

Independent Chair

City of Calgary Firefighters Supplementary Pension Plan

The Board of Trustees for the Calgary Firefighters Supplementary Pension Plan (FSPP) is seeking candidates for the position of Independent Chair (Chair). The Board of Trustees is a working Board, dealing with all aspects of a supplementary defined benefit pension plan. The Chair position leads a seven-person Board of Trustees that:

- Ensures the ongoing, effective administration of the Plan in accordance with the Plan Text, Trust Agreement, applicable legislation and all Plan Policies.
- Monitors the funded status of the Plan and sets contribution rates.
- Ensures the Plan's assets are prudently invested and managed for the benefit of all Plan members.

About the FSPP:

- The Plan was jointly established in 1974 by the City of Calgary (City) and the International Association of Firefighters Local 255 (IAFF) to provide ancillary early retirement and death benefits, and supplementary retirement benefits.
- The Plan is supplementary to the Local Authorities Pension Plan (LAPP).
- The Plan Sponsors are the City and the IAAF, and the Trust Agreement and Plan Text provide the overarching basis of the Plan.
- The FSPP has a total of seven Trustees. Three Trustees appointed by the City and three Trustees appointed by IAFF, who jointly appoint an Independent Chair.
- Currently, the Plan is comprised of 2,505 members.
- The Plan has assets available for benefits of \$219 million as at December 31, 2022.
- Further information about the Plan can be found at www.fspp.ca.

About the Position:

- This is a "working" Chair position, in that in addition to chairing the five regularity scheduled Board meetings and two other scheduled special meetings, the Chair would typically undertake work between meetings.
- Further information about the position can be found in the available Position Description.

Key Position Requirements:

The incumbent must possess the follow key attributes:

- An in-depth knowledge of supplementary defined benefit pension plans including;
 - Plan design
 - Relevant pension legislation and policies
 - Plan administration and the oversight of the administrative function
 - Funding, including funding risks
 - Pension plan investment policy and key aspects of institutional investment management
- Excellent organization and communication skills

Remuneration:

Remuneration is provided consistent with the Plan's Remuneration Policy.

The position will be effective January 2024.

All interested candidates are asked to submit a cover letter and career resume to:

Ann Wietzke

Board Secretary

Calgary Firefighters Supplementary Pension Plan

91 Douglas Woods Close SE

Calgary, Alberta

T2Z 1Z5

Email: wietzkea@shaw.ca

Independent Chair

City of Calgary Firefighters Supplementary Pension Plan

Position Description

The Board of Trustees is a working Board, dealing with all aspects of a supplementary defined benefit pension plan. The Independent Chair position leads a seven-person Board of Trustees that:

- Ensures the ongoing, effective administration of the Plan in accordance with the Plan Text, Trust Agreement, applicable legislation and all Plan Policies.
- Monitors the funded status of the Plan and sets contribution rates.
- Ensures the Plan's assets are prudently invested and managed for the benefit of all Plan members.

This is a "working" Chair position, in that in addition to chairing the five regularity scheduled Board meetings and two other scheduled special meetings, the Chair would typically undertake work between meetings.

- Regular Board meetings
 - Works with the Board Secretary to prepare the meeting agenda.
 - Ensures that all relevant items are included on the appropriate agenda and items are brought to the Board at the appropriate meeting. Reviews and updates the yearly meeting planner.
 - Chairs the Board meetings; ensuring that key information and/or reports are provided by all required participants (Trustees, service providers, etc.); leading the discussion and allowing for fulsome dialogue with all participants.
 - Working with the Board Secretary to ensure the accurate representation of the meeting proceedings.
 - Working with all participants to ensure active follow-up on items as appropriate.
- Other yearly scheduled Board meetings would typically include a meeting with the Plan Sponsors, and a strategic Board meeting. Other ad-hoc special Board meetings may be called through the year to deal with specific matters.
- It should be noted that while all regularly scheduled Board meeting and scheduled yearly special Board meetings are conducted in-person, the use of virtual meetings is used for some ad-hoc meetings as required.
- Work between meetings can include:
 - Coordinating with / following up with the Plan Sponsors and pension regulators regarding such matters as emerging pension issues and regulatory changes.
 - Communicating / coordinating with the Plan's key service providers (Plan administrator, outsourced investment management organization, investment consultant, actuary, legal counsel) with respect to specific issues related to the Plan.
 - Meeting with / following up / communicating with Trustees on a wide range of strategic and operational matters such as working to resolve complex member issues, and resolving contract and vendor management matters.
 - Drafting documents, letters, emails, and other materials – some for routine correspondence with key vendors and suppliers or with Plan Sponsors, and the preparation of other material specifically relating to pension design, funding, or investment matters.
 - Meeting with / communicating with representatives from the Local Authorities Pension Plan (LAPP) or with representatives from other pension plans that are also supplementary to the LAPP.

- A strong relationship with the office of the provincial pension regulator and with other key provincial pension stakeholders is important to the Plan.

Remuneration is provided consistent with the Plan's Remuneration Policy which currently provides a yearly remuneration of \$34,500.

Knowledge / Skills / Abilities

The incumbent must possess the follow key attributes:

- An in-depth knowledge of supplementary pension plans including;
 - Plan design
 - Relevant pension legislation and policies
 - Plan administration and the oversight of the administrative function
 - Funding, including funding risks
 - Pension plan investment policy and key aspects of institutional investment management

The incumbent must also possess excellent organization and communication skills, and a demonstrated ability to work with and lead a diverse Board. The incumbent must be able to provide direction to the Board, but also must work cooperatively with all Board members to ensure that all Board members are actively engaged and that Board decisions are the result of open and fulsome discussion and deliberation.

Further Information

Additional information on the FSPP can be found at www.fspp.ca.

For any other information on this recruitment contact:

Nelson Karpa

Trustee

Calgary Firefighters Supplementary Pension Plan

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