



# NOTICES

## Employee Effective Dates

Please be advised that as of October 1, 2016 NEBS requires employers to enroll newly hired employees **either on their date of hire or effective after their established waiting period**. No other date will be accepted.

Historically NEBS allowed the employer to choose effective dates for newly hired employees but this is no longer the case.

## Employee Enrollment Forms

Please be advised that effective immediately NEBS will require employers to **submit enrollment forms for newly hired employees no later than 30 days after their date of hire**. Effective coverage days (either immediately or after the waiting period) will still apply but the enrollment documentation must be submitted.

Historically NEBS has allowed employers to submit enrollment documentation for its employees after deadlines, however late enrollment puts the employee at risk as coverage is often not in place when it should be or is thought to be. After hire, by immediately completing enrollment forms and submitting them to NEBS, this risk will be reduced.

**Please contact the NEBS office if you have any questions.**

# NOTICES CONTINUED...

## 2016 Pension Adjustment for T4 Purposes

In early 2017 you will receive a list of pension adjustments from our office. Pension adjustments are an integral part of your employee's T4, and it is a CRA requirement that this information be included on each individual employee's T4.

If your T4's are issued by a 3<sup>rd</sup> party, you will need to forward the list to them as soon as possible.

**In order to receive your pension adjustment in list, your account with NEBS must be current and all 2016 premiums paid in full.** While we make every effort to ensure you receive your pension adjustments as early in the year as possible, we cannot issue them if premiums are outstanding.

Please advise your finance department that payment for ALL 2016 pension premiums must be received prior to the figures being released. In order to avoid delaying the release of the pension adjustments, we will accept a scanned or faxed copy of a **SIGNED cheque** of an amount that brings the account current.

**Please contact the NEBS office if you have any questions.**

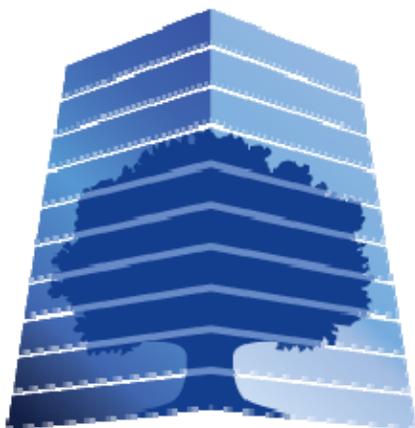
# Pension Plan News

Despite relatively low returns across North American and International markets this year, The NEBS Investment fund continues to do well. The fund as of September 30, 2016 is at \$182 million dollars.

The Fund is managed by Connor Clark and Lunn (CC&L) out of the Vancouver Office. CC&L continues to perform exceptionally well as they continually outperform the benchmarks set for the Fund and have been rated in the top quartile of investment managers for several years consecutively now.

The Pension committee in discussion with our Investment Advisor AON Hewitt, are now also strategically investing into Real Estate as a new asset class of the Investment Fund. While still an extremely low risk and stable asset class, this move helps the fund diversify and provides good, historical returns.

After a thorough Real Estate Manager search, The Pension Committee has selected Bentall Kennedy as the new NEBS Real Estate Manager. Bentall Kennedy is one of the largest Property Management firms in Canada with over \$ 43 billion dollars in assets.



# Bentall Kennedy

# Election of Directors

An election will be held in March 2017 for 4 NEBS Board of Directors positions commencing June 1, 2017. The terms are for 4 years and the Board meets 3 times per year in Yellowknife.

Any participating employers can nominate candidates to stand for election and a call for nominations will be sent out in January. NEBS encourages employers to consider candidates who might bring skill and knowledge to the NEBS Organization.

Nominations will open January 16 and close March 17. The election will be March 29.



Photo Credit to: <http://spectacularnwt.com/what-to-do/aurora>

# NEBS Staffing News

In September, Meghan Pender return to her roots in Northern Ontario. We wish her well and thank her for her contributions to NEBS.

Kendra Pope has been hired as Meghan's replacement. Kendra recently moved to Yellowknife from Halifax, Nova Scotia where she spent several years with Great West Life in the Employee Benefits Sector as an Administrative Coordinator and Operations Associate.

Kendra graduated with a Business Administration Diploma (Honours) from Nova Scotia Community College in Dartmouth, NS in 2012.

Kendra is excited about working with NEBS and her new life in the north with her partner Ben along with her dog Tank and cat Marley.

Welcome Kendra!

Office Administrator, decided to



# NEBS Staff Spotlight

## Nicole Pintkowsky

Nicole is the Director of Plan Operations and oversees the NEBS Pension Plan as well as Group Health Insurance.

Nicole is originally from Winnipeg, Manitoba but has lived in Yellowknife for 15 years. She started with NEBS in 2002 as a Finance Officer before being promoted to the Directors position. Nicole holds a Bachelor of Arts Degree from the University of Manitoba as well as a Retirement Plans Associate designation.

Nicole is a cornerstone to the NEBS operation and plays a critical role in the oversight and administration of the Pension Plan and Group Insurance Plan.

Nicole is an avid canoeist and kayaker and has paddled rivers in the Yukon, NWT and Nunavut. This summer Nicole completed her second canoe expedition on the Coppermine River from the NWT to the Arctic coast.

In addition to paddling, Nicole is a running enthusiast and recently completed two half marathon races in Montreal and Winnipeg.

Nicole's daughter Katrina is in her second year of study at UBC and you will often see Nicole hiking the trails around Yellowknife with her dog Molly.





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