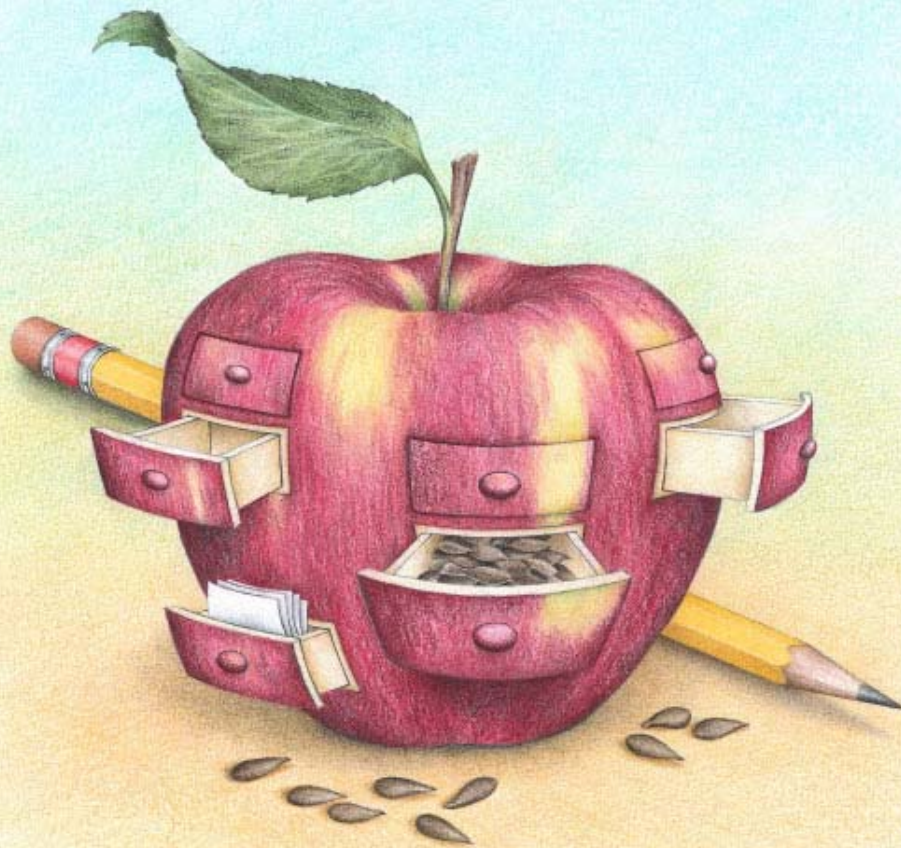


Régie des rentes du Québec

Supplemental Pension Plans

*Guide*  
for Pension Committee Members



Québec 



The Régie des rentes du Québec

**Recipient of the 2001  
Grand Prix québécois de la qualité**

This guide is intended to inform pension committee members of their rights and obligations and looks at the main provisions of the *Supplemental Pension Plans Act* and the *Civil Code*.

This publication does not have force of law. In cases of conflicting interpretation, the *Supplemental Pension Plans Act* and its regulations prevail over the contents of this publication.

This document is also available for downloading on the Régie's Internet site: [www.rrq.qc.ca](http://www.rrq.qc.ca)

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# Preface

We are happy to offer you this *Guide for Pension Committee Members*. It is intended to inform you of the role that you must fulfill, the rules of conduct that you must follow and the rights that you have in carrying out your duties.

For the Régie des rentes du Québec, this guide is a way to help you participate fully in the administration of your pension plan. It is the fulfillment of the commitment that we made in our *Service Statement* “to provide you with the information you need to make proper decisions, exercise your rights and assume your responsibilities”.

We hope that this *Guide for Pension Committee Members* will help you to better understand your role and encourage you to learn even more about your duties.



# Introduction



In order to have an adequate standard of living after retirement, some workers can count on a pension plan where they work. Such a plan, often called a pension fund, is a contract by which the employer promises to put money in a fund that will be used to pay pensions to employees who are members of the pension plan. In a number of plans, employees contribute part of their salaries to the pension fund. Retired workers who are pension plan members receive pensions paid by the plan in addition to their public pension under the Québec Pension Plan.

Pension plans are subject to various laws, including the *Supplemental Pension Plans Act*, which is administered by the Régie des rentes du Québec. The *Act* applies to pension plans set up for workers who work in Québec in the private and municipal sectors as well as for some workers in the semipublic sector. However, the *Act* does not cover workers in a sector under federal jurisdiction (such as banking, telecommunications and interprovincial transport). The *Act* provides that pension plans must be administered by pension committees, like the one on which you serve. The requirements of the *Act* were taken into account in the preparation of this guide.



## Your guide as a pension committee member

You have been designated to be a pension committee member. By taking an active part in the committee's work, you can help ensure financial security after retirement for members of a pension plan. Your role and that of the other members of the committee is to administer the plan by ensuring sound management and a growing pension fund. This is a very important responsibility, that with a little effort and willingness you can fulfill without difficulty.

To fulfill your duties, you must learn about your role and that of your pension committee. You must also understand the rules of conduct and your rights. The *Guide for Pension Committee Members* contains the basic information that you need to properly carry out your duties on the committee.

The *Guide* begins with a brief description of the main duties of the pension committee and its members. It goes on to discuss the associates who aid committees carry out their duties and the delegation of powers. It describes the tools that you will need to carry out your tasks, the rights that you have as a pension committee member and the rules of conduct to be followed. There follows a list of documents and courses that can help you expand your knowledge of plan administration. At the end of the *Guide*, you will find a checklist, which you can use to record useful information.

## Your pension committee: the pension plan's administrator



If an employer has a pension plan for employees, and you have been designated to be a member of the pension committee which administers the plan, you are probably wondering about the committee's role and what you must do as a committee member.

More specifically, you will want to understand your responsibilities to the employees who are active members of the plan and the former employees who are entitled to a retirement pension from the plan (these two groups make up the plan's **members**) and to the people who are entitled to a benefit from the plan following a member's death (they are called **beneficiaries**).



The pension committee of which you are a member is the pension plan's administrator. It is responsible for the money paid into the pension fund, which constitutes the pension plan's assets. The pension committee decides how to invest the fund and pays benefits. It also has other responsibilities to the members and beneficiaries.

