Civic and Police Employees' Group Life Insurance Plan conversion

When you retire or employment ends, you have the option to convert insurance coverage with the Plan to an individual life insurance plan.

Conversion allows you to continue your insurance at private rates without providing medical evidence, if done within 31 days of the loss or reduction of coverage. You may purchase an individual policy in an amount not to exceed the lesser of:

- The total amount of Group Life insurance for which you were covered in the group plan on the date of retirement or loss of coverage; or
- $200,000 or the maximum amount prescribed by applicable provincial legislation

Through an insurance carrier, you have the ability to convert to a term or permanent life insurance policy.

It is important to note that premiums, coverage amount, and policy type will differ from your workplace group life insurance policy.

Applying for conversion

To apply for conversion, you must provide notice to your Human Resources department in order to initiate the process. Please ensure you provide your personal email address as you will no longer have access to your work email upon departure.

Once notice is received, you will be provided a Group Life Conversion Privilege Notification. At that point, you will need to complete the following steps:

1. Provide the completed Group Life Conversion Privilege Notification to your Advisor.
    a. If you do not have an advisor, you can contact Canada Life to convert your policy. After you submit the form, an advisor will contact you and explain the options available to you so you can make a choice based on your personal needs.
    b. You may speak to a customer service representative by calling 1-888-252-1847 who will assist in connecting you to an advisor.
    c. You can also reach Canada Life by email.

2. After you have decided on your group life conversion option, the advisor will submit the completed and signed application with the first full premium payment to Canada Life for processing.

This application process must be completed within 31 days after your group life insurance terminates or is reduced.

Applying for a new policy

Instead of converting your Group Life insurance to Canada Life, you may choose to apply for a new individual life insurance policy. A new individual life insurance policy requires a policy to be underwritten based on your current health and personal information. With this option, you can shop around for different insurers who may offer more competitive rates or different coverage options.

If you proceed with a new individual life insurance policy, you will most likely have to undergo a medical exam and the premiums will be determined based on factors such as age, health status and the amount of coverage you choose. This process may be more involved but does provide flexibility to choose from a wider variety of options.

If you would like to explore obtaining a new individual life insurance policy, you can email HUB International or phone 1-844-900-9451. They will provide a comparison between converting vs. applying for a new individual policy by reviewing the premium costs, health status, coverage options, and time frame. Additionally, they will support you through the required documentation.

You will need to provide the following details in order to obtain a quote:

- Full name
- Date of birth
- Gender at birth
- Smoking status
- Any known health conditions

If communicating by email, it is recommended you indicate in the subject line it is regarding an individual life insurance policy.