

III. Duties and Responsibilities

Section 10 – Responsibilities and Accountabilities/Performance Measurement and Reporting

10.1 Purpose

In order to ensure the responsibilities listed in the Charter of Expectations (Section 9 of this Governance Manual) are being carried out, it is necessary for the Liquor Board Superannuation Commission (the Commission) to delegate some of its responsibilities to a number of service providers. This is in keeping with the CAPSA pension plan governance principles in general (itemized in Section 1 of this manual), and in particular with the following of those principles:

- the plan administrator should clearly describe and document the roles, responsibilities, and accountabilities of all participants in the pension plan governance process;
- the plan administrator should establish and document performance measures to monitor the governance and administration of the plan;
- the plan administrator should provide for the establishment of an internal control framework, commensurate with the plan's circumstance, which addresses the plan's risks; and
- the plan administrator should establish and document appropriate processes to ensure compliance with the legislative requirements and pension plan documents.
- The chart on the following pages is designed to provide a reference guide outlining the Commission's delegation of roles and responsibilities to its service providers.

10.2 Administration

Ensure the timely payment of benefit entitlements to Plan members/beneficiaries

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENTS	REPORTING
PEBA	Commission	Order in Council	Maintenance of member accounts, benefit calculations, benefit payments, customer service	Yes – Standards set by Commission	Quarterly Reports
Actuary – Aon Hewitt Inc.	Commission/PEBA	Contract through the 2019 valuation	Pension administration system verification	Yes - Letters certifying calculations	Annual performance review
Employer	Commission/PEBA	<i>The Liquor Board Superannuation Act</i> (the Act)	Collecting & remitting contributions, liaise between members & PEBA	N/A	N/A
PEBA	PEBA	Order in Council	Pension payments, issue tax forms	Yes - must be in compliance with ITA	Quarterly Reports

Monitor and review the performance of PEBA and other administration Service Providers

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Select service providers, negotiate their contracts and evaluate their performance and self-report performance	No – Must meet with Commission satisfaction	Quarterly Report
Provincial Auditor	Commission	Independent Office of the Legislative Assembly	Audit reports	N/A	Annual Reports

10.2 Administration Continued ...

Make decisions affecting the operational costs of the Plan

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Select service providers, negotiate their contracts and evaluate their performance, plan accounting, financial statements, annual budget	Yes – must meet with Commission satisfaction and comply with CICA Guidelines/ <i>The Executive Government Administration Act</i>	Quarterly Reports

10.3 Plan Design

Review the design of the Plan from time to time, recommend changes to the Plan when and/or where required, and implement changes to the Plan

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Perform Review/Provide Recommendations/Report on Administrative Issues/Plan Amendments Re: Legislative Changes/Communication Strategies Development	Yes – Must meet with Commission satisfaction and comply with ITA	Commission Meetings/Quarterly Reports
Legal-Ministry of Justice	Commission/PEBA	Crown Agency	Research Legal Issues/Draft Plan Amendments	Yes – Must comply with ITA	N/A
Actuary – Aon Hewitt Inc.	Commission	Contract through the 2019 valuation	Actuarial advice/Financial implications	Yes - Must meet with Commission/PEBA satisfaction	N/A

Review market place statistics, imminent trends and analysis to ensure that the fund is competitive with/comparable to similar trusted pension plans

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Perform Review	No – Must meet with Commission satisfaction	Quarterly Reports

10.4 Communication

Promote the communication, awareness and understanding of the Plan among Plan members

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Develop and distribute communication material, communication strategies, member education, sessions, website development & maintenance	No – Must meet with Commission satisfaction	Quarterly Reports

Ensure that all relevant information is provided to Plan members/beneficiaries which affects their rights, benefits, and entitlements

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Develop and distribute communication material, communication strategies, member education, sessions, website maintenance & member counseling	Yes - Must meet with Commission satisfaction	Quarterly Reports
Employer	Commission/PEBA	<i>The Liquor Board Superannuation Act</i>	Distribution of informational materials to employees, answer basic queries	N/A	N/A
Legal-Ministry of Justice	Commission/PEBA	Crown Agency	Legal advice	No - Must meet with Commission/PEBA satisfaction	N/A

10.5 Funding & Custody

Appoint Actuary, review performance on a periodic basis and terminate their services when necessary

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Select service providers, negotiate their contracts and evaluate their performance	Yes – Must meet with Commission satisfaction	Quarterly Report

