Halifax Regional Water Commission Employees' Pension Plan
Administrative Reporting Requirements - 2019
as at December 31, 2019

	Report	Filing Deadline/ Recurrance	Date last filed/ Performed		Comments
1	Pensioners' Payroll	Monthly	March 1, 2020		Pensioners are paid the 1st of each month; no exceptions to report for the Fourth Quarter 2019.
2	Contributions to the Trustee	Monthly	March 11, 2020	DB Plan	Remittances due to Northern Trust within 30 days of monthend; no exceptions to report for Fourth Quarter 2019.
			January 15, 2020	DC Plan	Remittances due to Industrial Alliance within 30 days of monthend; no exceptions to report for Fourth Quarter 2019.
			n/a	Notional Agreement*	
3	Pension Plan Financial Statements	Quarterly	March 26, 2020	DB Plan	Fourth Quarter (October - December 2019)
			n/a	DC Plan	Quarterly statements are not prepared for the DC Plan. A financial report is prepared by Industrial Alliance and that report is filed with the AIR to the regulator.
			n/a	Notional Agreement*	Financial statements not required.
4	Investment Performance Review & Compliance with SIP&P	Quarterly	January 30, 2020	DB Plan	3rd Quarter (July - September 2019)
					Report prepared quarterly by administration staff for the HW Board of Directors, in conjunction with the quarterly HRM Pension Plan Committee meeting documentation. SIP&P is reviewed annualy and was last reviewed and approved on December 5, 2019.
5	Annual Pension Statements to Members	June 30th	June 18, 2019	DB Plan	
			June 18, 2019	DC Plan	Statements issued annually in conjuction with the DB Plan statements, commencing in 2018. Members also have access to online, real-time reporting.
			June 18, 2019	Notional Agreement*	Statements issued annually in conjuction with the DB Plan statements, commencing in 2018.
6	Fiduciary Liability Insurance	Annually	November 13, 2019	DB Plan	Reviewed and renewed annually by administration staff. The policy period expires November 30 each year.

* Notional Agreements were implemented during 2017 with an effective date for January 1, 2017. Notional Agreements are not registered therefore not subject to reporting requirements to a regulatory body.