

## Appendix I

### SAMPLE RESOLUTIONS FOR EMPLOYERS SEEKING RECOGNITION UNDER THE PUBLIC SERVICE PENSION PLAN

As part of the employer enrolment process, your organization is required to provide a resolution from your board of directors. Examples of resolutions are set out below, as a guide to possible wording. All resolutions should be accompanied by a certification; sample wording is shown below.

If you have any questions about the wording of your resolution, please contact the Policy Analyst assisting you in the enrolment process.

#### **Example One Resolution – All Employees:**

Example One is appropriate for an application where it is intended that all employees who are eligible under the Public Service Pension Plan Rules be enrolled in the Plan.

“RESOLVED that the Public Service Pension Board of Trustees be requested to declare the provisions of the Public Service Pension Plan apply to [ *your organization name* ], effective [ *insert date in format Month Day, Year* ], in respect of all eligible employees, under subsection 2(1)(c) of the Public Service Pension Plan Rules”

#### **Example Two Resolution – Specific Class of Employees:**

Example Two provides wording where enrolment will be restricted to a specific class or classes of employees.

“RESOLVED that the Public Service Pension Board of Trustees be requested to declare the provisions of the Public Service Pension Plan apply to [ *your organization name* ], effective [ *insert date in format Month Day, Year* ], in respect of all eligible employees who are [ *describe class of affected employees – e.g. management or non-management or salaried or union or...* ] employees, under subsection 2(1)(c) of the Public Service Pension Plan Rules.”

#### **Certification:**

Your board’s resolution should be accompanied by a certification of its official status, signed by the officer of your organization responsible for certifying board resolutions. Wording such as the following is suggested:

“I certify that the resolution was passed on [ *insert date of your board meeting* ] by an affirmative vote of \_\_\_\_\_ members out of a total of \_\_\_\_\_ members of the board of directors of [ *your organization name* ].”