Your pension committee is made up of several persons, generally designated by the employer and the union or the members. Together with them, you must administer the pension plan. Pension committees usually have internal bylaws that cover the committee's officers (president, vice-president, secretary). The bylaws may also cover various aspects of the committee's operations, such as how often the committee meets, the quorum for its meetings, etc.

To meet its responsibilities to the members and beneficiaries, the committee must carry out the provisions of the plan text and ensure that all the legal requirements are met. More information about this can be found in the section of the *Guide* entitled "Your tools for the job".

Other documents, such as the pension fund report and annual information returns that are submitted to the Régie des rentes du Québec and the Canada Customs and Revenue Agency, as well as the actuarial valuation (if the plan must be valued by an actuary) will provide you with information on your plan's financial situation.

It is important for you to have a copy of these documents or, at least, easy access to them. They are usually kept in the pension committee's office, which is often located on the employer's premises.

The committee works with the associates who advise it and help it to meet its obligations to the members and beneficiaries. These associates may include the employer, an accountant, an actuary, an insurer, an investment counselor, securities custodian, etc.



# Your duties



As a pension committee member, you have financial and administrative duties. The financial duties concern the management of the plan's pension fund. The administrative duties concern the daily operation of the plan.

## Your financial duties

Your plan has a pension fund to which the employer and, in some cases, the members contribute. This fund, which is something like a bank account, does not belong to the employer or the members; it is what is called a "trust"<sup>1</sup>. The money in the fund is used to provide retirement incomes to the members and their spouses.

Together with the other members of the committee, you must ensure that the pension fund is invested in various types of investments to obtain revenues that will make it possible to pay interest on the plan's contributions and to pay the plan's pensions. One of your duties is to

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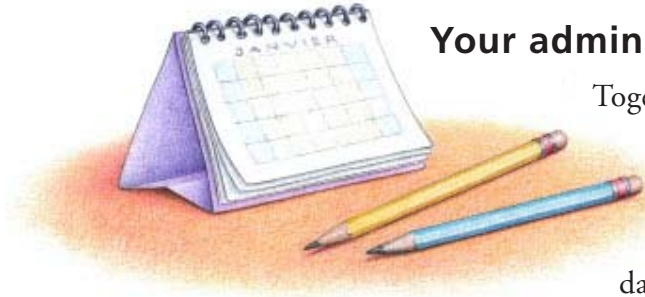
<sup>1</sup> Although the pension fund is called a "trust", that does not mean that the money has to be deposited with a trust company. Since the pension fund is a trust, it is often said that the pension committee is the fund's "trustee". That is another way of saying that the committee is the fund's administrator.



ensure that the fund's enhancement does not involve unreasonable risk. It is widely recognized that risk can be reduced by diversifying investments, that is, by choosing several different investment types. If you lack the knowledge needed to make such choices, you can ask the committee to seek the guidance of investment experts to help you make enlightened decisions.

As a member of the pension committee, your main financial duties are the following:

- ensure that the member contributions (if any) and the employer contributions are paid into the pension fund within the prescribed period and that the contributions received correspond to the amounts required;
- pay pensions and death benefits and, where a member is entitled and applies, refund or transfer his accrued benefits;
- adopt and periodically revise an investment policy to define the investments that can be made by the plan, by setting, for example, investment return targets;
- ensure that the pension fund is properly invested and that the investments are in conformity with the investment policy;
- choose an accountant and have him prepare the pension fund report;
- if the plan must be valued by an actuary, choose the actuary and have him make the actuarial valuation.



## Your administrative duties

Together with the other members of the pension committee, you are also responsible for the daily operations of the pension plan. These administrative duties can be divided into two groups: (1) those prescribed by law and (2) those imposed by the internal bylaws that your committee should adopt to ensure that the committee meets its obligations.

The main administrative duties that you must carry out with the other members of the committee are the following:

### Duties prescribed by law

- Enrol qualified employees in the plan. The plan text prescribes the eligibility requirements. In addition, the employer must provide the information needed to determine which employees qualify for membership;
- Send a statement of benefits accumulated under the plan to each member, once a year and when membership ends;
- Answer questions from members about their pension plan and their benefits;
- Hold an annual meeting. The meeting, to which are called all the plan members, beneficiaries and the employer, allows the committee to inform them about the committee's activities, the plan's financial situation and any amendments made to the plan. If the plan members and beneficiaries want to, they can choose two people to be members of the pension committee as well as two other non-voting members<sup>2</sup>;

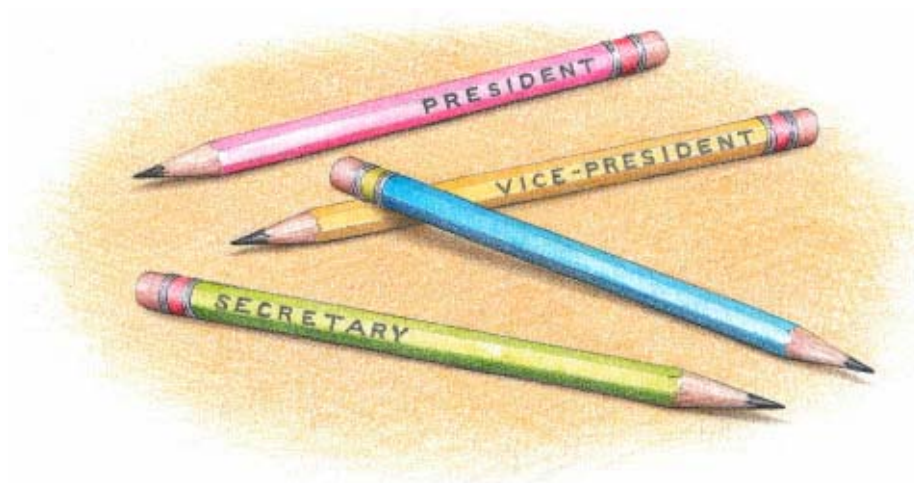
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<sup>2</sup> The rights and responsibilities of non-voting members can differ from those of the other members. We discuss this in the sections "Duties of non-voting members" and "Rights of non-voting members", on pages 14 and 26.



