

BOARD OF GOVERNORS
Governance, Nominations & Human Resources Committee (GNHR)

May 29, 2026
9:00 a.m. - 11:00 a.m.
Via Videoconference
[Public Registration Link](#)

Members: Gaurav Singh (Chair), Frank Carnevale (Vice-Chair), Laura Elliott, Mitch Frazer, Lorraine Gray, Neeraj Grotra, Steven Murphy, Dwight Thompson

Staff: Kirstie Ayotte, Jamie Bruno, Nicola Crow, Sandra Grouette, Krista Hester, Jennifer MacInnis, Lori Livingston, Sarah Thrush

AGENDA

No.	Topic	Lead	Allocated Time	Suggested Start Time
PUBLIC SESSION				
1	Call to Order	Chair	5	9:00 a.m.
2	Agenda (M)			
3	Conflict of Interest Declaration			
4	Chair's Remarks	Chair	5	9:05 a.m.
5	President's Remarks	Steven Murphy	10	9:10 a.m.
6	Consent Agenda (M):	Chair		
6.1	Public Session Minutes of the February 3, 2026 Meeting* (M)			
6.2	2025-2026 GNHR Annual Report* (I)			
6.3	Board/Committee Meeting Schedule: 2026-2027; 2027-2028* (I)			
6.4	Compliance Reports:			
	6.4.1 Annual Pension Plan Report* (I)			
7	Adjournment (M)	Chair		9:20 a.m.
NON-PUBLIC SESSION (material not publicly available)				
8	Call to Order	Chair	5	9:25 a.m.
9	Conflict of Interest Declaration			
10	Chair's Remarks			

No.	Topic	Lead	Allocated Time	Suggested Start Time
11	President's Remarks	Steven Murphy	10	9:30 a.m.
12	Strategic Conversation: Strategic Meeting Management for a Generative Board (D)	Steven Murphy Nicola Crow	30	9:40 a.m.
13	Nominations			
13.1	2026 Election Results* (M)	Nicola Crow	5	10:10 a.m.
13.2	Governor Reappointments* (M)			
13.3	Board Leadership & Succession Planning*(M)	Chair	5	10:15 a.m.
13.4	2026-27 Board/Committee Composition* (M)	Chair	5	10:20 a.m.
13.5	2026-27 Academic Council Governor Appointment* (M)	Chair	5	10:25 a.m.
14	Human Resources & Labour Relations Update* (I)	Jamie Bruno	15	10.30 a.m.
15	Consent Agenda (M):	Chair	5	10:45 a.m.
15.1	Non-Public Session Minutes of the February 3, 2026 Meeting* (M)			
15.2	Non-Public Session Minutes of the March 19, 2026 Meeting* (M)			
15.3	Board Professional Development Plan* (I)			
15.4	2026-2027 Board Secretary Appointment* (I)			
15.5	Compliance Reports:			
	15.5.1 Annual Safe Disclosure Report (Non-Financial)* (I)			
15.6	Labour Relations Update* (I)			
15.7	2026-2027 GNHR Workplan* (M)			
15.8	GNHR 2025-26 Workplan & Action Points* (I)			
16	<i>In Camera</i> Session (M)	Chair	10	10:50 a.m.
17	Termination (M)	Chair		11:00 a.m.

Nicola Crow, University Secretary

BOARD OF GOVERNORS
GOVERNANCE, NOMINATIONS & HUMAN RESOURCES COMMITTEE (GNHR)

**Minutes of the Public Session of the February 3, 2026 Meeting
via Videoconference
2:00 p.m. - 2:22 p.m.**

Governors Present:

Gaurav Singh, Chair
Frank Carnevale, Vice-Chair
Mitch Frazer

Lorraine Gray
Neeraj Grotra

Steven Murphy
Dwight Thompson

Regrets:

Laura Elliott

Staff and Guests:

Kirstie Ayotte
Jamie Bruno
Nicola Crow

Sandra Grouette
(Secretary)
Krista Hester

Lori Livingston
Jennifer MacInnis
Sarah Thrush

1. Call to Order and Land Acknowledgement

The Chair called the Public Session of the Governance, Nominations & Human Resources Committee (GNHR) Meeting to order at 2:00 p.m. and L. Gray provided their personal land acknowledgement.

2. Agenda

Upon a motion duly made by D. Thompson and seconded by L. Gray, the Agenda was approved as presented, including approving and receiving the Consent Agenda and its contents.

3. Conflict of Interest Declaration

None declared.

4. Chair's Remarks

The Chair welcomed everyone to the first GNHR meeting of 2026. He welcomed Sandra Grouette, who joined Ontario Tech in January as Assistant University Secretary following Kirstie Ayotte starting her new role as Assistant to the President. He advised that F. Carnevale will chair today's Non-Public Session as the Chair had to depart.

The Chair shared that February is Black History Month and this year's theme celebrates "30 years of Black History Month: Honouring Black Brilliance Across Generations". As Canadians

recognize this month and the 30th Anniversary, the Chair noted it presents an opportunity to learn, a time to reflect and to reaffirm commitments in this month and beyond.

