



National Pension Compliance Officers Association (NPCOA)

MANDATE

The mandate of the NPCOA is:

1. To harmonize, where possible, processes and interpretations related to the registration and monitoring of pension plans in all jurisdictions.
2. To develop a strong understanding of the regulatory requirements of each jurisdiction and promote communications among compliance officers.
3. To exchange ideas and discuss pension operational issues for the purpose of developing the best possible solutions to identified issues and minimizing barriers to the creation and continuation of plans.
4. Where applicable, to identify and put forward issues for consideration at CAPSA.

ROLE

NPCOA's role is to act as a forum where pension compliance officers focus on implementation, administrative procedures and the pension plan regulatory process. NPCOA facilitates technical training on common issues for front-line compliance officers by acting as a learning resource as well as providing training on CAPSA initiatives, best practices and other related topics. In addition, the Chair of NPCOA is invited to attend CAPSA meetings as a liaison between NPCOA and CAPSA.

NPCOA's role will increase in importance as the proposed Agreement Respecting Multi-Jurisdictional Pension Plans (proposed Agreement) is implemented in various jurisdictions. The proposed Agreement, which would replace the existing Memorandum of Reciprocal Agreement originally signed in 1968, is an important initiative for plan sponsors, administrators, members, advisors, labour groups and regulators. It provides a clear framework for the administration and regulation of pension plans that have members in more than one jurisdiction.

Attached are the terms of reference for the NPCOA approved by CAPSA.



APPENDIX

NATIONAL PENSION COMPLIANCE OFFICER ASSOCIATION TERMS OF REFERENCE

Purpose of the Association

1. To harmonize, where possible, processes and interpretations related to the registration and monitoring of pension plans in all jurisdictions.
2. To develop a strong understanding of the regulatory requirements of each jurisdiction and promote communications between compliance officers.
3. To exchange ideas and discuss pension issues for the purpose of developing the best possible solutions to identified issues and minimizing barriers to the creation and continuation of plans.
4. Where applicable, to identify and put forward issues for consideration at CAPSA.

Structure

1. The Association is made up of the Compliance Officers in each pension jurisdiction in Canada.
2. The Association will meet at least three times each year:
 - once in person – in the fall, and
 - twice by teleconference in the
 - winter (prior to CAPSA Spring meeting)
 - and spring (prior to CAPSA summer teleconference).
3. If possible, each jurisdiction should ensure that at least one compliance officer attends each meeting (a jurisdiction may send more than one representative).
4. Meetings will be hosted by the jurisdictions on a rotational basis.
5. The Chairperson for the in-person meeting will be a representative from the jurisdiction hosting the meeting. At that meeting the Chair person for the upcoming year will be appointed. That person will serve as the Chair for the following two teleconferences and the next in-person meeting.
6. Minutes will be taken by the hosting jurisdiction and circulated through the CAPSA office.



Goal Setting

1. Goals for the upcoming year will be agreed to at the spring teleconference and will be brought forward to CAPSA for approval by the jurisdiction that is currently Chair of the committee.

Role of CAPSA office

1. CAPSA office will act as a conduit through which information is collected and distributed to the committee members.
2. CAPSA office will set up teleconference meetings.
3. CAPSA office will follow up with members regarding deadlines for submitting information as set at the NPCOA meetings.
4. Working with the Chair, CAPSA will prepare the agenda for meetings based on suggestions from each jurisdiction.

Rules of Conduct

1. If an issue is to be kept confidential amongst the Association members, it must be so designated before the meeting ends.
2. Items for discussion should normally be submitted to the CAPSA office at least 2 weeks prior to the meeting date.