

# CAPSA

July 18, 2003

Dear Stakeholders:

**Re: CAPSA Pension Plan Governance Guidelines and Self-Assessment Questionnaire**

Canadian  
Association of  
Pension  
Supervisory  
Authorities

On behalf of the Canadian Association of Pension Supervisory Authorities (CAPSA), we are pleased to announce the release of draft *CAPSA Pension Plan Governance Guidelines* (the “guidelines”) and *Pension Plan Governance Self-Assessment Questionnaire* (the “questionnaire”). Copies of the draft guidelines can be viewed at [www.capsa-acor.org](http://www.capsa-acor.org).

The CAPSA Pension Plan Governance Committee has been working with an Industry Task Force since July 2002 to develop the draft guidelines and questionnaire. These documents are based on extensive consultations with the industry in 2001.

Beginning in Fall 2003, pension plan administrators will be requested to voluntarily participate in ‘road testing’ the draft guidelines and questionnaire. The purpose of the road testing exercise will be to determine whether, and to what extent, plan administrators need additional instructions to complete the questionnaire.

Following the road testing exercise, CAPSA will proceed to finalize the Guidelines and Self-Assessment Questionnaire.

Administrators of Member-Directed Defined Contribution Pension Plans should also refer to the *Proposed Guidelines for Capital Accumulation Plans (CAPs)* released by the Joint Forum of Financial Market Regulators on April 25, 2003. The proposed guidelines for CAPs are also available on CAPSA’s website.

CAPSA looks forward to finalizing the Pension Plan Governance Guidelines and Self-Assessment Questionnaire to assist pension plan administrators achieve and maintain good pension plan governance.

Sincerely,

Nancy MacNeill-Smith  
Chair  
CAPSA

Nurez H. Jiwani  
Chair  
CAPSA Pension Plan Governance Committee