5. President's Remarks

The President welcomed everyone to the first meeting of 2026. The President reported that there are many great things happening across the University, beginning with positive undergraduate application numbers. He shared that applications have increased by 5.3% year over year, more than double the provincial average, marking the fifth consecutive year that the University has been the per-capita choice in the province. The President gave kudos to the work of the Registrar and Assistant Vice-President International, and teams across the Institution – faculty, staff, and students, whose efforts in brand building and marketing continue to contribute to this success. He highlighted that this growth reflects the University's strong reputation, program quality, agility, and continued emphasis on career-ready, future-focused education.

The President also reported on the recent successful University delegation visit to Southeast Asia that focussed on nuclear-energy skills development as both the Philippines and Indonesia are expanding nuclear capacity and require significant upskilling, reskilling, and academic programming. He highlighted the pre-existing partnerships in the Philippines, while work in Indonesia is recent and under development. Albeit there are geo-political differences between the two countries, the President emphasized the positive engagement with senior leaders which will help create opportunities for immediate training delivery, long-term curriculum licensing, train-the-trainer models, and broader brand presence in these youthful, rapidly growing regions. The President highlighted the strategic importance of establishing a global presence in such regions, which also included initiatives underway in Africa.

The President celebrated the groundbreaking of the University's first independently operated student residences, which are scheduled to open in September 2027 and will provide accommodation to 2,000 students. He noted this represents a significant milestone in the University's identity and growth strategy.

Finally, the President noted the upcoming February break and the associated increase in academic activity and stress as midterms approach, as well as varsity sports nearing the end of regular seasons and preparing for playoffs. He referred to these developments collectively as the early signs of spring and concluded by emphasizing the positive trajectory in the University's recruitment and international engagement.

6. Nominations

6.1 2026 Elections: Key Dates and Process* (M)

N. Crow reported on the 2026 Election Process, noting that the Board of Governors and Academic Council elections run concurrently. She advised that there are two open positions for election: the student and one teaching staff position. N. Crow shared that the current incumbents can run for re-election should they choose to run again and meet eligibility requirements.

Upon a motion duly made by L. Gray and seconded by F. Carnevale, the Governance, Nominations & Human Resources Committee hereby approves the proposed dates and process for the 2026 Board of Governor elections, as presented.

7. Governance

7.1 2025-2026 Board/Committee Practices Assessment* (D)

N. Crow gave an update on the annual Board/Committee Practices Assessment, noting that the Assessment will remain unchanged from past years to allow for consistent comparative data collection. She advised of plans to distribute the Assessment earlier to help with more timely development of the 2026-2027 workplans, with results being presented at GNHR's May meeting. N. Crow also noted that the findings will help Board development and education opportunities.

8. Consent Agenda* (M)

The Chair confirmed that the contents of the Consent Agenda were approved and received under Agenda Item #2.

8.1 Public Session Minutes of the October 30, 2025 Meeting* (M)

9. Adjournment (M)

There being no other business, and upon a motion duly made by F. Carnevale the Public Session of the GNHR Committee Meeting adjourned at 2:22 p.m.

Sandra Grouette, Assistant University Secretary



BOARD OF GOVERNORS
GOVERNANCE, NOMINATIONS & HUMAN RESOURCES COMMITTEE (GNHR)

2025-2026 Annual Report

Status Legend: Green = completed; Orange = underway; Red = not started

GNHR played a key role in supporting Ontario Tech University’s governance and organizational priorities throughout the 2025-2026 academic year. Through strategic conversations and regular oversight, the Committee advanced initiatives related to governance effectiveness, board development, nominations and succession planning, human resources, labour relations, and institutional compliance.

This below highlights GNHR’s key accomplishments over the past year and reflects its continued commitment to accountability, continuous improvement, and strong governance practices in support of the University’s long-term success.

<u>Meeting</u>	<u>Agenda Item</u>	<u>Status</u>
October 30, 2025	<p>Strategic Conversation: The Journey Towards Augmented HR at Ontario Tech</p> <p>Governance</p> <ul style="list-style-type: none"> • GNHR Workplan review • GNHR Terms of Reference review • 2025-2026 Board Professional Development Plan • Governance Update • Executive Committee Terms of Reference Amendment <p>Compliance</p> <ul style="list-style-type: none"> • Annual Human Rights Report (including MCU Directive – Anit-Hate/Anti-Racism) <p>Human Resources</p> <ul style="list-style-type: none"> • Human Resources and/or Labour Relations Updates 	
February 3, 2026	<p>Strategic Conversation: The Board’s Skills Matrix Needs and Priorities for the Path Forward</p> <p>Governance</p> <ul style="list-style-type: none"> • Annual Board/Committee Practices Assessment Review 	

