



January 2025

EMPLOYEE BENEFITS PROGRAM

Benefits at a Glance

EXTENDED HEALTH CARE

Prescription Drugs	
Coinsurance	90%
Maximum	Unlimited
Deductible	None
Drug Formulary	Lowest priced equivalent

LOWEST PRICED EQUIVALENT

Reimbursement will be made for the cost of the lowest priced equivalent drug based on specific provincial regulations, unless your medical or dental practitioner has written that there is to be no substitution of the prescribed drug or medicine.

Supplemental Health	
Coinsurance	90%; 100% for Hospital & Vision
Hospital Accommodation	Semi-Private
Private Duty Nursing	\$10,000 per person, per calendar year(s)
Paramedical Practitioners	\$500 per practitioner, per calendar year for the following practitioners: Acupuncturist, Massage Therapist, Occupational Therapist, Osteopath, Physiotherapist, Podiatrist/Chiropodist, Speech Therapist. \$750 combined maximum, per calendar year, for the following practitioners: Psychologist/Social Worker/Clinical Counsellor/Psychotherapist,
Medical Equipment & Supplies	Included – 80% coinsurance
Custom Orthotic Inserts	\$175 per benefit year
Orthopaedic Shoes	\$250 per benefit year
Hearing Aids	\$500 per 5 benefit years
Eye Exams	1 exam, per 2 benefit years
Vision	\$250 per person, per 2 benefit years
Vaccines	Included
Fertility Drugs	\$2,400 per lifetime

DENTAL CARE

Dental Plan	
Basic Services	90%
Major Restorative	50%
\$2,000 per person, per benefit year combined Basic and Major	
Recall Exams	Once every 6 months
Units of Scaling	10 units (2 units for children under the age of 13)
Fee Guide	Current

OUT OF PROVINCE/COUNTRY

Emergency Travel	
Coinsurance	100%
Maximum	\$3,000,000 per lifetime
Number of Days Limited	60 days per trip



SHORT TERM DISABILITY

Benefit Schedule	66.7% of weekly earnings
Waiting Period	1 st day of total disability – 8 th day illness or 1 st day hospitalization.
Maximum / Non-Evidence Maximum	\$1,300
Maximum Benefit Period	26 weeks
Tax Status	Taxable

LONG TERM DISABILITY

Benefit Schedule	66.7% of monthly earnings
Maximum	\$7,500
Non-Evidence Maximum	\$3,500
Elimination Period	27 weeks
Definition of disability	2 year own occupation; any occupation thereafter
Tax Status	Taxable



Employee Basic Life and Accidental Death & Dismemberment

Benefit Schedule	2x annual salary
Maximum	\$750,000
Non-Evidence Maximum	\$150,000
Reduction Schedule	50% at age 65

Dependent Life

Spouse	\$10,000
Child	\$5,000

Beneficiary Designation

- You should review your beneficiary designation periodically to ensure that it reflects your current intentions. If no beneficiary has been designated your benefit will be payable to your estate and subject to additional taxes.



When Coverage Ends

Your coverage ends on the earlier of:

- the date you retire, terminate employment or are no longer eligible to participate
- Employee Life; the date you turn age 70
- AD&D; the date you turn age 70
- Dependent Life; the date you turn age 70
- STD; the date you turn age 70
- LTD; the date you turn age 65
- Health and Dental; the date you turn 85

Eligibility

Plan Members are eligible the 1st of the month following date of hire, must be Canadian residents, permanent employees and actively at work:

Eligible dependents are:

- A spouse by marriage or other formal union recognized by law; or
- A partner of the same or opposite sex who is publicly represented as the plan member’s spouse; or
- A child who is not married or in any other formal union recognized by law and is under age 21; or is under age 25 (under age 26 in Quebec) if a full-time student and entirely dependent on the plan member.

Coordination of Benefits

Coordination of benefits (COB) allows you to maximize your benefit coverage when coordinating between multiple plans.

Who pays first?

- If you are covered as a member under a plan, that plan will always pay before a plan that covers you as a dependent.
- When both parents have plans and their children are covered under both as dependents, the plan of the parents who birth month (and day, if born the same month) falls earliest on the calendar year.

Lumino Health Virtual Care’s Employee Assistance Program (Powered By Dialogue)

Fast, reliable family service

Live, virtual sessions within 24 hours or next business day

Personalized support and follow-ups after each session

24/7 immediate assistance for members

Family coverage for immediate family members and dependents

Dialogue’s in-house multidisciplinary team to support majority of issues

Can consult for an unlimited number of cases (a case is defined as a distinct issue)

Modern, digital platform

User-friendly application available Canada-wide via mobile and Web

Flexible, convenient access to Dialogue Care Team including live chat and video call

On-demand access to self-guided articles and tips for a variety of wellness topics