- Submit an annual information return to the Régie des rentes du Québec and to the Canada Customs and Revenue Agency, as well as any other information required by those agencies;
- Have all amendments to the plan registered with the Régie des rentes du Québec and the Canada Customs and Revenue Agency;
- Inform the plan's members of any amendments to the plan;
- Keep a register of the names of any pension committee members who have an interest in a business that is likely to lead to a conflict of interest in the performance of their duties. For example, if a pension committee member works for the accounting firm that produces the pension fund report, he must declare it. He can remain on the pension committee but should not take part in any decisions concerning the accounting firm.

### Duties imposed by the pension committee's bylaws



- Designate the offices to be held by members of the committee: president, vice-president, secretary, etc.;
- Hold the meetings of the committee;

- Take minutes of the meetings. If a member does not agree with a decision, note his disagreement in the minutes;
- Keep records that will, notably, make it possible to know who is a member of the plan, to verify whether contributions have been paid into the pension fund, whether pensions have been paid and transfers or refunds have been made;
- Require reports from associates to verify whether they have properly carried out their responsibilities, for example, so that the committee can supervise investments;
- Read reports from associates (each member should read them) and ask any questions that arise.

Your administrative duties probably do not give you the right to decide what amendments will be made to the plan. The plan text indicates who has that right. Except in the case of a plan negotiated with an employees' association (union) and in some other cases, you will find that the employer has reserved to himself the power to make amendments. Your role is to ensure that amendments are in conformity with the legal requirements and to apply to the Régie des rentes du Québec and to the Canada Customs and Revenue Agency to have the amendments registered.



## Duties of non-voting members



Since 2001, it has been possible for members and beneficiaries to name two non-voting members to the pension committee (in addition to two voting members).

Even if you have been named as a non-voting member, you are a full member of the pension committee. Like the other members, you must ensure that the plan is run properly. You must for example ensure that benefits are paid, provide the necessary documentation to the Régie des rentes du Québec and the Canada Customs and Revenue Agency and provide any information requested by members.

You have the right to participate in meetings and provide your point of view but you cannot vote. For example, when it comes time to select an associate through a vote, you cannot participate in the vote.



## Your associates



Perhaps you are wondering how you and the other members of the committee will be able to do all this work. You can do it by calling on others, who will offer advice or take care of some duties for you. Among these associates are people like the employer, an accountant, an actuary, an insurer, an investment counselor and the securities custodian.

There are several ways to designate someone to carry out committee functions. In all cases, you must do your best to select, together with the other committee members, a competent person, give him all the information needed to carry out his duties and exercise some degree of supervision of the work done. The degree of supervision will depend on the nature of the agreement made with the person you designate.

If the committee hires someone who acts in the pension committee's name to carry out one or more of the committee's duties, you are, together with the other committee members, responsible for his actions just as if you had acted yourselves. For example, the committee asks someone to calculate for it the amount of a retirement pension. Suppose that the person makes an error and the plan pays a pension that is too high.



If the committee is unable to get a reimbursement of the overpayment, you could be required to repay in part the amount owing to the pension fund. However, if you have personal liability insurance, this kind of error would usually be covered. Furthermore, if you can show that you had followed all the rules of conduct (see below the sections “Your rules of conduct” and “Your rights”), you would not be liable.

## Delegation

Some people think that if one or more of their duties have been delegated to someone else, they do not have to be concerned about what happens, since they are no longer responsible. In order for you not to be responsible for the actions of a person who acts for the committee, that person must act in his own name, as if he was himself the plan’s administrator and must accept full responsibility for his actions. This is what is called delegation. (The person to whom power is delegated is called a delegatee.) Usually, there is a contract that stipulates whether a person to whom some duty is given assumes full responsibility for his actions (delegation) or only acts on the committee’s behalf (no delegation).

Where there is delegation, you are no longer responsible for the function that is delegated, **if you follow the rules!** If you do not follow the rules and something goes wrong (e.g., the delegatee makes an error that causes damage), not only can he be held responsible but so can you, together with the other pension committee members! The rules are as follows:

### You must be sure that you have the right to delegate

Normally, you have the right to delegate. However, the plan text may take away or limit that right. Therefore, it is important to find out what your plan’s text says. For example, a plan may indicate that the pension committee does not have the right to delegate its power to make investment decisions. If you delegate without having the right to do so, you are responsible for the decisions made by your delegatee.





### **You can only delegate pension committee functions**

Only pension committee functions can be delegated, not your personal responsibilities as a committee member. For example, you cannot delegate your rights to attend pension committee meetings or to vote at them. With the other members, you can delegate specific committee responsibilities (such as getting plan amendments registered, preparing and sending annual statements to plan members or choosing investments) or even delegate all committee responsibilities. It is important to carefully detail in the contract what is being delegated.

### **You must carefully choose your delegatee**

In choosing a delegatee, you must use reasonable means to determine whether a person is competent and whether you can depend on him. He must have sufficient experience and knowledge to handle the function that you delegate to him.

For example, a pension committee delegates to an investment counselor the choice of investments. The committee makes sure that it selects a recognized expert in the investment field. If the counselor makes fraudulent investments, the pension committee will not be held responsible. That might not be the case if the “expert” was being linked to investment fraud in the newspapers at the time the committee appointed him.

### **You must carefully inform your delegatee**

The delegatee must be clearly told what he must do and what he may not do. You are responsible for the care you take in giving him your instructions. For example, suppose you name a delegatee to make investment choices. Later, you change the pension fund’s investment policy but you fail to inform the delegatee of the changes. If the delegatee makes an investment that is no longer allowed by the investment policy and as a result the pension fund loses money, you will be held responsible together with the other members of the pension committee.



## You must supervise your delegatee

When a responsibility is delegated, you must adequately supervise the delegatee's actions to ensure that he carries out his duties properly. If he fails to do so, you must act rapidly by correcting the situation so that it will not be repeated or by revoking the delegation of power.

