

**BOILERMAKERS' NATIONAL PENSION PLAN (CANADA)
&
BOILERMAKERS' NATIONAL HEALTH AND WELFARE PLAN (CANADA)**

**FREQUENTLY ASKED QUESTIONS
GOVERNANCE AND COMMUNICATION**

UPDATED: JANUARY 2019

FREQUENTLY ASKED QUESTIONS:

Member Question:

What does Board governance mean and how does it apply to our Pension and Welfare Plans?

Trustees' Answer:

“Board governance” means how the Pension and Health and Welfare Funds are established and how the **Board of Trustees** manages the business of the Pension and Health and Welfare Plans. Here are the essentials of the **Funds’** governance:

1. The founding document for both the Pension and the Health and Welfare Fund is the Declaration of Trust. The Declaration of Trust sets out the rights and responsibilities of the Trustees.
2. The **Funds** are managed by a **Board of Trustees**. The Trustees are appointed by the **International Brotherhood of Boilermakers (the IBB)**. **The Board has a diverse mix of knowledge and skills including trade knowledge, labour relations, actuarial sciences, investment and governance.** All **Trustees** have the responsibility to act in the best interest of Plan Members and beneficiaries; acting in good faith and impartially.

The Current Board of Trustees is:

Trustee	Experience and Qualifications
Mike Feiffier	Union Trustee since 2018. IBB Business Manager Lodge 555. Union Initiation Date: February 17, 2003.
Jerry Flaherty	Union Trustee since 2013. IBB Business Manager Lodge 203. Union Initiation Date: July 8, 1997
Roy Grills	Union Trustee since 2018. IBB Business Manager Lodge 128. Union Initiation Date: June 22, 1989
Kevin Forsyth	Union Trustee since 2017. IBB Business Manager Lodge D-11. Graduate of Harvard Trade Union Program. Union Initiation Date: March 5, 1986
Hugh MacDonald	Union Trustee since 2018. IBB Business Manager Lodge 146. Union Initiation Date: March 16, 1990
Joe Maloney	Union Trustee since 1989. International Vice President for Canada. Graduate of Harvard Trade Union Program. Served on 1999 Governor General's Canadian Study Tour. Union Initiation Date: January 24, 1975
Jason McInnis	Union Trustee (Welfare Plan) since 2015. Canadian Director – Health & Safety, Boilermakers' International. Graduate of Harvard Trade Union Program. Served on 2015 Governor General's Study Tour. Union Initiation Date: September 5, 2005
David Noel	Union Trustee since 2016. IBB Business Manager Lodge 73. Union Initiation Date: September 6, 2001
Deborah Leckman, MBA, CFA	Professional Trustee since 2017. Commissioner, adjudicator and board member of the Ontario Securities Commission. Formerly, Senior VP, TD Waterhouse and VP Public Markets Equities, OMERS. Over 35 years capital markets experience.
Edward Power	Union Trustee from 1992-2003 and 2006-2014. Professional Trustee since 2014. Chair of the Board of Trustees. Union Initiation Date: September 8, 1975.
Colleen Sidford, ICD.D	Professional Trustee since 2016. Holder of the Institute of Corporate Directors designation. Former Vice President and Chief Investment Officer for Ontario Power Generation Inc. Over 30 years of banking, treasury, and investment management experience.
Bill Solomon, FSA, FCIA	Professional Trustee since 2012. Fellow of the Canadian Institute of Actuaries and the Society of Actuaries since 1973. Investment Consultant and not for profit board member. Former head of Buck Consultants' investment consulting practice with over 40 years of pension, investment and actuarial experience.
Gia Steffensen, CFA	Professional Trustee since 2014. A Chartered Financial Analyst, CFA Charterholder. Former Chief Investment Officer and Executive Vice-President of Legg Mason Canada with over 35 years of experience in the investment management of union benefit plans.
Heather Stewart, MSc	Professional Trustee Since 2014. Management Consultant, Former Executive Vice-President & Managing Director, Strategy and Business Management at National Bank Financial, Past board member of not for profit boards

3. In addition to the **Declaration of Trust**, there are many other policies which govern the operations of the Funds. A summary of Board policies is:

Policy	Purpose
Appeals Policy	Sets out the process to be followed in the event a Plan member wishes to object to the non-payment of a claim under the applicable Plan.
Code of Conduct	Sets out an acceptable code of behavior for Trustees
Communication Policy	Sets out what information is communicated and on what timelines. Sets out protocol for management of inquiries to the Funds
Conflict of Interest Policy	Sets out what issues present a conflict of interest and how conflicts will be managed by the Trustees
Delinquency Policy	Sets out what steps take place in the event a contributing employer does not make the required contribution to the Funds on a timely basis
Governance Policy	Sets out the overall standards for Plan and Fund management
Investment Policy	Sets out the appropriate asset mix for the applicable Fund and benchmarks against which Fund investment performance is measured. Sets out parameters for investment managers
Management of fraudulent or misleading information	Sets out the process followed, including reporting to the Board of Trustees, when misleading or fraudulent information is given to the Plan
Privacy Policy	Ensures the Plan is managed in compliance with all applicable legislation and sets out protocols for reporting of any privacy breach

4. There are approximately 150 contributing employers to the Funds. Contributions are made pursuant to collective agreements or other agreements that define what is to be remitted to the Funds.