	<ul style="list-style-type: none"> • Annual Board Skills Matrix Review (also see Strategic Conversation) <p>Nominations</p> <ul style="list-style-type: none"> • Elections: Key Dates and Process <p>Human Resources</p> <ul style="list-style-type: none"> • Human Resources and/or Labour Relations Updates 	
<p>Cancelled: March 26, 2026</p>		
<p>May 29, 2026</p>	<p>Strategic Conversation: Strategic Meeting Management for a Generative Board Governance</p> <ul style="list-style-type: none"> • Board/Committee Schedule 2026/2027; 2027/2028 • GNHR Annual Report • 2026-2027 GNHR Workplan • Board Professional Development Plan, including resources <p>Nominations</p> <ul style="list-style-type: none"> • 2026-2027 Board/Committee Composition • New Governor Appointments • Elections Results • Governor Re-appointments • Board Leadership & Succession Planning • Committee Appointments • 2026-2027 Academic Council Governor Appointment • Annual Board Secretary Appointment <p>Compliance</p> <ul style="list-style-type: none"> • Annual Safe Disclosures Report (non-financial) <p>Human Resources</p> <ul style="list-style-type: none"> • Human Resources and/or Labour Relations Updates • Annual Pension Plan Report 	

COMMITTEE REPORT

SESSION:

Public
Non-Public
Consent

ACTION REQUESTED:

Decision
Discussion
Information

TO: Governance, Nominations & Human Resources Committee (GNHR)

MEETING DATE: May 29, 2026

FROM: Nicola Crow, University Secretary

SUBJECT: Agenda Item 6.3: Board/Committee Meeting Schedule 2026-2027; 2027-2028

EXECUTIVE SUMMARY:

- GNHR provides advice to the Board on its governance structure and processes.
- Annually GNHR receives for information the prospective Board/Committee schedules for the upcoming 2 Board years.
- The proposed schedule takes into account the University's business cycle, governance/compliance requirements, and the Academic Council meeting schedule to support any approval, information, consultation pathways between the Board of Governors and Academic Council.
- Once alignment with these considerations is confirmed, the schedule will be finalized and shared with the Board.

KEY CONSIDERATIONS:

- If GNHR identifies any conflicts or issues with the dates, they are asked to convey them to the Secretariat.
- The sequence of some meetings has shifted from 2025-2026 to help further balance meeting frequency, availability, and workloads along with the ongoing promotion of streamlined, effective and efficient governance practices.
- The times outlined in the attached schedule reflect meeting times whilst the allowance for lunch or Board development opportunities on the same day will be outlined in any invitation notifications.

NEXT STEPS:

- The University Secretary will submit the schedule to the Board for information once finalized.

SUPPORTING REFERENCE MATERIALS:

- Draft Board/Committee Schedule 2026-2027 and 2027-2028

BOARD SCHEDULE 2026-2027

BOARD	2026-2027	MEETING TIME
Board of Governors - Orientation	September 17, 2026	9:00 - 12:00 p.m.
Board of Governors	October 22, 2026	12 noon - 2:00 p.m.
Board of Governors Annual Advance	None	None
Board of Governors	December 10, 2026	2:00 - 4:00 p.m.
Board of Governors	March 4, 2027	12 noon - 2:00 p.m.
Board of Governors	May 6, 2027	2:00 - 4:00 p.m.
Board of Governors - AGM	June 24, 2027	12 noon - 2:00 p.m.
COMMITTEES		
Audit & Finance Committee	November 26, 2026	2:00 - 4:00 p.m.
Audit & Finance Committee	February 18, 2027	2:00 - 4:00 p.m.
Audit & Finance Committee	April 22, 2027	2:00 - 4:00 p.m.
Audit & Finance Committee	June 17, 2027	2:00 - 4:00 p.m.
Governance, Nominations & Human Resources Committee	November 5, 2026	2:00 - 4:00 p.m.
Governance, Nominations & Human Resources Committee	January 28, 2027	2:00 - 4:00 p.m.
Governance, Nominations & Human Resources Committee	April 1, 2027	2:00 - 4:00 p.m.
Governance, Nominations & Human Resources Committee	May 27, 2027	2:00 - 4:00 p.m.
Strategy & Planning Committee	November 12, 2026	2:00 - 4:00 p.m.
Strategy & Planning Committee	February 4, 2027	2:00 - 4:00 p.m.
Strategy & Planning Committee	April 8, 2027	2:00 - 4:00 p.m.
Strategy & Planning Committee	June 10, 2027	2:00 - 4:00 p.m.
OTHER DATES		
Chancellor's Challenge	October 3, 2026	9:00 - 2:00 p.m.
Fall Convocation	October 15, 2026	
Convocation	June 2 - 4, 2027	

