2021 Annual Report

Nova Scotia School Insurance Exchange

PROGRESS. NOT PROFITS.

2021 Annual Report

Nova Scotia School Insurance Exchange

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Nova Scotia School Insurance Exchange

SIP OVERVIEW

The Nova Scotia School Insurance Program (SIP) is a reciprocal insurance exchange, licenced by the Superintendent of Insurance for the Province of Nova Scotia. The official name of SIP is the Nova Scotia School Insurance Exchange.

SIP is a not-for-profit organization owned and operated by the seven Regional Centres for Education of Nova Scotia, the Conseil scolaire acadien provincial, and the Nova Scotia Community College. SIP secures Subscribers with the ability to efficiently retain appropriate levels of risk and economically transfer non-retained risk to the insurance market through leveraging economies of scale. Stabilizing Subscriber premiums year over year and leveling out the highs and lows of the traditional insurance hard market/soft market cycles remains a key focus.

The mandate of SIP is to provide education-specific insurance solutions, claims administration/settlement, and risk management services to the Regional Centres for Education, CSAP and the NSCC.

SIP's scope of operations include:

- Claims investigation, management, and settlement
- Risk management
- Loss control
- Insurance procurement (excess policies)
- Insurance market watch/intelligence
- Incident reports management
- School inspections
- Student accident insurance
- Volunteer accident insurance
- Subscriber advocacy on all risk and claims-related matters

2021 Annual Report

Nova Scotia School Insurance Exchange

MISSION STATEMENT

SIP is a non-profit insurance exchange, committed to providing quality insurance services to the Nova Scotia Centres for Education, the Conseil scolaire acadien provincial, and the Nova Scotia Community College system.

SIP – THE INSURANCE RECIPROCAL ADVANTAGE

- Direct access to risk management and claims management expert advice
- Personalized service delivered to the Nova Scotia public education sector
- Pooling of Nova Scotia education risk profiles to leverage economies of scale, efficiently retain appropriate levels of risk and transfer unwanted risk to the insurance market in the most cost-effective manner
- Input and governance through representation at the Board of Directors level

BOARD OF DIRECTORS

A nine member Board of Directors is responsible for the governance of the School Insurance Program. A representative from each Centre for Education /CSAP/and the NSCC is appointed every four years by each of the Subscribers. SIP's Board of Directors for 2020-2021 year were:

Subscriber	Appointee	Board	Position
Annapolis Valley Regional Centre for Education	Pat Murphy B.Ed., M.Ed.	Director	Director of Programs and Student Services
Cape Breton-Victoria Regional Centre for Education	Wendy King B.Sc., B.Ed., M.Ed., CPHR	Director	Director of Human Resources
Chignecto-Central Regional Centre for Education	Herb Steeves B.Sc., P.Eng., MBA	Director	Director of Operational Services
Conseil scolaire acadien provincial	Janine Saulnier B.Sc., MBA	Chair	Director of Finance & Treasurer
Halifax Regional Centre for Education	Terri Thompson CPA, CGA	Director	Director, Financial Services
Nova Scotia Community College	Bill Strubank B.Sc.	Vice-Chair	Manager of Health Safety Environmental Services
South Shore Regional Centre for Education	Genna LeBlanc CPA, CA	Director	Director of Finance
Strait Regional Centre for Education	Chris Grover CPA, CGA	Director	Director of Finance
Tri-County Regional Centre for Education	Craig Crosby	Director	Director of Operations

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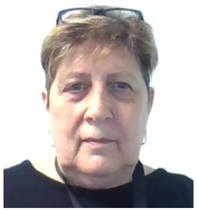
Nova Scotia School Insurance Exchange

MESSAGE FROM THE CHAIR AND THE CHIEF EXECUTIVE OFFICER



Janine Saulnier,
Board Chair

Bruce Macdonald,
Chief Executive Officer

It is our privilege to present SIP's 2020/2021 Annual Report

This past year witnessed SIP operating under the shadow of the COVID-19 pandemic for a full twelve months. While no one would have been able to predict how long the pandemic would last, it is reassuring to reflect on the past year and see the demonstrated ability of SIP to continue regular operations under challenging circumstances. SIP has adjusted to operate remotely, and in-office as needed, as the pandemic has continued.

SIP's liability program witnessed a slightly lower claims frequency due to reduced activity at school premises. Severity of liability claims continued with tradition and were not an area of concern. However, our property insurance program continued recent years' trending, displaying concerning frequency and severity.

The insurance industry at large continues to experience a commercial hard market, the likes of which has not been witnessed in over 15 years. The education sector has been particularly hard-hit during these conditions, resulting in severe pricing increases and reductions in excess insurance program capacity. The challenges with SIP's property program and the insurance market require our focused attention on the need to study SIP's self-insured retentions with the continued long-term goal of ensuring the lowest cost of risk is delivered to our Subscribers.

Due to the many impacts of COVID-19 upon SIP's Subscribers, the planned development of SIP's five-year strategic plan has been postponed. This process will begin again once the pandemic subsides.

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Nova Scotia School Insurance Exchange

The Board of Directors successfully concluded several matters during the year including the following:

- Public Request for Proposals and subsequent appointment of Actuary
- Public Request for Proposals and subsequent appointment of Insurance Broker
- Annual Actuarial Valuation
- SIP's year-end received an unqualified opinion from its actuary JSCP
- Audited Financial Statements (Annual)
- SIP's year-end received an unqualified opinion from its auditor KPMG
- As of March 31, 2021, the value of total open claims was $1,994,095
- 2021 claims liabilities were $3,531,000, a change of ($86,294) from 2020
- Year-end Rate Stabilization Reserves were $4,984,031 well above the actuary's recommended level of $4,000,000.
- Rate Stabilization Reserves continue to be well in excess of actuary required level despite being utilized to mitigate the overall required increase to 2020 final Subscriber premium invoicing, when compared to the prior year.
- SIP's Annual General Meeting was held June 2021

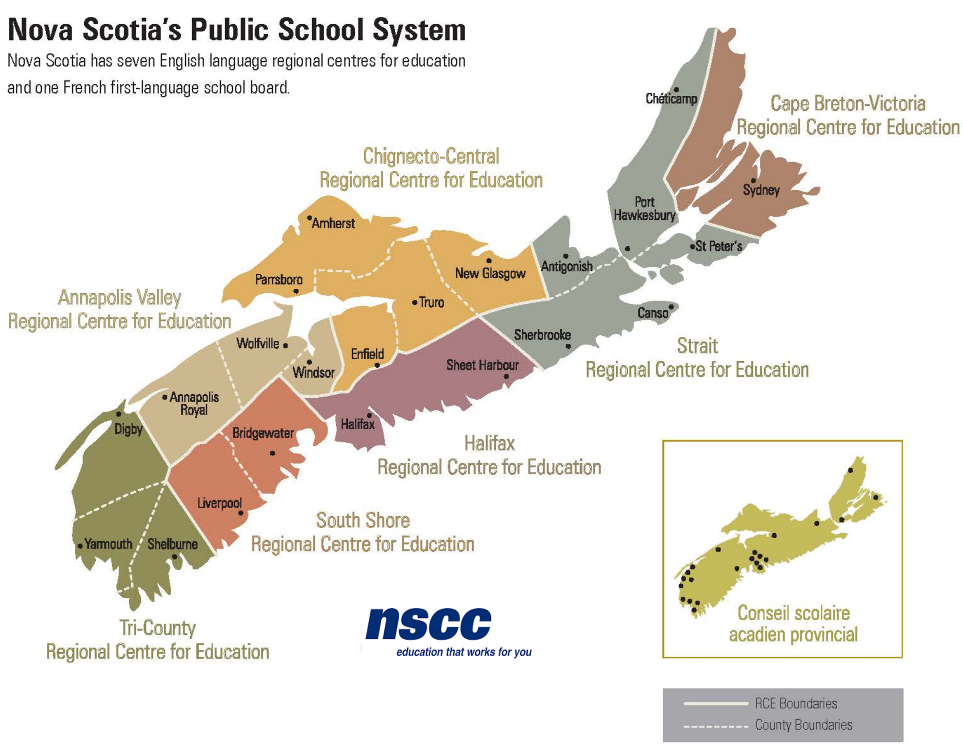
The SIP Board welcomed three new Directors in 2020-2021. Genna LeBlanc represents the South Shore Regional Center for Education. Craig Crosby comes to us from the Tri-County Regional Centre for Education, and Wendy King is from the Cape Breton-Victoria Regional Centre for Education.

The SIP Board had two Directors leave in the past year: Paul Oldford and Scott Surette. We wish Paul and Scott all the best in their future endeavors.

Sincere thanks to our Subscribers for their continued support of the reciprocal program and thanks to our staff for their continued dedication to our Subscribers.

SUBSCRIBERS

- Annapolis Valley Regional Centre for Education
- Cape Breton-Victoria Regional Centre for Education
- Chignecto-Central Regional Centre for Education
- Conseil scolaire acadien provincial
- Halifax Regional Centre for Education
- Nova Scotia Community College
- South Shore Regional Centre for Education
- Strait Regional Centre for Education
- Tri-County Regional Centre for Education



SIP LEADERSHIP

The management of SIP is the responsibility of staff. The following staff members were in place in the 2020-2021 year.

Bruce Macdonald
CEO
BBA. CAIB. CIP

Lee-Anne Dauphinee
Risk Manager
CIP, CRM

Cindy Norrad
Controller
CPA, CGA, CRM

Bruce plans, organizes, manages, and evaluates the operations of SIP in accordance with objectives established by the Board of Directors.

Lee-Anne provides risk management, loss control, and insurance purchase service to Subscribers.

Cindy manages the finances of SIP, reports to the Board of Directors, the Province of Nova Scotia, the Superintendent of Insurance, and is also involved in procurement.

SIP LEADERSHIP (cont.)

Rebekah Tingley
Risk Management Assistant
CRM

Dawn Graves
Executive Assistant

Valencia Forrest
Claims Assistant

Meagan Spicer
Claims Assistant

Rebekah assists the Risk Manager and answers enquiries about school trips and activities.

