

BOARD OF GOVERNORS
Governance, Nominations & Human Resources Committee (GNHR)
[Zoom link – Registration Required](#)

June 13, 2025
12:30 p.m. – 3:30 p.m.

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

Staff: Kirstie Ayotte, Jamie Bruno, Nicola Crow, 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	12:30 p.m.
2	Agenda (M)			
3	Conflict of Interest Declaration			
4	Chair's Remarks	Chair	5	12:35 p.m.
5	President's Remarks	Steven Murphy	10	12:40 p.m.
6	Consent Agenda (M):	Chair		
6.1	Minutes of the Public Session of the Meeting of March 20, 2025* (M)			
6.2	2024-2025 GNHR Annual Report* (I)			
6.3	Board Practices Assessment Results* (I)			
6.4	Annual Pension Plan Report* (I)			
6.5	Annual Policy Review Update: Policy Against Violence in the Workplace* (I)			
7	Adjournment (M)	Chair		12:50 p.m.
BREAK – 5 MINUTES				
NON-PUBLIC SESSION (material not publicly available)				
8	Call to Order	Chair	5	12:55 p.m.
9	Conflict of Interest Declaration			

No.	Topic	Lead	Allocated Time	Suggested Start Time
10	Chair's Remarks	Chair	5	1:00 p.m.
11	President's Remarks	Steven Murphy	10	1:05 p.m.
12	Strategic Conversation: Governance Looking Ahead (D)	Nicola Crow	30	1:15 p.m.
13	Governance			
13.1	2025-2026 GNHR Workplan* (M)	Nicola Crow	5	1:45 p.m.
14	Nominations			
14.1	New Governor Appointments* (M)	Chair	5	1:50 p.m.
14.2	Election Results* (M)	Nicola Crow	5	1:55 p.m.
14.3	Board Leadership and Succession Planning* (M)	Chair	5	2:00 p.m.
14.4	2025-2026 Committee Appointments* (M)	Chair	5	2:05 p.m.
14.5	2025-2026 Academic Council Governor Appointment* (M)	Chair	5	2:10 p.m.
15	Human Resources			
15.1	HR Update (U)	Jamie Bruno	5	2:15 p.m.
15.2	Labour Relations Update* (U)	Jamie Bruno	15	2:20 p.m.
16	Consent Agenda (M):	Chair	5	2:35 p.m.
16.1	Minutes of the Non-Public Session of the Meeting of March 20, 2025* (M)			
16.2	Minutes of the Non-Public Session of the Meeting of April 29, 2025* (M)			
16.3	Board Professional Development Resources* (I)			
16.4	2024-2025 Board Attendance Report* (I)			
16.5	Annual Skills Matrix Results* (I)			
16.6	Annual Safe Disclosure Report (Non-Financial)* (I)			
16.7	2025-2026 Board Secretary Appointment* (I)			
16.8	GNHR 2024-25 Work Plan & Action Points* (I)			
17	In Camera Session (M)	Chair	10	2:40 p.m.
18	Termination (M)	Chair		2:50 p.m.

Nicola Crow, University Secretary

BOARD OF GOVERNORS

Governance, Nominations & Human Resources Committee (GNHR)

Minutes of the Public Session of the Meeting of March 20, 2025 2:00 p.m. to 2:15 p.m. [Videoconference](#)

Present: Gaurav Singh (Chair), Frank Carnevale (Vice-Chair), Laura Elliott, Neeraj Grotra, Steven Murphy, Dwight Thompson

Regrets: Mitch Frazer, Kim Slade

Staff: Kirstie Ayotte (Secretary), Jamie Bruno, Nicola Crow, Krista Hester, Jennifer MacInnis, Lori Livingston, Beth Partlow, Sarah Thrush

Guests: Chelsea Bauer, Mikael Eklund

1. Call to Order

The Chair called the Public session of the GNHR meeting to order at 2:00 p.m. and read aloud the Land Acknowledgement.

2. Agenda

Upon a motion duly made by F. Carnevale and seconded by N. Grotra, the Agenda was approved as presented, including approving and receiving the Consent Agenda and its contents.

3. Conflict of Interest Declaration

There was none.

4. Chair's Remarks

The Chair began by reminding Committee members of some meeting protocols. Public session attendees were welcomed and informed that they were unable to participate or engage in the meeting.

5. President's Remarks

The President welcomed attendees and highlighted the upcoming Ontario Tech University and Durham College "Campus Clash" Basketball Fundraiser. He also congratulated the men's Basketball team on their recent valiant efforts to reach the National Championships.

The President noted that the post-secondary sector is facing significant challenges, including declining public trust in the value of a university education, rising costs, and increasing numbers of graduates needing additional training to secure employment.

In response, he stated that Ontario Tech is actively engaging with faculty and departments to identify solutions and has prioritized three key strategies: developing unique programs for both traditional and lifelong learners, creating a more flexible and efficient business model, and enhancing graduate job readiness. The University is focused on building stronger industry connections, offering adaptable learning formats, and emphasizing practical, job-ready skills such as communication, teamwork, and real-world application. These efforts aim to make Ontario Tech less dependent on government funding and more responsive to the needs of students and employers alike.

A Member asked if there were statistics on non-university courses students take and employer demand for specific skills. The President responded that sector-wide trends show university graduates pursuing college programs for more hands-on training, but detailed institution-specific data is lacking. Informal evidence suggests students seek practical skills, such as engineering graduates looking to gain auto shop experience, but finer insights into course and employer needs are not available.

6. Governance

6.1 Board Practices Assessment 2024-2025 (D)

N. Crow presented the Annual Board Practices Assessment to the Committee for discussion, and feedback was requested on strategies to ensure Board participation. She noted that given the significant revisions in 2023-2024, this year's assessment will remain unchanged to allow for comparative data collection and that it would be distributed via OnBoard in the two weeks leading up to May 9, 2025. Results will be shared at the May 29 meeting to help identify opportunities for development and board education.

A Member emphasized the importance of this descriptive feedback process and suggested that Committee Chairs remind members about participation in upcoming meetings.

7. Consent Agenda (M)

- 7.1 Minutes of the Public Session of the Meeting of January 30, 2025* (M)
- 7.2 Board of Governors Meeting Dates: 2025-2026; 2026-2027* (I)

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

9. Adjournment

There being no other business, and upon a motion duly made by F. Carnevale, the Public session of the GNHR meeting adjourned at 2:15 p.m.

