

### **III. Duties and Responsibilities**

#### **Section 10 – Responsibilities and Accountabilities/Performance Measurement and Reporting**

In order to ensure the responsibilities listed in the Charter of Expectations (Section 9 of this Governance Manual) are being carried out, it is necessary for the Board to delegate some of its authority to a number of service providers. This is in keeping with the CAPSA pension plan governance principles in general (itemized in Section 1 of this manual), and in particular with the following of those principles:

- The plan administrator should clearly describe and document the roles, responsibilities, and accountabilities of all participants in the pension plan governance process;
- The plan administrator should establish and document performance measures to monitor the performance of participants in the governance and administration of the plan.
- The plan administrator should establish and document a framework and ongoing processes, appropriate to the pension plan, to identify and manage the plan's risks.
- The plan administrator should establish and document appropriate processes to ensure compliance with the legislative requirements and pension plan documents.

The chart on the following pages is designed to provide a reference guide to Board members as to how the roles and responsibilities have been delegated by the Board in order to fulfill its Charter of Expectations.

## 10.1 Administration

### *Ensure the timely payment of benefit entitlements to Plan members/beneficiaries*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Maintenance of Member Accounts, Benefit Calculations/Payments, Customer/Plan Member Service	Board satisfaction, PSSA Project Specific Yes – standards set by Board	Quarterly Reports
Actuary – Aon Hewitt Inc.	Pension Administration System verification	Yes - letters certifying calculations	Annual performance review
Employers	Collecting & remitting contributions Plan information Liaise between members & PEBA	N/A	N/A
RBC Investor & Treasury Services	Pension payments, issue tax forms	Yes, semi-annual evaluation by PEBA. / Must be in compliance with ITA	Semi-annual report, monitored by PEBA and reported to Board in Quarterly Reports

### *Monitor and review the performance of PEBA and other Service Providers*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Select service providers, negotiate their contracts and evaluate their performance and self-report performance	Must meet with Board satisfaction	Quarterly Report
Provincial Auditor	Audit Reports	N/A	Annual Reports

### *Make decisions affecting the operational costs of the Plan*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Select service providers, negotiate their contracts and evaluate their performance, Plan Accounting & Financial Statements, Annual Plan Budget.	Yes – must meet with Board satisfaction and comply with CICA Guidelines, and <i>The Executive Government Administration Act</i>	Quarterly Reports

## 10.2 Communication

***Promote the communication, awareness and understanding of the Plan among Plan members***

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Develop and distribute communication strategies and materials, Education and training seminars, Website development and maintenance	Board satisfaction	Quarterly Reports

***Ensure that all relevant information regarding the rights, benefits and entitlements of members and their beneficiaries is provided to Plan members.***

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Develop and make available: Communication material, Education seminars, Website development, Member counseling	Yes - Must meet with Board satisfaction	Quarterly Reports
Employer	Distribution of materials to employees, Basic queries	N/A	N/A
Legal-Ministry of Justice and Attorney General	Legal advice	Board satisfaction	N/A

### 10.3 Funding and Custody

***Appoint Actuary, review performance on a periodic basis and terminate their services when necessary***

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Select service providers, negotiate their contracts and evaluate their performance	Board satisfaction	N/A

***Approve the assumptions for actuarial valuations***

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Provide recommendations	Board satisfaction	N/A
Actuary - Aon Hewitt Inc.	Provide assumptions	Board satisfaction	N/A
Provincial Auditor	Audit reports	Nil	Annual Reports

***Review PEBA's co-ordination of the cash management of the Anti-TB Superannuation Fund and the STC Superannuation Fund and make appropriate changes, if necessary***

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
Provincial Auditor	Audit reports	Nil	Annual Reports

## 10.4 Compliance

### *Recommend changes to the Plan that are required by the Income Tax Act (Canada)*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Compliance with ITA, Plan document compliance	Plan must be at all times in compliance with ITA and PBA	Quarterly Reports
Legal-Ministry of Justice and Attorney General	Legal issues / advice, Draft Plan amendments	Yes - Amendments and advice must be at all times consistent with ITA and PBA	N/A

### *Ensure timely reporting to Canada Revenue Agency in accordance with the Income Tax Act (Canada)*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Compliance with ITA		Quarterly Reports
Legal-Ministry of Justice and Attorney General	Legal issues, advice	Amendments and advice must be at all times consistent with ITA	N/A
RBC Investor and Treasury Services	Issue tax forms	Yes, ITA	Annual Report – monitored by PEBA and reported in Quarterly Reports

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
Provincial Auditor	Audit reports	N/A	Annual Reports

## 10.4 Compliance Continued ...

### **Monitor plan administration to ensure compliance with The Public Service Superannuation Act and The Superannuation (Supplementary Provisions) Act**