Dawn provides support to the CEO, works closely with the Board of Directors, and provides administrative support to staff.

Valencia and Meagan handle claims, the student accident program, certificates of insurance requests and provide administrative support to staff.

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Nova Scotia School Insurance Exchange

Appendix 1

2020 Audited Financial Statements

Combined Financial Statements of

NOVA SCOTIA SCHOOL INSURANCE PROGRAM

Year ended March 31, 2021

KPMG LLP
Purdy's Wharf Tower One
1959 Upper Water Street, Suite 1000
Halifax NS B3J 3N2
Canada
Tel 902-492-6000
Fax 902-429-1307

INDEPENDENT AUDITORS' REPORT

To the Subscribers of Nova Scotia School Insurance Program

Opinion

We have audited the combined financial statements of Nova Scotia School Insurance Program ("the Entity"), which comprise:

- the combined statement of financial position as at March 31, 2021
- the combined statement of (loss) income for the year then ended
- the combined statement of comprehensive income for the year then ended
- the combined statement of changes in reserves for the year then ended
- the combined statement of cash flows for the year then ended
- and notes to the combined financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the combined financial position of the Entity as at March 31, 2021, and its combined financial performance and its combined cash flows for the year then ended in accordance with International Financial Reporting Standards ("IFRS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. Other information comprises:

- the information, other than the financial statements and the auditors' report thereon, included in the Annual Report.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit and remain alert for indications that the other information appears to be materially misstated.

The information, other than the financial statements and the auditors' report thereon, included in a document likely to be entitled "Annual Report" is expected to be made available to us after the date of this auditors' report. If, based on the work we will perform on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

  The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants

Halifax, Canada

June 25, 2021

NOVA SCOTIA SCHOOL INSURANCE PROGRAM

Combined Statement of Financial Position

As at March 31, 2021, with comparative information for 2020

	2021	2020
Assets		
Cash and cash equivalents	$ 5,441,987	$ 4,411,451
Investments (note 4)	7,238,849	8,392,050
Excess insurance recoverable (note 7)	13,000	127,263
Prepaid premiums	814,097	-
Other assets	252,717	106,030
Property, plant and equipment (note 5)	9,538	7,983
Total assets	$13,770,188	$13,044,777
Liabilities		
Accounts payable and accrued liabilities	$ 222,811	$ 151,545
Premiums received in advance	4,480,818	4,116,346
Claims liabilities (note 7)	3,531,000	3,617,294
Total liabilities	8,234,629	7,885,185
Subscribers' reserves:		
Rate stabilization reserves (note 10)	4,984,031	5,086,541
Accumulated other comprehensive income	551,528	73,051
	5,535,559	5,159,592
Total liabilities and reserves	$13,770,188	$13,044,777

See accompanying notes to combined financial statements.

On behalf of the Board of Directors:

Janine M Saulnier Director

William Strubank Director

NOVA SCOTIA SCHOOL INSURANCE PROGRAM

Combined Statement of (Loss) Income

Year ended March 31, 2021, with comparative information for 2020

	2021	2020
Insurance activity		
Written Premiums		
Gross premiums	$ 6,457,465	$ 5,034,012
Underwriting premiums	(5,135,924)	(3,174,690)
Net premiums earned	1,321,541	1,859,322
Claims paid	873,280	877,864
Claims liabilities (note 7)	(63,525)	(41,919)
Net claims	809,755	835,945
Premiums in excess of claims	511,786	1,023,377
Investment activity		
Investment income (note 4(b))	433,050	368,331
Investment management fees	(37,446)	(40,218)
Net investment income	395,604	328,113
Other expenses		
Insurance operating expenses	10,047	11,241
Operating expenses (note 12)	999,853	1,009,283
Total other expenses	1,009,900	1,020,524
Net (loss) income	$ (102,510)	$ 330,966

See accompanying notes to combined financial statements.

NOVA SCOTIA SCHOOL INSURANCE PROGRAM

Combined Statement of Comprehensive Income

Year ended March 31, 2021, with comparative information for 2020

		2021		2020
Net (loss) income	$	(102,510)	$	330,966
Other comprehensive income (loss)				
Available-for-sale financial assets:				
Unrealized gain (loss) on available-for-sale financial assets		697,812		(257,360)
Reclassification adjustments:				
Realized gain on disposal of available-for-sale financial assets		(219,335)		(73,443)
Total other comprehensive income (loss)		478,477		(330,803)
Comprehensive income	$	375,967	$	163

See accompanying notes to combined financial statements.

NOVA SCOTIA SCHOOL INSURANCE PROGRAM

Combined Statement of Changes in Reserves

Year ended March 31, 2021, with comparative information for 2020

	Rate Stabilization Reserves	Accumulated Other Comprehensive Income	Total
Balance, March 31, 2019	$4,755,575	$403,854	$5,159,429
Net income	330,966	-	330,966
Other comprehensive loss		(330,803)	(330,803)
Balance, March 31, 2020	$5,086,541	$ 73,051	$5,159,592
Net loss	(102,510)	-	(102,510)
Other comprehensive income	-	478,477	478,477
Balance, March 31, 2021	$4,984,031	$ 551,528	$5,535,559

See accompanying notes to combined financial statements.

NOVA SCOTIA SCHOOL INSURANCE PROGRAM

Combined Statement of Cash Flows

Year ended March 31, 2021 with comparative information for 2020

	2021	2020
Cash provided by (used in)		
Operations:		
Net (loss) income	$ (102,510)	$ 330,966
Items not involving cash:		
Depreciation of property and equipment	9,232	9,240
Gain on sale of property and equipment	(775)	-
Investment income	(433,050)	(368,331)
IBNR reserve change	(20,193)	(42,156)
Reserve adjustments	(66,101)	127,500
Change in non-cash working capital (note 15)	(775,255)	(270,814)
Proceeds from interest income	16,043	38,449
Proceeds from dividend income	178,929	249,024
Increase in premiums received in advance	364,472	1,545,703
	(829,208)	1,619,581
Investments:		
Bonds purchased	(853,657)	(3,151,815)
Equities purchased	(304,684)	(147,521)
Proceeds from sale of bonds	2,208,250	2,866,912
Proceeds from sale of equities	819,847	152,741
Proceeds from sale of property and equipment	775	-
Additions to property and equipment	(10,787)	(2,902)
	1,859,744	(282,585)
Increase in cash	1,030,536	1,336,996
Cash and cash equivalents, beginning of year	4,411,451	3,074,455
Cash and cash equivalents, end of year	$5,441,987	$ 4,411,451

See accompanying notes to the financial statements

The Nova Scotia School Insurance Program ("SIP") is the combination of the Nova Scotia School Insurance Exchange (the "NSSIE") and its Attorney-in-Fact, the Nova Scotia School Insurance Program Association (the "NSSIPA"). SIP underwrites property and casualty insurance for the seven Nova Scotia regional Centres for Education, one provincial school board and the Nova Scotia Community College (the "Subscribers").

The NSSIE, established under a reciprocal insurance exchange agreement dated December 1, 2000, is licensed in the province of Nova Scotia by the Superintendent of Insurance ("NSSI") to provide property and liability insurance including educational errors and omissions in accordance with Part XII of the Insurance Act (Nova Scotia) R.S.N.S. 1989, c. 231, specifically Section 321.1.

SIP's registered office is located at Suite 150 – 11 Akerley Blvd, Dartmouth, Nova Scotia.

1. Basis of preparation:

(a) Statement of compliance:

These combined financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRS").

The combined financial statements were authorized for issue by the Board of Directors on June 25, 2021.

(b) Basis of combination

The combined financial statements reflect all the assets, liabilities, revenue, expenses and cash flows of SIP, which includes 100% of NSSIE and NSSIPA. There are no other related or associated entities that have not been included that operate under the common name SIP. SIP is consolidated with the Nova Scotia Government Public Accounts.

The statements were prepared on a combined basis to reflect the underlying expenses incurred by the NSSIPA as Attorney-in-Fact on behalf of the NSSIE, which is funded by NSSIE contributions to NSSIPA. All inter-entity balances and transactions have been eliminated.

1. Basis of preparation (continued):

(c) Basis of measurement:

The combined financial statements have been prepared on the historical cost basis, except available-for-sale financial assets, which are measured at fair value, and the claims liabilities, which are measured on a discounted basis in accordance with accepted actuarial practice (which in the absence of an active market provides a reasonable proxy of fair value).

(d) Functional and presentation currency:

These combined financial statements are presented in Canadian dollars, which is SIP's functional and presentation currency.

(e) Combined statement of financial position:

SIP presents its combined statement of financial position in order of liquidity. Assets and liabilities that are expected to be recovered or settled in more than 12 months after the reporting date are summarized in notes 4 and 8.

2. Significant accounting policies:

(a) Premiums:

Premiums are earned over the term of the related policy period. As SIP's policy year ends March 31, there are no unearned premiums at March 31. Premiums received in advance relate to premiums received in the current year for the policy period commencing April 1 of the following year.

(b) Financial assets and liabilities:

(i) Financial assets:

SIP accounts for all financial assets using trade date accounting. Transaction costs related to the purchase of financial instruments are recorded as part of the carrying value.

Cash comprises cash on account and demand deposits. Cash equivalents are short term highly liquid investments with an original maturity of less than three months that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value.

2. Significant accounting policies (continued):

All investments are designated as available-for-sale (“AFS”) securities. AFS securities are carried at fair value whereby the unrealized gains and losses are included in accumulated other comprehensive income ("AOCI") until sale or an impairment loss is recognized, at which point cumulative unrealized gains or losses are included in investment income. When an investment is derecognized, the cumulative gain or loss in other comprehensive income is transferred to profit or loss.

Loans and receivables, and other financial liabilities (liabilities other than insurance policy liabilities) are accounted for at amortized cost.

(ii) Financial liabilities:

Financial liabilities are recognized initially on the trade date at which SIP becomes a party to the contractual provisions of the instrument. SIP derecognizes a financial liability when its contractual obligations are discharged or cancelled or expire. SIP has the following non-derivative financial liabilities: accounts payable and accrued liabilities.

