?

Yes

Comments/Reference/Actions

Section 2 of the Board's Governance Manual outlines the Board's position regarding benefit plan governance.

The Board has decided to adopt, as applicable to the Board, the governance principles established by CAPSA.

Section 3 of the Board's Governance Manual outlines the Board's Purpose and Mission statements.

3. Roles and Responsibilities

The Board should clearly describe and document the roles, responsibilities, and accountability of all participants in the Benefit Plan governance process.

- a) Have the roles and responsibilities, including any necessary delegation, for the effective governance of the Plan been identified?

Yes

Comments/Reference/Actions

Section 10 of the Board's Governance Manual, the Charter of Expectations, identifies the roles and responsibilities of the Board.

Appendix A to the Board's Governance Manual identifies the delegation of the Board's duties and responsibilities.

- b) Have you clearly documented expectations for yourself and each of your delegates?

Yes

Comments/Reference/Actions

The following sections of the Board's Governance Manual clearly document the expectations in the Plan governance process:

Section 5: Identifies the information to be received by the Board.

Section 9: Defines the role of the Settlers of the Trust, the Board's responsibilities, as well as the role of Plannera.

Appendix A: Identifies how the duties and responsibilities have been delegated in order to fulfill the obligations found in Section 9.

- c) Do you appropriately document decisions related to the Plan?

Yes

Comments/Reference/Actions

Meeting materials and minutes of Board meetings provide a record of all Board decisions related to the Plans.

4. Performance Monitoring

The Board should establish and document performance measures to monitor the performance of participants in the governance and administration of the Plan.

- a) Have you established and documented clear measures for assessing the performance of all participants in the governance process?

Yes

Comments/Reference/Actions

The Board's administrator, Plannera, and the insurance carrier, are the service providers that have decision-making authority within the scope of the Board's policies, contracts and legislation that appoints the service providers.

Plannera's quarterly reports to the Board document Plannera's performance with regard to its administrative responsibilities for the Plans. The report that the Board receives consists of Plannera's self-reporting on its performance, which the Board has determined is appropriate for the Board's governance processes.

In terms of other service providers, regular performance and contract reviews are in place. The contracts in place for service providers of the Plans are to be reviewed to ensure all expectations are specifically included in the contracts.

The Periodic Checklist, which is provided as per section 7.02 of the Board's Governance Manual, provides a list of the contracts which are to be reviewed in the year the contract is due, as well as contracts without fixed terms, which are to be reviewed every six years.

- b) Do you have a regular performance monitoring, review and remedial process for all participants in the governance process?

Yes

Comments/Reference/Actions

The Board's administrator, Planner, and the insurance carrier, are the service providers that have decision-making authority within the scope of the Board's policies, contracts and legislation that appoints these service providers.

Planner's quarterly reports to the Board document Planner's performance with regard to its administrative responsibilities for the Plans. The report that the Board receives consists of Planner's self-reporting on its performance, which the Board has determined is appropriate for the Board's governance processes.

5. Knowledge and Skills

The Board, directly or with delegates, has the duty to apply the knowledge and skills needed to meet Plan administrator's responsibilities.

- a) Have you established an ongoing process to identify and fill any gaps in the knowledge and skills needed for the effective governance and administration of the Benefit Plan?

Yes

Comments/Reference/Actions

The Board has set out the Board member responsibilities (section 10.02 of the Governance Manual).

Section 11, the Standard of Care, indicates that Board members assume responsibility in the following areas:

*Duty of Due Diligence;
Duty of Loyalty; and
Duty of Care.*

As administrator of the Plans, Plannera has in place an education plan and philosophy for its management and staff.

The Board has set out a formal education program for Board members (Section 9 of the Governance Manual). Board members' progress through the program is tracked and reported on a quarterly basis in Plannera's quarterly Administration Report to the Board.

- b) Does the Board, together with all delegates, have the necessary qualifications, resources and experience?

Yes

Comments/Reference/Actions

The Board's delegation to its service providers, as well as its expectations of its service providers, is documented in its Governance Manual.

The Board retains an actuary, legal counsel, and insurance carrier to assist the Board in carrying out its duties.

The Board has set out a formal education program for Board members (section 9 of the Governance Manual) and Board members' education is reported to all Board members.

6. Governance Information

The Board should establish and document a process to obtain and provide to governance participants appropriate information to meet fiduciary and other responsibilities.

- a) Have you established and documented a process to obtain and provide to governance participants appropriate information to carry out your fiduciary and other responsibilities?

Yes

Comments/Reference/Actions

Section 7 of the Board's Governance Manual outlines the information to be received by the Board.

7. Risk Management

The Board should establish and document a framework and ongoing processes, appropriate to the Plan, to identify and manage the Plan's risks.

- a) Have you identified, assessed and prioritized the Plan's risks?

Yes

Comments/Reference/Actions

The Risk Management Plan articulates the key broad-based risks identified in the Plans. The Board approved its Risk Management Plan for 2024, at its meeting on March 26, 2024.