BOARD SCHEDULE 2027-2028

BOARD	2027-2028	MEETING TIME
Board of Governors - Orientation	September 16, 2027	9:00 - 12:00 p.m.
Board of Governors	October 21, 2027	12 noon - 2:00 p.m.
Board of Governors Annual Advance	October 21, 2027	TBD
Board of Governors	December 9, 2027	2:00 - 4:00 p.m.
Board of Governors	March 2, 2028	12 noon - 2:00 p.m.
Board of Governors	May 4, 2028	2:00 - 4:00 p.m.
Board of Governors - AGM	June 22 or June 29, 2028	12 noon - 2:00 p.m.
COMMITTEES		
Audit & Finance Committee	November 25, 2027	2:00 - 4:00 p.m.
Audit & Finance Committee	February 17, 2028	2:00 - 4:00 p.m.
Audit & Finance Committee	April 20, 2028	2:00 - 4:00 p.m.
Audit & Finance Committee	June 15 or June 22, 2028	2:00 - 4:00 p.m.
Governance, Nominations & Human Resources Committee	November 4, 2027	2:00 - 4:00 p.m.
Governance, Nominations & Human Resources Committee	January 27, 2028	2:00 - 4:00 p.m.
Governance, Nominations & Human Resources Committee	March 30, 2028	2:00 - 4:00 p.m.
Governance, Nominations & Human Resources Committee	May 25, 2028	2:00 - 4:00 p.m.
Strategy & Planning Committee	November 11, 2027	2:00 - 4:00 p.m.
Strategy & Planning Committee	February 3, 2028	2:00 - 4:00 p.m.
Strategy & Planning Committee	April 6, 2028	2:00 - 4:00 p.m.
Strategy & Planning Committee	June 8, 2028	2:00 - 4:00 p.m.
OTHER DATES		
Chancellor's Challenge	Fall 2027	
Fall Convocation	Fall 2027	
Convocation	June , 2028	

COMMITTEE REPORT

SESSION:

Public
Non-Public

ACTION REQUESTED:

Decision
Discussion/Direction
Information

TO: Governance, Nominations & Human Resources Committee (GNHR)

DATE: May 29, 2026

PRESENTED BY: Jamie Bruno, VP, People and Transformation

SUBJECT: 2025 DCP Pension Governance Compliance Report

COMMITTEE MANDATE:

As part of GNHR’s oversight of the university’s human resources policies, strategies and plans, the Senior Administration (Pension & Benefits) Sub-Committee (SASC) provides the committee with an annual report on compliance with respect to the University of Ontario Institute of Technology Pension Plan Governance Structure and Pension Plan Processes.

The SASC is seeking GNHR’s recommendation to the Board for approval of the 2025 Pension Governance Compliance Report.

BACKGROUND/CONTEXT & RATIONALE:

Ontario Tech University is the sole sponsor of the university’s pension plan. The pension plan is a member-investment directed defined contribution pension plan (DCPP) registered with the Financial Services Regulatory Services and the Canada Revenue Agency, and governed by the *Pension Benefits Act (Ontario)* and the *Income Tax Act, Canada*, respectively.

The SASC exercises overall responsibility for the proper administration of the DCP, and administration and investment of the fund. SASC’s responsibilities are carried out by three members of senior management:

- Vice-President, People and Transformation
- Vice-President, Administration
- General Counsel

The SASC is also responsible for reporting to GNHR and certifying that all aspects of the *University of Ontario Institute of Technology Pension Plan Governance Structure and Pension Plan Processes* have been met.

With respect to the year January 1 – December 31, 2025, SASC certifies that the responsibilities and processes set out in the accompanying report have been fulfilled and completed, unless otherwise indicated.

NEXT STEPS:

1. The attached report will be distributed to the Board of Governors at the meeting on June 25, 2026 for information.

SUPPORTING REFERENCE MATERIALS:

- 2025 Annual Pension Plan Governance Report



**UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY (ONTARIO TECH UNIVERSITY)
PENSION PLAN GOVERNANCE REVIEW**

Review Period: January 1, 2025 – December 31, 2025

Purpose

This document summarizes the annual governance activities of all parties responsible for the administration of the Defined Contribution Pension Plan (DCPP, “the Plan”). Each party will review the applicable checklist and confirm that all required actions were completed during the review period.

2025 Governance Review

All governance responsibilities assigned to the Board of Governors, Governance, Nominations & Human Resources Committee, Audit & Finance Committee, Senior Leadership Team, Senior Administration Sub-Committee, Pension & Benefits Committee, and Pension & Benefits Staff for the review period were **completed in full**.

No exceptions, delays, or outstanding action items were identified.

Governance Roles and Reference Guide

Title	Description
Board of Governors (“The Board”)	<p>Role: The Board is the legal plan administrator of the University of Ontario Institute of Technology (Ontario Tech University) pension plan.</p> <p>Responsibilities: The Board has general oversight responsibility for the administration of the Plan and the administration and investment of the fund. The Board’s main responsibilities are to receive and consider reports regarding the Plan and consider for approval plan design changes recommended by the parties referenced in the following checklists. The Board also appoints the auditor for the Plan and receives reports on risk management issues.</p>
Governance, Nominations and Human Resources Committee (GNHR)	<p>Role: The Governance, Nominations & Human Resources Committee exercises an oversight role with respect to the SLT, a committee of senior management assigned responsibility for most administrator and employer functions relating to the Plan, including all day-to-day operational matters.</p> <p>Responsibilities: The Committee will receive and consider reports from the SLT/SASC with respect to the administration of the Plan and the administration and investment of the fund, as well as with respect to certain employer-related matters including the budget for the Plan. The Governance,</p>