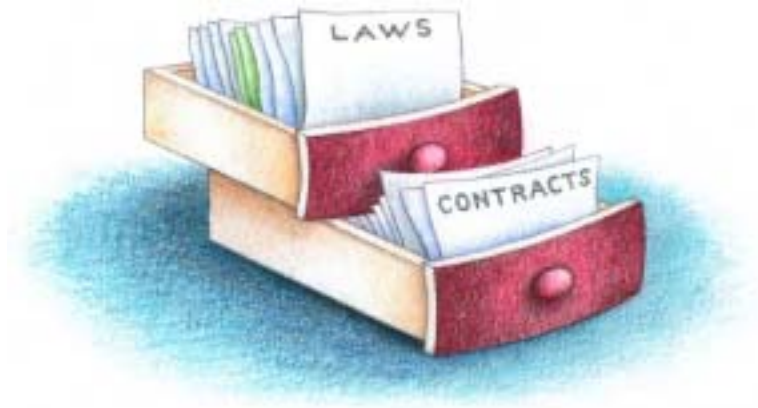
You do not have to monitor a delegatee continuously. However, you must put into place control measures that will allow you to detect any administration problems. For this purpose, you should require the delegatee to provide the committee with all documents and reports that are needed to ensure that everything is going well. Each committee member should study such information and, if needed, use the services of consultants to analyse it.

There are also other ways to help you supervise a delegatee. For example, if the pension fund report must be audited by an accountant, he must make specific checks to get answers to certain questions on the annual information return that is sent to the Régie des rentes du Québec. If he finds a problem, you will be told about it.



Prudence is required even where responsibilities are delegated to the employer. He may find himself in a situation where he will have to choose between his own interests and those of the plan's members and beneficiaries. To protect the pension committee and the employer from any criticism from the members and beneficiaries, it is recommended that you come to an agreement at the outset on the means to be used to allow the committee to ensure monitoring of any responsibilities delegated to the employer.

# Your tools for the job



In carrying out your duties, your tools for the job will consist essentially of several important documents. Some of them inform you of your obligations, while others explain how plans work. You need all of them to properly carry out your duties. Therefore, it is important to be well acquainted with them.

## **The plan text**

Your pension plan is a contract, that is, it is a collection of written clauses. These clauses may be found in a collective agreement, in resolutions of the employer's board of directors or simply in an independent document. As a pension committee member, you must apply the contract. It describes your powers, the members' rights and the employer's obligations. It is your main tool. It is important for you to have a copy of the plan text and any amendments made to it.

General transfer agreements that may supplement the plan text. Such agreements allow members to transfer their benefits to another of the employer's pension plans or to a new employer's plan, when certain conditions exist. Since you must also see to it that these agreements are respected, you need to have a copy of them or at least, easy access to them.



## Laws

In addition to the contract, you must apply rules that come from various laws. The laws that will come up most often are the *Supplemental Pension Plans Act* and the *Income Tax Act*.

### *Supplemental Pension Plans Act*<sup>3</sup>



The *Supplemental Pension Plans Act* gives rights to plan members and their spouses. It provides for what are called “minimum rights”, because the plan can offer more than the *Act* prescribes. For example, the *Act* provides that under certain conditions, a member who leaves the plan must have 90 days to apply for the transfer of his benefits to another plan. However, a pension plan’s rules can be more generous and allow applications to be made after 90 days.

The *Act* prevails over the plan. If the text of your pension plan has provisions that do not respect the minimum rights under the *Act*, you must apply the provisions of the *Act* and not those of the plan. For example, if the plan text provides that members have only 60 days to apply for a transfer, you must accept transfer applications for up to 90 days since that is the minimum period provided for in the *Act*. Therefore, it is important for you to be sure that the text of your plan and the amendments made to it are in conformity with the *Act*.

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<sup>3</sup> You can obtain a copy of this act and its regulations from Les Publications du Québec (see the blue pages in the telephone book). You can also get an unofficial copy from the Régie des rentes du Québec (see below in the list of the documents published by the Régie).

The Régie des rentes du Québec must see to it that the *Supplemental Pension Plans Act* is respected. In order to verify whether your plan is financially sound and whether the members' rights are being respected, you must provide us with certain information. In addition, the Régie can provide you with information documents on what you must do and answer your questions about the requirements of the *Supplemental Pension Plans Act*. You can reach us by telephone at (418) 643-8282.

### ***Income Tax Act***

The *Income Tax Act* is a federal law that concerns the taxation situation of your plan. It provides for the maximum amount of contributions that can be made to the plan and the maximum amount of the pensions that the plan can pay. It limits the foreign investments of the pension fund. It indicates what information must be submitted to the taxation authorities. The Canada Customs and Revenue Agency can answer any questions that you have concerning the requirements of the *Income Tax Act*. You can contact them by telephone at (613) 954-0419.

Since amendments to these laws can affect your responsibilities, it is important for you to be informed. There are law and actuarial firms that can help you.



## Other documents

Several other documents can inform you about the operations of your plan. You need them to make informed decisions on the plan's administration. You must have a copy of them or at least, have easy access to them. The main documents concerning your pension plan are the following:

- pension fund report;
- annual information returns submitted to the Régie des rentes du Québec;
- annual information returns submitted to the Canada Customs and Revenue Agency;
- actuarial valuations of the plan, if it has to be valued by an actuary;
- investment policy;
- minutes of meetings held by the pension committee;
- conflict of interest register;
- contracts by which the committee has transferred duties to associates by delegation or otherwise;
- reports from your associates;
- minutes of meetings held by the pension committee with its associates.



# Your rights



You do not want to be held responsible for something that is beyond your control, and you are wondering what you can do to protect yourself. As a member of a pension committee, you have rights that will help you to carry out your duties without problems.

## **You have the right to be informed**

To be informed of all plan happenings, you have the right to ask for a copy of plan documents or at least, to have easy access to them (see above “Your tools for the job”). Reading these documents will enable you to understand what goes on in your pension plan so that you will be able to make informed decisions on plan administration.

## **You have the right to take part in decision making**

When the pension committee must make a decision, each committee member has the right to vote<sup>4</sup> and the decision is made by a simple majority, unless some higher percentage has been set. In other words, if the majority of the members vote for a proposal, it is accepted. When a proposal is adopted, it is assumed that all the members of the committee were in favour of the decision. Each and every member is therefore responsible, as if the decision were his own.