(iii) Fair value measurement principles:

SIP’s financial instruments recorded at fair value have been categorized based upon the following fair value hierarchy:

- Level 1 – quoted price (unadjusted) in an active market for an identical instrument.
- Level 2 – valuation techniques based on observable inputs, either directly (i.e. as prices) or indirectly (i.e. derived from prices). This category includes instruments valued using: quoted prices in active markets for similar instruments, quoted prices for identical or similar instruments in markets that are considered less than active, or other valuation techniques for which all significant inputs are directly or indirectly observable from market data.
- Level 3 – valuation techniques using significant unobservable inputs. This category includes all instruments for which the valuation technique includes inputs not based on observable data and the unobservable inputs have a significant effect on the instrument’s valuation. This category instruments that are valued based on quoted prices for similar instruments for which significant unobservable adjustments or assumptions are required to reflect differences between the investments.

2. Significant accounting policies (continued):

(iv) Investment income:

Dividends and interest income are included in investment income and are recorded as they accrue. Interest is recognized using the effective interest rate method. Income distributions from Canadian income trusts are recorded as income when received. Dividend income on equity investments is recorded on the ex-dividend date.

(v) General investment expenses:

General investment expenses are recognized as incurred.

(c) Property and equipment:

Items of property and equipment are measured at cost less accumulated depreciation and accumulated impairment losses.

Cost includes expenditure that is directly attributable to the acquisition of the asset.

Gains and losses on disposal of an item of property and equipment are determined by comparing the proceeds from disposal with the carrying amount of property and equipment, and are recognized net within other income in profit or loss.

Amortization is provided using the straight-line basis over the following periods:

Asset	Rate
Leasehold improvements	10 years
Furniture and equipment	3 years
Computer hardware	2 years

2. Significant accounting policies (continued):

(d) Claims liabilities:

Provision has been made for the estimated liability for all reported and outstanding claims using a case-basis evaluation plus an amount for adverse development and for claims incurred to March 31, which have not yet been reported to SIP. The computation of these provisions takes into account the time value of money using discount rates based on projected investment income from the assets supporting these provisions.

Since the amounts are necessarily based on estimates of future trends in claim severity and other factors which could vary as the claims are settled, the ultimate liability may be more or less than the estimated amounts. Although it is not possible to measure the degree of variability inherent in such estimates, management believes that the unpaid claims amounts and related adjustment expenses are adequate. The estimates are annually reviewed by an actuary and, as adjustments to these liabilities become necessary, they are reflected in current operations.

(e) Additional coverage and other primary insurance coverage:

SIP, on behalf of its Subscribers, obtains additional coverage and other primary insurance coverage. No amount has been recorded related to this other coverage as SIP is not an insurer in these contracts.

(f) Salvage and subrogation recoverable:

In certain circumstances, SIP acquires the right to pursue third parties for losses paid to policyholders under insurance contracts or to dispose of the damaged goods. SIP has recognized and disclosed all identifiable and measurable amounts it expects to recover and recoverable amounts are not recognized until paid or confirmed by SIP's solicitor or adjusters.

(g) Insurance contracts:

Insurance contracts are those contracts that have insurance risk throughout the term of the contract. Insurance risk arises when SIP agrees to compensate a policyholder if a specified uncertain future event adversely affects the policyholder. It is defined as the possibility of paying significantly more in a scenario where the insured event occurs than when it does not occur.

2. Significant accounting policies (continued):

(h) Income taxes:

As an exchange under *The Insurance Act* of Nova Scotia, the NSSIE is not subject to income taxes and, accordingly, no provision for income taxes has been made in these combined financial statements.

As a not-for-profit organization under *The Societies Act* of Nova Scotia, the NSSIPA is not subject to income taxes and accordingly no provision for income taxes has been made in these combined financial statements.

(i) Impairment:

(i) Financial assets:

A financial asset carried at amortized cost is assessed at each reporting date to determine whether there is objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates that a loss event has occurred after the initial recognition of the asset, and that the loss event had a negative effect on the estimated future cash flows of that asset that can be estimated reliably.

Objective evidence that financial assets are impaired can include default or delinquency by a debtor, restructuring of an amount due to SIP on terms that SIP would not consider otherwise, indications that a debtor or issuer will enter bankruptcy, or the disappearance of an active market for a security. In addition, for an investment in an equity security, a significant or prolonged decline in its fair value below its cost is objective evidence of impairment.

Impairment losses on AFS investment securities are recognized by transferring the cumulative loss that has been recognized in other comprehensive income, and presented in unrealized gains/losses on AFS financial assets, to profit or loss. The cumulative loss that is removed from other comprehensive income and recognized in profit or loss is the difference between the acquisition cost, net of any principal repayment and amortization, and the current fair value, less any impairment loss previously recognized in profit or loss. Changes in impairment provisions attributable to time value are reflected as a component of interest income.

2. Significant accounting policies (continued):

If, in a subsequent period, the fair value of an impaired AFS debt security increases and the increase can be related objectively to an event occurring after the impairment loss was recognized in profit or loss, then the impairment loss is reversed, with the amount of the reversal recognized in profit or loss. However, any subsequent recovery in the fair value of an impaired AFS equity security is recognized in other comprehensive income.

(ii) Non-financial assets:

The carrying amounts of SIP's non-financial assets are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated. An impairment loss is recognized if the carrying amount of an asset exceeds its estimated recoverable amount.

The recoverable amount of an asset is the greater of its value in use and its fair value less expected selling costs. In assessing value in use, the estimated future cash flows are discounted to their present value using a discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. Impairment losses are recognized in income in the period in which the impairment is determined.

(j) Foreign currency translation:

The Canadian dollar is the functional and presentation currency of SIP. Transactions in foreign currencies are translated into Canadian dollars at rates of exchange at the time of such transactions. Translation differences on AFS investments are classified as other changes in the carrying value of the investment and are recognized in other comprehensive income.
Monetary assets and liabilities are translated at current rates of exchange.

2. Significant accounting policies (continued):

(k) New standards and interpretations not yet adopted:

(i) IFRS 17, “Insurance Contracts”:

On May 18, 2017 the IASB issued IFRS 17 Insurance Contracts (“IFRS 17”). On June 25, 2020, the IASB issued amendments to IFRS 17 aimed at helping entities implement the standard and to defer the effective date. The new standard is effective for annual periods beginning on or after January 1, 2023. IFRS 17 will replace IFRS 4, Insurance Contracts. This standard introduces consistent accounting for all insurance contracts. The standard requires an entity to measure insurance contracts using updated estimates and assumptions that reflect the timing of cash flows and any uncertainty relating to insurance contracts. Additionally, IFRS 17 requires an entity to recognize profits as it delivers insurance services, rather than when it receives premiums. SIP intends to adopt IFRS 17 in its financial statements for the annual period beginning on April 1, 2023. The extent of the impact of adoption of the standard has not yet been determined.

(ii) IFRS 9, Financial Instruments:

In July 2014, the IASB issued the complete amended IFRS 9, Financial Instruments (“IFRS 9”). The mandatory effective date of IFRS 9 is for annual periods beginning on or after January 1, 2018 and must be applied retrospectively with some exemptions. The restatement of prior periods in not required and is only permitted if information is available without the use of hindsight.

IFRS 9 introduces new requirements for the classification and measurement of financial assets based on the business model in which they are held and the characteristics of their contractual cash flows. It also amends the impairment model by introducing a new “expected credit loss” model for calculating impairment.

The standard also introduces additional changes relating to financial liabilities.

IFRS 9 also includes a new general hedge accounting standard which aligns hedge accounting more closely with risk management. This new standard does not fundamentally change the types of hedging relationships or the requirement to measure and recognize ineffectiveness, however it will provide more hedging strategies that are used for risk management to qualify for hedge accounting and introduce more judgment to assess the effectiveness of a hedging relationship. Special transitional requirements have been set for the application of the new general hedging model.

2. Significant accounting policies (continued):

In September 2016, the IASB issued amendments to IFRS 4, Insurance Contracts to address accounting mismatches and volatility that may arise in profit or loss in the period between the effective date of IFRS 9 and the new insurance contracts standard, IFRS 17 Insurance Contracts, issued in May 2017.

The amendments introduce two approaches that may be adopted by insurers in the period between the effective date of IFRS 9, January 1, 2019 and IFRS 17, effective January 1, 2023:

- Overlay approach – an option for all issuers of insurance contracts to reclassify amounts between profit or loss and other comprehensive income for eligible financial assets by removing any additional accounting volatility that may arise from applying IFRS 9; and
- Temporary exemption – an optional temporary exemption from IFRS 9 for entities whose activities are predominately connected with insurance. This exemption allows an entity to continue to apply existing financial instrument requirements in IAS 39 to all financial assets until the earlier of the application of IFRS 17 or January 1, 2023.

SIP evaluated its liabilities at March 31, 2016, the prescribed date of assessment under the temporary exemption provisions and concluded that all of the liabilities were predominantly connected with insurance. Approximately 99% of SIP's liabilities at March 31, 2016 are liabilities that arise from contracts within the scope of IFRS 17 and approximately 99% of SIP's liabilities at March 31, 2016 are liabilities that arise because SIP issues insurance contracts and fulfils obligations arising from insurance contracts. Additionally, SIP has not previously applied any version of IFRS 9. Therefore, SIP is an eligible insurer that qualifies for optional relief from the application of IFRS 9.

At April 1, 2018, SIP elected to apply the optional transitional relief under IFRS 4 that permits the deferral of the adoption of IFRS 9 for eligible insurers. SIP will continue to evaluate the impact of IFRS 9.

3. Significant judgments and estimates:

SIP makes estimates and assumptions that affect the reported amounts of assets and liabilities within the next financial year. Estimates and judgments are continually evaluated and based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(a) Significant judgments:

Significant judgments made in applying accounting policies relate to impairments on AFS financial assets. As of each reporting date, SIP evaluates AFS financial assets in an unrealized loss position for impairment on the basis described in note 2(i).