- b) Do you have a continuous process to monitor and manage these risks?

Yes

Comments/Reference/Actions

See answer to 7 a)

8. Oversight and Compliance

The Board should establish and document appropriate processes to ensure compliance with the legislative requirements and Plan documents.

- a) Have you identified the legislative requirements, plan documents and any regulatory or plan-specific policies that apply to the Benefit Plan?

Yes

Comments/Reference/Actions

Section 10.02 of the Governance Manual identifies the Trust Agreement as the document that establishes the powers and responsibilities of the JBT to administer the Trust. The Governance Manual also references current pertinent legislative documents.

Do you have a documented process to ensure you comply with legislative requirements and Benefit Plan documents and policies?

Yes

Comments/Reference/Actions

The Periodic Checklist is the mechanism used to ensure Plan compliance. The final Periodic Checklist for 2023 was received on March 26, 2024. The interim Periodic Checklist for 2024 was prepared in 2024 and received on January 28, 2025.

The Provincial Auditor undertakes an annual review of compliance with plan documents, administrative policies and legislative requirements. The Provincial Auditor reported to the Board its findings at the Board's meeting of March 26, 2024. The Provincial Auditor noted that internal controls were effective in all material respects and the Plans had complied with legislative and related authorities in all material respects.

- b) *If yes, does this process include a regular review to monitor changes to support future compliance?*

Yes

Comments/Reference/Actions

Plannera monitors legislative changes that may affect the Plans on an ongoing basis. Exceptions or information on changes that would not directly affect the Plans but could affect Plan members are reported to the Board.

9. Transparency and Accountability

The Board should establish and document a communication process with the aim to be transparent and accountable to Plan members, beneficiaries and other stakeholders.

Have you established and documented a communication process that:

- a) Provides plan members, beneficiaries and other stakeholders with access to information about the benefits plan as required by applicable legislation as well as any other information that you have identified as appropriate?

Yes

Comments/Reference/Actions

The Plans' governance by the Board is outlined in the Trust Agreement. A section on Plan Governance is available on the website that outlines the review process in place that the Board uses regularly to assess its governance practices. The Member Booklets are available on the website.

- b) Informs plan members and beneficiaries about the process for asking questions and raising concerns?

Yes

Comments/Reference/Actions

Contact information is provided on the Plans' website and in the Member Booklet. The Member Booklet is available on the Plans' website.

- c) Communicates how important decisions are made?

Yes

Comments/Reference/Actions

The Trust Agreement establishes the powers and responsibilities of the Board to administer the Trust.

The Board's Governance Manual lists the information to be received by the Board and the rules and procedures for reviewing and acting on information.

- d) Informs members about the risks, benefits, options and responsibilities of membership in the Benefit Plan?

Yes

Comments/Reference/Actions

The Member Booklet, available on the Plans' website, outlines the Plan provisions and the responsibilities of members.

10. Code of Conduct and Conflict of Interest

The Board should establish and document a code of conduct, incorporating a policy to manage conflicts of interest.

- a) Do you have a code of conduct that sets out the expected behaviour for Board members and delegates?

Yes

Comments/Reference/Actions

Section 13 of the Governance Manual is the Board's Code of Conduct and Conflict of Interest Procedures. Annually, all members of the Board review and sign a Code of Conduct and Conflict of Interest form. The Board signed its Code of Conduct and Conflict of Interest Procedures in January 2024.

- b) Does the code of conduct incorporate a conflict of interest policy that identifies and addresses potential conflicts of interest that may arise in particular circumstances, whether actual or perceived?

Yes

Comments/Reference/Actions

See response to 10 a)

- c) Do the delegates have a code of conduct that incorporates a conflict of interest policy?

Yes

Comments/Reference/Actions

Plannera adheres to strong governance practices and processes and, by agreement, follows the governance processes of the plans it administers.

On a biennial basis, service providers are requested by Plannera to provide confirmation that the service providers maintain a Code of Conduct policy, and a Business Continuity Plan.

This review was last completed in 2023, and all service providers confirmed that they maintain a Code of Conduct policy and a Business Continuity Plan.

The next review will be conducted in 2025.

- d) Do you have processes in place to receive appropriate disclosure from your delegates of conflicts and any breaches of the code of conduct?

Yes

Comments/Reference/Actions

Members of the Board are asked to declare any conflicts of interest at each meeting.

11. Governance Review

The Board should establish and document a process for the regular review of the Plan's governance framework and processes.

- a) Have you established and documented a process for a regular review of your Benefit Plan's governance?

Yes

Comments/Reference/Actions

Section 15 of the Governance Manual provides for an annual review of the Plans' governance (this questionnaire). The Governance Manual was last reviewed in fall 2024 and presented to the Board at its meeting on January 28, 2025.

- b) Does your governance review process include methods to address identified governance shortfalls?

Yes

Comments/Reference/Actions

See the answer to 11 a)

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