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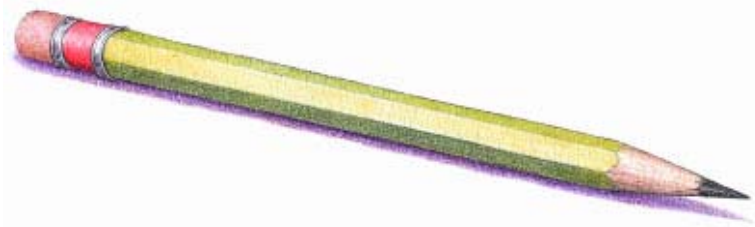
<sup>4</sup> Except non-voting members. See “Rights of non-voting members” on page 26.



## **You can disagree with a decision**

If you do not want to be held responsible for a decision with which you disagree, you must immediately voice your opposition. Simply voting “no” is not enough. For your own protection, make sure that your opposition is noted in writing, in the minutes of the meeting.

If you disagree with a decision made by the pension committee during your absence, and you do not want to be held responsible, you must write to the other committee members to inform them of your opposition. You must do so as quickly as possible after being informed of the decision. In such a case, it is advisable that you keep proof of your notification to the other committee members.



## **You can demand personal liability insurance coverage**

To protect yourself against lawsuits brought before the courts because of an error that you or another member of the committee may have made, you can demand to be covered by personal liability insurance. The premium for such insurance is part of the pension plan’s administration costs and must be paid by whoever usually pays such costs (most often, it is the pension fund or the employer), unless there is an agreement among the committee’s members to do otherwise.

We recommend that you read your insurance contract or discuss the matter with the insurer to be sure that your coverage is adequate.





## **You have the right to resign**

If you think it advisable to stop carrying out your duties, you can resign from the committee. Your resignation must be given in writing. Your pension plan may stipulate to whom your notice of resignation must be given and whether a period of advance notice must be respected.

In the absence of a rule in the plan text, your notice of resignation must be sent to the other members of the pension committee or to the person who, according to the plan text, can name a replacement for you. Your resignation is effective on the date on which your notice is received, unless you indicate a later date or your plan provides otherwise. Therefore, you do not have to wait for your replacement to arrive before you can relinquish your responsibilities.

Moreover, even if your plan's text does not require it, you must notify the Régie des rentes du Québec of your resignation.

By exercising this right in some circumstances, you may incur liability. For example, if you resign without a valid reason while the plan has serious problems that require your presence and it is shown that your resignation resulted in pension fund losses, you could be held liable for the losses.

It would be prudent to indicate the reasons for your resignation in the written notice that must be given to the other members of the pension committee and to the Régie and to be sure that those reasons are serious enough if you resign at a time when the plan has problems.

**Even if you do not normally have the right to decide what amendments should be made to the plan (see Duties imposed by the pension committee's bylaws on page 12), the committee nonetheless has the right to recommend amendments to the person who has the power to amend the plan. In such cases, the committee members must decide together what recommendations will be made in the committee's name.**

**The recommendations must be made in your capacity as a pension committee member, that is, as the plan administrator, who is acting in the best interests of the members and beneficiaries as a whole.**



# Rights of non-voting members



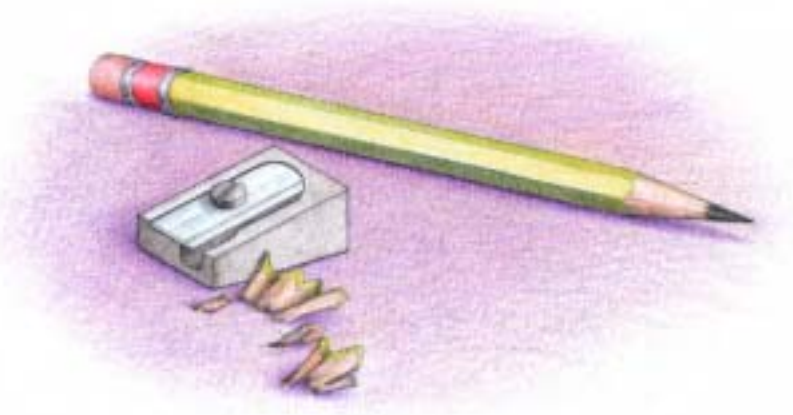
If you have been elected at the annual meeting to be a non-voting member, you cannot vote when the committee makes decisions. Since you are not allowed to vote, you are not responsible for the decisions made by the other members. Therefore, you do not need to indicate your disagreement with decisions since you cannot be held responsible for them.

Although you cannot be held responsible for the decisions made by other members, you remain responsible for your own actions. For example, if it was agreed that you are responsible for sending the annual information return to the Canada Customs and Revenue Agency and you did not do so, you will be responsible for any resulting problems.

Since you are like any other pension committee member, except for voting privileges, you have all the other rights of pension committee members: the right to be informed, the right to demand personal liability insurance and the right to resign. When you are acting as a member of the pension committee, you must also respect the same rules of conduct as the other members.



# Your rules of conduct



You will find that being a member of a pension committee is an interesting experience. However, you may be concerned about the responsibility that you will have to bear if the committee makes a bad decision or does not meet its obligations. There are ways to protect yourself from any liability if the committee makes a mistake that results in loss or damage. Two of them are to follow certain rules of conduct and to have personal liability insurance (which was discussed in the preceding section, “Your rights” on page 24).

You must respect the following rules of conduct when you carry out your duties:

## **Act reasonably**

You are expected to act as a person with good judgment would normally act. That does not mean that your administration of the plan has to be flawless or that every objective has to be met. For example, when the stock market is falling, you cannot be criticized for a low rate of return on the pension fund’s securities.

Moreover, like any other person, you have knowledge about certain things, because of your profession, your work or your life experience. Some of that knowledge may be useful in making decisions but does not necessarily make you an expert.



When you must make a decision without having the necessary knowledge, you should consult an expert who can give you insight into the situation and help you make the right decision. That is the approach that any reasonable person would take in a similar situation.

Often, some members of a pension committee have special competence because of their profession. They must use that competence to help the other members make decisions. For example, suppose that a member of your committee knows something about investing. He can help you set the criteria to be used in selecting a competent expert in the field of investment.

### **Act with diligence**

Laws and your plan's text often set time limits for your various duties. You must respect those limits. If another person carries out one or more duties for you, that person must also respect the deadlines. Where no time limit is imposed, you must act within a reasonable time under the circumstances.

