

Canada Post Pension Plan Communications and Consultation Group Terms of Reference

A) PURPOSE

The purpose of the Canada Post Pension Plan Communications and Consultation Group (the CCG) is to facilitate the exchange of information between Plan members and the Plan Administrator, in respect of (i) the Plan's current situation, including the Plan's special funding relief; and (ii) potential courses of action or proposals in respect of the Plan, that may affect the interests of Plan members.

B) DUTIES AND RESPONSIBILITIES

Subject to the requirements, limitations and guiding principles established in the Canada Post Pension Plan Communications and Consultation Framework (CCF), the CCG hereby assumes the following duties and responsibilities.

COMMUNICATION AND CONSULTATION PROTOCOLS

1. Develop and approve the mechanisms and protocols by which the CCG will consult with and solicit input from Plan members regarding the Issues identified in the CCF.
2. Develop and approve the mechanisms and protocols for communication from the CCG to Plan members and other stakeholders, including the Plan Administrator.

FACILITATING THE EXCHANGE OF INFORMATION

3. Receive and consolidate comments, concerns, questions and suggestions received from Plan members, from the Designated Representatives, and from the Plan Administrator, in respect of the Issues identified in the CCF.
4. Provide timely feedback to the Plan Administrator regarding information received as part of the consultation process with Plan members about the Issues identified in the CCF.
5. Provide timely feedback to the Plan Administrator regarding specific communication pieces planned to be sent by the Plan Administrator to the members regarding the Issues identified in the CCF.
6. Review and approve all formal communication pieces distributed on behalf of the CCG to Plan members and/or other stakeholders per the agreed upon communications protocol.

GENERAL

7. The CCG and Plan Administrator may together periodically review the CCF to ensure it remains relevant and appropriate. Any amendments to the Communications and Consultation Framework would require the approval of both the CCG and the Plan Administrator.

8. Meetings of the CCG:
 - a) The CCG shall meet at least two times a year, and review and provide input on communication/consultation initiatives of the Plan Administrator by way of letter, email, website posting or other similar form of communication, as required.
 - b) The CCG meetings shall be chaired by one or both of the two Canada Post representatives on the CCG. The Chairs shall set the agenda in consultation with all members and manage the meeting according to said agenda. Any Designated Representative may add any item within the scope of the Framework to the agenda. To allow for adequate preparation and consideration of material, changes to the agenda should be communicated no less than 48 hours in advance of meetings whenever possible.
 - c) Meetings shall not be held without the presence of at least eight (8) members as follows:
 - two representatives of retirees, survivors and deferred plan members
 - one representative of CUPW active plan members
 - one representative of APOC active plan members
 - one representative of CPAA active plan members
 - one representative of PSAC/UPCE active plan members
 - one representative of non-unionized active plan members
 - one representative of Canada Post as Plan Administrator
 - d) Any member who is unable to attend a meeting may choose to send an alternate. In such cases, it will be the responsibility of the member to de-brief the alternate in advance of the meeting to ensure that the alternate is sufficiently knowledgeable to participate in the meeting.
9. A Secretary shall attend each meeting and shall prepare minutes of all proceedings, including all decisions and recommendations of the CCG, and may provide advice to the CCG regarding the procedures and protocols as established under the Framework and these Terms of Reference. Meeting minutes will be distributed and reviewed by the Designated Representatives, and provided to the Pension Advisory Council and the Pension Committee of the Canada Post Board of Directors for their information.
10. The CCG may periodically review these Terms of Reference and approve any necessary changes.
11. The CCG may perform such other functions as specified in the Framework or agreed to by all Designated Representatives to address the requirements of the Framework.

Effective: April 12, 2016