

## VII. Definitions

### 15.1 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 Service Superannuation Board's Governance Manual, the following shall apply:

- a) **"Act"** means *The Public Service Superannuation Act*.
- b) **"Actuary"** means a Fellow of the Canadian Institute of Actuaries.
- c) **"Administrator"** means the Public Service Superannuation Board as administrator of the Public Service Superannuation Plan.
- d) **"A.I.R."** means the Annual Information Return required to be filed with the Canada Revenue Agency by the pension plan administrator on an annual basis.
- e) **"Annual Report"** means the report submitted in each fiscal year of the Public Service Superannuation Plan by the Board to the Minister of Finance setting out the business of the Board and audited financial statements for the preceding fiscal year.
- f) **"Associate Deputy Minister"** means an individual, reporting to the Board, who 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. The Executive Secretary and the Board have delegated the responsibility for the performance of such services to PEBA.
- g) **"CAPSA"** means the Canadian Association of Pension Supervisory Authorities.
- h) **"CRA"** means the Canada Revenue Agency.
- i) **"Chair"** means a member of the Board who has been elected by members of the Board to act as the chair of the Board.
- 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) **“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.
- p) **“PSSA”** means *The Public Service Superannuation Act*.
- q) **“PSSP”** means the Public Service Superannuation Plan.
- r) **“Plan”** means the Public Service Superannuation Plan.
- s) **“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 Public Service Superannuation Plan. Service providers include the following: Plan Administrator; Actuary; Legal Counsel; and Auditor.
- t) **“SSPA”** means *The Superannuation (Supplementary Provisions) Act*.
- u) **“Stakeholder”** means an individual or organization that has a substantial interest in the operation and management of the Public Service Superannuation Plan, such as: plan members, beneficiaries, plan sponsor; employer, unions/associations, and plan administration staff.

## History

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