Breadth of support; Focused on Team Member needs

Mental Health

Family and Relationships

Child and Elder Care

Work and Career

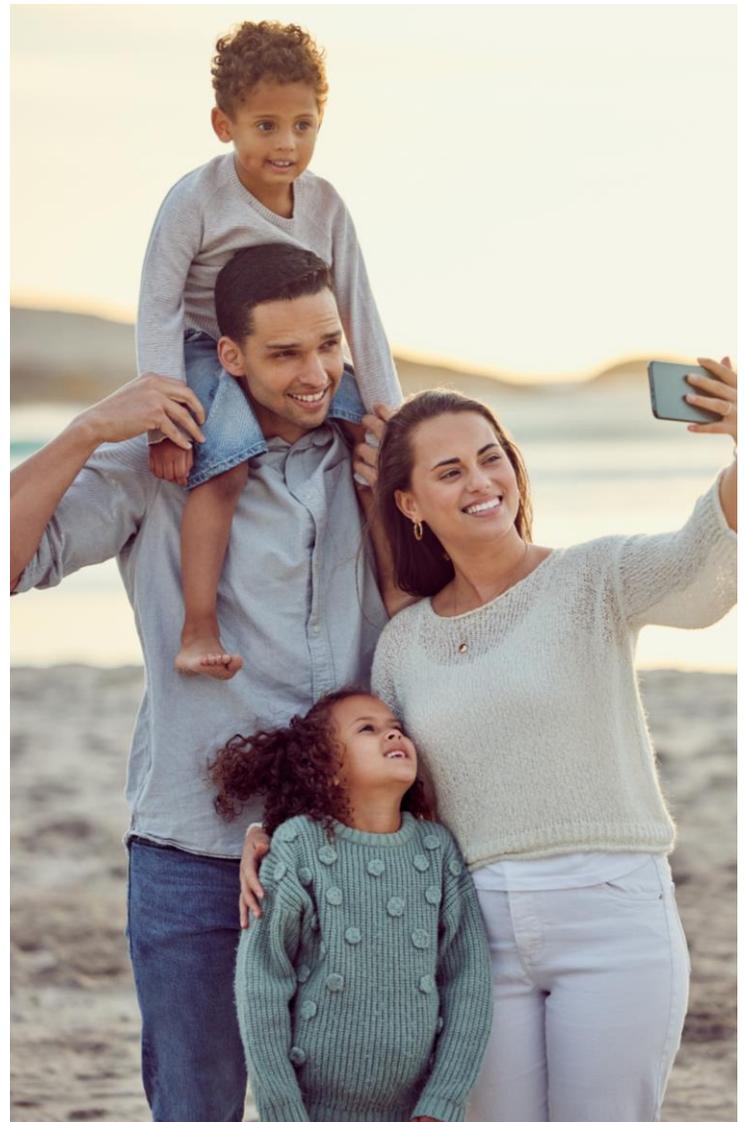
Legal and Financial

Manager Consultation and Referral

Key Benefits

- 100% seamless virtual care experience, all in one place
- provides support with mental health, family & relationships, legal services, financial services, and so much more for team members and their dependents
- 24/7 in-app access for immediate assistance
- easy access and in-app appointment booking

This virtual EAP gives you and your dependents a fully integrated health platform. You can quickly and easily connect to your EAP through the Lumino Health Virtual Care mobile app or online.



RETIREMENT SAVINGS

Your Make Sense Team at Cowan Insurance Group provides a complimentary and confidential service to help you maximize your retirement savings through the Taboola Group Registered Retirement Savings Plan (RRSP).

We can help you:

- Understand the plan
- Determine your investment goals
- Invest according to your personal timelines and risk tolerance

Access to your personalized Make Sense Team is as easy as calling 1-866-345-8256 (Mon - Fri, 8:30am to 5pm EST) or emailing makesense@cowangroup.ca.

RETIREMENT SAVINGS PLAN

	RRSP
Membership	Membership is voluntary
Eligibility	60 th day of employment
Earnings	Basic salary; option to roll bonus to RRSP
Employee Contributions	Employees can make contributions into the RRSP up to their individual annual contribution limit
Employer Contributions	Kapitus will match employee contributions at a rate of 25% to a maximum employee contribution of 6% (maximum employer match of 1.5%)
In-service Withdrawals	Allowed; subject to withholding tax
Default fund	Target date fund at age 65

It's less expensive than you think to save for a comfortable retirement!





Keeping your personal information up-to-date

To ensure that coverage is kept up-to-date for yourself and your dependents, it is important that you report changes to Human Resources.

- Change in dependent status, i.e. over-age dependent
- Change of beneficiary
- Life event, i.e. marriage, separation, birth of child
- Change of name, address, etc.

When it comes to your benefits, get **SMART!**

- S** - Share the cost through coordination of benefits
- M** - Make informed decisions
- A** - Ask questions of your healthcare providers
- R** - Review your usage and revise if necessary
- T** - Take action to improve your overall health

Sun Life

Customer Service 1.877.786.5433

mysunlife.ca

Policy #TBD



Employee Group Benefits Presentation - January 1st, 2025

Agenda

- January 1st Implementation with Sun Life
- Benefits Overview
- Value-added Benefits
- Administrative Considerations & Resources
- Questions/Discussions

Group Benefits with Sun Life

Introducing our New Plan

- New Benefits Program through Sun Life Financial effective January 1st, 2025
- Welcome emails will be sent toward the end of December – very important to complete this registration
 - Add your dependent(s)
 - Complete your beneficiary designation
 - Add your direct deposit information for claim reimbursement
 - Download your digital benefit card