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Maintenance of member accounts, Benefit calculations and payments, Plan amendments re. legislative changes, and Orders in Council	PSSA, SSPA compliance	Quarterly Reports

### **Monitor plan administration to ensure compliance with The Income Tax Act (Canada)**

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Maintenance of member accounts, Benefit calculations/payments, Plan amendments re. legislative changes	Yes – ITA compliance	Quarterly Reports

### **Ensure that statutory disclosure regulations are being met and exceeded for the benefit of Plan members / beneficiaries**

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Compliance with ITA	Plan must be at all times in compliance with ITA and PBA	Quarterly Reports
	Plan document compliance		As Required
Legal-Ministry of Justice and Attorney General	Legal issues, advice, Draft Plan amendments	Amendments and advice must be at all times consistent with ITA and PBA	N/A
Provincial Auditor	Audit reports	N/A	Annual Reports
Actuary - Aon Hewitt Inc.	Monitor actuarial rules and principles	Yes – compliance with Canadian Institute of Actuaries practices	

## 10.5 Governance

### *Conduct a self-assessment review of the governance process on a periodic basis*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Assist and provide recommendations in governance self-assessment process	Annual Governance Self-Assessment must meet Board approval	Annually
Legal-Ministry of Justice and Attorney General	Legal issues/advice	N/A	N/A

### *Monitor and confirm the governance framework, and implement changes as deemed necessary*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Monitor and confirm or amend governance framework as required	Annual Governance Self-Assessment must meet Board approval	Annually
Legal-Ministry of Justice and Attorney General	Legal issues/advice	N/A	N/A

## 10.6 Goals and Objectives

### *Develop, implement and assess short and long-term measurable directions and objectives*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Provide recommendations	Board satisfaction	Board Meetings, Quarterly Reports, Annual Plan and Review

### *Monitor performance against adopted directions and objectives*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Provide recommendations	Board satisfaction	Board Meetings, Quarterly Reports, Annual Plan and Review

### *Review and approve annual capital allocations and operating plans, and monitor performance against those plans*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Provide recommendations	Board satisfaction	Board Meetings, Quarterly Reports

### *Ensure, to the extent possible, that necessary resources will be available to pursue strategies, establish priorities and achieve objectives*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Provide recommendations	Board satisfaction	Board Meetings, Quarterly Reports



## 10.7 Board Effectiveness

*Evaluate the effectiveness of the Board in fulfilling its responsibilities on a periodic basis*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Maintenance of Board meeting minutes and records, Assist and provide recommendations in governance self-assessment process	Governance Self-Assessment must be approved by Board	As required / Annually

*Monitor the effectiveness and contribution of individual members of the Board*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Maintenance of Board meeting minutes and records, Assist and provide recommendations in governance self-assessment process	Governance Self-Assessment must be approved by Board	As required / Annually

## 10.8 Risk Assessment

*Identify business risks which would adversely or positively affect the operation of the Plan*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Provide recommendations and report progress of risk management initiatives	Board satisfaction	As required Annually, Risk Management Plan

## 10.8 Risk Assessment Continued...

*Ensure that appropriate systems and actions are in place to manage such risks*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Provide recommendations and report progress of risk management initiatives	Board satisfaction	As required Annually, Risk Management Plan

## 10.9 Integrity

*Ensure the integrity of the Plan's internal controls and information systems*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Maintenance of Member Accounts, Benefit Calculations, Payments, Customer/Plan Member Service	Yes – Standards set by Board	Quarterly Reports
Legal-Ministry of Justice and Attorney General	Legal issues/advice	Advice must be consistent with applicable legislation	N/A
Provincial Auditor	Audit reports	Nil	Annual Reports

*Ensure ethical behavior of all participants involved in the administration of the Plan*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Provide recommendations	Board satisfaction	N/A
Legal-Ministry of Justice	Legal issues/advice	Advice must be consistent with applicable legislation	N/A
Provincial Auditor	Audit reports	Nil	Annual Reports

**10.10 Orientation/Ongoing Education**

*Ensure the establishment and implementation of an appropriate, formal orientation program for new members of the Board*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Monitor/Confirm/Amend Orientation Program	Yes, program and amendments must be approved by the Board	Annually

*Ensure that resources are available for an appropriate and practical ongoing educational program for all members of the Board*

SERVICE PROVIDERS	SERVICES	PERFORMANCE MEASUREMENT	PERFORMANCE / TENDER REVIEW FREQUENCY
PEBA	Monitor/Confirm/Amend Education Program	Yes, program and amendments must be approved by the Board	Annually

## 10.11 History

Approval date: December 8, 2005, November 17, 2009,  
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9, 2015, and November 22, 2018

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