



## Municipality of the County of Kings

### Pensions

<b>Policy Category</b>	Human Resources	<b>Most Recent Amendment</b>	-
<b>First Council Approval</b>	September 2, 2025	<b>Future Review Date</b>	September 2031

#### 1. Purpose

This Policy establishes and governs the pension plans provided by the Municipality of the County of Kings (Municipality) in accordance with requirements of the *Municipal Government Act* and the framework for the administration of pensions for non-union employees of the Municipality of the County of Kings (Municipality). This Policy ensures pension contributions and benefits comply with legislative requirements of the *Municipal Government Act*.

#### 2. Scope

2.1 Pensions for Unionized employees shall be determined by provisions of the Collective Agreement.

2.2 Pensions for non-Union employees of the Municipality eligible for participation in the Municipality's pension plan, shall be defined by this Policy, particularly:

- Permanent full-time employees of the Municipality;
- Permanent part-time employees of the Municipality working at least 17.5 hours per week.

#### 3. Policy Statements

##### Establishment & Membership of Pension Plan

3.1 The Municipality shall maintain a Pension Plan (Plan) for all permanent full- and part-time employees, where part-time employees work at least 17.5 hours per week, of the Municipality in compliance with the *Municipal Government Act* and *Pension Benefits Act*.

3.2 The Municipality may provide a pension to all permanent full- or part-time employees of the Municipality after six months of continuous employment.

3.3 Non-Management non-Union employees shall be required to join the Plan after six months of continuous employment. Management shall be eligible to join the Plan after six months of continuous employment.

3.4 The Plan may include employees of a board, commission, or other bodies corporate established by the Municipality alone or jointly with other municipalities.

These external members shall determine eligibility of their employees to participate in the

Plan. Such admissions are at the discretion of the Chief Administrative Officer (CAO) in consultation with the Plan Administrator.

Members external to the Municipality shall determine the contributions to be made by their employees.

- 3.5 The CAO, in consultation with the Plan Administrator, may admit employees of the Municipality in advance of the standard eligibility time. In such cases, the CAO shall consider the employee's prior employment, market trends or competition, and critical skill recruitment.

#### Municipal Employee Contributions & Administration

- 3.6 Members of the Plan employed by the Municipality shall contribute not less than 8% of gross wages to the plan, to be equally matched by their employer. In the case of the Municipality, gross wages will be equally matched to a maximum of 8%.

Such contributions may be amended from time to time in consultation with Plan members and is subject to approval by Municipal Council.

- 3.7 The CAO shall be authorized to direct and execute all such contracts, Agreements, and arrangements necessary for the fair and efficient use of the Plan.

#### Governance and Compliance

- 3.8 The Municipality shall ensure the Plan and its administration comply with applicable Provincial and Federal legislation and regulations.

- 3.9 The Municipality shall periodically review the Plan to assess its effectiveness, sustainability, and alignment with the needs of the employer and employees. Such reviews shall consider best practices, legislative changes, and financial viability of the Plan to ensure it remains competitive and beneficial for stakeholders.

## **4. Responsibilities**

- 4.1 Council will:
- 4.1.1 ensure the Municipality has a current and comprehensive Policy for pensions; and
  - 4.1.2 review and amend this Policy as required.
- 4.2 The Chief Administrative Officer will:
- 4.2.1 implement this Policy; and
  - 4.2.2 identify and propose revisions to this Policy.

## **5. Amendments**

Date	Amendments