Kirstie Ayotte, Assistant University Secretary



BOARD OF GOVERNORS
GOVERNANCE, NOMINATIONS & HUMAN RESOURCES COMMITTEE

2024-2025 Annual Board Report

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

Key Accomplishments based on workplan	Highlights for Future Planning/In Progress
<ul style="list-style-type: none"> • 4 external governors appointed • 3 internal governors elected • Board Leadership/Succession Planning and Board/Committee Composition reviewed/updated • Board Skills Matrix administered and updated to reflect current Board competencies • Board/Committee Practices Assessment Results informed Committee Workplan and Board PD plans • Oversight of HR and Labour Relations • Governance oversight • Focused Strategic Conversations including Committee Assignments + Balance; Building Capacity in our Workforce 	<ul style="list-style-type: none"> • Board Governance Policy/Instrument review • Ongoing governance practices oversight and identifying enhancements • Board Leadership/Succession Planning for 26-27 • Board Skills Matrix administered earlier in the year to better inform any Board recruitment strategy • Board PD & Education enhancements including orientation, and governance education resources • 24-25 Board/Committee Practices Assessment Results continuing to inform GNHR governance oversight • Continued oversight of HR and Labour Relations

Meeting	Agenda Item	Status
October 24, 2024	Governance <ul style="list-style-type: none"> • GNHR Work Plan review • GNHR Terms of Reference review • Board PD for 2024-2025 • Executive Committee Work Plan • Strategic Conversation: Committee Assignments + Balance • Revised 24-25 Board Schedule 	

JB = Jamie Bruno, JM = Jennifer MacInnis, LL = Lori Livingston, SM = Steven Murphy,
AS = Andrew Sunstrum, KH = Krista Hester. NC = Nicola Crow

	<ul style="list-style-type: none"> • S&P appointment Human Resources <ul style="list-style-type: none"> • Labour Relations update • Human Resources update 	
January 30, 2025	Governance <ul style="list-style-type: none"> • Board Schedule 2025/2026 and 2026/2027 • Revised 24-25 Board Schedule • 23-24 Annual Human Rights Report • Governance Update – ONCA Compliance • Confirmation of A&F Terms of Reference Revisions Nominations <ul style="list-style-type: none"> • 2025-2026 Board Chair • Governor appointment • Elections – Review of Process and Key Dates Human Resources <ul style="list-style-type: none"> • Strategic Conversation: Building Capacity in our Workforce • Human Resources update • Labour Relations update 	
March 20, 2025	Governance <ul style="list-style-type: none"> • Annual Skills Matrix Review • Annual Board & Committee Practices Assessment • Governance Update • 25-26/26-27 Board/Committee Meeting Date Schedule Nominations <ul style="list-style-type: none"> • Board of Governors Leadership & Succession Planning <ul style="list-style-type: none"> - Includes naming Committee Vice-Chairs where vacant/if ready • Election Results: Results will track to May GNHR if elected positions not acclaimed. • Board/Committee composition for 2025-2026 Human Resources <ul style="list-style-type: none"> • Strategic Conversation: University Compensation 	

	<ul style="list-style-type: none"> • Human Resources update • Labour Relations update 	
June 13, 2025	<p>Governance</p> <ul style="list-style-type: none"> • Strategic Conversation: Governance Looking Ahead • GNHR Annual Board Report • Board Attendance Report • Annual Board & Committee Practices Assessment Results • Annual Skills Matrix Results • 25-26 GNHR Work Plan <p>Compliance</p> <ul style="list-style-type: none"> • Safe Disclosures Report (non-financial) <p>Nominations</p> <ul style="list-style-type: none"> • Board Composition for 2025/2026 • Committee Appointments • Elections Results • New Governor Appointments • Governor Appointed to Academic Council 2025/2026 • Board of Governors Leadership and Succession Planning <ul style="list-style-type: none"> - Includes naming Committee Vice-Chairs where vacant • Board Secretary Appointment <p>Human Resources</p> <ul style="list-style-type: none"> • Human Resources update • Labour Relations update • Pension Plan Annual Report • Annual Workplace Violence Report 	

2024-2025 Board/Committee Practices Assessment Results Summary

Presented to: Governance, Nominations & Human Resources
Committee (GNHR)

Presented by: Nicola Crow, University Secretary

Date: June 13, 2025

Results and Key Themes

- The Board understands major challenges facing the University (23-24/24-25: very positive)
- There is an effective committee structure (23-24/24-25: very positive)
- Discussions are respectful (23-24/24-25: very positive)
- Management is prepared for Board meetings (23-24/24-25: very positive)
- The Board has effective committee chairs (23-24/24-25: very positive)
- Board members read the materials ahead of Board meetings (23-24/24-25: very positive)
- Overall, results see increased positivity from 23-24

Board's Most Significant Achievement

- Strategic objectives aligned to optimize success
- Advancement of risk management approach
- Board's early engagement on AI governance
- Ongoing strategies promoting diverse Board membership
- Supporting leadership on strong budget/fiscal management to advance the path forward
- Support of strategies to enable less reliance on government funding
- Advancement progress (e.g. campaign launch)
- Maintaining appropriate governance level

Most Important Thing Board Could Do to Improve Effectiveness

- Reduce volume & be more issue/outcome focused in materials/agenda items
- Increase strategic discussion opportunities & enhance engagement strategies for fulsome discussion
- Ongoing support to leadership in advancing strategic directions/differential growth strategy success
- Continue to explore enhancements to Board orientation, representation, good governance practice
- Increase Board social opportunities
- Continue to stay focused on governance & strategy

Comments on Board/Committee Structure

- Board is well managed, excellent communication
- Strong, supportive Board leadership
- Positive experiences
- Members' respective expertise and perspectives are valued
- More strategic discussion time at Board/Committees focusing on strategic priorities
- Improve access to governance resources

Comments on Board/Committee Structure

- Optimize Board education to maintain/promote good governance practices & enable Governor role fulfilment
- Continue to explore opportunities to enhance engagement of the Board/all Members to increase diversity of perspectives/sense of belonging and connectedness with Board/University

COMMITTEE REPORT

SESSION:

Public
Non-Public

☒
☐**ACTION REQUESTED:**

Decision
Discussion/Direction
Information

☐
☐
☒

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

DATE: June 13, 2025

PRESENTED BY: Jamie Bruno, Vice President, People and Transformation

SUBJECT: 2024 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 providing the Report for GNHR's review and information. It will then also be provided to the Board for information.

