

III. General

Section 17 – Definitions

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17.01 Purpose

The purpose of this section is to define terms that are used throughout various sections of the Board’s Governance Manual.

17.02 Definitions

Words importing the masculine gender will have the same meaning in the feminine gender, and words used in the singular form will have the same meaning as those used in the plural form, as the context requires.

For purposes of the Public Employees Pension Board Governance Manual, the following shall apply:

- a) **“Actuary”** means a Fellow of the Canadian Institute of Actuaries.
- b) **“Administrator”** means the Public Employees Pension Board as administrator of the Public Employees Pension Plan.
- c) **“Annual Report”** means the report submitted in each fiscal year of the PEPP by the Board to the Minister of Finance setting out the business of the Board and audited financial statements for the preceding fiscal year.

- d) **“Associate Deputy Minister, PEBA”** means the individual appointed by and answerable to the Ministry of Finance who is the permanent head of the Public Employees Benefits Agency. By agreement with the Board, the individual reports to the Board and is responsible for communicating Board decisions, negotiating and executing agreements on behalf of the Board, recommending Board policies and changes thereto, and apprising the Board regarding the activities of any party with whom the Board has entered into an agreement.
- e) **“Board”** means the Public Employees Pension Board.
- f) **“CAPSA”** means the Canadian Association of Pension Supervisory Authorities.
- g) **“CRA”** means the Canada Revenue Agency.
- h) **“Chairperson”** means a member of the Board who has been retained by members of the Board to be the chairperson of the Board.
- i) **“CICA”** means the Canadian Institute of Chartered Accountants.
- j) **“Executive Secretary”** means an individual who is subject to the direction and instructions of the Board, responsible for the organization of all Board business and meetings.
- k) **“Fiscal Year”** means a period of time commencing on April 1 of any given year and ending on March 31 of the immediately following year.
- l) **“ITA”** means the *Income Tax Act (Canada)*.
- m) **“PBA”** means *The Pension Benefits Act, 1992*.
- n) **“PEBA”** means the Public Employees Benefits Agency.
- o) **“PEPP”** means the Public Employees Pension Plan.
- p) **“PEPP Act”** means *The Public Employees Pension Plan Act*.
- q) **“PEPP Regulations”** means *The Public Employees Pension Plan Regulations, 2015*.

- r) **“Periodic Checklist”** means the list of activities that are being performed to support the oversight and management of the Plan. The checklist documents the key personnel responsible for ensuring the activities are being carried out, personnel who are responsible for carrying out tasks associated with each activity, when the task was completed, and the supporting documentation to verify the completion of each task.
- s) **“Policy Manual”** means a manual developed in accordance with federal and provincial pension legislation in order to formalize and document significant issues regarding specific administrative practices and procedures for the purpose of maintaining consistent and accurate instructions, which have been approved and adopted by the Board.
- t) **“Service Provider”** means an individual or organization providing administrative or support services, which have been delegated by the Board through negotiated agreements, to ensure the proper administration and management of the PEPP. Service providers include the following: Plan Administrator, Actuary, Legal Counsel, Auditor, Investment Consultant, Investment Managers, and Custodian.
- u) **“SIP&G”** means Statement of Investment Policies and Goals, which sets out the investment criteria and objectives for the assets of the PEPP.
- v) **“Stakeholder”** means an individual or organization that has a substantial interest in the operation and management of the PEPP, such as: plan members/ beneficiaries, participating employers, plan sponsor, unions/associations, and plan administration staff.

17.03 History

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