

{Date}

{name of carrier}

{address}

Attn: {name of account executive}

Dear {name}

**RE: Benefit Plans Reserves and Surpluses**

As you are aware employee benefits in the Ontario education sector are undergoing a substantive transformation; moving from local school boards to provincial employee life and health trusts (ELHTs). The ELHTs are trusts which are arms-length from the school boards. Part of the agreement to transfer benefits to the ELHTs requires school boards to transfer a portion of the surpluses and deposits on hand to the appropriate ELHT to add to the claims fluctuation reserve of the ELHT. While the benefits for employee groups are transferred to the ELHTs in “waves” over the transition period, the surpluses for purposes of transition to the ELHT may be established at the date the first employee group transitions to an ELHT. In order to establish these amounts we require a statement from you regarding the amount of reserves, surpluses and deposits on hand as at that date. We have confirmed with your head office that it is possible to provide such a statement, although we understand that this may be an estimate and not necessarily a final statement.

In this regard, please provide a statement of reserves, surpluses and deposits on hand as at {to be completed by the board} for all benefits groups or divisions, or a consolidated statement, as appropriate, and email to {name of designated school board staff} at {email address} and copy to [benefits@ontario.ca](mailto:benefits@ontario.ca).

Thanks you for your prompt attention to this request.

Sincerely,