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, 2024, SASC certifies that the responsibilities and processes set out in the accompanying report have been fulfilled and completed, unless indicated in yellow

NEXT STEPS:

1. The attached report will be distributed to the Board of Governors at the meeting on June 26, 2025 for information.

SUPPORTING REFERENCE MATERIALS:

- 2024 Annual Pension Plan Governance Report

BOARD OF GOVERNORS

As the guiding mind of the University of Ontario Institute of Technology (Ontario Tech University), the Board is the legal plan administrator and, as such, has general oversight responsibility for the administration of the Plan and the administration and investment of the Fund. The Board has established a governance system for the Plan and Fund, which delegates most of the functions relating to the Plan to the Senior Leadership Team (SLT). The Board plays an oversight role vis-à-vis the Plan, with its main responsibilities being to receive and consider reports from the Governance, Nominations & Human Resources Committee and the Audit & Finance Committee (to which the SLT reports) and to approve Plan design changes recommended by the Governance, Nominations & Human Resources Committee. The Board also appoints the auditor for the Plan and receives reports on risk management issues from the Audit & Finance Committee. The Board may also receive submissions from the Pension & Benefits Committee if that Committee feels that it is necessary to bring a matter directly to the Board's attention.

Board of Governors Checklist January 1, 2024 to December 31, 2024

No.	Item	Completion Date ¹	Action Required/ Taken/Comments
1.	Establishes and updates the governance system for the Plan on the recommendation of the Governance, Nominations & Human Resources Committee	November 2013	As required
2.	Approves design changes to the Plan ¹ on the recommendation of the Governance, Nominations & Human Resources	2024/25	
3.	Appoints the Plan auditor	2024 N/A	None
4.	Receives annual report from the Governance, Nominations & Human Resources Committee	2024 N/A	None
5.	Receives and considers reports from the Audit Committee	2024 – N/A	None
6.	May receive submissions directly from the Pension & Benefits Committee	2024 N/A	None

Green-completed

Yellow-in progress

Red-outstanding

GOVERNANCE, NOMINATIONS & HUMAN RESOURCES COMMITTEE

The Governance, Nominations & Human Resources Committee exercises an oversight role with respect to the SLT, a committee of senior management to which is assigned responsibility for most administrator and employer functions relating to the Plan, including all day-to-day operational matters. The Committee's main function is to 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, 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. The Governance, Nominations & Human Resources Committee may receive submissions from the Pension & Benefits Committee if that Committee feels that it is necessary to bring a matter directly to the Committee's attention.

Governance, Nominations & Human Resources Committee Checklist

January 1, 2024 to December 31, 2024

No.	Item	Completion Date	Action Required/ Taken/Comments
1.	Receives and considers reports from SLT/SASC on matters relating to the administration and governance of the Plan and Fund	December 2024	At least annually unaudited Pension Financial Statements; Pension Audit results (only when there are material changes to the plan and an audit is requested to be performed by SASC) & #2 below SIPP
2.	Receives and considers reports from SLT*/SASC on investment options offered under the Plan	2024 - N/A	None
3.	Receives and considers reports from the SLT/SASC on employer-related matters, including the operational budget for the Plan	2024 - N/A	
4.	May receive submissions directly from the Pension & Benefits Committee	None	
5.	Considers Plan design changes and makes recommendations to the Board.	2024	Necessary amendments completed.
6.	Ensures that the appropriate reporting on pension-related matters is made to the Board.	2024	Ongoing
7.	Make changes to the Accountability Tool	2024 - N/A	

Green-completed

Yellow-in progress

Red-outstanding

AUDIT & FINANCE COMMITTEE

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.

Audit Board of Governors Checklist

January 1, 2024 to December 31, 2024

& Finance Committee No.	Item	Completion Date	Action Required/ Taken/Comments
1.	Performs risk management functions in relation to the Plan and Fund as part of its ERM responsibilities	April 2025	Annual risk report reviewed In accordance with the Committee's normal practices
2.	Oversees pension audit as part of the audit of University of Ontario Institute of Technology (Ontario Tech University) pension plan	N/A	On February 11, 2022, the Ontario Pension Act was amended and the audit requirement for defined contribution plans removed. The University is required to file unaudited financial statements with the Financial Services Regulatory Authority of Ontario ("FSRA") within 6 months of the plan's fiscal year-end. SASC has agreed to have an audit performed, should there be material changes to the plan.
3.	Receives reports from SLT/SASC/VP, Administration on audit and risk management matters	November	Done
4.	Reports to the Board on risk management and audit issues	November	None

Green-completed

Yellow-in progress

Red-outstanding

SENIOR LEADERSHIP TEAM (SLT)

The SLT is responsible for high level oversight of the sponsor, administration and investment functions. The SLT carries out its functions through a sub-committee, the SASC. As such, the SLT, as a committee of the whole, serves mainly as a resource for SASC (i.e., as a sounding board and/or to get input on issues which could have an impact on the University as a whole), receives reports and recommendations from the SASC, and ensures that appropriate reporting is made to the Governance, Nominations & Human Resources and Audit Committees of the Board. Finally, the SLT may receive submissions from the Pension & Benefits Committee if that Committee feels that it is necessary to bring a matter directly to the SLT's attention.

SLT Checklist

January 1, 2024 to December 31, 2024

No.	Item	Completion Date	Action Required/ Taken/Comments
1.	Receives reports from SASC	Ongoing	SLT meetings held weekly updates provided as required
2.	Considers Plan design changes and makes recommendations to the Governance, Nominations & Human Resources Committee	July 2024	Amendments to the Plan Text including NU & OPSEU increase to 7.5% ER and OPSEU AVC increase to 5%.
3.	Ensures that appropriate reporting is made to the Governance, Nominations & Human Resources Committee	Ongoing	SLT meetings held weekly updates provided as required
4.	May receive submissions directly from the Pension & Benefits Committee	2024 - N/A	None

Green-completed
Yellow-in progress
Red-outstanding

Senior Administration Sub-Committee (SASC)

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.

SASC's responsibilities are carried out by three members of senior management, the VP, People and Transformation (VPPT), the VP, Administration and the General Counsel (GC). The main responsibility for the Plan and Fund lies with the VPPT and P&B Staff report to him/her.

One of the main responsibilities of SASC is to oversee the activities of P&B Staff, which has primary responsibility for the day-to-day operations of the Plan. SASC ensures that the appropriate policies for the governance of the Plan and Fund are in place, appoints service providers, executes service contracts, and approves Plan amendments, deals with any material regulatory issues and reports to the SLT, the Governance, and Nominations & Human Resources as necessary or required.

Another key responsibility of SASC is to participate in meetings of the Pension & Benefits Committee and to serve as a liaison between the Pension & Benefits Committee and the SLT.

As a sub-committee of SLT, SASC (or a member thereof) is responsible for reporting is to the Governance, Nominations & Human Resources and Audit Committees of the Board.