Benefits Overview

Benefits Summary

Life and Accidental Death & Dismemberment (AD&D)

Benefit Schedule

2x annual earnings

Maximum

\$750,000

Reduction Schedule

50% at age 65

Conversion

Included

Dependent Life

Spouse

\$10,000

Child

\$5,000



Benefits Summary

Extended Health Care

Drug Plan Details

Deductible

None

Maximum

\$10,000 per year

Coinsurance

90%

Dispensing Fee

None

Drug Formulary

Lowest Priced Equivalent

Preventative Vaccines

Included

Fertility Drugs

\$2,400 lifetime maximum



Benefits Summary

Supplemental Health

Coinsurance

90%;
100% for Hospital & Vision

Private Duty Nursing

\$10,000 per benefit year

Hospital Accommodation

Semi-Private

Vision Care

\$250 per 2 years

Eye Examinations

1 exam, per 2 years

Medical Equipment & Supplies

Included

Orthotic Devices

\$175 per benefit year

Orthopedic Shoes (Custom)

\$250 per benefit year

Hearing Aids

\$500 per 5 benefit years



Benefits Summary

Paramedical Services

Coinsurance

90%

\$500 per practitioner, per calendar year for the following practitioners:

- Acupuncturist
- Massage Therapist
- Occupational Therapist
- Osteopath
- Physiotherapist
- Podiatrist/Chiropodist
- Speech Therapist

Paramedical Practitioners

\$750 combined maximum, per calendar year, for the following practitioners:

- Psychologist/Social Worker/Clinical Counsellor/Psychotherapist,



Benefits Summary

Out of Province / Country

Coinsurance

100%

Emergency Maximum

\$3,000,000 per lifetime

Number of Days Limited

60 days per trip



Benefits Summary

Dental Care

Preventative/Basic Services

90% coinsurance

Major Restorative

50% coinsurance

Maximum

\$2,000 per person, per benefit year
combined Basic & Major

Recall Examinations

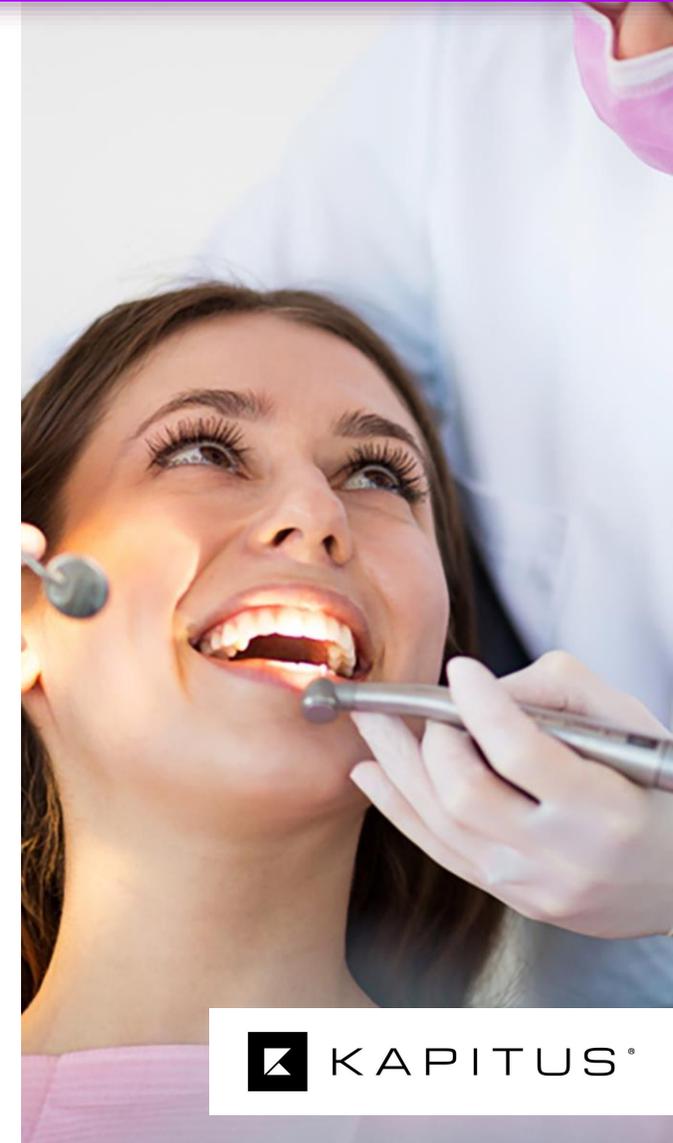
Once every 6 months

Units of Scaling

10 units

Fee Guide

Current



Benefits Summary

Short Term Disability

Benefit Schedule

66.7% of weekly basic earnings

Maximum / Non-Evidence Maximum

\$1,300

Maximum Benefit Period

26 weeks

Tax Status

Taxable



Benefits Summary

Long Term Disability

Benefit Schedule

66.7% of monthly basic earnings

Maximum

\$7,500

Non-Evidence Maximum

\$3,500

Elimination Period

26 weeks

Tax Status

Taxable



Value Added Benefits

Lumino Health Virtual Care & Employee Assistance Program (EAP)

