

Ministry of Education
Benefits Trust Branch
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2017: SB02

MEMORANDUM TO: Senior Business Officials
Secretary-Treasurers of School Authorities (Isolate Boards)
Business Administrators (Section 68 School Authorities)

FROM: Romina Di Pasquale
Director (A)
Benefits Trust Branch

DATE: January 23, 2017

SUBJECT: **Employee Life and Health Trusts (ELHT) – Implementation and Wave Update**

As a follow-up to **2016:SB39 – Implementation Engagement and Supports**, the ministry is providing an update to school boards on the transition waves for the transfer of employee benefits to the ELHTs.

Trust Migration Update

As communicated previously, lessons learned from Wave 1 implementation resulted in a number of improvements, including the establishment of the Benefits Trust Resolution and Action Committee (TRAC), a sub-committee of the Central Coordinating Committee to address and resolve operational and technical issues arising from the transition in a collaborative and tactical manner.

The consensus of the Trust Resolution and Action Committee (TRAC) is that there needs to be better preparation for future waves and that all employees should have a first-class experience with the enrolment and the receipt of benefits from the trusts.

Over several meetings which began in December 2016, it became apparent that the readiness of school boards' Human Resource Information Systems (HRIS) is a critical success factor in the migration of employees into the trusts, and that certain HRIS platforms were better prepared for the transition than others. As a result, the list of boards participating in Wave 2 has been modified and a number of school boards slated for

Wave 2, will now be placed in a subsequent wave. Wave 3 has an implementation date of February 1, 2017, and is reserved for French school boards only.

As well, tentative schedules for Wave 4 (April 1, 2017) and Wave 5 (June 1, 2017) have been developed as a result of TRAC recommendations and accepted by the ELHTs. Wave 5, which was previously intended to accommodate other employee groups, has been extended to transition some teacher and education worker groups and includes boards that were originally scheduled for Wave 2.

Please see **Appendix A** for a revised list of school boards waves. It is important to note that delaying school boards' transition to the Trust does not exempt boards from working diligently towards the trust implementation.

School boards that are no longer in Wave 2 should ensure they communicate this change with the appropriate stakeholders, including their employees and their insurance carrier so that benefit coverage will continue. School boards are encouraged to reach out to their trustees' associations for further details on board specific circumstances, and other questions related to the transition.

As a reminder to boards that are transitioning employee groups to benefit trusts over multiple waves, provision of benefits must continue for those employee groups (i.e., CUPE, PVPs, non-union, EWAO, OCEW and other groups including eligible retirees) who transition at a later date.

Additional Supports

As communicated previously in **2016:SB 39**, the ministry has requested school boards to collect information about their incremental one-time costs that are directly related to the transition of employee benefits to the trusts. The ministry is requesting that boards collect information on expenses directly related to the transition of employee benefits to the trusts, such as costs for Human Resources, Information System (HRIS) upgrades or patches and additional time for staff (information technology, human resources, payroll, accounting or other) up to March 31, 2017.

TRAC is also working on the development of an electronic repository of implementation documents, process maps, FAQs and timelines for school boards who are preparing to transition to an ELHT. Further communications will be sent from TRAC over the coming weeks.

We continue to thank school board staff, the trustees' associations, the federations, OTIP, the established ELHTs, and other key stakeholders for working hard and collaboratively towards one of the biggest transformation projects in the Ontario education sector. We are appreciative of the time and effort spent by all parties towards ensuring a successful transition.

For any questions, please contact Brad Partington at Brad.Partington@ontario.ca or (416) 326-3804 or Emily White at Emily.White@ontario.ca or (416) 325-8790.

Original signed by

Romina Di Pasquale
Director (A)
Benefits Trust Branch

Attachment: Appendix A

- cc. Joshua Paul, Assistant Deputy Minister (A), Financial Policy and Business Division
- Doreen Lamarche, Executive Director (A), Fiscal & Financial Planning
- Teacher Federations
- Education Worker Unions
- Principal and Vice-Principal Associations
- Education Council of Associations for Benefits
- Trustee Associations
- Ontario Teachers Insurance Plan

APPENDIX A – Migration to Employee Life and Health Trusts (Waves 2 & 3)

WAVE 2	WAVE 3
Algoma DSB (<i>ETFO only</i>)	Conseil des écoles catholiques du Centre-Est
Bluewater DSB	Conseil des écoles publiques de l'Est de l'Ontario
Brant Haldimand Norfolk CDSB	CSC de district des Grandes Rivières
DSB of Niagara	CSC du Nouvel-Ontario
DSB Ontario North East	CSC Franco-Nord
Halton CDSB	CSC Providence
Hamilton-Wentworth CDSB	CSDC Centre-Sud
Huron-Perth CDSB	CSDC de l'Est Ontarien
Keewatin Patricia DSB (<i>OSSTF only</i>)	CSDC des Aurores Boréales
Waterloo CDSB	CSD du Grand Nord de l'Ontario
York CDSB	Conseil scolaire public du Nord-Est de l'Ontario
	Conseil scolaire Viamonde

WAVE 4 *	WAVE 5*
Algoma DSB	Algonquin-Lakeshore CDSB
Avon Maitland DSB	Bruce-Grey CDSB
Bloorview School Authority	Dufferin-Peel CDSB
Durham CDSB	Grand Erie DSB (<i>OSSTF only</i>)
Durham DSB	Keewatin-Patricia DSB
CDSB of Eastern Ontario	Lakehead DSB
Grand Erie DSB (<i>ETFO only</i>)	Near North DSB
Greater Essex County DSB	Niagara CDSB
Hamilton-Wentworth DSB	Nipissing CDSB
Hastings & Prince Edward DSB	Northeastern CDSB
Huron-Superior CDSB	Ottawa CDSB
Kenora CDSB	Superior-Greenstone DSB
Lambton Kent DSB	Upper Canada DSB
Limestone DSB	Windsor Essex CDSB
London DCSB	York Region DSB
Northwest CDSB	
Peterborough VNC CDSB	Centre Jules Leger
Rainy River District School Board	The Ernest C Drury School for the Deaf
Simcoe Muskoka CDSB	The Roberts School for the Deaf
St. Clair CDSB	The Sir James Whitney School for the Deaf
Sudbury CDSB	W. Ross Macdonald School
Superior North CDSB	Amethyst School
Toronto CDSB	Sagonaska School
Toronto DSB	Trillium School
Trillium Lakelands DSB	James Bay Lowlands Secondary School Board
Upper Grand DSB	Moosonee
Waterloo CDSB	Moose Factory
Wellington CDSB	Campbell Children's School Authority
	John McGivney Children's Centre School Authority

* Subject to change