### **Act in the members' best interest**

No matter who designated you to be on the committee, the employer, the members or someone else, you must carry out your duties in the best interest of all the members and beneficiaries. For example, if you were put on the committee by a union, your role is not to always try to get more for unionized plan members. You must, like all the other members of the committee, act in the best interest of all the members and beneficiaries, unionized and non-unionized.

You must act for all the members and beneficiaries, not for one of them or a group of them. You must not be guided by your priorities as an employer, an employee or a retiree in making the best decision for all the plan's members and beneficiaries.



## **Avoid having any conflicts of interest**

You hold a position of trust. You are expected to carry out your duties with the utmost honesty. You must not put yourself in a situation that might lead to a conflict between your own interests and those of the plan. Notably, you must not use your position to seek some personal advantage. For example, you cannot attempt to save a business that you run by lending it money from the pension fund. In addition, you must not use the information that you acquire as a member of the pension committee to the detriment of the members, the beneficiaries or the employer.

It must be noted that your liability in the event that you break this rule is different from the liability that you incur for the other rules of conduct. In this case, the other members of the committee cannot be held liable for your misconduct. You alone will be required to give back the profits that you made or to pay the losses that the pension fund incurred.

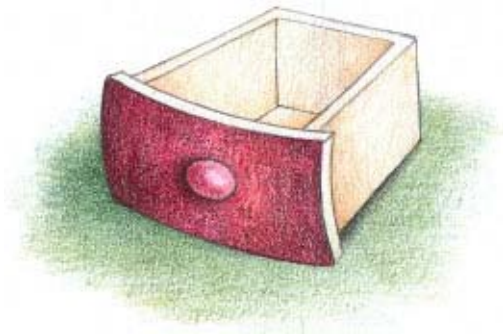


## Openness

Openness means adopting work methods that are clear to everyone and not attempting to hide anything whatsoever. For example, this means that:

- It must be easy for the employer, members, beneficiaries, other committee members and the various associates to obtain complete, clear and precise information;
- There should be internal bylaws governing the committee and they must be clear and precise... and the committee must respect them;
- Decisions should be documented;
- There must be accountability. An accountability report must be prepared for the annual meeting. For more information, see “Duties prescribed by law”.

Openness protects you. Moreover it increases the confidence of everyone affected by the pension plan.



## For further information...



In the pension plan field, various documents and courses can help you to broaden your knowledge and keep up with the latest developments concerning plan administration.

In the past several years, the Régie des rentes du Québec has prepared several information documents. This information can be useful in helping you become better acquainted with your duties.

A list of other publications, periodicals, information bulletins and courses offered will also allow you to broaden your knowledge. Reading certain periodicals can help keep you up to date. Information bulletins can inform you of new developments and legislative changes. In addition, courses in subjects related to the management and daily administration of a pension plan can give you practical answers to the questions that you will have.



## Publications of the Régie des rentes du Québec

Unless otherwise mentioned, publications of the Régie are free and are available in both French and English. For information or to place an order, contact us by telephone at (418) 643-8282 or by fax at (418) 643-7421. Most of the documents can be consulted, downloaded or ordered through our Web site ([www.rrq.gouv.qc.ca](http://www.rrq.gouv.qc.ca)).

If you would like early notification when we publish **new documents** related to supplemental pension plans, simply sign up for our mailing list on our Web site ([www.rrq.gouv.qc.ca/an/services/15\\_08.htm](http://www.rrq.gouv.qc.ca/an/services/15_08.htm)).

- *Supplemental Pension Plans Act and Regulations: Office Consolidation*  
This edition is a practical working tool. It is not the official edition of the *Act* and its regulations.  
Available on paper or on diskette. Price: 15 \$, taxes included. This price is subject to change.
- Excerpt from the book *Caisses de retraite et placements: introduction à la gestion des placements* by Jean-Jacques PELLETIER and Carmand NORMAND, Sciences & culture, Montréal, 1994. (in French only)  
This excerpt will be of special interest to pension committee members and primarily concerns investment policies. For information about the complete work, see below the section entitled “Other publications”.
- *Guide for the Annual Information Return*  
This guide explains how to complete the annual information return that must be sent to the Régie des rentes du Québec. It is arranged in the same order, section by section and line by line, as the return form itself.
- *Guide to Pension Plan Termination* (first part)  
Available only on our Internet site, this guide explains the steps that the employer and pension committee must take to terminate a pension plan. The first part covers the following subjects: the decision to terminate a plan, the declaration of termination and the payment of benefits to members and beneficiaries. The second part will cover the allocation of surplus assets.





- *Newsletter on Supplemental Pension Plans*

The *Newsletter* covers subjects in detail to give answers to the most important questions that people in the pension plan field have about specific elements of the *Supplemental Pension Plans Act*. It is not published on a regular schedule. You can subscribe, however, and receive all future issues. To date, the Régie has published 16 issues. Numbers 7 to 16 cover the application of the *Supplemental Pension Plans Act*, which came into effect on 1 January 1990.

No 7 *Administration of Pension Plans*

No 8 *Information to Members of a Supplemental Pension Plan*

No 9 *The Right to Membership in a Supplemental Pension Plan*

No 10 *The Consolidation of a Retirement Pension Plan Text in order to Bring it into Conformity with the Supplemental Pension Plans Act*

No 11 *Abbreviated Partial Termination Procedure*

No 12 *Phased Retirement and Early Retirement*

No 13 *General Transfer Agreements between supplemental pension plans*

No 14 *A simpler Law for Financial Security after Retirement*

No 15 *Amendments required to bring a pension plan's provisions into conformity with the Supplemental Pension Plans Act as it has read since 1 January 2001*

No 16 *Additional Pension Benefits*



- *Newsletter Express*

This bulletin is published at least 3 times a year and provides quick news about recent administrative and legislative developments affecting supplemental pension plans to those in the pension plan field. Urgent notices and important reminders are also published from time to time in the bulletin.

- *Start Building for Retirement Today: Guide to financial planning for retirement.*

This guide is published by the Régie des rentes du Québec in collaboration with the Institut québécois de planification financière (IQPF) and Human Resources Development Canada. It is updated annually.