For investments in bonds and debentures, evaluation of whether impairment has occurred is based on SIP's best estimate of the cash flows expected to be collected at the individual investment level. SIP considers all available information relevant to the collectability of the investment, including information about past events, current conditions, and reasonable and supportable forecasts. Estimating such cash flows is a quantitative and qualitative process that incorporates information received from third party sources along with certain internal assumptions and judgments. Where possible, this data is benchmarked against third party sources. Impairments for bonds and debentures in an unrealized loss position are deemed to exist when SIP does not expect full recovery of the amortized cost of the investment based on the estimate of cash flows expected to be collected or when SIP intends to sell the investment prior to recovery from its unrealized loss position.

For equity investments, SIP recognizes an impairment loss in the period in which it is determined that an investment has experienced significant or prolonged loss position.

(b) Estimates:

Information about assumptions and estimation uncertainties that have a risk of resulting in material adjustment within the next twelve months relate to claims liabilities.

Provisions for claims liabilities are valued based on Canadian accepted actuarial practice, which are designed to ensure SIP establishes an appropriate reserve on the combined statement of financial position to cover insured losses and claims expenses with respect to the reported and unreported claims incurred as of the end of each accounting period. The policy liabilities include a provision for unpaid claims and adjustment expenses on the expired portion of policies and of future obligations on the unexpired portion of policies. In performing the valuation of the liabilities for these contingent future events, the Appointed Actuary, J.S. Chang & Partners Inc., makes assumptions as to future loss ratios, trends, investment rates of return, expenses and other contingencies, taking into consideration the circumstances of SIP and the nature of the insurance policies.

3. Significant judgments and estimates (continued):

The assumptions underlying the valuation of provisions for unpaid claims and adjustment expenses are reviewed and updated by SIP on an ongoing basis to reflect recent and emerging trends in experience and changes in risk profit of the business.

4. Investments:

		2021	2020
Fixed income:			
Pooled bond funds units:			
Government		728,061	1,273,293
Corporate		2,133,125	2,128,779
Other		2,479,625	3,099,191
Equities:			
Common shares		805,077	930,311
Mutual and pooled funds units		1,092,961	960,476
	$	7,238,849	$ 8,392,050

The fair values of securities are based on quoted market values. Pooled funds and mutual funds are valued using an estimated fair value derived from the quoted market values of the underlying investments held by the respective pooled or mutual fund.

Fair values of cash equivalents and accrued investment income approximate their carrying values due to the short-term maturity of these items.

(a) Liquidity:

Principal bond maturity profile as at March 31, 2021, assuming bonds are not liquidated prior to maturity is as follows:

Government pooled bond funds units 4.6 years

Corporate pooled bond funds units 5.0 years

Other pooled bond funds units 8.0 years

The weighted average yield for debt securities based on market value at March 31, 2021 is 1.4% (March 31, 2020 – 1.6%).

(b) Investment and other income:

	2021	2020
Interest	$ 10,938	$ 40,654
Dividends	202,777	254,234
Gain on sale of investments	219,335	73,443
	$ 433,050	$ 368,331

Dividends includes re-invested dividends of $26,187 (2020 - $13,713) related to mutual funds and short term investments.

5. Property and equipment:

	Furniture and equipment	Computer hardware	Leasehold improvements	Total costs:
Balance, March 31, 2020	$ 84,936	$ 60,323	$ 8,759	$ 154,018
Additions	-	10,787	-	10,787
Disposals	-	(11,813)	-	(11,813)
Balance, March 31, 2021	84,936	59,297	8,759	152,992
Accumulated depreciation:				
Balance, March 31, 2020	82,783	56,098	7,154	146,035
Depreciation for the year	1,283	7,135	814	9,232
Disposals	-	(11,813)	-	(11,813)
Balance, March 31, 2021	84,066	51,420	7,968	143,454
Carrying amounts:				
Balance, March 31, 2020	$ 2,153	$ 4,225	$ 1,605	$ 7,983
Balance, March 31, 2021	$ 870	$ 7,877	$ 791	$ 9,538

6. Limits of liability:

(a) Commercial general liability insurance:

The limit of liability for liability insurance is a maximum amount on any one loss of $250,000 subject to a policy annual aggregate of $1 million. The Subscriber pre-entry deductible is $1,000 for third-party property damage only. There is no deductible for bodily or personal injury. These policy liability limits were in effect for both fiscal years 2021 and 2020.

6. Limits of liability (continued):

(b) Property insurance:

The limit of liability for property insurance is a maximum amount of any one loss of $250,000 subject to a policy annual aggregate of $1 million. The Subscriber pre-entry deductible is $5,000. These policy liability limits were in effect for both fiscal years 2021 and 2020.

(c) Educational errors and omissions insurance:

The limit of liability for errors and omissions insurance is a maximum amount of any one loss of $250,000 subject to a policy annual aggregate of $1 million. The Subscriber pre-entry deductible (after the SIP self-insured retention of $250,000) is $1,000. These policy liability limits were in effect for both fiscal years 2021 and 2020.

7. Claims liabilities:

(a) Nature of claims liabilities:

Claims liabilities are estimates subject to variability and the variability could be material in the near term. The variability arises because all events affecting the ultimate settlement of claims have not taken place and may not take place for some time. Variability can be caused by receipt of additional claim information, or significant change in severity or frequency of claims from historical trends. The estimates are principally based on SIP's historical experience. Methods of estimation have been used which SIP believes produce reasonable results given current information.

SIP strives to establish adequate claim liabilities at the original valuation date. However, as time passes, the ultimate cost of claims becomes more certain. During 2021, SIP experienced favorable claims development of $407,937 (2020 - favorable claims development of $1,024,987).

The table below details the claim liabilities by risk categories:

7. Claims liabilities (continued):

	2021 Gross	2021 Net	2020
Property	$ 962,034	$ 942,987	$ 904,543
Comprehensive general liability	2,427,230	2,432,943	2,488,152
Educational errors and omissions	141,736	142,070	224,599
	$ 3,531,000	$ 3,518,000	$3,617,294

Management has concluded that the best estimate of the fair value of claims liabilities currently available is the amount calculated by the Appointed Actuary. The Actuary's calculated value as at March 31, 2021 amounted to $3,531,000 (2020 - $3,617,294).

(b) Discounting of the claims liabilities

The provision for claims liabilities is discounted using rates based on the projected investment income from the assets supporting the provisions, and reflecting the estimated timing of payments and recoveries. The discount rate used in the valuation was .45% (2020 – .79%).

The provision estimates are as follows:

	2021 Discounted	2021 Undiscounted	2020 Discounted	2020 Undiscounted
Gross provision	$3,531,000	$3,233,000	$3,617,294	$3,314,135
Excess insurance recoverable	(13,000)	(12,000)	(127,263)	(123,280)
Net provision	$3,518,000	$3,221,000	$3,490,031	$3,190,855

Undiscounted provisions reflect the estimated claims and related expenses prior to the effect of discounting and provision for adverse deviation (“PFAD”) determined by the appointed actuary.

(c) Insurance contract provision:

	2021 Gross	2021 Net	2020
Notified claims	$ 1,994,095	$ 1,994,095	$ 2,060,196
Claims incurred but not reported	1,536,905	1,536,905	1,557,098
Excess insurance recoverable	-	(13,000)	-
	$ 3,531,000	$ 3,518,000	$ 3,617,294

7. Claims liabilities (continued):

(d) Analysis of movements in insurance contract provisions:

	2021	2020
Balance, April 1	$ 3,490,031	$ 3,531,951
Current year claims and expenses	1,220,015	2,101,258
Prior year (favourable) development	(407,937)	(1,024,987)
Total claims incurred	4,302,109	4,608,222
Increase (decrease) due to changes in discount rate and PFAD	(2,323)	42,026
Claims and related expenses paid	(873,280)	(1,160,217)
Excess reinsurance recoverable	13,000	127,263
Excess insurance received	91,494	-
Balance, March 31	$ 3,531,000	$ 3,617,294

(e) Methodologies and assumptions:

The provision for claims liabilities is an estimate that is determined using a range of accepted actuarial claims projection techniques determined based on the line of business. The reported amount is based on studies of past experience. The key assumption of the incurred loss/paid loss claims development method is that claims recorded to date will continue to develop in a similar manner in the future. These techniques use SIP's historical claims development patterns to predict future claims development. In situations where there has been a significant change in the environment or underlying risks, the historical data is adjusted to account for expected differences. The historical studies are regularly compared to current emerging experience so that adjustments may be made as necessary.

In order to calculate the carrying value of the unpaid claims, SIP uses an actuarial approach recognizing the time value of money which incorporates assumptions concerning projected cash flows and appropriate provisions for adverse deviations. The actuarially determined carrying value of claims liabilities is considered an indicator of fair value, as there is no ready market for the trading of insurance policy liabilities.

The provision for claims liabilities is discounted as described in note 7(b).

7. Claims liabilities (continued):

(f) Changes in assumptions:

Consideration is given to the characteristics of the risks, historical trends, the amount of data available on individual claims, inflation and any other pertinent factors. Some assumptions require a significant amount of judgment such as the expected future impacts of future judicial decisions and government legislation. The diversity of these considerations result in it not being practicable to identify and quantify all individual assumptions that are more likely than others to have a significant impact on the measurement of SIP's insurance contracts. There were no assumptions identified in the year or the preceding year as having a potential or identifiable material impact on the overall claims estimate.

(g) Sensitivity analysis:

There is uncertainty inherent in the estimation process. The actual amount of ultimate claims can only be ascertained once all claims are closed. Among all the lines of business, general liability line of business has the largest unpaid claims liabilities. Given the nature of this line of business and the fact that it has a very long tail, this line's estimate is the most critical to the assumptions used. If the tail factor selection on this line of business was 5% higher, the net claims liabilities would be $181,648 higher. The effect on net profit would be a reduction of $181,435. If the expected loss ratios used were 5% higher in all loss years, the net claims liabilities would be $29,623 higher, generating a reduction of $113,004 in net profit. Changes in assumptions on other lines of business are considered to be less material.