Title	Description
	<p>Nominations & Human Resources Committee is also responsible for ensuring that the Board receives appropriate reporting on pension-related matters and makes recommendations to the Board on plan design changes.</p>
<p>Audit and Finance Committee</p>	<p>Role: The Audit Committee has been assigned certain risk management functions and oversees the plan audit. In carrying out its functions, it works with the SASC and particularly the VP, Administration.</p>
<p>Senior Leadership Team (SLT)</p>	<p>Role: The SLT is responsible for high level oversight of the sponsor, administration and investment functions of the Plan. The SLT carries out its functions through a sub-committee, the SASC.</p> <p>Responsibilities: The SLT serves as a resource for SASC, receives reports and recommendations from the SASC, and ensures that appropriate reporting is made to the Governance, Nominations & Human Resources Committee and Audit Committees of the Board.</p>
<p>Senior Administration Sub-Committee (SASC)</p>	<p>Role: The SASC exercises overall responsibility for the proper administration of the Plan and administration and investment of the fund as well as certain employer-related responsibilities.</p> <p>SASC is comprised of the VP, People and Transformation, the VP, Administration and the General Counsel.</p> <p>Responsibilities: SASC will ensure that appropriate policies for the governance of the Plan and fund are in place, appoint service providers, execute service contracts and approve plan amendments. SASC will also deal with material regulatory issues and report to the SLT and GNHR as needed. As a sub-committee of the SLT, SASC will serve as a liaison between the Pension and Benefits Committee and the SLT.</p> <p>The main responsibility for the Plan and fund lies with the VP, People and Transformation, who will oversee the activities of Pension and Benefits Staff.</p>

Title	Description
<p>Pension and Benefits Committee (P&B Committee)</p>	<p>Role: The Pension & Benefits Committee serves in an advisory capacity with respect to the Plan. The composition of the P&B Committee and other procedural matters are set out in the P&B Committee Terms of Reference.</p> <p>Responsibilities: The mandate of the P&B Committee includes guidance and consultation with respect to the administration, communication, and investment management of the Plan.</p>
<p>Pension and Benefits Staff (P&B Staff)</p>	<p>Role: P&B Staff are responsible for managing the day-to-day operations of the Plan and Fund. Many of the responsibilities in the P&B Staff Checklist may be carried out by third party service Providers, in which case P&B Staff's role is to coordinate, monitor and supervise progress.</p> <p>Responsibilities: The P&B Staff, including third parties acting on their behalf, will oversee the administration and communication of the Plan. Key responsibilities include managing member enrollment and records, ensuring accurate and timely benefit payments, and maintaining compliance with applicable legislation. P&B Staff also support member education, monitor service providers and performance standards, and assist leadership with strategic decisions.</p> <p>Third parties may include plan providers, Payroll staff or representatives of the investment consultant.</p>
<p>Regulatory Compliance</p>	<p>This list is intended to act as a reference for the regulatory responsibilities of Ontario Tech University as the administrator of the Plan. The action items in the following checklists will satisfy the requirements under the legislative references enclosed.</p>
<p>Key Plan Documents and Performance Schedules</p>	<p>This reference is a complete record of the key documents used in the administration of the Plan and the administration and investment of the fund. It also includes a schedule of performance reviews for third-party service providers and corresponding service agreements.</p>

Board of Governors

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#	Item	Schedule	Responsibilities	Actions/Comments
1.	Plan Governance System	Established November 2013, Evaluated Annually	<ul style="list-style-type: none"> Establish and update the governance system for the Plan on the recommendation of the GNHR 	Refreshed governance accountability tool in 2026. Changes made for clarity of responsibilities and roles
2.	Plan Design	As needed	<ul style="list-style-type: none"> Approve design changes to the Plan on recommendation of Governance, Nominations & Human Resources Review recommendations from P&B Committee 	No plan design changes proposed in 2025
3.	Plan Audit	Audit conducted in line with material changes to the Plan	<ul style="list-style-type: none"> Appoint the Plan auditor Receive and consider reports from Audit & Finance Committee 	No audit conducted in 2025
4.	GNHR Reports	Annual	<ul style="list-style-type: none"> Receive and review annual governance report from GNHR 	Governance report reviewed June 26, 2025

Governance, Nominations and Human Resources

Fields intentionally left blank if not applicable/no actions or additional comments required

No.	Item	Schedule	Responsibilities	Actions/Comments
1.	Plan Governance and Administration	Annual	<ul style="list-style-type: none"> Receive and consider reports from SLT/SASC Submit annual governance report to the Board 	<p>Governance report reviewed and approved June 13, 2025</p> <p>Unaudited pension Financial Statements: December 2025</p>
2.	Investment Options	As needed	<ul style="list-style-type: none"> Receive and consider reports from SLT/SASC regarding investment options offered under the Plan 	No recommendations made. Fund closure in 2025 actioned by Sun Life
3.	Employer Responsibilities	As needed	<ul style="list-style-type: none"> Receive and consider reports from the SLT/SASC on employer-related matters, including the operational budget for the Plan Receive and consider submissions directly from Pension & Benefits Committee 	
4.	Plan Design	As needed	<ul style="list-style-type: none"> Consider plan design changes and make recommendations to the Board. Receive and consider submissions directly from Pension & Benefits Committee 	
5.	Pension Reporting	Annual and as needed	<ul style="list-style-type: none"> Submit DCPD governance report to the Board 	Reviewed by Board June 26, 2025