- *Les régimes complémentaires de retraite au Québec, Statistiques*  
(Available in French only)

This publication paints a portrait of the supplemental pension plans to which Québec workers belong, gives financial data on the plans and statistics on their members.

- *General Checklist for the Annual Information Return*

This checklist was developed to assist pension plan administrators when they are ready to file an annual information return with the Régie. It reduces the risk of oversights and errors that would require the Régie to send the return back for correction or to ask for additional information.

- *General checklist for an application for registration of an amendment to a pension plan*

This document is for those who must have a plan amendment registered with the Régie des rentes du Québec. It is a checklist that is intended to ensure that the application for registration contains all the information and documents required by law.

- *Lists of locked-in retirement accounts (LIRAs) and life income funds (LIFs) registered with the Régie des rentes du Québec*

These lists give the names of the financial institutions that have registered LIRAs and LIFs with the Régie.

- *Loi sur les régimes complémentaires de retraite, annotations et commentaires*

This two-volume document contains the complete text of the *Supplemental Pension Plans Act* and its regulations together with annotations, comments, cross-references and examples. It is intended for people who are knowledgeable about the pension plan field.

This publication is available in French only. The price for the entire volume is 350 \$, taxes included. This price is subject to change.

- *Information letters for plan administrators*

These letters were sent to plan administrators by the Régie to provide them with information about current events in the industry. Three notes have been sent to date.

*Letter on the policy at the Régie des rentes du Québec concerning the supervision of pension plans and the responsibilities of pension committee members (1994)*

*Letter on demutualization (1999)*

*Letter on the Regulation implementing the United Nations Suppression of Terrorism Resolution (2001)*

- *Are You Familiar with LIRAs and LIFs?*

This booklet provides information on the rules for sums transferred to a locked-in retirement account or a life income fund to members and administrators of supplemental pension plans.

- *Prospects*

This periodical is published by the Régie des rentes du Québec. It looks at subjects related to the Québec Pension Plan and financial planning for retirement. Some of the articles appearing in *Prospects* are about supplemental pension plans.



- *Time for Living: Phased Retirement, Early Retirement*

This booklet provides information about measures adopted to facilitate phased retirement and early retirement for workers who contribute to the Québec Pension Plan and for members of supplemental pension plans governed by the *Supplemental Pension Plans Act*.



## Other publications

The following are not publications of the Régie des rentes du Québec. For more information or to order any of them, contact the publisher directly.

Commission de terminologie de la sécurité du revenu, *Vocabulaire de la retraite : vocabulaire français-anglais*. Les Publications du Québec, Québec, 1993.

For the telephone number of Les Publications du Québec, consult the blue pages of the telephone book.

GAZAILLE, Alain. *Guide des régimes de retraite : les régimes privés*, Wilson & Lafleur, Montréal, 1990.

Telephone: Montréal (514) 875-6326, elsewhere in Québec 1 800 363-2327

HALL, Gordon M. *Mercer Handbook: Canadian Pension and Benefit Plans*, 11th edition, CCH Canadian Limited, North York (Ontario), 1996. (Also available in French.)

Telephone: Montréal (450) 678-4443 or 1 800 363-8304

ILKIW, John H. *The Portable Pension Fiduciary: A Handbook for Better Pension Fund Management*, Benefits Canada, Maclean Hunter Publishing Ltd., Toronto, 1997.

Telephone: (416) 596-5070; fax: (416) 596-5071

PELLETIER, Jean-Jacques and Carmand NORMAND. *Caisses de retraite et placements : introduction à la gestion des placements*, Sciences & culture, Montréal, 1994.

Telephone: (514) 253-0403; fax: (514) 256-5078

RIVEST, Marcel. *Comprendre et choisir son régime de retraite*, Québecor, Montréal, 1993.

Telephone: (514) 270-1746



## Periodicals

The following are not publications of the Régie des rentes du Québec. For more information or to order any of them, contact the publisher directly.

*Avantages : le magazine de la gestion des caisses de retraite et des avantages sociaux au Québec*, Maclean Hunter, Toronto.

Telephone: (514) 843-2510

*Benefits and Pensions Monitor*, Powershift Communications Inc., Toronto (Ontario).

Fax: (416) 494-2536

*Benefits Canada, Pension Investment / Employee Benefits*, Maclean Hunter, Toronto.

Telephone: (514) 843-2510

*Canadian Pension Benefits & Pension Guide*, CCH Canadian Limited, North York (Ontario).

Telephone: (450) 678-4443 or 1 800 363-8304

*Canada Pension Plan, Old Age Security Act and Pension Benefits Standards Act & Regulations*, CCH Canadian Limited, North York, Ontario.

Telephone: (450) 678-4443 or 1 800 363-8304

*The Mercer Pension Manual*, Carswell, Toronto (Ontario).

Telephone: 1 800 387-5164 (bilingual service for all of Canada)

*Régimes de retraite au Québec*, Publications CCH, Brossard (Québec).

Telephone: (450) 678-4443 or 1 800 363-8304

## Information bulletins

The following information bulletins are publications of firms specialized in the field of fringe benefits, pension plans and remuneration. For more information or to order any of them, contact the publisher directly.

*Current Legal Issues/Pension Plans*, Desjardins Ducharme Stein Monast.  
Telephone: (514) 878-5652; Internet: [www.ddsm.ca](http://www.ddsm.ca)

*Analyse-Eckler associés ltée*, Eckler Associés limitée.  
Telephone: (514) 848-9077

*The Mercer Bulletin and Mercer Communiqués*, Mercer Human Resource Consulting.  
Telephone: (514) 285-1802; Internet: [www.mercerhr.com](http://www.mercerhr.com)

*Communiqués et communiqués spéciaux Watson Wyatt*, Watson Wyatt Canada.  
Telephone: (514) 284-1055; Internet: [www.watsonwyatt.com](http://www.watsonwyatt.com)

*Forum*, Aon Consulting.  
Telephone: (514) 845-6231.

*Info Or-Express*, Ogilvy Renault.  
Telephone (514) 847-4430; Internet: [www.ogilvyrenault.com](http://www.ogilvyrenault.com)

*Perspectives on Total Rewards*, Towers Perrin.  
Telephone: (514) 982-9411; Internet: [www.towers.com](http://www.towers.com)

*Vision*, Morneau Sobeco.  
Telephone: (514) 878-9090



## **Courses given by the Régie des rentes du Québec**

Through its orientation and training program, the Régie offers:

- an orientation course for new pension committee members;
- a course on partition of pension plan benefits between spouses.