5. The Pension Plan is a **Specified Multi Employer Pension Plan (SMEPP)**. This is a special designation given under the Income Tax Act and it is attached to pension plans that have contributions remitted to it under a collective agreement and which provide a target benefit to plan members.
6. The Pension Plan is **regulated** in the province of Alberta. The **regulator** is Alberta Treasury Board and Finance. The registration number of the Pension Plan is 366708. In Alberta legislation the Plan is referred to as a CBMEP – Collectively Bargained Multi Employer Plan.
7. The Pension Plan is also regulated by Canada Revenue Agency (CRA). The Plan’s CRA registration number is 366780.
8. The rules and regulations of the Pension Plan are set out in the **Pension Plan Text**.
9. The Trustees have a responsibility to provide certain information to Plan members. The Trustees have a communication policy. The Trustees provide the following communication and access to information:

24/7 Availability
<ul style="list-style-type: none"> • Pension Forecasting Tool • All-In-One Benefit Card, Emergency Travel Assistance Card and Member Assistance Program (FSEAP) • Plan member website (www.boilermakersbenefits.ca) • Secure access to personal member benefit information via the Plan’s member website • Pension Plan Information Booklet via the Plan member website • Health and Welfare Plan Information Booklet via the Plan member website • Health and Welfare Plan benefit summaries via the Plan member website • Access to the Plan administration office via toll free telephone lines, e-mail or fax. Written communication is also handled by the Plan administration office • Access to the Plan administration office in person to conduct retirement estimate or other reviews, or to file claims
Monthly
<ul style="list-style-type: none"> • Business manager updates, issued monthly via e-mail • Member website updates, issued monthly via the Plan member website
Quarterly
<ul style="list-style-type: none"> • Report on Pension Plan investments
Semi Annual
<ul style="list-style-type: none"> • Benefit history statements - issued twice per year to working members
Annual
<ul style="list-style-type: none"> • Annual Reports including the Funds’ audited financial statements

- Annual newsletter in coordination with the IBB

As Needed

- Periodic pension update seminars which are open to all members
- Periodic pre-retirement planning seminars open to all unretired members
- Ad hoc newsletters
- Special update letters
- Special webinars
- Face to face meeting or telephone call with members

Under applicable legislation, Plan members and other persons are entitled to have access to certain Pension Plan records, upon written request as follows:

- **Actuarial Valuation Report**
- **Audited Financial Statements**
- **Pension Plan Text**
- **Pension Plan Trust Agreement**
- **Statement of Investment Policies and Procedures**

These documents and others are also on the Plan's member website at www.boilermakersbenefits.ca filed under the Resource Library section.

Member Question:

What about my privacy?

Trustees' Answer:

The Plans must be managed in compliance with applicable privacy legislation. The Plans are cautious about how they collect, use, share, retain and destroy personal information protected under privacy legislation. The Plans do not collect information if it is not needed for the administration of the Plans. The Plans have privacy statements on almost every Plan document so that members can be alerted to what personal information is being collected and how it may be shared.

If you have questions about how your personal information is handled, you can contact the Plan administration office. The Privacy Policy can be found on the Plan's member website at www.boilermakersbenefits.ca.

Member Question:

How can I see the information the Plans have about me?

Trustees' Answer:

Most of the information the Plans have about you can be seen by you if you have registered for member access on the Plan's member website at www.boilermakersbenefits.ca.

You can find the following on the Plan's member website:

- Your name;
- Your date of birth;
- Your mailing address;
- The names and ages of persons you have registered as your dependants;
- Your designated beneficiary and your spouse, if applicable;
- The employers you have worked for and how much they have contributed to the Plans on your behalf;
- When you are covered for Health and Welfare Plan benefits and when this coverage will end;
- The amount of pension you have earned;
- The pension amount is shown in the Plan's Normal Form (retirement age of 65 with a guaranteed number of 60 monthly payments). This information is also shown in the Pension Forecasting Tool;
- If you are retired, you can see the amount of pension being paid to you and the type of pension you selected;
- Information for your recently paid claims.

Member Question:

How can I register for the Members' Secure Web Site?