Governance, Nominations and Human Resources

Fields intentionally left blank if not applicable/no actions or additional comments required

No.	Item	Schedule	Responsibilities	Actions/Comments
			<ul style="list-style-type: none"> Ensure that appropriate reporting on matters related to the Plan is made to the Board 	
6.	Accountability Tool	As needed	<ul style="list-style-type: none"> Make changes to the Accountability Tool 	

Audit and Finance Committee

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No.	Item	Schedule	Responsibilities	Actions/Comments
1.	Risk Management	Annual	<ul style="list-style-type: none"> • Risk Management, as it relates to the Plan and fund, to be included as part of annual reporting to the Board • Receive reports from SLT/SASC on audit and risk management matters • Report to the Board on risk management and audit issues 	
2.	Plan Audit	To coincide with material changes to pension Plan	<ul style="list-style-type: none"> • Oversee pension audit 	No material changes; therefore, no audit conducted.

Senior Leadership Team (SLT)

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No.	Item	Schedule	Responsibilities	Actions/Comments
1.	Reporting	As needed	<ul style="list-style-type: none"> • Receive and consider reports from SASC • Receive and consider reports from P&B Committee • Submit reports to GNHR 	
2.	Plan Design	As needed	<ul style="list-style-type: none"> • Consider plan design changes • Make recommendations to GNHR 	

Senior Administration Sub-Committee (SASC)

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No	Item	Schedule	Responsibilities	Actions/Comments
1.	SASC Meetings	At least annually	<ul style="list-style-type: none"> Meet annually and as needed on matters concerning the Plan 	Meeting held May 20, 2025
2.	Annual Governance Review	Annual, Spring	<ul style="list-style-type: none"> Review and approve governance checklists Submit annual governance review to GNHR 	Checklists approved May 23, 2025
3.	Plan Amendments	As needed	<ul style="list-style-type: none"> Consider recommendations for plan design changes from P&B Staff/P&B Committee Approve and execute plan amendments upon approval from GNHR and the Board Sign related regulatory filings 	
4.	Annual Regulatory Filings	Twice annually	<ul style="list-style-type: none"> Approve and sign annual filings 	Form 7 filed August 28, 2025 AIR & unaudited Financial Statements filed December 19, 2025
5.	Statement of Investment Policies	In line with material changes to the Plan	<ul style="list-style-type: none"> Approve, review and amend SIPP 	

Senior Administration Sub-Committee (SASC)

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No	Item	Schedule	Responsibilities	Actions/Comments
	& Procedures (SIPP)			
6.	Third-party Providers	Per procurement schedules	<ul style="list-style-type: none"> Select third-party service providers and negotiate and execute contracts Review performance of third-party providers 	
7.	Plan Audit	In line with material changes to the Plan	<ul style="list-style-type: none"> Liaise with Audit & Finance Committee in connection with plan audit No audit required unless material changes are identified. 	No material changes; therefore, no audit conducted.
8.	Pension and Benefits Committee (VP, People & Transformation)	At least once annually	<ul style="list-style-type: none"> Chair P&B Committee and prepare agenda, maintain and distribute minutes Appoint representatives to P&B Committee, excluding those appointed by applicable union groups 	P&B Committee held December 11, 2025
9.	Service Standards and Plan Performance	Q2, Q4	<ul style="list-style-type: none"> Establish service standards/benchmarks 	Performance reports reviewed March 2025 (2024 Q4), December 2025 (2025 Q2)

Senior Administration Sub-Committee (SASC)

Fields intentionally left blank if not applicable/no actions or additional comments required

No	Item	Schedule	Responsibilities	Actions/Comments
			<ul style="list-style-type: none"> Review and consider reports concerning plan performance 	
10.	Member Education	Ongoing	<ul style="list-style-type: none"> Receive and review member communication and education initiatives 	
11.	Expense Budget	Annual	<ul style="list-style-type: none"> Review and approve annual expense budget 	25-26 Budget approved by the Board April 17, 2025
12.	Develop and Amend Policies	As needed	<ul style="list-style-type: none"> Consider and approve P&B Staff recommendations Initiate policy development 	
13.	Regulatory and Risk Concerns	As applicable	<ul style="list-style-type: none"> Manage material regulatory issues Work with Audit & Finance Committee to address risk management issues 	

Pension and Benefits Committee

Fields intentionally left blank if not applicable/no actions or additional comments required

No.	Item	Schedule	Responsibilities	Actions/Comments
1.	Committee Meetings	At least annually	<ul style="list-style-type: none"> • Convene to discuss matters related to the Plan and propose recommendations • Follow up on outstanding action items 	Meeting held December 11, 2025
2.	Recommendations	As needed	<ul style="list-style-type: none"> • Make recommendations to SASC, GNHR or the Board regarding plan design or investment fund changes • Make recommendations to senior administration regarding selection of service providers 	
3.	Education	As needed	<ul style="list-style-type: none"> • Attend initial orientation for P&B Committee members • Attend education sessions made available through plan provider or P&B Staff 	

