



## **GROUP BENEFITS COMMITTEE TERMS OF REFERENCE**

### **SECTION 1 – PURPOSE & OBJECTIVE**

- 1.1 The primary role of the Group Benefits Committee (hereafter called “the Committee”) is to make recommendations to the Board of Governors (hereafter called “The Board”) with respect to the employee benefit programs. The Executive Director of Human Resources will bring forward to the Board any recommendations. The Committee is not a decision-making body but rather acts as an advisor to the Board and employee groups through the following duties and responsibilities.
- 1.2 Through responsible stewardship, the objective of Acadia’s Group Benefit Plan is the continuation of a comprehensive and financially sustainable benefit program with the focus on promotion and support of employee wellness.
- 1.3 Where collective agreements reference committees in relation to employee group benefits, it is understood that the reference is being made to the Group Benefits Committee, regardless of name/title given to the committee.

### **SECTION 2 - TERMS OF REFERENCE**

- 2.1 Group Benefit Plan (hereafter called the "Plans") refers to the Group Life, Optional Life, Long Term Disability, Accidental Death and Dismemberment, Health and other benefit plans as determined from time to time.
- 2.2 The Committee shall further the purpose and objective outlined in Section 1 and shall at all times act in the best interest of the Plans.
- 2.3 The Committee shall make recommendations to the Board with respect to the design and management of the Plans, rate changes, implementation of legislated changes and the review and selection of plan carriers.
- 2.4 The Committee will be responsible for developing the knowledge and skills to carry out their terms of reference. The Committee shall also be responsible for keeping abreast of benefits trends and products and for reviewing and monitoring claims experience, financial data, and other reports and information relevant to the Plans.
- 2.5 The Committee shall promote employee awareness and general understanding of the various Plans.

### **SECTION 3 - COMMITTEE MEMBERSHIP**

3.1 The following will comprise the Committee:

Voting Members

- 1 Senior Administrator
- 2 representatives from AUFAs
- 1 representative from SEIU
- 1 representative from AUPAT
- 1 representative from the Board of Governors

Non-Voting Members

Human Resources representative(s) in the role of a resource to the committee and recording secretary.

3.2 The Committee members will be appointed by their respective groups.

3.3 Each group will be responsible to ensure:

- (a) their membership on the Committee is filled; and
- (b) their appointees are committed to the objectives of the Committee.
- (c) The Chair of the committee will be required to notify the respective group if any members are absent for two consecutive meetings, or have missed more than three meetings in a 12-month period.

3.6 The Committee shall be chaired by the Executive Director of Human Resources or their designate. The chair will have a vote only in the event that the chair is a voting member.

3.7 Acadia's benefit consultant will act as a resource to the Committee to assist the members in developing the knowledge and skills necessary to carry out the terms of reference. The benefit consultant will attend meetings as is necessary; and bring forward any recommendation deemed necessary for the operation of the plan.

#### **SECTION 4 – MEETINGS**

- 4.1 Regular meetings will be held semi-annually.
- 4.2 Special meetings may be called by the chair with a minimum of 7 days notice. An emergency meeting can be called with shorter notice with the agreement of all parties.
- 4.3 The agenda for each meeting will be set by the chair.
- 4.4 The committee will conduct a tri-annual review of the Plan every three years.
- 4.5 A meeting quorum shall be reached if 50% plus 1 member of the voting member of the Committee are present.

#### **SECTION 5 - DECISION MAKING**

- 5.1 It is expected that the Committee will reach all decisions by way of vote and recommendations will go forward to the Board a vote will rule with majority plus 1 of the voting members present.
- 5.2 Before a Plan change is recommended to the Board a vote of all participants in the Plan will be conducted. The decisions shall be determined by a simple majority of votes cast.

#### **SECTION 6 – COMMUNICATION**

- 6.1 The Committee will assist in the design, approval and delivery of communications concerning the Plans. The Committee will also be responsible for receiving comments concerning the Plans from the Employee Groups and communicating these comments to the Committee for review.
- 6.2 The Committee members shall maintain confidentiality of all items unless approved for disclosure by the Committee. The Committee shall adhere to all applicable Federal and Provincial privacy legislation.
- 6.3 Renewal reports, semi-annual experience, legislation updates or other information specifically requested by the committee regarding the Plans shall be made available to the Committee members by the benefit consultant.

**SECTION 7 – REVIEW TERMS OF REFERENCE AND APPROVAL**

- 7.1 A review of the Terms of Reference will be part of the Tri-Annual benefits review. Any changes to the Terms of Reference will be approved by the Board.
- 7.2 These Terms of Reference have been adopted by the Committee on March 17, 2008.
- 7.3 These Terms of Reference have been adopted by Senior Administration on March 25, 2009.