SASC Checklist January 1, 2024 to December 31, 2024

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
1.	Reviewing and approving the completed checklists/reports of P&B Staff	VPPT	May 2025	SASC approved and forwarded to GNHR.
2.	Approving and executing Plan amendments and signing any related regulatory filings.	VPPT/GC ¹ or delegate	2024 - N/A	
3.	Approving and signing all annual regulatory filings	VPPT /GC ¹ or delegate	December August December	Annual Information Return (AIR) – reviewed & filed with FSRA Form 7- Contribution Summary-reviewed and filed with Sun Life (custodian) Financial Statements filed with FSRA

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
4.	Approves, reviews and amends SIPP	VPPT/ GC, VP, Administration	2024 - N/A	No amendments required
5.	Selecting third party service providers and negotiating and executing contracts.	VPPT /VP, Administration	2024 - N/A	None
6.	Liaising with the Audit Committee in connection with the Plan audit; reviewing, approving and signing financial statements.	VP, Administration/VPPT	December	Approved & signed
7.	(a) Chairing the Pension & Benefits Committee and preparing the agenda	VPPT (or delegate)	March & October	Preparation of Agenda Approval of Minutes
	(b) Attending the Pension & Benefits Committee	VP, Administration (or delegate)	March & October	Year End & Semi-Annual Pension Investment Performance meeting and discussions.
8.	Receiving and reviewing reports from P&B Staff regarding the performance of third party service providers	VPPT or delegate	March & October	Mercer Canada Investment Reports
			May 2024	Sun Life
9.	Establishing service standards/benchmarks based on recommendations from P & B Staff	VPPT or delegate	March & October	Meetings with SASC as required. Mercer provides investment benchmarks and conducts annual and semi-annual investment performance analysis.

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
10.	Receiving and reviewing reports from P&B Staff regarding investment performance (and or having in-person meetings with provider(s) and consultants)	VPPT or delegate	March & October	Quarterly Rates of Return/Pension statements provided to all pension plan members with economic outlooks in written & video format. Investment performance posted to HR Pension website and available on Plan member website at SLF. Bi-annual meetings with Mercer (Pension Investment consultant) and subsequent attendance at P & B Committee
11.	Receiving and reviewing member communication and education initiatives	VPPT or delegate	<p>March and November</p> <p>March and November</p> <p>Ongoing</p>	<p>Your Health & Wealth & Living your retirement plan (Sun Life).</p> <p>Individual Consultation Sessions</p> <p>HR Pension Website Resources</p>
12.	Reviewing and approving the annual expense budget	VPPT/GC	April	In accordance with normal practice

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
13.	Considering and approving P&B Staff's recommendations with respect to Plan design changes; initiating recommendations with respect to Plan design changes as required.	VPPT/VP, Administration	2024 - N/A	None
14.	Considering and approving P&B Staff's recommendations with respect to development of new policies and changes to existing policies; initiating policy development as required.	VPPT, GC, VP, Administration	2024 - N/A	
15.	Dealing with material regulatory issues.	VPPT/GC	2024 - N/A	None
16.	Working with the Audit Committee to address risk management issues	VPPT/GC ¹	2024 N/A	None
17.	Overseeing governance review using Canadian Association of Pension Supervisor Authorities (CAPSA) governance tool	VP, Administration/VPPT ⁴	Ongoing and annual review May	SASC meetings SASC Compliance Certification
18.	Preparing and delivering report(s) to the a) SLT b) Governance, Nominations & Human Resources Committee	GC/ VPPT ⁴	Ongoing Meetings with P & B Staff May a) Weekly December	Updates provided by P & B Staff to VPPT and SASC SASC Committee Meeting Reporting as required Pension Financial Statements

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
	c) Audit Committee		December	Pension Financial Statements
	d) Board		December	Pension Financial Statements
19.	Ensuring that the Accountability Tool is completed on an annual basis and maintaining a record of the completed Checklists	VPPT/GC/VP, Administration	May 2024	SASC annual review and compliance certification to the Board

Green- completed, **Yellow-**in progress, **Red-**outstanding

1. GC plays an advisory role on an as needs basis.
2. GC and VP, Administration play an advisory role on an as needed basis.
3. VPPT plays an advisory role on an as needs basis
4. VPPT plays an advisory role on an as needs basis

Pension & Benefits (P & B) Committee

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, a copy of which is attached to this Accountability Tool.

The mandate of the P&B Committee includes oversight with respect to the administration, communication, and investment management of the Plan. This includes the ability to make recommendations to SASC to amend and interpret the provisions of the Plan as well as to make recommendations to SASC with respect to the specific matters identified in the P&B Committee Terms of Reference.

P&B Committee Checklist

January 1, 2024 to December 31, 2024

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
1.	Developing Agenda	VPPT /VP, Administration	March & October	Review of previous minutes and bringing forward any actions completed and provide updates
2.	Transmitting Notice and Agenda	VPPT /VP, Administration	March & October	Agenda and any accompanying materials reviewed prior to P & B committee meeting
3.	P&B Committee Meeting	VPPT /VP, Administration	March & October	Done
4.	Distributing Minutes	Secretary	March & October	Done
5.	Completing Action Items from P&B Committee Meeting	VPPT (or delegate)	N/A November 2024 2024	Provide Mercer's Reports to new members. Annually, contact members to remind them to review elections, update beneficiaries and review investments. In addition, contact inactive members to provide options for transferring funds out. Reviewed 2024 updated CAPSA guidelines with Mercer. Recommendations included: update processes to ensure best practices, review fund performance, update SIPP and restate the plan text. Overall, we are in compliance.
6.	Maintaining minutes of meetings	Secretary	March & October	Done

Green-completed
Yellow-in progress
Red-outstanding

PENSION & BENEFIT (P&B) STAFF

P&B Staff is 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 and in that case P&B Staff's role is primarily one of co-ordination, monitoring and supervision.

P&B Staff is responsible on an ongoing basis for enrolling Plan members, maintaining historical records of individual members, sending each member an annual statement, calculating and processing retirement, termination, marital breakdown and death payments, and responding to questions from members and former members, ensuring contributions are remitted to the custodian, reviewing monthly pension payments from the fund, making recommendations to the VP, People and Transformation (VPPT) with respect to service providers, recommending service standards/benchmarks to the VPPT, monitoring accuracy and timeliness of major services/investment options against established performance standards, explaining and providing written explanations to members about the Plan provision and members' rights and obligations with respect to the Plan, promoting awareness of the Plan and its provisions among the members and beneficiaries, providing member education programs, assisting the VPPT and GC in the negotiation of contracts with third party service providers, ensuring that expenses relating to the operation of the Plan are paid within the budget established by the VPPT and VP, Administration, and ensuring that the Plan is administered in accordance with applicable legislation and all filed documents, including interpreting the Plan document as necessary. P&B Staff also ensures that the Accountability Tool is completed on an annual basis and provided to the VPPT and for maintaining appropriate records.