Powered by Dialogue

You can use the Virtual walk-in clinic to get a consult for:

- Health
- Renew a prescription
- Consult for nutrition
- Mental Health
- Family and relationships
- Child and elder care
- Critical incidence response
- Legal and financial services
- Work and career

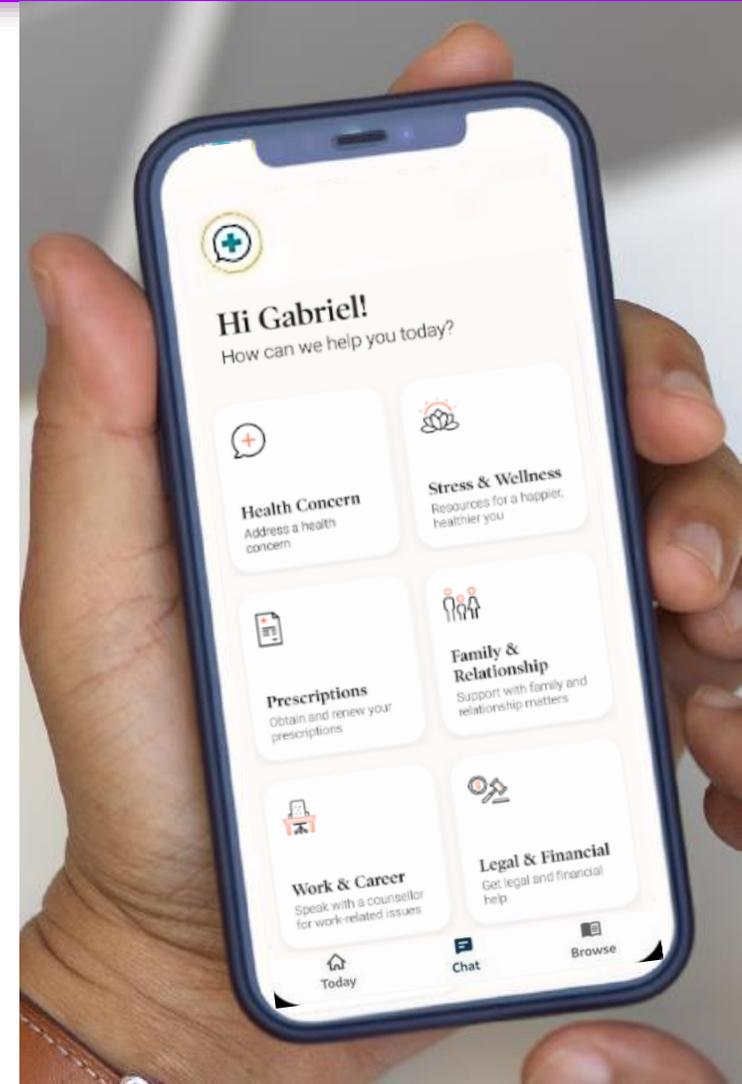
Your EAP is available 24/7, 365 days a year and is completely confidential*

Website: www.sunlife.ca/luminovc

Mobile App: Lumino Health Virtual Care

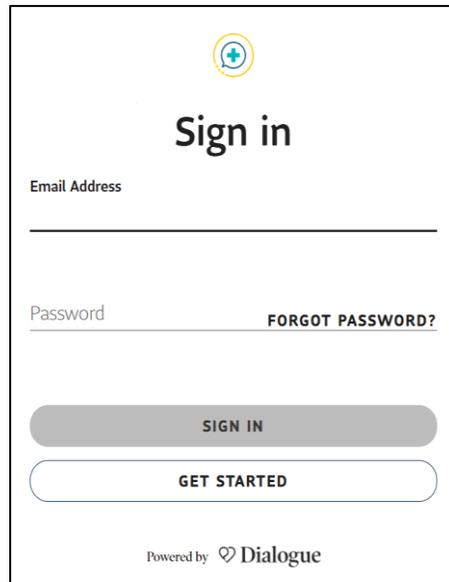
Phone: 1-844-342-3327

*within the limits of the law



Lumino Health Virtual Care Registration

Powered by Dialogue



Sign in

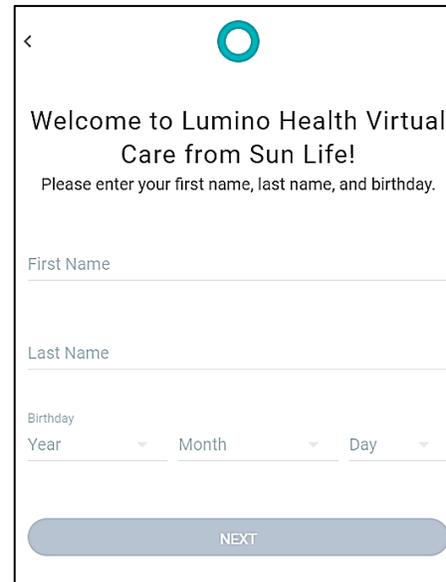
Email Address

Password [FORGOT PASSWORD?](#)

SIGN IN

GET STARTED

Powered by Dialogue



Welcome to Lumino Health Virtual Care from Sun Life!