Pension and Benefits Staff

Fields intentionally left blank if not applicable/no actions or additional comments required

No.	Item	Schedule	Responsibilities	Actions/Comments
1.	Plan Amendments	As needed	<ul style="list-style-type: none"> • Generate and maintain certified copies of documents to support plan amendments • Submit plan amendments to SASC for review and approval • File plan amendments with governing body • Report on results of reviews of or amendments to key plan documents 	
2.	Remittance and Reallocation of Assets	Monthly/bi-weekly, per payroll schedules	<ul style="list-style-type: none"> • Calculate contributions (Payroll) • Review contribution files • Remit contributions to plan provider (Payroll) 	
3.	Regulatory Filings	Twice annually	<ul style="list-style-type: none"> • Prepare and submit Annual Information Return (AIR), Form 7 and Financial Statements to governing body 	Form 7 filed August 28, 2025 AIR & unaudited Financial Statements filed December 19, 2025
4.	Summaries of Pension Adjustments	Annually	<ul style="list-style-type: none"> • Review pension adjustments at year end, report on employee T4 (Payroll) 	
5.	Statement of Investment Policies	As needed	<ul style="list-style-type: none"> • Amend SIPP in line with material changes to the Plan (Investment consultants) 	

Pension and Benefits Staff

Fields intentionally left blank if not applicable/no actions or additional comments required

No.	Item	Schedule	Responsibilities	Actions/Comments
	and Procedures (SIPP)			
6.	Investment Monitoring	Q2, Q4 and as needed	<ul style="list-style-type: none"> Review investment monitoring reports prepared by investment consultants Present investment monitoring reports to P&B Committee (Investment consultants) Coordinate fund changes with investment consultants and plan provider 	<p>Performance reports reviewed March 2025 (2024 Q4), December 2025 (2025 Q2)</p> <p>MFS Global Responsible Research closed May 8, 2025 (Sun Life driven closure). Comms sent to staff April 15, 2025 with options for replacement</p>
7.	Plan Expenses	Q2, Q4	<ul style="list-style-type: none"> Monitor plan expenses, including fees charged to members 	
8.	Member Information	Ongoing	<ul style="list-style-type: none"> Collect, use and distribute required member data for purpose of enrolment in the Plan Ensure members are informed of rights and obligations under the Plan Ensure members have access to information regarding plan fees, retirement options and financial Planning tools 	<p>Sun Life communication campaigns in 2025:</p> <ul style="list-style-type: none"> Financial Literacy Member Behaviour targeted campaign: Beneficiaries, diversification, default funds

Pension and Benefits Staff

Fields intentionally left blank if not applicable/no actions or additional comments required

No.	Item	Schedule	Responsibilities	Actions/Comments
			<ul style="list-style-type: none"> Ensure members are informed as to where plan fees are found Provide documentation and information to members regarding investment options Provide quarterly and annual statements (Plan provider) 	
9.	Member Education	Annual	<ul style="list-style-type: none"> Ensure member access to educational materials and sessions as presented by plan provider 	<p>May 2025: Sun Life Education Session – Your Health and Your Wealth</p> <p>October 2025: Sun Life Education Session - Save for Retirement Now</p>
10.	Death Benefits and Marriage Breakdown	As applicable	<ul style="list-style-type: none"> Provide information to members on procedures following a death or marriage breakdown Calculate benefits and instruct members (Plan provider) 	# of cases in review period: 2
11.	Record Keeping	Ongoing	<ul style="list-style-type: none"> Maintain employee records Maintain records of member summaries, headcounts and data 	

Pension and Benefits Staff

Fields intentionally left blank if not applicable/no actions or additional comments required

No.	Item	Schedule	Responsibilities	Actions/Comments
			<ul style="list-style-type: none"> • Maintain copies of third-party service agreements and performance reviews • Maintain copies of legal opinions as they relate to the Plan • Maintain records regarding regulatory or administrative concerns 	
12.	Regulatory Issues and Member Complaints	As applicable	<ul style="list-style-type: none"> • Identify, report on and resolve (where applicable) regulatory concerns or member complaints, in collaboration with plan provider 	
13.	Plan Governance	Annual and ongoing	<ul style="list-style-type: none"> • Review annual governance checklists for accuracy and completion; escalate for review to SASC, GNHR, the Board • Review governance reporting provided by investment consultants; present findings to P&B Committee 	Governance checklists finalized May 20, subsequently reviewed and/or approved by SASC, GNHR, the Board

Regulatory Compliance

This list is intended to act as a reference for the regulatory responsibilities of Ontario Tech University as the administrator of the Plan. The action items in the checklists above will satisfy the requirements under the legislative articles below.

Action Item: The list below is to be reviewed annually for currency and accuracy. The review for **2026** has confirmed that there have been no material changes to relevant pension legislation.