The attached checklists are intended to assist P&B Staff in carrying out the foregoing responsibilities to form the basis of P&B Staff's report to the VPPT. They consist of an administrative checklist, a regulatory compliance checklist, a key document checklist, and a service provider checklist and accompanying evaluation forms.

P & B STAFF ADMINISTRATIVE CHECKLIST

January 1, 2024 to December 31, 2024

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
1.	Certified copies of all documents that create and support Plan amendments made during the year	Pension & Benefits Staff	July 2024	Amendments to the Plan Text including NU & OPSEU increase to 7.5% ER and OPSEU AVC increase to 5%.

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
2.	Information with respect to the remittance of employer contributions to the custodian or reallocation of assets within the Fund.	Payroll and verified by HR P & B Staff	<p>Full time -2024 January to December- Monthly</p> <p>Less than Full time or Limited Term-2024 January to December Bi-Weekly</p>	<p>Each pay cycle monthly or bi-weekly, as the case may be, payroll deductions are processed by payroll and verified by P & B Staff</p> <p>Cumulative amounts are monitored to ensure CRA limits do not exceed the maximum permitted under the Income Tax Act 2024 maximum \$32,490</p>
3.	Reports and returns filed with the Financial Services Regulatory Authority of Ontario and Canada Revenue Agency ("CRA").		<p>December</p> <p>October</p> <p>December</p>	<p>Annual Information Return – filed with FSRA</p> <p>Form 7- Contribution Summary Form reported & filed to Sun Life (SLF)</p> <p>Audited Financial Statements filed with FSRA</p>
4.	Summaries of Pension Adjustments ("PAs").	Payroll	January 2024	2024 Pension Adjustments year-end checked no issues as confirmed by payroll & SLF
5.	Summaries of Pension Adjustment Reversals ("PARs")	N/A	N/A	Applicable to defined benefits plan only. N/A for the University's defined contribution plan.
6.	Annual Information Return	Pension & Benefits Staff	December	Done
7.	Form 7, Summary of Contributions/Revised Summary of Contributions	Pension & Benefits Staff	October	Done
8.	Financial Statements	KPMG and Ontario Tech University	December	Done
9.	Copy of SIPP as either confirmed or amended by VPPT	Mercer Investment Consulting Firm	N/A	No longer required

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
10.	Reports on monitoring of investment options	Mercer	February	2024 DCPD Annual Investment Monitoring & Plan Governance Review @ December 31, 2024
			October	Semi-annual Investment Monitoring Review @ September 2024
		Sun Life	Monthly & Year End annual reporting	Year End April 2025
11.	Information with respect to the monitoring of Plan expenses	Fees paid by members	Reported quarterly on Member pension statements each quarter	Pension Plan statements available online quarterly and mailed to member's home address in January (yearend statement). Former members with assets on deposit also receive same.
12.	Information with respect to the monitoring of fees charges to members	Sun Life	Reported on Member statements each quarterly	

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
13.	Information with respect to the enrolment of new members	Ontario Tech University & Sun Life	1 st day of hire for full time continuing employees (FTE) or; Less than full time or limited term employees (LTEs) when criteria attained Meeting with each eligible pension plan member for enrolment and information session	All FTEs eligible to join on the date of hire (mandatory) Eligibility (voluntary) for less than full time or LTEs employees 24 months of consecutive employment with the University having attained either: a) 700 hours in each of the 2 years or; b) 35% YMPE in each of the previous 2 years* Prior to or on date of hire for FTEs. For LTEs upon meeting eligibility criteria.
14.	Information with respect to the termination and death benefit payments made from the Fund.	Ontario Tech University and Sun Life	Terminations as occurring	Termination reports received monthly & Plan member statement issued annually and targeted communications to reiterate termination options available.
15.	Information with respect to marriage breakdowns	Sun Life	Ongoing	3 Cases submitted to SL in 2024
16.	Information with respect to numbers of member and active members	Sun Life	Monthly & at Plan Year (June 30)	Reports available at Sun Life Plan Sponsor website to access current statistics. Plan Year End reports provided directly by SLF for AIR, Form 7, Audit & Financial Statements.

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
17.	Information with respect to the annual statements provided to members, including sample statements.	Ontario Tech University & Sun Life	Ongoing	SLF –quarterly pension statements online at SLF member website. Annual mailing to home address.
18.	Information with respect to the written explanations provided to the members about the Plan provisions and the members’ rights and obligations with respect to the Plan.	Ontario Tech University and Sun Life	<p>DCPP Member booklet</p> <p>July</p> <p>Ongoing</p> <p>Ongoing -Less than full time or limited term employees’ pension personal sign up virtual meeting date of eligibility</p>	<p>Updated upon ratification of OPSEU CA.</p> <p><u>DCPP Member Booklet & Retirement Income Options</u></p> <p><u>Pension & Benefits at a Glance</u> ; Non-Union Faculty; Staff –Non-Union; FA; OPSEU & Executive</p> <p>My Money Investment Guide, Sun Life on line retirement and financial literacy tools (risk assessment) and <u>University pension plan website</u></p> <p>Full time continuing Pension and Benefits Personal Sign Up virtual zoom meetings (prior to date of hire)</p> <p>Less than full time or limited term employees’ pension personal sign up virtual meeting date of eligibility</p> <p>Optional membership in the University’s pension plan as per Ontario pension legislation.</p>

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
19.	Information with respect to the educational or other information provided to Plan members about the Plan and financial planning for retirement. <i>(continued on next page)</i>	Ontario Tech University and Sun Life	<p>Ongoing</p> <p>May</p> <p>Ongoing</p> <p>October</p> <p>Ongoing</p>	<p>2024 Financial Wellness Webinars - monthly</p> <p>2024 Spring Session: "Staying the course" Webinar</p> <p>One on one sessions with Sun Life representative</p> <p>Targeted communication to members with GIC & GDIA amounts nearing \$100k, for enrolment in SLF Trust to afford protection against unlikely event of SLF default.</p> <p>Regular email campaigns including Financial Literacy (Nov), Beneficiary (April) and Target Group Date Funds (Oct/Nov) were completed.</p> <p>2024 Fall session: "5 Steps to boost your financial Wealth"</p> <p>One on one sessions with Sun Life representative</p> <p>Sun Life Max Review e-mail Financial Wellness campaign to all members to review pension portfolios (Financial Literacy Month)</p> <p>Quarterly investment Performance reports</p>