Please enter your first name, last name, and birthday.

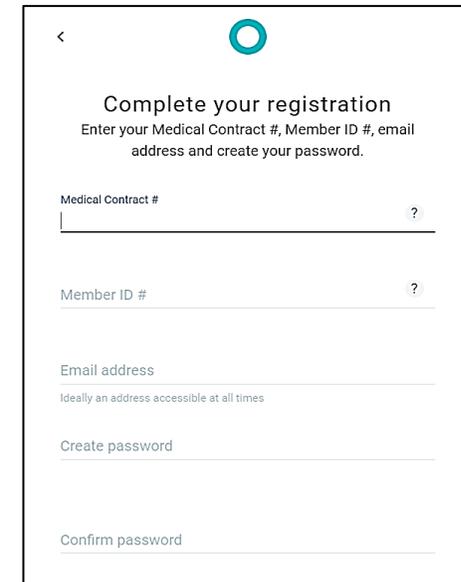
First Name

Last Name

Birthday

Year Month Day

NEXT



Complete your registration

Enter your Medical Contract #, Member ID #, email address and create your password.

Medical Contract # ?

Member ID # ?

Email address
Ideally an address accessible at all times

Create password

Confirm password

Website: www.sunlife.ca/luminovc

Mobile App: Lumino Health Virtual Care

Phone: 1-844-342-3327

LEADING THE WAY

My Sun Life mobile app ★★★★★

The **my Sun Life mobile app** is the highest rated group benefits app in Canada. It is consistently rated between 4 and 5 out of 5 on the App store and Google Play.



Facial recognition and fingerprint access to their account



Explanation of benefits and coordination of benefits on mobile



Coverage cards handy through the app and Apple Wallet



Lumino Resources & Offers



Find out what their plans cover and valuable resources



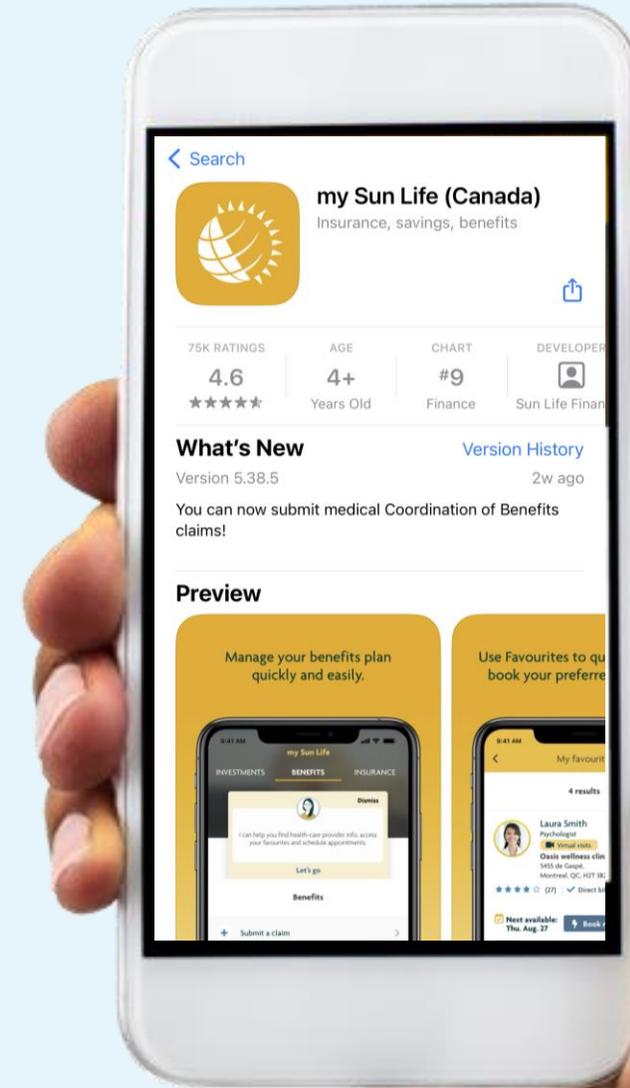
Easily swipe between your benefits, investments and insurance policies.



Get help faster by calling us from within the app



Submit a copy of a receipt or send us a form by snapping a photo



Client Care Centre (CCC)



1-800-361-6212

Available 8am to 8pm Eastern Standard Time

Our Service to you

- Click to call
- Chat now
- Private message
- First call resolution:
 - 75%
- Call centre average response time:
 - 70% of calls within 20 seconds
- Languages supported:
 - 189



Administrative Considerations

Dependents

Spouse:

Your legal Spouse, or a person continuously living with you in a role like that of a marriage partner for at least 12 months.

Child(ren):

Maximum age for dependent children is age 21, or 25 if attending college or university, unlimited if the child is physically or mentally disabled



Beneficiaries

“Help ensure that your family is financially safeguarded and take care of those closest to you!”

Please ensure that your beneficiary information is up to date.

If you do not name a beneficiary, benefits will be paid to your estate and will be subject to estate taxes and may be vulnerable to claims from creditors.