(h) Claims development tables:

The following table shows the estimates of cumulative incurred claims, including both claims notified and IBNR for each successive loss year at each reporting date, together with cumulative payments to date.

7. Claims liabilities (continued):

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	
Estimate of ultimate claims costs:											
End of accident year	$ 572,423	882,851	1,333,358	2,114,966	1,555,249	1,528,026	1,527,943	1,166,928	1,838,230	1,101,930	
End of one year	475,390	766,990	1,437,403	2,130,188	1,273,502	1,450,630	1,477,497	861,324	1,531,391		
End of two years	477,723	631,688	1,308,691	2,143,406	1,323,401	1,270,054	1,268,977	588,907			
End of three years	416,578	552,798	1,321,573	2,125,775	1,300,923	1,262,718	1,301,664				
End of four years	433,836	516,117	1,203,630	2,126,823	1,297,999	1,257,422					
End of five years	399,747	474,649	1,577,608	2,146,371	1,316,246						
End of six years	349,282	472,464	1,212,789	2,299,435							
End of seven years	353,415	487,594	1,215,870								
End of eight years	346,338	377,905									
End of nine years	352,725										
Current estimate of cumulative claims	352,725	377,905	1,215,870	2,299,435	1,316,246	1,257,422	1,301,664	588,907	1,531,391	1,101,930	
Cumulative claims payments to	(343,087)	(372,905)	(1,041,240)	(2,048,551)	(1,161,883)	(1,089,007)	(1,093,383)	(364,960)	(871,822)	(418,767)	
Liability Recognized	9,638	5,000	174,630	250,884	154,363	168,415	208,281	223,947	659,569	683,163	
Total all claims											2,537,893
Liability in respect of prior years											176,203
Balancing item											519,000
Excess insurance recoverable											(13,000)
Effect of discounting**											297,904
Total net claims liabilities											$ 3,518,000

**Effect of discounting includes the provision for adverse deviations

8. Financial risk management:

The primary goals of SIP's financial risk management policies are to ensure that the outcomes of activities involving elements of risk are consistent with SIP's objectives and risk tolerance, and to maintain an appropriate risk/reward balance while protecting SIP's combined statement of financial position from events that have the potential to materially impair its financial strength. Balancing risk and reward is achieved through aligning risk appetite with business strategy, diversifying risk, pricing appropriately for risk, mitigating risk through preventive controls and transferring risk to third parties.

SIP's exposure to potential loss from financial risks is primarily due to underwriting risk along with various market risks, including interest rate risk and equity market fluctuation risk, foreign currency risk, liquidity risk, as well as credit risk.

(a) Underwriting risk:

Underwriting risk is the risk that the total cost of claims and acquisition expenses will exceed premiums received and can arise from numerous factors, including pricing risk, reserving risk and catastrophic loss risk.

SIP's underwriting objective is to provide cost effective insurance for its subscribers.

(i) Pricing risk:

Pricing risk arises when actual claims experience differs from the assumptions included in pricing calculations. Historically, the underwriting results of the property and casualty industry have fluctuated significantly due to the cyclicality of the insurance market. The market cycle is affected by the frequency and severity of losses, levels of capacity and demand, general economic conditions and price competition. SIP prices premiums based on a historical factor of provider premiums and a calculation based on enrollment and square footage.

(ii) Reserving risk:

Reserving risk arises due to the length of time between the occurrence of a loss, the reporting of the loss to the insurer and ultimate resolution of the claim. Claim provisions are expectations of the ultimate cost of resolution and administration of claims based on an assessment of facts and circumstances then known, a review of historical settlement patterns, estimates of trends in claims severity and frequency, legal theories of liability and other factors.

8. Financial risk management (continued):

Variables in the reserve estimation process can be affected by receipt of additional claim information and other internal and external factors, such as economic inflation, legal and judicial trends and legislative changes. Due to the amount of time between the occurrence of a loss, the actual reporting of the loss and the ultimate payment, provisions may ultimately develop differently from the actuarial assumptions made when initially estimating the provision for claims. SIP's provisions for claims are reviewed separately by, and must be acceptable to, the independent appointed actuary.

(iii) Catastrophic loss risk:

Catastrophic loss risk is the exposure to losses resulting from multiple claims arising out of a single catastrophic event. Property and casualty insurance companies experience large losses arising from manmade or natural catastrophes that can result in significant underwriting losses. Catastrophes can cause losses in a variety of property and casualty lines and may have continuing effects which could delay or hamper efforts to timely and accurately assess the full extent of the damage they cause. The incidence and severity of catastrophes are inherently unpredictable. SIP's exposure to risks is managed through the use of excess primary policies.

(b) Credit risk:

(i) Invested assets:

SIP's risk management strategy is to invest primarily in debt instruments of high credit quality issuers and to limit the amount of credit exposure with respect to any one issuer. SIP attempts to limit credit exposure by imposing portfolio limits on individual corporate issuers as well as limits based on credit quality. The breakdown of SIP's fixed income portfolio by the S&P rating or where unavailable the Fitch rating is presented below:

	March 31, 2021		March 31, 2020	
	Fair value	% of total	Fair value	% of total
High (AAA, A-)	$ 2,042,147	38.31%	$ 3,144,732	48.48%
Medium (A+, BBB-)	2,966,711	55.66%	3,292,984	50.77%
Low (BB+ and under)	321,272	6.03%	48,757	.75%
	$ 5,330,130	100.00%	$ 6,486,473	100.00%

8. Financial risk management (continued):

(b) Credit risk (continued):

(ii) Aggregated credit risk:

SIP's aggregate exposure to credit risk is as follows:

	2021	2020
Investments in bonds	$ 5,330,130	$ 6,486,473
Accrued investment income, including interest	13,026	18,130
Cash and cash equivalents	5,441,987	4,411,451
	$ 10,785,143	$ 10,916,054

(c) Liquidity risk:

Liquidity risk is the risk of having insufficient cash resources to meet financial commitments and policy obligations as they fall due, without raising funds at unfavorable rates or selling assets on a forced basis.

Liquidity risk arises from the general business activities and in the course of managing the assets and liabilities. The liquidity requirements of SIP's business have been met primarily by funds generated from operations, asset maturities and income and other returns received on securities. Cash provided from these sources is used primarily for claims and claim adjustment and defense expense payments and operating expenses. The timing and amount of catastrophe claims are inherently unpredictable and may create increased liquidity requirements.

To meet these cash requirements, SIP has policies to limit and monitor its exposure to individual issuers or related groups and to ensure that assets and liabilities are broadly matched in terms of their duration and currency. SIP also holds a portion of invested assets in liquid securities. At March 31, 2021, SIP has $5,441,987 (2020 - $4,411,451) of cash and cash equivalents.

Along with the expected maturity profile of SIP's investment portfolio, the following table shows the expected payout pattern of the unpaid claim liabilities.

8. Financial risk management (continued):

Expected payout pattern of unpaid claims as at March 31, 2021:

Within 1 year	1 - 5 years	5 - 10 years	Over 10 years	Total
$ 1,176,000	$ 1,238,000	$ 525,000	$ 282,000	$3,221,000

Expected payout pattern of unpaid claims as at March 31, 2020:

Within 1 year	1 - 5 years	5 - 10 years	Over 10 years	Total
$ 1,244,667	$ 1,366,654	$ 519,253	$ 60,281	$3,190,855

(d) Market risk:

Market risk is the risk of loss arising from adverse changes in market rates and prices, such as interest rates, equity market fluctuations, foreign currency exchange rates, and other relevant market rate or price changes. Market risk is directly influenced by the volatility and liquidity in the markets in which the related underlying assets are traded. Below is a discussion of SIP's primary market risk exposures and how those exposures are currently managed.

(i) Interest rate risk:

Fluctuations in interest rates have a direct impact on the market valuation of SIP's fixed income securities portfolio and liability values. Historical data and current information is used to profile the ultimate claims settlement pattern by class of insurance, which is then used in a broad sense to develop an investment policy and strategy. Generally, investment income will move with interest rates over the long-term. Short-term interest rate fluctuations will generally create unrealized gains or losses. Generally, SIP's interest and dividend investment income will be reduced during sustained periods of lower interest rates as higher yielding fixed income securities are called, mature, or are sold and the proceeds are reinvested at lower rates, and will likely result in unrealized gains in the value of fixed income securities SIP continues to hold, as well as realized gains to the extent the relevant securities are sold. During periods of rising interest rates, the market value of SIP's existing fixed income securities will generally decrease and gains on fixed income securities will likely be reduced or result in realized losses.

8. Financial risk management (continued):

As at March 31, 2021, management estimates that an immediate hypothetical 100 basis point, or 1%, parallel increase in interest rates would decrease the market value of the fixed income securities by $120,000 (2020 – $160,216), representing 3.4% (2020 – 2.47%) of the $5,694,460 (2020 - $6,486,473) fair value fixed income securities portfolio, and decrease the value of unpaid claims reserves by $119,612 (2020 - $86,202), thus partially offsetting the change in market value of bonds. Conversely, a 100 basis point decrease in interest rates would increase the market value of the fixed income securities by $16,000 (2020 - $65,513) and increase unpaid claims reserves by $17,590 (2020 - $35,166). If it was necessary for us to complete an unexpected quick liquidation of assets to meet our policy obligations, interest rate fluctuations could result in realized gains or losses greater than the change in reserve values.

Computations of the prospective effects of hypothetical interest rate changes are based on numerous assumptions, including the maintenance of the existing level and composition of fixed income security assets at the indicated date, and should not be relied on as indicative of future results. The analysis in this section is based on the following assumptions: 1) the securities in SIP's portfolio are not impaired; 2) interest rates and equity prices move independently; 3) shifts in the yield curve are parallel; and, 4) credit and liquidity risks have not been considered. In addition, it is important to note that AFS securities in an unrealized loss position, as reflected in OCI, may at some point in the future be realized either through a sale or impairment.

(ii) Equity market fluctuation risk:

Fluctuations in the value of equity securities affects the level and timing of recognition of gains and losses on securities held, and causes changes in realized and unrealized gains and losses. General economic conditions, political conditions and many other factors can also adversely affect the stock markets and, consequently, the value of the equity securities SIP owns.