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
20.	Information with respect to any regulatory or other administrative issues that arose during the year.		N/A	None
21.	Information with respect to member complaints	Sun Life	None	
22.	Reports on retention of new service providers/copy of completed third party evaluations		None	
23.	Copies of any legal opinions obtained during the year.		N/A	None
24.	Copy of completed regulatory compliance checklist	Ontario Tech University	May	Pending approval
25.	Report on the results of the reviews of and/or amendments to any Key Plan Documents	Ontario Tech University & Mercer	Ongoing	As required

*YMPE (Year's Maximum Pensionable Earnings)/35% of YMPE

- 2023 YMPE \$66,600/\$31,560
- 2024 YMPE \$68,500/\$32,490

Green-completed
Yellow-in progress
Red-outstanding

P&B STAFF REGULATORY COMPLIANCE CHECKLIST

January 1, 2024 to December 31, 2024

P & B STAFF: REGULATORY COMPLIANCE CHECKLIST

This checklist is intended as a guide to the regulatory responsibilities of Ontario Tech University as the administrator of the University of Ontario Institute of Technology Pension Plan (the “Plan”), an Ontario registered pension plan.

For the purpose of this checklist the following abbreviations are used:

Pension Benefits Act (Ontario)	PBA
Regulations under the Pension Benefits Act (Ontario)	PBA Reg.
Federal Investment Regulations (i.e. sections 6, 7, 7.1 and 7.2 and Schedule III to the PBSA Regulation, 1985 (Canada)	FIR
Income Tax Act (Canada)	ITA
Regulations to the Income Tax Act	ITA Reg.
Financial Services Regulatory Authority	FSRA
Canada Revenue Agency	CRA

P&B STAFF REGULATORY COMPLIANCE CHECKLIST

January 1, 2024 to December 31, 2024

	Legislation	Time Limit (if any)	Person Responsible	Comments
(a) Filing of Plan Documents				
<input type="checkbox"/> File certified copy of plan amendments with Superintendent along with Form 1.1.	PBA s.12(1), (2)	Within 60 days after the date on which the plan is amended.	P & B Staff	None
<input type="checkbox"/> File with Superintendent certified copies of each document that changes the documents that create and support the plan or pension fund (e.g. trust documents). File with CRA as appropriate.	PBA s.12(3) ITA Reg. 8512(2)	Within 60 days after the date on which the plan is amended.	AON Hewitt July 24, 2003 September 13, 2004	Done UOIT (Ontario Tech University) DCPP FSRA – Plan registration CRA – Plan registration
<input type="checkbox"/> File explanation of amendment transmitted to members with Superintendent.	PBA s.26(3) Reg. 3(4)	Within 6 months after registration of the amendment. (If amendment is adverse (i.e. reduces benefits or rights on a go forward basis), Superintendent may require explanation to be provided prior to registration.)	P & B Staff	None
<input type="checkbox"/> If Superintendent dispenses with notice of the amendment required under s. 26(3) of the PBA, then must provide notice of amendment with next annual statement to members.	PBA s.26(4), 27 Reg. 39(2)		P & B Staff	None
<input type="checkbox"/> File copy of notice of adverse amendment provided to members (if such notice was required) with Superintendent and certify details as to classes of persons who received notice, date when last such notice given and that notice was provided as required.	PBA s. 26(1) Reg. 3(3)	Within 30 days after the date on which the last of the notices was transferred. See under section (c) below regarding required disclosure of adverse amendments to members.	P & B Staff	None
<input type="checkbox"/> File certified copy of amendments with CRA along with form T920.	ITA 147.1(4) ITA Reg. 8512(2, (3)	Within 60 days after the date, the amendment is made.	P & B Staff	Amendments to the Plan Text including NU & OPSEU increase to 7.5% ER and OPSEU AVC

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2024 to December 31, 2024

	Legislation	Time Limit (if any)	Person Responsible	Comments
				increase to 5%.
	Legislation	Time Limit (if any)	Person Responsible	Comments
(b) Reporting Requirements				
<input type="checkbox"/> File an annual information return.	PBA s.20(1) Reg. 18(1), (6), (7) Reg. 37 ITA Reg. 8409(1), (2)	6 months after the plan's fiscal year end. December	P & B Staff	Completed -filed with FSRA
<input type="checkbox"/> File financial statements (including auditors' report as applicable)	Reg. 76	N/A	Finance and P & B Staff	Plan audit to be conducted as needed, in line with major plan design changes Unaudited financial statements filed in December.
(c) Disclosure to Members				
<input type="checkbox"/> Explain plan provisions to employees who will become eligible to join the plan.	PBA s. 25(2)(b) Reg. 38	Date of Hire or date employee meets with part-time pension eligibility criteria	Payroll and P& B Staff	Full time continuing Pension and Benefits Sign Up meeting (prior to date of hire) Less than full time or limited term employees' pension sign up once eligibility criteria met and if member elects to join

P&B STAFF REGULATORY COMPLIANCE CHECKLIST

January 1, 2024 to December 31, 2024

	Legislation	Time Limit (if any)	Person Responsible	Comments
<input type="checkbox"/> Explain Plan provisions to persons who become eligible for plan membership upon becoming employed.	PBA s. 25(2)(c) Reg. 38	<p>Within 60 days after employees, commence employment.</p> <p>Every eligible employee meets with P & B Staff for sign up</p> <p>Pension and Benefits Sign up meetings prior to date of hire for full time continuing employees.</p> <p>For less than full time employees - on or near the date in which the employee has met the required criteria to join the pension plan</p>	P & B Staff	<p>Eligibility for less than full time or Limited Term –Optional membership</p> <p>Employees 24 months of consecutive employment with the University having attained either:</p> <p>a) 700 hours in each of the 2 years or;</p> <p>b) 35% YMPE in each of the previous 2 years*</p>
<input type="checkbox"/> Provide notice and explanation of non-adverse amendments to affected members.	PBA s. 26(3) Reg. 39(1)	Within 60 days after provincial registration.	N/A	<p>Collective Agreements (FA, OPSEU) revised for new contribution rates.</p> <p>Communication sent to all impacted staff</p>
<input type="checkbox"/> Provide notice and explanation of adverse amendments to affected members if Superintendent requires.	PBA s.26(1), (2) Reg. 3(3), (4)	At least 45 days prior to registration of the amendment.	N/A	None

