

**Alberta School Boards Association Supplemental Integrated
("SiPP") Pension Plan**

Communications Policy

Approved: JUNE 2011 _____

Effective: JUNE 2011 _____

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A. PURPOSE & OBJECTIVES

1. Objectives

The SiPP Governance Board (“SGB”) oversees all governance responsibilities of the Alberta School Boards’ Association Supplemental Integrated Pension Plan (“Plan”). The SiPP Governance Board is committed to transparency and accountability to members, participating partners and beneficiaries of members, subject always to the limitations and conditions contained in the ASBA SiPP Governance Agreement, the ASBA SiPP Participation Agreement, the ASBA SiPP Plan Text, the Employment Pension Plans Act, and the Income Tax Act and any other applicable legislation in force from time to time.

The SGB, in its role to administer the Fund and the Plan, as defined under the Alberta Employment Pension Plans Act, is responsible for the overall administration of the Plan and the investments held in respect of the Plan (the “Fund”). These responsibilities are undertaken using the level of care, diligence and skill that a person of ordinary prudence would exercise in dealing with the property of another.

To that end, as part of the SGB’s broader governance responsibilities, the SGB is implementing a Communications Policy for the following purposes:

- (a) To ensure all communications relating to the Plan are approved by the SGB;
- (b) To ensure all communication materials used to administer the Plan are properly branded;
- (c) To ensure all communication materials used to administer the Plan are correct;
- (d) To review annually the communications material established to support administration of the Plan; and
- (e) To approve any new communications material developed to support administration of the Plan.

Communication will be appropriate, timely, accurate, complete, consistent, cost-effective and accessible to promote members’ and beneficiaries’ confidence in the governance process.

Morneau Shepell Ltd., ASBA or another designated plan administrator will be responsible for undertaking the tasks and responsibilities delegated by the SGB with respect to the Communications Policy.

B. COMMUNICATION MATERIAL

2. Duties

There are many duties to be carried out in the operation of the Plan. With respect to the Communications Policy, the following chart sets out the specific communication related materials required for the administration of the Plan and the parties responsible for their preparation and approval. No communication with respect to the Plan should occur in a manner that deviates from the chart below.

This chart should be maintained consistent with the SGB's overall governance responsibilities.

Duties	Preparer	Approves	Responsible
<i>Communications</i>			
• Employee booklet	SGB (with review from Morneau Shepell Ltd.)	SGB	SGB
• Annual benefit statements	Morneau Shepell Ltd.	SGB	SGB
• Notice of plan amendments	ASBA, Morneau Shepell Ltd.	SGB	SGB
• Communicate SiPP funding requirements including changes to contribution rates	ASBA, Morneau Shepell Ltd.	SGB	SGB
• Communications with the provincial and federal regulators (eg. Letters)	ASBA, Morneau Shepell Ltd.	SGB	SGB
• Communicate statutory changes affecting the SiPP Plan	ASBA, Morneau Shepell Ltd.	SGB	SGB
• Communicate changes to plan administrator or funding agent	ASBA	SGB	SGB
• Newsletters & announcements	Morneau Shepell Ltd., ASBA, SGB	SGB	SGB
• Annual information package <ul style="list-style-type: none"> - Cover folder - Contribution instructions - Steps for requesting a calculation - Instructions to prepare PAs - Contact information 	Morneau Shepell Ltd.	SGB	SGB
• Education & seminars (eg. Power Point presentations at annual meetings, presentations at board meetings, etc)	ASBA, Morneau Shepell Ltd.	SGB	SGB
• Enrollment forms	ASBA, Morneau Shepell Ltd.	SGB	SGB
• Contribution Remittance forms	ASBA, Morneau Shepell Ltd.	SGB	SGB

Duties	Preparer	Approves	Responsible
• Administration manual	SGB (with assistance from Morneau Shepell Ltd. and ASBA)	SGB	SGB
• Responding to queries from individual Plan members (eg. Email, letter, and phone)	ASBA, Morneau Shepell Ltd.	SGB	SGB
• Creating a log of inquiries, complaints and resolutions	Morneau Shepell Ltd.	SGB	SGB
• Retirement/Termination/Death calculations	Morneau Shepell Ltd.	SGB	SGB
• Other adhoc communication material	SGB, Morneau Shepell Ltd., ASBA	SGB	SGB
• Notice of annual meeting	SGB, ASBA	SGB	SGB