Approve the assumptions for actuarial valuations

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
Actuary – Aon Hewitt Inc.	Commission	Contract through the 2019 valuation	Provide recommendation for approval of assumptions	Yes – Must meet with Commission satisfaction	Decision Item
Provincial Auditor	Commission	Independent Office of the Legislative Assembly	Audit Reports	Nil	Annual Reports

Appoint Investment Custodian, review performance on a periodic basis and terminate their services when necessary

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
Investment Manager	Commission	Investment Management Agreement	Pooled fund custodian	No – The Investment Manager retains the Custodian	No reporting as the Investment Manager retains the Custodian

10.6 Investment

Manage the assets of the Superannuation Fund

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
Investment Manager	Commission	Investment Management Agreement	Perform transactions, provide transaction reports, performance analysis of managed assets	Yes – must comply with SIP&G	Semi-annual investment review by Investment Services - PEBA /Quarterly Reports

Develop and review the Statement of Investment Policies and Goals regarding the appropriateness of the investment objectives and approve recommendations for amendments that are deemed necessary

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Recommend SIP&G	Yes - Must receive Commission approval on an annual basis	Annual Review

10.6 Investment Continued ...

Appoint Investment Manager(s), review their performance and that of the assets under their management, and terminate their services when necessary

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Execute Investment Manager agreements	Search, selection & evaluation of Investment Manager(s), monitor and analyze investment performance	Annual Review

Select asset classes for the investment of the Plan funds

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Recommend SIP&G	Yes – SIP&G is appropriate	Operations Reports

Review PEBA's co-ordination of the cash management of the Superannuation Fund and make appropriate changes, if necessary

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
Provincial Auditor	Commission	Independent Office of the Legislative Assembly	Audit Reports	Nil	Annual Reports

10.7 Compliance

Recommend changes to the Plan that are required by the Income Tax Act (Canada) or, with respect to investments, by The Pension Benefits Act, 1992 (and accordingly, by the Pension Benefits Standards Act, 1985 (Canada))

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Compliance with ITA, plan document compliance	Yes – plan must be at all times in compliance with ITA and PBA	Quarterly Reports
Legal-Ministry of Justice	PEBA/Commission	Crown Agency	Draft plan amendments, legal issues, advice	Yes – amendments and advice must be at all times consistent with ITA and PBA	N/A

Ensure timely reporting to Canada Revenue Agency in accordance with the Income Tax Act (Canada)(ITA)

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Compliance with ITA	Yes – ITA	Quarterly Reports
Legal-Ministry of Justice	PEBA/Commission	Crown Agency	Legal issues, advice	Yes – amendments and advice must be at all times consistent with ITA	N/A
PEBA	PEBA	Order in Council	Issue tax forms	Yes – ITA	Quarterly Reports

10.7 Compliance Continued ...

Monitor the Statement of Investment Policies and Goals compliance reporting from the Investment Manager(s) and the Custodian of the Pooled Funds

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Monitor SIP&G, compliance reporting from investment manager, custodian	Yes – Task verification	Quarterly Reports
Pooled Fund Custodian – CIBC Mellon	Investment Manager/PEBA	Contract is with Investment Manager	Compliance Reporting	Yes - SIP&G	N/A
Investment Managers	Commission	Investment Management Agreements	Compliance reporting	Yes – compliance with SIP&G and applicable securities legislation	Quarterly Reports

Review reports from the Auditor, determine appropriate action and implement the recommendations contained therein

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
Provincial Auditor	Commission	Independent Office of the Legislative Assembly	Audit reports	N/A	Annual Reports

10.7 Compliance Continued ...

Monitor plan administration to ensure compliance with The Liquor Board Superannuation Act (the Act) and The Superannuation (Supplementary Provisions) Act (SSPA)

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Maintenance of member accounts, benefit calculations and payments, Plan changes, legislative amendments	Yes – the Act / SSPA compliance	Quarterly Reports

Monitor plan administration to ensure compliance with The Income Tax Act (Canada)

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Maintenance of member accounts, benefit calculations and payments, Plan changes, legislative amendments	Yes – ITA compliance	Quarterly Reports

10.7 Compliance Continued ...

Ensure that statutory disclosure regulations are being met and exceeded for the benefit of Plan members and beneficiaries