Coordination of Benefits

Did you know that you can recover up to 100% of your expenses if you coordinate claims with your spouse's group plan?

If you have a claim for yourself:

- Submit to your plan first.
- Submit any unpaid balances to the other insurance company for processing.

If you have a claim for your Spouse:

- Submit your spouses plan first.
- Submit any unpaid balances to your insurance company for processing

If you have a claim for a dependent Child:

- Submit to the insurance carrier of the parent whose birthdate falls earliest in the calendar year first.



Updating Information

To ensure that coverage is kept up-to-date for yourself and your dependents, it is important that you report any changes to Sun Life and your HR team.

These include:

- Life events, i.e. marriage, separation, birth of a child
 - Within 31 days of the life event
- Change of beneficiary
- Loss of spousal coverage
 - Within 31 days of the loss of coverage
- Change of name



Ongoing Support Services

Claims / Coverage Questions:

Internet site: [mySunLife.ca](https://mysunlife.ca)

- Current account balances
- Plan information
- Investment information
- Learning Center

Telephone: [1-877-SUN-LIFE](tel:1-877-SUN-LIFE)

Client Care Centre Representative:
available 8 a.m. to 8 p.m. ET any
business day

Operate live: in 189 languages

The screenshot displays the Sun Life mySunLife.ca website. At the top left is the Sun Life logo, followed by the text "my Sun Life". To the right are navigation links: "Find an advisor", "Get a quote", and "Tools & Resources". The main content area is split into two columns. The left column has a yellow background and contains a "Client sign in" form with fields for "Email/Access ID", a "Remember me" checkbox, a password field (represented by dots), and a "Sign in" button. Below the form are links for "Sign-in help" and "Register", and a note: "By signing in, you agree to these terms and conditions." At the bottom of this column is a link for "Plan sponsors and advisors". The right column features a large image of a smiling woman with long dark hair, wearing a patterned jacket, looking at her smartphone. Overlaid on the right side of this image is a white box with the text "my Sun Life Mobile" and "Drug coverage and alternatives at your fingertips." Below this text is a yellow button that says "Available now!".

commonwealth

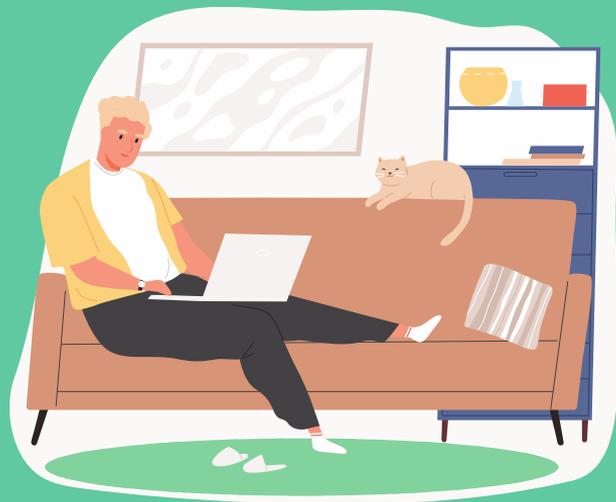
Save more. Retire happy.

Welcome to your new retirement plan!

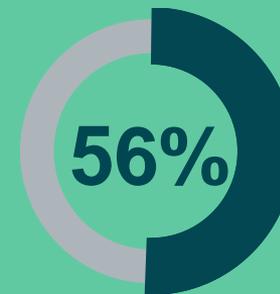




Planning for retirement is a challenge for many Canadians



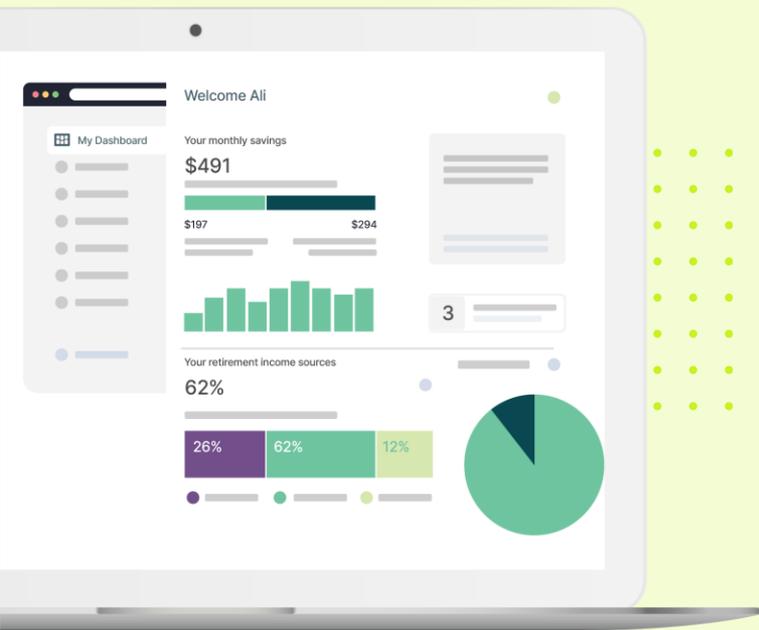
of Canadians are concerned about having enough money in retirement¹



of pre-retirees 50+ do not have a plan for retirement savings²



Your Plan



- Choice between RRSP, TFSA, or both
- Contribute directly from your paycheque (and get an up-front tax break for RRSP contributions)
- Contributions matched at **25% ratio**, up to **1.5%** of paycheque
 - Contribute **6.0%** to receive **1.5%**!
- Ability to consolidate your retirement saving and keep the plan for life!
- Available to all employees, 60-day waiting period for matching for new hires



THE POWER OF COMPOUND SAVING

Watch it grow

\$500 per month could
turn into **\$555,395** by
the time you need it.