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2024 to December 31, 2024

	Legislation	Time Limit (if any)	Person Responsible	Comments
<input type="checkbox"/> Provide annual statement of benefits as prescribed.	PBA s.27 Reg. 40(1), (2)	6 months after the plan's fiscal year end.	Sun Life	Quarterly Pension Statements on line at mysunlife.ca Pension Statements mailed annually to home address in January following year end
<input type="checkbox"/> Make documents that create and support the pension plan and other prescribed information available for inspection by members and others as entitled.	PBA s. 29, 30 Reg. 45	Within 30 days after receipt of written request.	P & B Staff	None
<input type="checkbox"/> Provide termination statement containing prescribed information for termination of employment in situations other than retirement or death.	PBA s. 28 Reg. 41(1), (2), 42	Within 30 days after termination of employment or, where notice of termination is not provided to the administrator prior to the event, within 30 days after receipt of such notice.	Sun Life	Termination statements are issued in 2 weeks from date of departure from the University
<input type="checkbox"/> Where a plan member who is not entitled to a pension or deferred pension terminates employment in situations other than retirement or death, the administrator must pay any refund to which the member is entitled.	Reg. 42(3), (4) 42. revoked: O. Reg. 178/12, s. 40	Within 60 days after termination or, where a member has an option for receiving a refund, within 60 days after receipt of a direction from the member.	Sun Life	Payments made within 30 days upon receipt of member's election to transfer assets out of the Ontario Tech DCP.

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2024 to December 31, 2024

	Legislation	Time Limit (if any)	Person Responsible	Comments
<input type="checkbox"/> Provide retirement statement and options for payment of pension.	PBA s.28 Reg. 44	<p>At least 60 days prior to the member's normal retirement date or the date at which the member has indicated he or she intends to retire.</p> <p>If the administrator does not receive adequate notice of the intended retirement to comply with the 60 day time requirement, the administrator shall provide the required information within 30 days following receipt by the administrator of a completed application for commencement of the pension.</p>	<p>Sun Life</p> <p>N/A</p>	<p>Sun Life transfers the value of the member's pension account in accordance with the member's election within 30 days of the receipt of the member's direction to transfer to a retirement income option.</p> <p>Commencement of pension not directly paid from UOIT DCPN N/A</p> <p>Member direction required to SLF to transfer assets out of the Plan</p>
<input type="checkbox"/> Provide statement of benefits payable upon death to spouse, beneficiary or estate.	PBA s.28 Reg. 43(1)	Within 30 days after receipt of notice of death of member or former member.	Sun Life	None
<input type="checkbox"/> Comply with surviving spouse's election regarding pre-retirement benefits.	Reg. 43(3)	Within 60 days after receiving direction from spouse or same-sex partner.	Sun Life	None

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2024 to December 31, 2024

	Legislation	Time Limit (if any)	Person Responsible	Comments
<input type="checkbox"/> In cases of marital breakdown, calculate the value of the pension, as requested by the member and/or spouse using Superintendent of Financial Services approved forms throughout the process.	PBA s. 67.1 – 67.6 Ont. Reg. 287/11 (Family Matters)	Within 60 days of receiving a completed application	Sun Life	Completed by Sun Life
(d) Miscellaneous				
<input type="checkbox"/> If benefit transfer request made within 60 days of termination of employment, pay in accordance with request. Must ensure that transfers to retirement savings arrangements or deferred life annuities will be administered as pensions or deferred pensions.	PBA s.42(1), (5), (6), (7) Reg. 20	Within 60 days after request.	Sun Life	Processed upon receipt of completed termination option statement received from members by Sun Life.
<input type="checkbox"/> Ensure all contributions are paid when due.	PBA s.56(1) Reg. 4(4) Reg. 5(1)	Employer contributions in respect of normal costs: within 30 days after the month for which contributions are payable.	Payroll, P & B Staff	Contributions are invested by pay date. Contributions received before 2p.m. invested same day after 2p.m. next day
<input type="checkbox"/> Report to Superintendent if contributions are not made when they become due.	PBA s.56(2) Reg. 6.1	Within 60 days after the day on which the contribution was due.	Sun Life	None reported
<input type="checkbox"/> Provide pension fund trustee with a summary of contributions required to be made.	PBA s.56.1(1) Reg. 6.2(1)	Within 90 days after the pension plan is established for the first fiscal year and within 60 days after the beginning of each subsequent fiscal year.	N/A	Applicable when a contribution is <u>not</u> remitted No delays to report
<input type="checkbox"/> Provide pension fund trustee with a revised summary of contributions required to be made.	Reg. 6.2(2)	Within 60 days after becoming aware of a change in contributions.	N/A	Applicable when contribution is <u>not</u> remitted No delays

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2024 to December 31, 2024

	Legislation	Time Limit (if any)	Person Responsible	Comments
<input type="checkbox"/> Report Pension Adjustments to CRA in the appropriate matter	ITA Reg. 8401	On or before the last day of February of the year following the end of the calendar year.	Payroll	Reported by payroll on the T4 prior to Federal tax deadline of each year
<input type="checkbox"/> Report Pension Adjustment Reversals to CRA	ITA Reg. 8402.01	When the Termination occurs in the 1 st , 2 nd , 3 rd quarter of the calendar year, within 60 days after the last day of the quarter in which the termination occurs. When the termination occurs in the 4 th quarter, before February 1 of the following calendar year.	N/A	This applies to DB plans only and not the University's defined contribution pension plan. No action required
<input type="checkbox"/> Where there is a change in the name or address of person who is administrator or persons who constitute the body that is the administrator, inform the Minister of National Revenue in writing within 60 days after the change.	ITA 147.1(7)(c)		N/A	

Green-completed

Yellow-in progress

Red-outstanding

P&B STAFF: KEY PLAN DOCUMENT CHECKLIST*

This checklist is designed to ensure that a complete record of the key documents used in the administration of the Plan and the administration and investment of the Fund is maintained in an accessible manner and that reviews of the key documents are carried out at regular intervals to ensure they are updated to reflect current information and practices.

P&B STAFF: KEY PLAN DOCUMENT CHECKLIST

January 1, 2024 to December 31, 2024

No.	Document	Last Review Date	Next Scheduled Review Date, if any	Review Completed By	Action Required/ Taken/Comments
1.	Plan text		2025	SASC & P & B Staff	2024 Amendments to plan text completed including NU & OPSEU increase to 7.5% ER and OPSEU AVC increase to 5%.
2.	Custodial Agreement (under Group Annuity Contract)	November 2017	2022	N/A	RFP conducted Sun Life appointed Effective April 1, 2018
3.	Record-keeping Agreement (Sun Life Service Fee Agreement)	November 2017	2022	VPPT	RFP conducted Sun Life appointed Effective April 1, 2018
4.	Insurance Policy Sun Life Group Annuity Contract	November 2017	2022	VPPT	RFP conducted Sun Life appointed Effective April 1, 2018
5.	Statement of Investment Policies and Procedures	September 2020	As required	SASC P & B Staff	
6.	Investment Consulting Agreement	December 2020	2026	VPPT	Mercer Canada appointed effective January 1, 2021. Renewal period ends December 31, 2026.