To mitigate these risks, SIP establishes an investment policy which is approved by the Board of Directors. The policy sets forth limits for each type of investment and compliance with the policy is closely monitored. SIP manages market risk through asset class diversification, policies to limit and monitor its individual issuers and aggregate equity exposure.

8. Financial risk management (continued):

As at March 31, 2021, management estimates a hypothetical 10% increase in equity markets, with all other variables held constant, would impact OCI by approximately $41,536 (2020 - $26,001). A 10% decrease in equity prices would have the corresponding opposite effect, impacting OCI by the same amounts. Equity instruments comprise 26.2% (2020 – 22.5%) of the fair value of SIP's total investments.

(iii) Foreign exchange risk:

Foreign exchange risk is the possibility that changes in exchange rates produce an unintended effect on earnings and equity when measured in domestic currency. This risk is larger when assets backing liabilities are payable in one currency and are invested in financial instruments of another currency. SIP monitors the exposure of invested assets to foreign exchange and limits these amounts when deemed necessary and mitigates foreign exchange rate risk. SIP may nevertheless, from time to time, experience losses resulting from fluctuations in the values of these foreign currencies, which could adversely affect operating results.

At March 31, 2021, SIP held $724,587 in US equities (2020 – $676,419).

As at March 31, 2021, management estimates that a hypothetical 10% increase in the value of the Canadian dollar compared to the US dollar with all other variables held constant, would impact OCI by ($16,060). A 10% decrease in the value of Canadian dollar compared to US dollars would have the corresponding opposite effect, impacting OCI by the same amounts.

9. Fair value measurement:

The following presents SIP's financial instruments measured at fair value by hierarchy level:

	March 31, 2021		March 31, 2020	
	Fair value	Cost	Fair value	Cost
Level 1				
Investments	$805,077	$ 606,040	$930,311	$889,990
Level 2				
Investments	$6,433,772	$6,068,257	$7,461,739	$7,281,446
	$7,238,849	$6,674,297	$8,392,050	$8,171,436

There were transfers of ($1,153,200) between Level 1 and Level 2 in the period. There were no fair value measurements classified as Level 3.

10. Rate stabilization reserves:

SIP has reserves which are intended to ensure stable rates to its members in future years as follows:

	Unrestricted Reserves	Externally Restricted Guarantee	Total
Balance, March 31, 2020	$ 4,016,880	$ 1,069,661	$ 5,086,541
Net loss	(102,510)	-	(102,510)
Required transfer to and from restricted reserves	232,034	(232,034)	-
Balance, March 31, 2021	$ 4,146,404	$ 837,627	$ 4,984,031

(a) In accordance with the Exchange Agreement, Subscribers were not obliged to contribute any amounts to SIP in the form of a capital contribution. The combined rate stabilization reserves therefore represent the cumulative excess of income over expenses, including investment income, and may be used to cover potential future catastrophic claims or accommodation for significant increases in excess insurance premiums as appropriate. The Exchange Agreement provides that additional assessments may be made to the Subscribers to the extent that premiums collected are insufficient to cover the claims and expenses experienced by SIP. Similarly, where accumulated funds are in excess of funds required to meet the obligations in respect of claims arising, the Exchange Agreement provides for the issue of premium credits.

(b) In accordance with the May, 2019, actuarial review of the minimum capitalization required for SIP (based on March 31, 2018 actual results), a conservative level of capital has been determined to be in the range of $4,000,000. This actuarial value, including externally restricted reserves, represents the capital, in its simplest form, required to cover the shortfall between the premium income based on expected losses and expenses and losses as measured at year end. It also protects policyholders against any sudden increase in frequency or severity that could otherwise result in significant rate increases.

(c) *The Insurance Act* of Nova Scotia requires SIP to maintain a Guarantee Fund of $50,000 in cash or approved securities. The Act also requires SIP to maintain a Restricted Reserve Fund in cash or approved securities equal to 50% of the gross premiums receipts minus the cost of excess insurance, excluding broker fees.

11. Capital management:

Capital is comprised of SIP's Rate Stabilization Reserves. As at March 31, 2021, SIP's capital was $4,984,031 (2020 - $5,086,541). SIP's objectives when managing the capital are to maintain financial strength, protect its claim paying liabilities, facilitate the prudent operation of SIP and promote long-term stability in premiums assessed to its Subscribers. Protecting the ability to pay current and future liabilities includes maintaining capital above minimum regulatory levels, current financial strength rating requirements and internally determined capital guidelines based on risk management policies.

SIP is required to have a guaranteed reserve fund of 50% of annual premiums received minus the cost of excess insurance, excluding broker fees.

The minimum capital levels for SIP are monitored by their regulator, the Office of the Superintendent of Insurance for the Province of Nova Scotia.

12. Operating expenses:

	2021	2020
Salaries and contracting out	$ 556,380	$ 487,227
Risk	117,259	161,605
Rent and related expenses	83,466	83,069
Professional	64,550	59,427
Data	81,324	96,420
E&O coverage for staff and directors	46,085	42,750
Translation and student accident insurance promotion	4,601	3,594
Board and committee meetings	-	18,373
Depreciation	9,232	9,240
Office	8,513	13,019
Print and website	9,289	5,363
Telephone and communications	9,496	9,199
Professional development and dues	9,611	18,376
Other miscellaneous	47	1,621
	$ 999,853	$ 1,009,283

14. Key management personnel:

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of SIP, directly or indirectly, including the Board of Directors of SIP.

Compensation expenses related to key management personnel consisted of $319,970 (2020 - $272,556) related to salaries and other short-term employee benefits. No other benefits were paid.

No compensation is paid to SIP's Board of Directors.

15. Changes in non-cash working capital items:

	2021	2020
Loans and receivables	$ -	$ 31,564
Excess insurance recoverable	114,263	(127,263)
Other assets	(960,784)	(58,672)
Accounts payable and accrued liabilities	71,266	(116,443)
	$ (775,255)	$ (270,814)

Signature: Janine M Saulnier
Janine M Saulnier (Jun 30, 2021 13:24 ADT)
Email: janine.saulnier@csap.ca

Signature: William Strubank
William Strubank (Jul 6, 2021 09:27 ADT)
Email: william.strubank@nscc.ca

Appendix 2

2021 SIP Spring Newsletter

Volume 7 • No.2
SPRING 2021

riskwrite

Information that matters to you and the Nova Scotia School Insurance Program

HURRICANES

2020

was a record-breaking Atlantic Hurricane Season with **30** named storms, the highest number on record.

SIP
School **Insurance** Program

Not for profit.

Cover Stories

Features

SIP Stuff

Business (almost) as usual.

As COVID-19 continues to require physical distancing, making necessary "new normals" with both our home and work lives, colleagues at SIP have adjusted to operate remotely and in-office according to provincial guidelines. We have responded to the unique challenges presented by the pandemic and worked to ensure continuity of coverage throughout our insurance program. The SIP team continues to be available for all claims and risk management enquiries, and we look forward to being of help in these uncertain times.

2020 ATLANTIC HURRICANE SEASON

A LOOK BACK

2020 was a record-breaking Atlantic hurricane season with **30** named storms, the highest number on record.

There were **6** major hurricanes which is a tie for second highest on record.

September 10, 2020, marked the peak of the Atlantic hurricane season and less than **2 weeks later** forecasters needed to switch to the Greek alphabet as the traditional list to be used for 2020 had been exhausted.

The centre of post-tropical storm **Teddy** made landfall in eastern Nova Scotia on **September 23**, 2020, delivering strong winds and heavy rain.

Hurricane Naming Protocols

There are **6** lists of names which rotate every **6** years.

Each list has **21** names running **A** to **Z**, however, each list skips over letters **~~Q~~**, **~~U~~**, **~~X~~**, **~~Y~~** and **~~Z~~**.

Last year, for only the **2nd** time **ever**, the list ran out of official names due to the high number of named storms. As such, the Greek alphabet was employed.

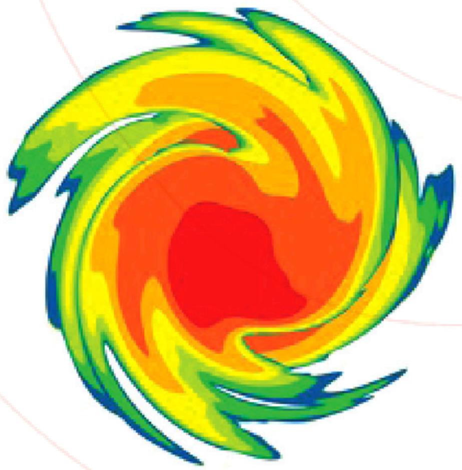
Subsequently, the *World Meteorological Organization* decided to no longer use Greek letters. A supplemental list of **A** to **Z** names has been developed for use in future years when the usual rotation of names is exhausted in any **1** hurricane season.

COVER STORY

2021 ATLANTIC HURRICANE SEASON

A LOOK AHEAD

The official **2021** Hurricane season runs from **June 1**, through **November 30**.



2021 Atlantic Hurricane Names

Ana	**L**arry
Bill	**M**indy
Claudette	**N**icholas
Danny	**O**dette
Elsa	**P**eter
Fred	**R**ose
Grace	**S**am
Henri	**T**eresa
Ida	**V**ictor
Julian	**W**anda
Kate	

Hurricane Dorian

As you may recall, on **September 7, 2019, Hurricane Dorian** blasted through our province causing a significant amount of damage.

During and after the storm, the **SIP** office received numerous calls from our Subscribers throughout the province. In total, we received **12** claims ranging from fence repairs and elevator repairs to roofs being torn off schools.

Our **SIP** claims team acted fast and had our adjusters on site as safely and quickly as possible so they could begin the investigation process and start with repairs. Affected Centres for Education and CSAP were able to quickly contain and mitigate damage.

In addition to physical damage, **SIP** also received calls reporting significant amounts of food spoilage. With such extensive damage having occurred from the passing of Dorian, we are happy to report that repairs are almost complete.