These courses are usually given in the fall (given in French only).

Information about upcoming courses is sent to the pension committee's contact person, to be distributed to all the committee's members.

For more information, contact the Régie at (418) 643-8282 or your committee's contact person.



## **Courses given by bodies other than the Régie des rentes du Québec**

### **Federation of Metal Trades (FMT/CNTU) and Federation of Paper and Forest Workers (FPFW/CNTU)**

*(for members only)*

Course: Supplemental Pension Plan

Length: 2 days

For information, contact the Federation of Metal Trades at (514) 529-4937 or the Federation of Paper and Forest Workers at (418) 647-5775.

### **Federation of Public Service Employees Inc.**

*(for members only)*

Course: Training intended for persons in charge of pension committees

Length: 2 days

For information, contact the Federation of Public Service Employees Inc. by telephone at (514) 598-2231.

### **Québec Federation of Labour (FTQ) Education Department the Québec Federation of Labour (QFL)**

*(usually for members only)*

Basic course: The union way of taking responsibility for our pension plans  
Offered by FTQ affiliates to union officials and pension committee members.

Length: 3 days

Advanced course: Negotiating and getting involved in pension plans  
Offered to union advisors.

Length: 3 days

Advanced course: Investing pension funds in the best interest of members

Offered to pension committee members and those responsible for investments.

Length: 5 days



Continuing education: An annual continuing education workshop is also offered to FTQ members.

Length: 1 day

For information, contact the Service de l'éducation by telephone at (514) 383-8000, your affiliated union or the regional council of the FTQ.

### **Canadian Pension and Benefits Institute (CPBI)**

Course: Introduction to pension plans

Length: 2 days

Course: Introduction to investment management

Length: 2 days

Course: Introduction to benefits management

Length: 2 days

For information, contact Canadian Pension and Benefits Institute (CPBI) by telephone at (514) 840-7982.

### **Derivatives Institute Montréal Stock Exchange**

The Derivatives Institute is an educational and training centre for individual investors and finance professionals on the use of derivatives in portfolio management.

The Institute offers a selection of training activities both in-class and on-line, for all levels. The training is interactive and practical and courses can be made-to-measure to meet the particular needs of a group.



On-line training:

- Introduction to Financial Markets
- Derivatives: Basic Concepts Series
- Optimizing Portfolio Performance with Derivatives series, 1, 2 and 3
- Equity and Index Derivatives Series : Advanced Concepts in Portfolio Management, 1, 2 and 3
- Interest Rate Derivatives Series: Advanced Concepts in Portfolio Management, 1, 2, 3, 4 and 5

In-class training:

- Introduction to Financial Markets (6 courses offered in the evenings)
- Derivatives - Basic concepts workshop
- Portfolio Management Seminars

The workshops look at various subjects such as portfolio management, technical analysis, options strategies and forward markets.

Customized courses:

The courses are set up by theme, making it possible to set up courses adapted to individual needs.

For more information:

Internet: [www.institutdesderives.com](http://www.institutdesderives.com)

Telephone: (514) 871-7888

Toll-free: 1 866 871-7888

Fax: (514) 871-3559

E-mail: [contact@institutdesderives.com](mailto:contact@institutdesderives.com)



# Checklist

The following table will allow you to check whether you have the documents that you need to carry out your duties as a pension plan administrator or at least have easy access to them.

Place a checkmark in the space provided if you have a copy of a document or if you have access to the document.

<b>Documents</b>	<b>Check here</b>
The plan text and all amendments that have been made to it	<input type="checkbox"/>
The pension fund report	<input type="checkbox"/>
The annual information returns sent to the Régie des rentes du Québec	<input type="checkbox"/>
The annual information returns sent to the Canada Customs and Revenue Agency	<input type="checkbox"/>
The plan's actuarial valuation, if the plan must be valued by an actuary	<input type="checkbox"/>
The plan's investment policy	<input type="checkbox"/>
The minutes of the meetings of the members of the pension committee	<input type="checkbox"/>
The conflicts of interest register	<input type="checkbox"/>
The contracts by which the committee has transferred its functions to associates, by delegation or otherwise	<input type="checkbox"/>
The reports submitted by your associates	<input type="checkbox"/>
The minutes of the meetings of the members of the pension committee with associates	<input type="checkbox"/>

In the following space, write down the names of and key information on the associates.

1) \_\_\_\_\_

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2) \_\_\_\_\_

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3) \_\_\_\_\_

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4) \_\_\_\_\_

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# Your satisfaction is our priority!



## ***Service Statement***

The Régie publishes a *Service Statement* to inform the public of the commitments it makes to them: reliable service, simple procedures, courteous and personalized service, adequate information about your rights and responsibilities, efficient management, competent employees and accessible and rapid services. You can obtain a copy of the *Service Statement* on our Internet site, at our client services centres or at the office of your member of the National Assembly.

## Services Commissioner

If you believe your situation has not received all the attention it deserves, you can contact the Services Commissioner, who is directly responsible to the President and General Manager of the Régie. Complaints and comments are used to improve our programs and services. The Commissioner has the power to make recommendations to facilitate the resolution of disputes and improve client service. Complaints are kept strictly confidential and there is no need to fear personal repercussions.

To reach the Services Commissioner, simply call the Régie. The information clerk who takes your call will forward your request to the Services Commissioner, who will return your call within two working days. You can also write to the Services Commissioner by mail or through the Internet. (See the back cover of this brochure.) Be sure to provide your telephone number.



# How to reach us

For more information:

- About your supplemental pension plan and your benefits, please contact your pension committee first.
- About the *Supplemental Pension Plans Act* and its application, you can contact the Régie des rentes du Québec:

## By Internet

[www.rrq.gouv.qc.ca](http://www.rrq.gouv.qc.ca)

## By telephone or fax

Telephone: (418) 643-8282

Fax: (418) 643-7421

## By mail

Information Officer  
Direction des régimes de retraite  
Régie des rentes du Québec  
Case postale 5200  
Québec (Québec) G1K 7S9