

## APPENDIX A

### Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan

#### Trustee Terms of Reference

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**Title:** Administrative Board Trustee

**SUMMARY:**

This position is one of four similar positions which make up the Administrative Board. The Board is responsible for administering the plan in accordance with the *Pension Benefits Act, 1992* (Saskatchewan); the *Income Tax Act* (Canada); and Schedule "A" and Schedule "B" of the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan. The position acts in the capacity of trustee and as such stands in a fiduciary relationship to members, former members and any other persons entitled to benefits pursuant to the Plan. The Board administers the Plan via the Pensions & Disability Administration Department of the City of Regina.

**RESPONSIBILITIES/ACCOUNTABILITIES:**

- Administer the plan in accordance with *The Pension Benefits Act, 1992* (Saskatchewan), the *Income Tax Act* (Canada) and conditions of Schedule "A" and Schedule "B" of the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan.
- Stand in a fiduciary relationship to members, former members and any other persons entitled to benefits pursuant to the Plan.
- Hold in trust for the benefit of the members, former members and any other persons entitled to benefits pursuant to the Plan, any fund established or contract arising pursuant to the plan.
- Act in good faith and in the best interest of members, former members and any other persons entitled to benefits pursuant to the Plan.
- Not prefer the interest of one person entitled to benefits pursuant to the Plan over the interests of any other person so entitled.
- Actively participate in all Board Meetings, Special Board Meetings and education initiatives of the Board.
- Prepare for all Board Meetings, Special Board Meetings and education initiatives of the board by thoroughly reviewing the agenda and associated material provided prior to the related meeting.
- Attend a minimum of 3 of 4 board meetings annually.
- Comply with the policies and rules of the Administrative Board.

**QUALIFICATIONS:**

**Knowledge, Abilities, Skills & Attributes:**

- Understanding of the pension industry
- Understanding of Schedule "A" and Schedule "B" of the Casual Employees' Superannuation & Elected Officials' Money Purchase Pension Plan
- Knowledge of Board governance
- Understanding of the distinction between governance and management
- Basic investment knowledge
- Ability to understand and contribute to policy development
- Ability to formulate effective decisions
- Ability to work as part of a team
- Ability to maintain partnerships with internal and external customers
- Have no conflict of interest or legal impediment that would interfere with the exercise of the director's independent judgement, including the duty of loyalty owed to the Plan members
- Intelligence, perceptiveness and good judgement
- Maturity, integrity & fairness
- Innovative, sound business acumen
- Well regarded in the community
- Prior Board experience
- Ability to think strategically
- Time, energy and commitment to serve as a director, including a commitment to learning.

**Education/Experience:**

Typically the knowledge, skills, and abilities required for this position are obtained through a demonstrated interest in pensions, governance, investments or protecting the interests of others. These skills may have been developed through active participation in a business area related to pensions, including finance, legal, and/or collective bargaining.

**WORKING/OTHER CONDITIONS:**

Normal office environment conditions apply with considerable use of computer.