Dorian Officially Retired as a Hurricane Name

The name **Dorian** has officially been retired from the listing of Atlantic hurricane names. The **World Meteorological Organization** decided the name would be retired, as proposed by The Bahamas, and backed by Canada.

For a name to be removed, the corresponding hurricane needs to have exhibited significant impact in both lives lost and property.

The Dorian name will be replaced with **Dexter.**

The Insurance Bureau of Canada advises Dorian caused $**62.2** million in total insured damage in Nova Scotia.

SIP's property insurance program experienced significant claims caused by Dorian.

The Impact of Climate Change

The impact of climate change on hurricanes has been tricky to quantify because there are many aspects involved in creating and sustaining a hurricane. It is difficult to separate how much of what creates a hurricane is caused by natural or man-made reasons. Scientists do generally agree, however, the changes in the Atlantic hurricane season are not due to natural changes in the environment but rather can only be explained by human caused factors.

These human-caused factors are responsible for making stronger, more rapidly intensifying storms more common.

HURRICANE PREPAREDNESS LIST

Hurricanes generate a variety of threats to lives and property. The most obvious is the threat posed to buildings, equipment, and people by the high winds which characterize such storms.

SIP's Insurance Broker, **Aon**, has provided an emergency response **Hurricane Checklist**.

This checklist will help you prepare for a hurricane's effect on your Centre/CSAP/NSCC, employees, and community by highlighting activities you should undertake **before**, **during**, and **following** the event.

Before the Storm

- **Stay up to date** on the storm's progress via radio, TV or other media news communication.
- **Determine** safe evacuation routes inland as well as alternative routes.
- **Review** your **Shelter-In-Place** plan, making sure your **Disaster Kit** is fully stocked, fresh batteries and supplies are included, and that any modifications needed to address **COVID-19** requirements have been addressed. These include social distancing, the availability and use of PPE and hand sanitizers.
- **Ensure** you have an emergency communication plan in place prior to the storm, evacuation, or threat, and that it addresses any modifications to your work environment arising from the **COVID-19** pandemic, such as modified work hours and arrangements, increased number of shifts, greater number of temporary workers to accommodate increased demand, increased sanitation and cleaning staff.
- **Backup** all data on servers and personal computers. If the backup site is within the area that may be affected by the storm, take backup tapes with you in the evacuation.
- **Turn off** all non-critical devices, such as server monitors and workstations and other non-essential electrical equipment.
- **Check** the integrity of the uninterruptible power supply (UPS). Move the UPS to the highest level possible above the floor.
- **Inspect** and make emergency repairs to drains, gutters, and flashing.
- **Strap** or anchor to the roof deck support assembly (e.g., the joists) all roof-mounted equipment such as HVAC units and exhaust vents.
- **Alert** a third party about your organization's relocation plan in the event the storm makes your location inaccessible.
- **Protect**/relocate vital records, including your insurance documentation.
- **Install** windstorm shutters/plywood over windows and doors.

Take the following steps so that items outdoors will not blow away or cause damage:

- **Remove** all loose debris.
- **Anchor** or relocate all nonessential equipment to a safe indoor location.
- **Secure** storage of flammable liquid drums or move them to a sheltered area (but never into main facility areas). Be sure to include the safe storage of any supplies of hand sanitizers which are combustible.
- **Anchor** all portable buildings (e.g., trailers) to the ground.
- **Secure** large cranes and other heavy equipment.
- **Make sure** outdoor signs are properly braced.
- **Ensure** that any employees who volunteer to stay onsite have proper supplies and equipment (e.g., drinkable water, nonperishable food, medical, flashlights, walkie-talkies, PPE, and hand sanitizer). If an official evacuation order is in place, no employees or contract workers should remain behind.
- **Fill** fuel tanks of generators, fire pumps, and all company-owned vehicles.
- **Shut off** natural gas supply in order to minimize fire loss.
- **Disconnect** the main electrical feeds to the facility, if possible, to prevent a potential fire caused by short- circuiting of damaged equipment.
- **Ensure** remote access to your website so updates about your organization's status can be made.

During the Storm

- **Only when safe to do so**, patrol the property continuously and watch for roof leaks, pipe breakage, fire or structural damage. During the height of a wind-storm, personnel should remain in a place that has been identified as safe from wind and flood. Take steps to ensure that location meets any requirements to prevent the spread of **COVID-19**, such as social distancing, adequate supplies of PPE and hand sanitizer for every employee onsite.
- **Constantly** monitor any equipment that must remain online.
- **During** power failure, turn off electrical switches to prevent reactivation before necessary checks are completed.

After the Storm

- **Keep listening** to radio, TV or other media news to ensure the storm has passed.
- **Wait** until an area is declared safe before entering to secure the site and survey damage.
- **Procure** 24-hour security if needed.
- **Watch** for closed roads. If you come upon a barricade or a flooded road, turn around.
- **Survey** for safety hazards such as live wires, leaking gas or flammable liquids, poisonous gases, and damage to foundations or underground piping.
- **Call in** key personnel and make necessary arrangements to start emergencies repairs. Make sure safety systems are fully implemented before work is allowed to begin. Require contractors to share responsibility for establishing safe conditions before and during the job. Contractors should also be required to wear masks and comply with all established national, provincial and local safety protocols for preventing the spread of **COVID-19**.

Begin salvage as soon as possible to prevent further damage:

- **Cover** broken windows and torn roof coverings immediately.
- **Separate** damaged goods, but beware of accumulating too much combustible debris inside a building
- **Clean** roof drains and remove debris from roof to prevent drainage problems.
- **Alert** your insurance contact that you have suffered a loss.

Your People

- **Have all employees**, vendors, and client contact information on hand. This includes the ability to contact any and all employees who may be working remotely, especially those in residential or other locations that might be affected by a pending hurricane.
- **Use an Alert** Notification System to keep all interested parties posted on status updates and next steps.
- **During evacuation**, have a central point of contact for all employees, and ensure you know where your people are located. In advance of any emergency situations, provide any additional instruction for employees to practice social distancing (as practical given the circumstances), wear masks and other PPE as appropriate to address potential exposure to **COVID-19**.
- **During an evacuation**, consider your phones lines – redirection to cell phones, answering service, or backup lines could be critical.
- **Following the storm**, notify all critical people of next steps, based on damage.
- **In flat areas**, storm surges may rush inland. Hurricanes often generate heavy rainfall, which can cause severe flooding over wide areas. You should also prepare for these potential interruptions.

__SIP__ would like to thank __Aon__ for allowing us to share this information, and we hope it proves to be of help to you during future hurricane seasons.

For a full version of the __Aon Emergency Response: 2020 Atlantic Hurricane Season__ document, which includes additional checklists for flood and power outages, please contact the __SIP__ office at mail@sip.ca or by calling 902.480.2170.

Outdoor Learning

The COVID-19 pandemic has disrupted many traditional learning environments worldwide, leading to a fresh-air instruction initiatives.

While outdoor learning spaces, such as outdoor classrooms and mud kitchens, are not a totally new idea, we have certainly witnessed an increase in the numbers being built at our schools across the province.

These outdoor learning environments look different from program to program. They may be as simple as open-air seating areas with rocks and stumps for sitting on to elaborate wooden structures built on pavement.

SIP is here to provide risk management recommendations when considering constructing an outdoor learning space on your premises.

Please remember to advise **SIP** of structures you have already built and want added to property insurance coverage.

Volunteers

Without the support of volunteers in our schools, many activities would not be possible. Their hard work and dedication help create a safe and fun learning environment for our students.

SIP recognizes the importance of protecting volunteers. Should a volunteer receive an accidental injury while acting within the scope of their duties for any Centre/CSAP/NSCC, we have arranged coverage to address immediate medical costs.

For this coverage to apply, all volunteers must be registered volunteers. This means they must have police checks and child abuse registry checks completed and held on file at the school, and the school principal must approve them.

For more information on the **Volunteer Accident** policy, including the policy wording and instructions on making a claim, we encourage you to visit ***sip.ca/volunteer***

Should you have any questions regarding volunteers' coverage, please do not hesitate to give our office a call at **902.480.2161** or email us at *mail@sip.ca*

Insurance Terms Can Be Confusing!

Commonly Used Insurance Terms and Acronyms

Insurance can be confusing with the frequent use of *legalese* and *acronyms*.

Should you experience a claim at your school/campus; you may hear some of the following terms and acronyms used by **SIP**'s adjusters and restoration firms.

Commercial General Liability (**CGL**)
Provides coverage for bodily injury, personal injury, and property damage caused by a businesses' operations, products, or premises.

Example CGL claim: A visitor alleges they suffered a slip and fall injury on a school walkway due to negligence in the failure to provide adequate sanding/salting on the school premises.

CGL coverage is *included* under the **SIP** suite of insurance coverages.

Errors and Omissions (**E&O**)
A type of professional liability insurance that protects organizations, their professional employees against claims of inadequate work or negligent actions.

Example E&O claim: An allegation that a school failed to educate a student adequately.

E&O is currently *included* under the **SIP** suite of insurance coverages.

Bodily Injury (**BI**)
BI means physical injury, including sickness, disease, mental injury, shock or death.

Property Damage (**PD**)
PD means damage to third party property.

Boiler & Machinery (**B&M**)
Provides coverage for damage to equipment resulting from accidental breakdown causing physical damage to the same piece of equipment. Indemnity is provided for the cost of repairing or replacing the damaged equipment.

B&M is currently *included* under the **SIP** suite of products.

Cross-Claim
This is a claim brought by one defendant in a legal proceeding against another in the same proceeding.

Counter-Claim
This is a claim made by a defendant against a plaintiff in a legal proceeding.

Indemnity
This means reinstating an entity back to the same financial position as they were immediately prior to a loss. ***For example,*** an insurer would provide indemnity to a policyholder by reimbursing the cost of a projector purchased to replace the original item lost due to theft.

Subrogation
A legal clause in the insurance policy by which an insurance company, after payment of a loss on behalf of their insured/policyholder, is assigned the insured's rights to recover the amount of the loss from those who are legally liable for it.