40 years @ 1.25% fee



Let's talk fees...

1.25% vs 2.00%

COMMON WEALTH

BlackRock LifePath target date funds

AVERAGE RRSP



Investment Growth

What do high fees cost you?

get up to
\$92,365
more!



\$500 month



It's time to enroll!

Watch your inbox for your enrollment link – or to get help from an expert

common wealth

Hello Ali,

Enrollment is now open for the Common Wealth Plan, and we're excited to get you on the path to reaching your savings goals!

{{organizationName}} is leading the way by providing this nationally portable savings and retirement program to you and your colleagues.

[ENROLL NOW →](#)

Need a helping hand?

We're happy to offer you a guided enrollment, which you can schedule with Common Wealth, the plan provider.

[REGISTER FOR A GUIDED ENROLLMENT](#)

Still weighing your options?

Visit the Common Wealth website to learn more about the plan and how it can help you build your savings easily and affordably.

my.commonwealthretirement.com

Or join the upcoming education session for your organization led by the Common Wealth team. You may have already received information for this webinar from your employer.

Remember that you'll need your Social Insurance Number and details for the bank account you want linked to this plan to complete your enrollment.

Please note that a desktop or laptop computer is required for the enrollment process, which has been optimized for Chrome, Firefox, Safari, and Edge browsers.

common wealth  



common wealth

Select a Date & Time

September 2021

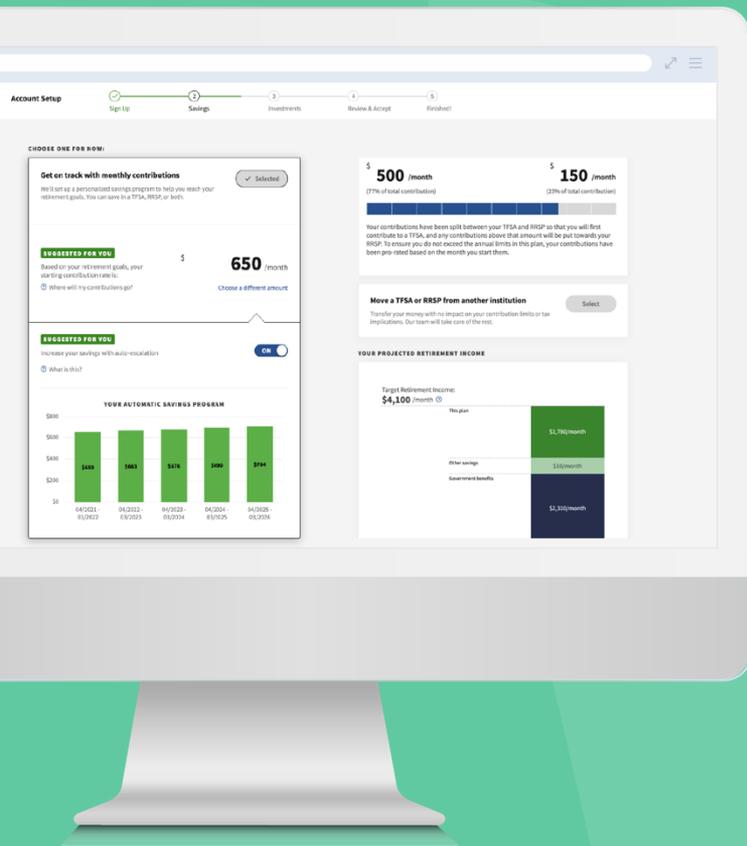
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Member Consultation / Guided Enrollment

🕒 30 min

One of our experts will be happy to answer your questions or walk you through the enrollment process.

🌐 Eastern Time - US & Canada (2:03pm) ▼



Let's see it in action!



Track your retirement readiness anywhere, anytime

- View account balance and TFSA, RRSP, contributions
- View projected retirement income
- Monitor investment performance
- Contribute & transfer-in existing RRSP & TFSA savings
- View plan transactions



What if I retire or change jobs?



- Take your plan with you
- Continue to pay low fees
- Keep contributing from your bank account
- Get help with key decisions as you approach and enter retirement



Q&A

Watch for your enrollment links in January!



Need help?

Contact us to schedule a guided enrollment



support@commonwealthretirement.com



Appendix

FINANCIAL EDUCATION

commonwealth



Contributing to an RRSP through a workplace plan means more take home pay!

