

Pension Plan

Original Implementation Date: April 1, 1998 Approved by:
Date of Last Revision: May 19, 2021 Approved by: Jacques Dubé, CAO
Effective Date of Last Revision: August 12, 2021 Approved by: Jacques Dubé, CAO

1 – Policy Name

Pension Plan

2 – Purpose

To identify that Halifax Regional Municipality offers a Pension Plan (the Plan) for eligible employees.

3 – Objectives

- Provide clear information to employees on how the Halifax Regional Municipality Pension Plan is operated.
- Provide clear information to employees on where to find the details of the Pension Plan text and points of contact for the Pension Plan Office.
- Briefly state the roles and responsibilities of the Halifax Regional Municipality Pension Plan Office and the Halifax Regional Municipality Pension Committee.

4 – Scope

This applies to all Halifax Regional Municipality employees eligible to participate in the Pension Plan. This includes both union and non-union employees as determined by the Plan text (see Related Policies and Practices for a link to this text).

5 – Definitions

In the context of this document:

Halifax Regional Municipality Pension Committee (the Committee) means the group responsible for all matters related to the governance of The Plan. The Committee is comprised of twelve members; one representative from each of the Municipality’s five bargaining units, five representing Halifax Regional Municipality management, one representing the Municipality’s non-union employees and one retired member appointed by the Committee.

Pension Plan Office means an independent office established by the Halifax Regional Municipality Pension Committee to provide pension services to the Halifax Regional Municipality Pension Committee and pension plan members.

Plan means The Halifax Regional Municipality Pension Plan established by the Halifax Regional Municipality and its employees effective April 01, 1998.

6 – Roles and Responsibilities

Halifax Regional Municipality Pension Plan Office

Halifax Regional Municipality Pension Plan Office is responsible for:

- Providing services such as: actuarial advice; pension administration; investment management; and plan member services.

Halifax Regional Municipality Pension Plan Committee

Halifax Regional Municipality Pension Committee (The Committee) is responsible for:

- Managing all matters related to the governance of the Plan.

Halifax Regional Municipality

Halifax Regional Municipality is responsible for:

- Enrolling eligible employees into the Pension Plan.
- Collecting and remitting the required employee and employer contributions to the Plan.
- Providing information to the Pension Plan Office necessary to administer the pension benefits for plan members.

7 – Policy Regulations

The Plan is governed by the text of the Halifax Regional Municipality Pension Plan which is comprised of the Master Text and the Appendices A through E.

Please refer to the Plan text for all terms and conditions of the Plan.

8 – Repeal

This replaces the Pension Plan Business Practice approved April 1, 1998.

9 – Effective Date

August 12, 2021

10 – Related Policies and Practices

- Halifax Regional Municipality Pension Plan: <http://hrmpensionplan.ca/>
- Six Steps to Retirement (information sheet and checklist):
<http://intranet.halifax.ca/BusinessUnits/HumanResources/PreRetirement.html>

11 – Policy Review

Review every 2 years.

12 – Contact

Halifax Regional Municipality Pension Plan Office: <https://hrmpensionplan.ca/contact>
Manager Total Rewards, Human Resources

13 – Attachments

N/A