For example, when an insurer provides payment for the replacement of an interior wall damaged by water entry due to negligence of a roofing contractor hired to install a new roof system, the insurer will be able to take legal action to seek restitution from the roofing contractor.

All Risks Policy
A name given to an insurance policy covering each loss except for those perils or types of property expressly excluded. If the policy does not exclude it, it is covered.

Estoppel
A legal principle that precludes a person or entity from alleging facts contrary to his previous claims or actions. ***In other words,* estoppel** prevents someone from arguing something contrary to a claim made or an act previously performed by that person.

We hope the above provides a little clarity on some confusing industry-related insurance terms.

Should you have any questions or need further clarification on this or any matter, please don't hesitate to call us at 902.480.2161.

SIP Trivia Contest

All correct responses received within the first two weeks of newsletter release date will be entered into a draw. Two names will be drawn, and each will receive a **SIP** logo'd hoodie style fleece sweater.

Sizes available are Small, Medium, Large and Xtra Large.

SIP Trivia is open to all Regional Centres for Education, CSAP, and NSCC staff.

Please email your answers to:

mail@sip.ca

Yes or No…?

1 Does submitting an incident report to **SIP** start a claim process for any eligible expenses under the student accident policy**?**

2 Should incident reports be filled out and submitted by the injured party**?**

3 Do Volunteers have to be a registered volunteer to be eligible for coverage under the Volunteer Accident policy**?**

*Helpful hint: answers can be found in **SIP**'s RiskWrite Newsletters from **Winter 2020, Winter 2021** and **Spring 2021** (this one!)*

This could be yours!

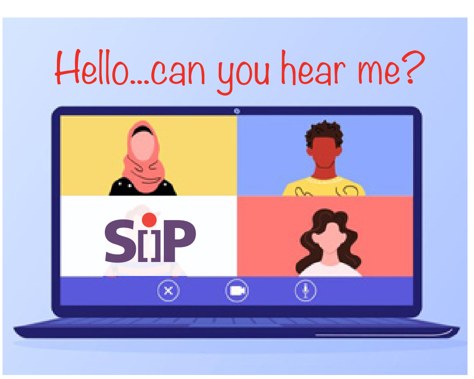
Available in **S**, **M**, **L**, **XL**

Winter 2021 Trivia Winners…

*Congratulations to the following **Winter 2021** winners:*

***Annick Pinette** — CSAP*

***Donna Macumber** — West Hants Middle School*



Holding a Virtual Meeting?

If you are interested in having a representative from **SIP** ***attend your next virtual meeting***, please contact our office. We are happy to attend to discuss any insurance, claims, or risk management matters.

Call 902.480.2170 or email: **mail@sip.ca**

SafeSchools = Vector Solutions™

Name & Logo Change

SafeSchools is an on-line safety training and tracking system designed for school employees that is **100% school-focused** and offers an extensive library of pre-recorded courses that employees can take at their convenience.

SIP has partnered with **SafeSchools** for several years and offers this risk management tool to our Subscribers at no cost. We are pleased to see an increase in Subscribers' utilization of this program.

We want to make you aware that the **SafeSchools** name and logo have changed to unify with other products under the ***Vector Solutions Brand***. **SafeSchools** is now known as **K-12 Safety** and has a new logo.

Please know the product and content is the same as we have become used to and login URL's have not changed. If you have any questions, please do not hesitate to contact our office.

NOW AVAILABLE FROM **SIP**

guard.me

SCHOOL TRIP & MEDICAL INSURANCE

Going on a school trip and need travel medical insurance?

SIP is pleased to advise that we continue to partner with **guard.me** to make travel health insurance available for our schools.

guard.me health insurance plan provides for full payment, without co-insurance or deductibles, for doctors' visits and hospitalizations for medically required urgent care, as well as for paramedical care, medicines and urgent dental care. Go to sip.ca and select *Teachers & Staff*, select *Trips* and click on *Trip Insurance*.

TO APPLY FOR COVERAGE, SEND AN EMAIL TO:
ADMIN@GUARD.ME
IF YOU HAVE COVERAGE QUESTIONS, PLEASE EMAIL:
MEGAN@GUARD.ME

Who can apply for guard.me insurance?
guard.me is designed specifically to meet the needs of travel insurance for school trips. Eligible applicants include:
- *Students* • *Teachers* • *Volunteers/chaperones*
- *School faculty and staff*

You will receive confirmation from **guard.me** that your application has been processed and approved. ID cards will be delivered to the school; **SIP** will invoice the school for the premium.

How does the school get coverage for the school trip?
Go to sip.ca and select *Teachers & Staff*, select *Trips* and click on *Trip Insurance:*
- Review the following available coverages

guard.me Canada – for school trips within Canada for emergency travel insurance.
guard.me Global – for school trips outside of Canada for emergency travel insurance.

- Select the option that you would like to purchase.
- Send an email to: admin@guard.me and request an application for coverage.
- Complete the application for those on the school trip that want coverage.
- Send to: admin@guard.me for a quote on coverage.
- The quote will be sent by email to the school.
- The school can request coverage through **guard.me**. **Guard.me** will activate coverage and issue ID cards for all travellers covered by **guard.me** and send by email.
- **SIP** will invoice the school for the coverage premiums.

How to make a claim?
Go to sip.ca and select *Parents & Students* and click on *Travel Insurance.*

School Trips

What to know...**before** you go.

Do you have a question for **SIP** about a **school trip?**

We get questions on field trips that range from trips to the library to trips to Europe. Our website now has a new feature that will help you tell us about your trip and answer any questions you may have. Follow these simple steps to submit your inquiry:

1. Go to ***www.sip.ca***
2. Select ***Teachers***, then ***Staff***, and log in (user name: ***sip*** password: ***student***)
3. Select the ***Trips*** tab

Complete the form and submit to SIP staff and we will get back to you as soon as we can. Please remember to file your trip itinerary for **all trips** outside of Canada.

Agreements & Waivers

What to do...and **not** do.

Your school is being asked to sign waivers, hold harmless agreements, group agreements, indemnity agreements and release forms...**what should you do?**

Here is a quick reference chart to assist you:

Activity	Action to Take
Business offering activities for students	**Do not sign**
Field trips or sports activities	**Do not sign**
Leasing of space	Send the contract to your Centre/CSAP/NSCC office or **SIP**
Rental of equipment	Send copy of contract to your Centre/CSAP/NSCC office or **SIP**
Group agreement	**Do not sign**
Not sure	Send to **SIP** and we will assist you

Do not sign on the dotted line unless you have authority from your Centre/CSAP/NSCC to sign a legal contract on their behalf.

For further information, see ***RiskWrite*** "To sign or not to sign" at sip.ca under *Risk Management Advice > Contracts*

K–12 Safety

On-line training for your employees brought to you compliments of **SIP**

The School Insurance Program is pleased to continue to be partnered with ***K–12** Safety* ***Online Training***. ***K–12** Safety* courses are specifically designed for school employees. The training courses are authored by school experts and are available from any internet appliance—computers, iPads and even smartphones with internet access.

Each participating Regional Centre for Education/ CSAP/NSCC have their own ***K–12** Safety* training site. ***K–12** Safety* training can track group or instructor-led training, and it also tracks individual eLearning training. Regional Centres for Education, CSAP and NSCC can even upload their policies and track acceptance of them as well. Administrators will enjoy real-time progress reports by school and even across the entire organization.

***K–12** Safety* continues to localize many of its courses and there are many courses that are ready for you today! As well, there are courses in French, and more in the making.

We are confident this will be a great resource for all employees in your Regional Centres for Education, CSAP and NSCC. Students will benefit from safer environments as well.

For further Information and/or to connect with your Centre's/CSAP/NSCC ***K–12** Safety* representative, please contact **SIP** at ***mail@sip.ca*** to get your membership as soon as possible.

Staff Members

Bruce Macdonald BBA CIP
Chief Executive Officer
bruce.macdonald@sip.ca
Office 902.480.**2173**
Cell 902.499.9890

Bruce plans, organizes, manages and evaluates the operations of **SIP** in accordance with objectives established by the Board of Directors.

Rebekah Tingley CRM
Risk Management Assistant
rebekah.tingley@sip.ca
Office 902.480.**2172**
Cell 902.830.2178

Rebekah assists the Risk Manager and answers enquiries about school trips and activities.

Lee-Anne Dauphinee CIP CRM
Risk Manager
lee-anne.dauphinee@sip.ca
Office 902.480.**2171**
Cell 902.452.6173

Lee-Anne provides risk management, loss control, and insurance purchase and renewal service to **SIP** subscribers.

Valencia Forrest
Claims Assistant
valencia.forrest@sip.ca
Office 902.480.**2174**
Cell 902.229.3262

Valencia handles claims, the student accident program, certificate of insurance requests and also provides administrative support to office staff.

Cindy Norrad CPA CGA CRM
Controller
cindy.norrad@sip.ca
Office 902.480.**2177**
Cell 902.499.0426

Cindy manages the finances of **SIP** and is also involved in procurement.

Dawn Graves
Executive Assistant
dawn.graves@sip.ca
Office 902.480.**2178**
Cell 902.719.7008

Dawn provides administrative support to the office staff and works closely with the Chief Executive Officer.

Meagan Spicer
Claims Assistant
meagan.spicer@sip.ca
Office 902.480.**2170**
Cell 902.430.9781

Meagan handles claims, the student accident program, certificate of insurance requests and also provides administrative support to office staff.

Office Information

Reception	902.480.2170
Toll-free	855.480.2170
Fax	902.480.2179
Email	mail@sip.ca

www.**sip**.ca

SIP
School **Insurance** Program

24/7 Emergency 902.448.2840

Board of Directors

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Conseil scolaire acadien provincial

William "Bill" **Strubank** *Vice-Chair*
Nova Scotia Community College

Pat Murphy
Annapolis Valley Regional Centre for Education

Wendy King
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Herb Steeves
Chignecto-Central Regional Centre for Education

Terri Thompson
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Chris Grover
Strait Regional Centre for Education

Craig Crosby
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