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Compliance with ITA, Plan document compliance	Yes – plan must be at all times in compliance with ITA and PBA	Quarterly Reports
Legal - Ministry of Justice	PEBA/Commission	Crown Agency	Draft Plan amendments, legal issues, advice	Yes – amendments and advice must be at all times consistent with ITA and PBA	N/A
Provincial Auditor	Commission	Independent Office of the Legislative Assembly	Audit reports	N/A	Annual Reports
Actuary – Aon Hewitt Inc.	Commission	Through the 2019 valuation	Monitor actuarial rules & principles	Yes – compliance with Canadian Institute of Actuaries practices	

10.8 Governance

Conduct a self-assessment review of the governance process on a periodic basis

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Governance Manual	Provide recommendations in governance self-assessment process	Yes – Annual governance self-assessment must meet Commission approval	Annually
Legal-Ministry of Justice	PEBA/Commission	Crown Agency	Legal issues, advice	N/A	N/A

10.8 Governance Continued...

Monitor and confirm the governance framework, and implement changes as deemed necessary

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Governance Manual	Monitor, confirm, and amend governance framework	Yes – Annual Governance Self-Assessment must meet Commission approval	Annually
Legal - Ministry of Justice	PEBA/Commission	Crown Agency	Legal issues, advice	N/A	N/A

10.9 Goals and Objectives

Develop, implement and track goals and objectives

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Provide recommended plan to meet goals and objectives	No – must meet Commission satisfaction	Regular Commission meetings, Quarterly Reports

Monitor performance against goals and objectives

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Provide review of activities	No – must meet Commission satisfaction	Regular Commission Meetings/Quarterly Reports

10.9 Goals and Objectives Continued ...

Review and approve annual budget and monitor performance against that plan

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Provide recommendations	No – must meet Commission satisfaction	Regular Commission Meetings, Quarterly Reports

Review and approve operating plan and monitor performance against that plan

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Provide recommendations	No – must meet Commission satisfaction	Regular Commission Meetings, Quarterly Reports

Review and approve Annual Report for tabling in the Saskatchewan Legislature

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Provide draft to Delegate; final version for tabling	No – must meet Commission satisfaction	Annually regular Commission Meeting

10.10 Commission Effectiveness

Evaluate the effectiveness of the Commission in fulfilling its responsibilities on a periodic basis

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Maintenance of Commission meeting minutes and records, provide recommendations in governance self-assessment process	Yes - Governance Self-Assessment must be approved by Commission	As required, annual self-assessment

10.11 Risk Assessment

Identify business risks which would adversely or positively affect the operation of the Plan

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Provide recommendations and report progress of risk management activities	No – must meet with Commission satisfaction	Risk Management Plan

Ensure that appropriate systems and actions are in place to manage such risks

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Maintenance of Commission meeting minutes and records, report progress of risk management initiatives	No - must meet with Commission satisfaction	Risk Management Plan

10.12 Integrity

Ensure the integrity of the Plan's internal controls and information systems

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Maintenance of member accounts, benefit calculations, benefit payments, customer service	Yes – Standards set by Commission	Quarterly Reports, triennial Administration Agreement renewal
Legal-Ministry of Justice	PEBA/Commission	Crown Agency	Legal issues, advice	Yes – advice must be consistent with applicable legislation	N/A
Provincial Auditor	Commission	Independent Office of the Legislative Assembly	Audit reports	N/A	Annual Reports

Ensure ethical behavior of all participants involved in the administration of the Plan

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Provide recommendations	No – must meet with Commission satisfaction	Quarterly Reports
Legal-Ministry of Justice	PEBA/Commission	Crown Agency	Legal issues, advice	Yes – advice must be consistent with applicable legislation	N/A
Provincial Auditor	Commission	Independent Office of the Legislative Assembly	Audit reports	N/A	Annual Reports

10.13 Orientation/Ongoing Education

Ensure the establishment and implementation of an appropriate, formal orientation program for new members of the Commission

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Governance Manual	Monitor, confirm, amend orientation program	Yes – program and amendments must be approved by the Commission	Quarterly Reports

Ensure that resources are available for an appropriate and practical ongoing educational program for all members of the Commission

SERVICE PROVIDERS	SERVICE PROVIDED FOR	CONTRACTUAL DOCUMENTATION	SERVICES	PERFORMANCE MEASUREMENT	REPORTING
PEBA	Commission	Order in Council	Monitor, confirm, amend orientation program	Yes – program and amendments must be approved by the Commission	Quarterly Reports

10.14 History

Approval Date: March 15, 2006, November 25, 2015, and September 24, 2019
 Last Review: September 24, 2019
 Next scheduled review: November 2020