Plan Amendments
<ul style="list-style-type: none"> • Application for registration of amendments to the Plan: Section 12, Pension Benefits Act (PBA), Regulation 3, PBA Regulations • Required notice of proposed amendments: Section 26, Pension Benefits Act, Regulation 39, PBA Regulations • CRA Filing: Regulation 8512, Income Tax Act (ITA)
Reporting Requirements
<ul style="list-style-type: none"> • Annual Information Return: Section 20, PBA, Regulation 18, PBA, Regulation 8409, ITA • Financial Statements: Regulation 76, PBA • Statement of Investment Policies and Procedures (and exemption): Regulation 78, PBA • T4 Pension Adjustments: Regulation 8401, ITA
Disclosure to Members
<ul style="list-style-type: none"> • Requirements for new and existing members: Section 25, PBA • Member statements: Regulation 40, 41, 43, 44, PBA • Information requests: Regulation 45, PBA
Administration
<ul style="list-style-type: none"> • Transfers Out/Withdrawals: Section 42, PBA, Regulation 20, PBA • Transfers In: Regulation 22, PBA • Contributions: Section 56, PBA, Regulation 4, Regulation 6.1, PBA

- Marital breakdown: [Section 67.1](#), PBA

Key Plan Documents and Performance Schedules

This reference is a complete record of the key documents used in the administration of the Plan and the administration and investment of the Fund.

Fields intentionally left blank if not applicable/no additional comments required

No.	Item	Review Schedule	Key Dates	Comments
1.	Performance: Plan Provider	Procurement Requirements		
2.	Performance: Investment Manager	Twice annually	Last Review: December 2025 Next Review: April 2026	Performance reports prepared by investment consultants
3.	Performance: Investment Consultant	Procurement requirements	Last review: 2021 Next review: 2026	Current agreement expires December 31, 2026
4.	Performance: External Legal Counsel	As needed		
5.	Performance: External Auditor	As needed		
6.	Key Document: Pension Plan Text	As applicable	Restated: 2016 Last amendment: 2024	

No.	Item	Review Schedule	Key Dates	Comments
7.	Key Document: Custodial Agreement (under Group Annuity Contract)	Procurement requirements	Last Review: 2014	
8.	Key Document: Service Fee Agreement	As needed	Last Updated: 2021 Next Update: 2026	Will be updated to reflect new or closed funds
9.	Key Document: Insurance Policy Sun Life Group Annuity Contract	Procurement requirements	Last Review: 2014 Last Amendment: 2021	Amended to include GDIA as investment option
10.	Key Document: Statement of Investment Policies and Procedures	As needed	Last Amendment: 2020	
11.	Key Document: Investment Consulting Agreement	Procurement requirements	Last review: 2021 Expires: Dec 31, 2026	
12.	Key Document: Member DCPD Booklet	As needed	Last update: 2024	Updated to reflect new contribution rates for FA, OPSEU
13.	Service Provider Benchmarks		November 2017	



THE UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY DEFINED CONTRIBUTION PENSION PLAN GOVERNANCE COMPLIANCE CERTIFICATE

The University of Ontario Institute of Technology (operating as Ontario Tech University) sponsors the University of Ontario Institute of Technology Pension Plan, Registration No. 1087808 (the "Plan"). The Plan is a member-investment directed defined contribution pension plan registered with the Financial Service Regulatory Authority Ontario and the Canada Revenue Agency governed by the Pension Benefits Act (Ontario) (the "PBA") and the Income Tax Act ("ITA"), Canada, respectively.

The Senior Administration (Pension & Benefits) Sub-Committee (SASC) exercises overall responsibility for the proper administration of the Plan and administration and investment of the Fund.

The SASC's responsibilities are carried out by three members of senior management, the VP, People and Transformation, the VP, Administration and the General Counsel. The main responsibility for the Plan and Fund lies with the President and the Pension & Benefits Staff which report to him/her.

The SASC (or member thereof) is responsible for reporting to the Governance, Nominations & Human Resources Committee of the Ontario Tech University Board of Governors and for certifying that all aspects of the Plan Governance Structure and the Plan Governance Processes have been met.

With respect to the Year January 1, 2025 to December 31, 2025 the SASC hereby certifies that the responsibilities and processes listed in the accompanying Pension Governance Checklists have been fulfilled and completed unless otherwise indicated.

Jamie Bruno
Digitally signed by Jamie Bruno
DN: cn=Jamie Bruno, o=Ontario Tech University, ou=HR, email=jamie.bruno@ontariotechu.ca, c=CA
Date: 2026.05.06 08:39:23 -0400'

Jamie Bruno,
VP, People and Transformation
DATED the 6 day of May, 2026.

Brad MacIsaac
Digitally signed by Brad MacIsaac
DN: cn=Brad MacIsaac, o=Ontario Tech, ou=VP Administration, email=brad.macisaac@ontariotechu.ca, c=CA
Date: 2026.05.07 11:43:37 -0400'

Brad MacIsaac, VP Administration
DATED the 7th day of May, 2026.

Jennifer MacInnis
Digitally signed by Jennifer MacInnis
DN: cn=Jennifer MacInnis, o=Ontario Tech University, ou=General Counsel, email=jennifer.macinnis@ontariotechu.ca, c=CA
Date: 2026.05.06 09:17:48 -0400'

Jennifer MacInnis, General Counsel
DATED the 6th day of May, 2026