No.	Document	Last Review Date	Next Scheduled Review Date, if any	Review Completed By	Action Required/ Taken/Comments
7.	Governance Documentation (including Board resolution approving UOIT Pension Plan Governance Structure and Functions Chart and Accountability Tool)	January 2017	TBD	SASC	SASC annual certification, review and approval of Governance Documentation
8.	Employee Booklet	Completion date for revisions July 2024.	N/A	VPPT and P & B Staff	
9.	Service Provider Benchmarks	November 2017	Pension & Benefits Provider Pension Investment Consultant	SASC	TBD

*Key documents is retained in Human Resources by P & B Staff

Green-completed
Yellow-in progress
Red-outstanding

P&B STAFF: THIRD PARTY SERVICE REVIEW

This checklist is designed to ensure that agents and advisors retained by the Plan are meeting the performance standards expected by the Plan administrator. This is a particularly critical component of the governance system in the case of agents of the Plan administrator. For PBA purposes, an agent is a service provider that is performing a function that the administrator would otherwise have to perform itself (e.g., a record keeper or investment manager) and therefore it is particularly important to ensure the agent is meeting the PBA fiduciary standard of care (as the Plan administrator will be liable if it does not). Advisors fall into a different category since they only give advice to the administrator who makes the ultimate decision on the matter as part of its functions. Nonetheless it is important for the ongoing operations of the Plan that advisors are evaluated to ensure that they are providing their services to the expected standards. Finally, the external auditor falls into its own category in that it is performing specific functions under the PBA. Nonetheless, again, it is important for the Plan administrator to be satisfied that the external is providing its services to the expected standards and to report any issues to the Audit Committee.

A review of the services provided by employees of the Plan administrator should also be undertaken. This review generally occurs as part of the normal course HR processes. Board and management committees should perform self-evaluations at specified intervals (this should be addressed in a governance policy) or from to time may wish to commission third party evaluations of their governance of the Plan.

P&B STAFF: THIRD PARTY SERVICE REVIEW January 1, 2024 to December 31, 2024

No.	Item	Reviewed by	Completion Date	Action Required/ Taken/Comments
1.	Performance Review of Trustee/ Custodian	Mercer	November 2017 Effective April 1, 2018	Market Review Sun Life Next review 2025
2.	Performance Review of Investment Manager, i.e., provider of investment platform for the Plan	P & B advisory committee VPPT	September 2017 Effective April 1, 2018	Market Review Sun Life Next review 2025
3.	Performance Review of Record-Keeper	P & B advisory committee VPPT	September 2017 Effective April 1, 2018	Market Review Sun Life Next review 2025
4.	Performance Review of Investment Consultant	VP, Administration, VPPT, P & B Staff	December 2020 Effective January 1, 2021	Effective January 2021 Contract awarded to Mercer –next review 2026
5.	Performance Review of External Legal Counsel	N/A	N/A	None required
6.	Performance Review of External Auditor	N/A	N/A	None required

Green-completed

Yellow-in progress

Red-outstanding



**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, 2024 to December 31, 2024 the SASC hereby certifies that the responsibilities and processes listed in the accompanying ten (10) Pension Governance Checklists have been fulfilled and completed unless indicated in yellow.

**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: 2025.05.28 13:08:02 -04'00'

**Jamie Bruno,
VP, People and Transformation**

DATED the ____ day of _____, 2025.

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: 2025.05.30 05:46:44 -04'00'

Brad MacIsaac, VP Administration

DATED the 30 day of May, 2025.

**Jennifer
MacInnis**

Digitally signed by Jennifer
MacInnis
Date: 2025.06.05 10:09:58
-04'00'

Jennifer MacInnis, General Counsel

DATED the ____ day of _____, 2025

COMMITTEE/BOARD REPORT

SESSION:

Public ☒
Non-Public ☐

ACTION REQUESTED:

Decision ☐
Discussion/Direction ☐
Information ☒

Financial Impact ☐ Yes ☒ No

Included in Budget ☐ Yes ☒ No

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

DATE: June 13, 2025

PRESENTED BY: Jamie Bruno, Vice President, People and Transformation

SUBJECT: Annual Policy Review Update: Policy Against Violence in the Workplace

BACKGROUND/CONTEXT & RATIONALE:

- Pursuant to section 13.3 of the Policy Against Workplace Violence, Human Resources is responsible for completing an annual review of both the Policy and related Procedures, with appropriate and requisite consultation with stakeholders and consideration of, among other things, collective agreements.
- As part of the annual review process, the University informed each of our joint health and safety committees of the exercise and invited feedback; neither committee returned with any suggestions for revisions to either the Policy or Procedures.
- The revisions being recommended originate from Human Resources and are simply updates to expired or outdated language. These include:
 - In all sections, reference made to “Chief Work Transformation and Organization Culture Officer” will be replaced with “Vice President, People and Transformation”. This revision reflects the title change to the senior leader for this department.
 - Under the section titled “Related Policies, Procedures and Documents” in both the Policy and Procedures, the following instruments are no longer active or have been replaced, and will be removed:
 - Academic Staff Employment Policies
 - Policy to Prevent and Respond to Sexual Violence for Students
 - Procedures for Responding to Incidents of Sexual Violence
 - Under the same section in both the Policy and Procedures, the following instruments reflect the current catalogue of university policy and will be added:
 - Student Sexual Violence Policy and Procedures
 - Health and Safety Policy

- As assigned policy owner, the Vice President, People and Transformation affirms that the policy maintains appropriate and responsive measures to responsibly support the reporting and management of complaints.

IMPLICATIONS:

- The submission of this Policy Review to GNHR and then on to the Board for information, will allow the University to continue to support staff in a responsible and responsive manner when managing a complaint under the policy.
- Any recommended policy revisions that are editorial in nature will be implemented without the need for GNHR/Board approval.

NEXT STEPS:

- The University will comply with its obligations and responsibilities under each collective agreement in relation to proposed changes to this policy or corresponding procedures.
- Any recommended revisions that are editorial in nature will be implemented.
- The University will continue its work to administer the provisions of this policy, and to record and review relevant information that will inform the next annual review.