Nova Scotia Public Service
Long Term Disability Plan Trust Fund

TRUSTEE EDUCATION AND DEVELOPMENT POLICY

Policy Statement

The Nova Scotia Public Service Long Term Disability Plan Trust Fund Trust Agreement states, the administration of the Trust Fund and the Plan shall be the responsibility of the Trustees, and each Trustee shall exercise the care, diligence, and skill that a person of ordinary prudence would demonstrate in managing the property of another person. This policy is approved by the Board and reviewed formally every three (3) years, or as warranted.

The Chair and Trustees need to possess relevant knowledge and skills to meet their fiduciary responsibilities, to improve the quality of decision making, to decrease overall risks to the Trust Fund and Plan, and to keep current with emerging issues and to provide growth and development.

To assist with these objectives, the Trustees and Chair are committed to acquiring and possessing all relevant knowledge and skills and agree to follow the policy.

Annual Education and Development Plan

The Chair and each Trustee is expected to complete an Annual Education and Development Plan by the first Board meeting of the year. The Strategic Initiatives and Governance Committee and Chair will review and may further assist with identifying educational needs and opportunities.

Orientation

All newly appointed Trustees should be quickly orientated to become familiarized with their obligations and fiduciary responsibilities.

They will be provided access to the following pertinent information:

- Terms of Reference for all standing and other committees
- Trustee Code of Conduct
- Trustee Education and Development Policy
- Trustee Procurement Policy
- Statement of Investment Policy and Procedures
- Funding Policy
- General Investment Policy
- Privacy and Disclosure Policy
- The Trust Agreement

- The NSPS-LTD Plan

New Trustees should discuss their Annual Education and Development Plan with the Chair to ensure they have the required relevant information and training as quickly as possible.

New Trustees will meet with the Chair and/or the CEO, and possibly other experienced Trustees where practical, to ask questions, obtain assistance and to be mentored, as required, with respect to the operation, policies and procedures of the NSPS-LTD Plan Trust Fund.

Education and Development

All Trustees are expected to engage in some form of ongoing education and development, based on their Annual Education and Development Plan on an annual basis. It is the intention of the Strategic Initiatives and Governance Committee to have at least one (1) day annually to have a collective education day around relevant topics.

Accountability

The Chair and all Trustees will identify gaps in their knowledge and skills and seek educational opportunities and develop a plan to enhance these areas. When attending meetings and related educational presentations, they should participate in all applicable sessions, be punctual and prepared. Where appropriate they should report on their educational experience for the benefit of other Board members and share materials as available.

Educational Programs and Opportunities

Examples of educational programs, conferences and seminars are those that are approved by the Chair and would provide for the development of Trustees to foster the advancement of the NSPS-LTD Plan Trust Fund. These will include, but are not limited to, programs, conferences, seminars, and courses sponsored by the International Foundation of Employee Benefit Plans and the Canadian Pension and Benefits Institute.

APPROVED BY MOTION December 13, 2018, Board meeting

Subsequent review approved by motion on:

- June 25, 2025

NEXT FORMAL REVIEW June 2028

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Annual Trustee Education and Development Plan

Trustee Name _____
Year _____

Self-Evaluation Skills Inventory
This is a self assessment tool for Trustees to assess their skills and to assist in identifying areas for training.

General

Knowledge, Skills, Experience	None	Fair	Good	Advanced
Board Governance				
Communications				
Legal				
Audit/Risk Management				
Strategic Planning				

Financial Literacy

Knowledge, Skills, Experience	None	Fair	Good	Advanced
Accounting				
Actuarial Valuation				
Financial Statements				

Investment Knowledge

Knowledge, Skills, Experience	None	Fair	Good	Advanced
Performance Measurement				
Investment/Portfolio Management				
Financial markets (assets classes, etc.)				

Long Term Disability Benefits

Knowledge, Skills, Experience	None	Fair	Good	Advanced
LTD Terminology				
Case Management				

Skills to expand on

List education, training courses or conferences you plan on taking this year for example IFEBP sponsored
Additional comments

Trustee signature _____ Date _____

Chair signature _____ Date _____