Typical RRSP contribution

Monthly salary	\$3,000
Income Tax (25% of \$3,000)	(\$750)
Take Home Pay	\$2,250
RRSP Contribution	(\$100)
Total Pay	\$2,150

Tax is deducted before contribution

Workplace RRSP contribution

Monthly salary	\$3,000
RRSP Contribution	(\$100)
Taxable Income	\$2,900
Income Tax (25% of \$2,900)	(\$725)
Total Pay	\$2,175

Tax is deducted after contribution

A difference of **\$300/year**



BlackRock® Performance Summary

Annualized gross return - Period ending September 30, 2024

Approx. retirement year	Recommended Fund	Annualized gross return			
		1 year	3 years	5 years	10 years
Retired	BlackRock CDN LifePath RETI Index	18.99%	3.72%	4.84%	5.04%
2020	BlackRock CDN LifePath 2020 Index	19.00%	3.72%	4.85%	5.48%
2025	BlackRock CDN LifePath 2025 Index	19.41%	4.14%	5.55%	6.17%
2030	BlackRock CDN LifePath 2030 Index	21.46%	5.33%	6.81%	7.02%
2035	BlackRock CDN LifePath 2035 Index	23.40%	6.42%	8.01%	7.85%
2040	BlackRock CDN LifePath 2040 Index	25.37%	7.50%	9.17%	8.68%
2045	BlackRock CDN LifePath 2045 Index	27.38%	8.55%	10.23%	9.44%
2050	BlackRock CDN LifePath 2050 Index	28.97%	9.32%	10.97%	9.92%
2055	BlackRock CDN LifePath 2055 Index	29.82%	9.67%	11.23%	-
2060	BlackRock CDN LifePath 2060 Index	29.79%	9.66%	11.24%	-
2065	BlackRock CDN LifePath 2065 Index	29.78%	-	-	-

Source: BlackRock as of 30 September 2024. Past performance is not necessarily indicative of future performance. The performance data shown above is performance data for the original BlackRock Canada LifePath Funds. It is not performance data for the BlackRock LifePathNI Funds, which were inception in February 2021. The investment strategies and underlying investments of the LifePathNI Funds are different from the investment strategies and underlying investments of the original LifePathCanada Funds shown above, and the performance of the BlackRock LifePathNI Funds would have been different than the performance indicated. The past performance of the original LifePath Funds is not indicative of the future performance of the LifePathNI Funds. The performance data shown above is intended solely as an example of BlackRock's track record managing target date funds with similar investment objectives and strategies as the LifePathNI Funds, is for illustrative purposes only, and should not be relied upon as the basis for any investment decision with respect to the LifePathNI Funds. CDN LifePath2055 Index Fund inception 30 June 2015 and CDN LifePath2060 Index Fund inception 31 October 2018. Performance is gross of fees.



Build My Own Portfolio Fund Performance

Annualized gross return - Period ending September 30, 2024

Fund	Annualized gross return			
	1 year	3 years	5 years	10 years
RBC QUBE Low Volatility US Equity	37.78%	16.37%	17.40%	15.47%
PH&N Canadian Equity Value	26.69%	11.94%	11.87%	9.08%
PH&N Total Return Bond Fund	13.44%	0.36%	1.40%	2.82%
PH&N Short Term Bond & Mortgage	9.50%	2.24%	2.62%	2.43%
PH&N Balanced Pension Trust	23.09%	5.98%	8.71%	7.97%
PH&N Canadian Money Market	5.25%	3.69%	2.53%	1.91%
RBC QUBE Global Equity	34.91%	14.64%	15.65%	12.67%

Source: RBC PH&N, as of 30 September 2024. This document has been provided by PH&N Institutional for information purposes only and may not be reproduced, distributed or published without the written consent of PH&N Institutional. It is not intended to provide professional advice and should not be relied upon in that regard. PH&N Institutional takes reasonable steps to provide up-to-date, accurate and reliable information, and believes the information to be so when printed. The views and opinions expressed herein are those of PH&N Institutional as of the publication date and are subject to change without notice. This information is not intended to be an offer or solicitation to buy or sell securities or to participate in or subscribe for any service. Information obtained from third parties is believed to be reliable, but no representation or warranty, express or implied, is made by PH&N Institutional, its affiliates or any other person as to its accuracy, completeness or correctness. We assume no responsibility for any errors or omissions. Performance is gross of fees.

Commissions, trailing commissions, management fees and expenses all may be associated with mutual fund investments. Please read the prospectus before investing. The performance data provided assumes reinvestment of distributions only and does not take into account sales, redemption, distribution or optional charges or income taxes payable by any unitholder that would have reduced returns. Mutual funds are not covered by the Canada Deposit Insurance Corporation or by any other government deposit insurer. The unit values of non-money market funds change frequently. For money market funds, there can be no assurance that the fund will be able to maintain its net asset value per security at a constant amount or that the full amount of your investment in the fund will be returned to you. Past performance may not be repeated.



Make Sense

*Guiding you towards
your financial future*



We help you:

- Enroll or make changes to your plan
- Invest according to your personal goals
- Understand your company retirement plan



For more information or to book an appointment, contact us today by phone at **1-866-345-8256** or email at **makesense@cowangroup.ca**.

Please include your company name and the best time to call in your message.