

Wednesday, January 25, 2017

Public Session

11:45 a.m. – 12:35 p.m.

North Campus, ERC 3023

Toll-Free: 1-877-385-4099 Participant Passcode: 1028954#

Members: Karyn Brearley (Chair), Dan Borowec, Andrew Elrick, Adele Imrie, Jay Lefton, Tim McTiernan, Mike Snow

Staff: Becky Dinwoodie, Craig Elliott, Cheryl Foy, Douglas Holdway, Susan McGovern, Michael Owen, Deborah Saucier

AGENDA

No.	Topic	Lead	Allocated Time	Suggested End Time
1	Call to Order	Chair	1	
2	Agenda (M)	Chair	1	
3	Conflict of Interest Declaration	Chair	1	
4	Approval of Minutes of the Meeting of November 23, 2016* (M)	Chair	2	
5	Chair's Remarks	Chair	5	
6	President's Remarks	T. McTiernan	10	12:05 p.m.
7	Human Resources			
7.1	Annual Pension Plan Report* (U)	D. Saucier/ C. Foy	10	12:15 p.m.
8	Governance			
8.1	By-Law Review Project (U)	C. Foy	5	12:20 p.m.
8.2	Policy (U)	C. Foy	10	12:30 p.m.
9	Other Business	Chair	3	
10	Termination (M)	Chair	2	12:35 p.m.
	* - Documents attached			
	D - Discussion			
	M - Motion			
	P - Presentation			
	U - Update			

Becky Dinwoodie, Secretary

Public Session Minutes for the Meeting of November 23, 2016
11:20 a.m. to 12:20 p.m., ERC 3023

Attendees: Karyn Brearley (Chair), Dan Borowec (*via teleconference*), Adele Imrie, Tim McTiernan

Staff: Miles Bowman, Becky Dinwoodie, Craig Elliott, Cheryl Foy, Susan McGovern, Michael Owen, Deborah Saucier

Regrets: Andrew Elrick, Jay Lefton, Mike Snow

Guests: Mike Eklund

1. Call to Order

The Chair called the meeting to order at 11:32 a.m.

2. Agenda

Upon a motion duly made by T. McTiernan and seconded by A. Imrie, the Agenda was approved as presented.

3. Conflict of Interest Declaration

None.

4. Approval of Minutes of the Meeting of September 29, 2016

Upon a motion duly made by A. Imrie and seconded by T. McTiernan, the Minutes were approved as presented.

5. Chair's Remarks

The Chair noted the violence-related policy items coming forward for discussion as the key items for the Committee to consider at the meeting, as well as the election process for next year.

6. President's Remarks

The President reinforced the importance of the violence-related policy instruments on the agenda and noted their focus on collegiality and positive behaviour. He was looking forward to further discussion of the policies.

7. Governance

7.1 Policy

(a) Policy on Sexual Violence for Students and Procedures for Responding to Incidents of Sexual Violence

D. Saucier introduced M. Bowman to present the policy for consideration. M. Bowman outlined the consultation process with the community, which included 4 town halls and online feedback. As a result of the comments provided, a stand-alone sexual violence policy was developed and posted for comment. Based on the feedback on the second version of the policy, a working group was formed that included those students who spoke at the last Board meeting. The working group also included a sexual violence researcher, a member of Durham College, a student life member, and an individual from the Durham Rape Crisis Centre.

M. Bowman reviewed the key themes of the policy feedback, including:

1. lack of awareness of resources & how to engage with them in the community;
2. training of staff;
3. accessibility – how material interpreted;
4. desire for protection in the community – desire to feel safe on campus;
5. writing style that fits with accessibility – worked to make language “friendly” in the policy; and
6. concerns around additional support offerings – provision of spaces for people to disclose.

The student sexual violence policy is constructed differently than other policies of the university. Key questions in the policy will be hyperlinked from the first page and will redirect an individual straight to the relevant section. Further, the policy sections are designed in a question and answer format.

Upon a motion duly made by T. McTiernan and seconded by A. Imrie, the Governance, Nominations and Human Resources Committee recommended the Policy on Sexual Violence for Students and Procedures for Responding to Incidents of Sexual Violence for approval by the Board of Governors as presented.

(b) Policy Against Violence, Harassment and Discrimination in the Workplace

The Chair invited C. Foy to present the proposed policy. C. Foy advised that as a result of the commitment to opportunities for additional consultation, she will be attending a special consultation session with Academic Council the following week to receive Council’s feedback. Once the policy has been updated to incorporate Council’s comments as appropriate, it will be circulated to the Committee for recommendation by e-mail.