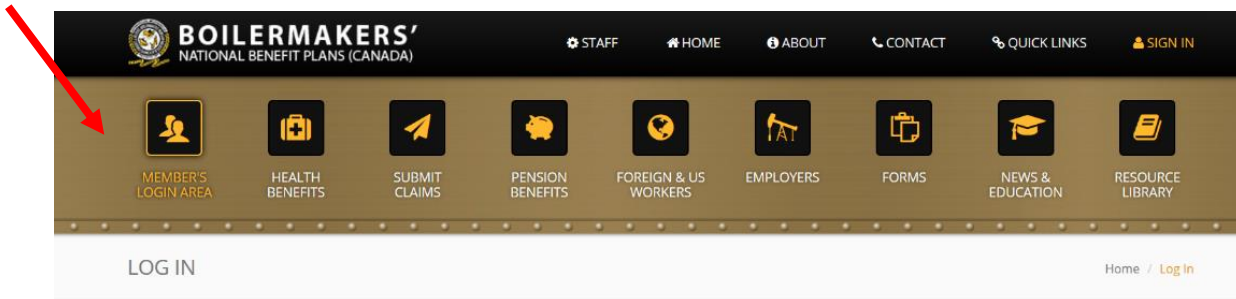
Trustees' Answer:

It's easy.

1. Enter www.boilermakersbenefits.ca into your preferred web browser
2. Click **Member's Login Area** (located on the top left-hand side of the homepage)
3. Select "[Click here to register](#)"

4. Enter in your personal information as follows and click “Register”

Note: Have your IBB union membership number ready to set up your account.



Please sign in with your account to proceed.

A screenshot of the login form. It has two input fields: 'Username' with a 'I forgot my username' link, and 'Password' with a 'I forgot my password' link. Below the fields is a blue 'Sign In' button. At the bottom, there is a link: 'Don't have an account? Click here to register.' A large red arrow points to the 'Sign In' button.

Member Question:

The Board of Trustees has a lot of business to conduct to manage the Plans and Funds. Are there any committees of the Board?

Trustees' Answer:

The Trustees typically meet four (4) times per year, in the months of March, June, September and December.

Board Committees meet as often as necessary for the management of Fund business.

Current Board Committees are:

- **The Investment Committee**
 - The Investment Committee meets regularly along with the investment consultant to review the investments of the Funds. The Investment Committee makes recommendations to the Board of Trustees about the Funds' asset mix, investment

policies and the investment managers retained to manage Fund assets. The Investment Committee meets with the investment managers at least once per year.

- **The Benefit Committee**

- The Benefit Committee is responsible for the monitoring of Health and Welfare Plan benefits – ensuring that the benefits remain relevant to Plan members. The Benefit Committee also reviews the funding for benefits – from contributions and self pay contributions from retired members and others. From time to time the Benefit Committee may review Pension Plan matters. The Benefit Committee makes recommendations to the Board of Trustees.

- **The Governance Committee**

- The Governance Committee is responsible for overseeing the development of Fund policies and ensuring that the Funds are in compliance with its policies and applicable legislation. The Governance Committee makes recommendations to the Board of Trustees.

- **The Steering Committee**

- The Steering Committee is responsible for the oversight of all operations of the Plans and Funds and is a liaison between the administrator and other advisors and the Board – ensuring that business of the Funds continues between Board meetings. The Steering Committee makes recommendations to the Board of Trustees.

Member Question:

If I disagree with a decision made about my benefits, is there a way for me to make an appeal?

Trustees' Answer:

The Trustees administer the Plans based on the benefits that are set out in the **Plan Texts** or insurance policies. The **Plan Texts** and insurance policies dictate all of the rules, including rules about who is eligible for benefits and what benefits are provided by the Plans. The Trustees have the right to interpret the Plans' documents.

If you disagree with how the Pension Plan or Health and Welfare Plan has handled your benefit, you may appeal the decision, in writing following the Plans' **Appeals Policy**. Your appeal must be submitted within 30 days of the date the decision about your benefits was made by the Plan.

Please send your written appeal to the Plan administrator's office. The Plan administrator will notify the Trustees about your appeal. You will be given a written response to your appeal as soon as practicable after the Trustees have considered your appeal.

Plan administration office address:

45 McIntosh Drive
Markham, ON
L3R 8C7

- Phone: 1-(905) 946-2530
- Toll Free: 1-(800) 668-7547
- Fax: 1-(905) 946-2535

- General Enquiries E-mail: questions@boilermakersbenefits.ca
- Dental Enquiries E-mail: dental@boilermakersbenefits.ca
- Disability Enquiries E-mail: disability@boilermakersbenefits.ca
- Medical Enquiries E-mail: medical@boilermakersbenefits.ca
- Pension Enquiries E-mail: pension@boilermakersbenefits.ca
- Contribution Enquiries E-mail: contributions@boilermakersbenefits.ca