C. Foy reviewed the background of the Policy Against Violence, Harassment and Discrimination in the Workplace and related procedures. The university has also committed to having an additional 3-month trial/consultation period for the workplace violence policy documents following their approval and they will return to the Board next May if any amendments are required.

C. Foy summarized the feedback as focusing on compliance and clarity. She confirmed that the university has retained external counsel to assist with drafting the policy instruments. There is also a focus on training and how to implement the policy and procedures. There was clarification that “person of authority” means anyone with authority over individuals in the university. We must ensure that resources are in place to support people.

There was a question raised regarding the opportunity to create a role to handle the duties set out in the policy documents. C. Foy responded that there is already a harassment/discrimination policy in place and that HR will continue to carry out those responsibilities. T. McTiernan added that there will likely be a “safe disclosure” role created external to the university so that the individual does not get caught up in reporting obligations. C. Foy responded to additional questions from the Committee. She confirmed that while they have been drafting the policy and procedures, they have also been developing checklists to assist with training and will be providing online resources to help community members.

8. Nominations

8.1 Governors Election Process 2017-2018

B. Dinwoodie reviewed the proposed election process for the upcoming vacant student positions on the Board of Governors.

Upon a motion duly made by A. Imrie and seconded by T. McTiernan, the Governance, Nominations and Human Resources Committee approved the Governors election process for 2017-2018 as presented.

9. Human Resources

9.1 DCPD Statement of Investment Policies and Procedures

D. Saucier presented the amended DCPD Statement of Investment Policies and Procedures (SIPP) to the Committee for recommendation for approval by the Board. C. Elliott clarified that every individual fund must be identified in the SIPP and when a change is made, the SIPP must be refiled with the government. He also advised that the new fund is a managed fund as opposed to the previous fund, which will provide increased protection for our employees. He also confirmed that the change was recommended by Mercer, the university’s pension investment consultant. It was noted the performance of the fund being replaced was poor.

Upon a motion duly made by T. McTiernan and seconded by A. Imrie, the Governance, Nominations and Human Resources Committee recommended the amended Statement of Investment Policies and Procedures for the University of Ontario Institute of Technology — Registered Pension Plan, as presented, for approval by the Board of Governors.

10. Other Business

None.

11. Termination

There being no other business, upon a motion duly made by T. McTiernan and seconded by D. Borowec, the meeting terminated at 12:20 p.m.

Becky Dinwoodie, Secretary

DRAFT



COMMITTEE REPORT

Action Required:

Non-Public:
Public :

Discussion
Decision

TO: Governance, Nominations & Human Resources Committee (GNHR)
DATE: January 25, 2017
FROM: Deborah Saucier, Provost and VP Academic, and Cheryl Foy, University Secretary and General Counsel
SUBJECT: DCPP Governance Compliance

A. Purpose

We are reporting on the 2016 governance compliance for the UOIT Defined Contribution Pension Plan (DCPP).

B. Background/Context

The Senior Administration (Pension & Benefits) Sub-Committee (SASC) exercises overall responsibility for the proper administration of the DCPP. The SASC is also responsible for reporting to GNHR and certifying that all aspects of the UOIT Pension Plan Governance Structure and UOIT Plan Governance Processes have been met. This annual report assists GNHR in fulfilling its oversight of the University’s Human Resources policies, strategies and plans.

Attached are the SASC DCPP Governance Compliance Certificate for 2016 and related governance checklists for review by GNHR.



**THE UOIT DEFINED CONTRIBUTION PENSION PLAN (UOIT-DCPP)
GOVERNANCE COMPLIANCE CERTIFICATE**


The University of Ontario Institute of Technology ("UOIT") 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 Services Commission of 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.

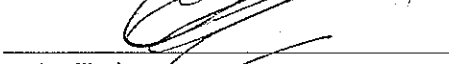
The SASC's responsibilities are carried out by three members of senior management, the Head of Human Resources, (Provost and Vice-President, Academic), the Chief Financial Officer (CFO) and the General Counsel (GC). The main responsibility for the Plan and Fund lies with the Provost and Vice-President, Academic 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 UOIT Board of Governors and for certifying that all aspects of the UOIT Pension Plan Governance Structure and the UOIT Plan Governance Processes have been met.

With respect to the Year January 1, 2016 to December 31, 2016 the SASC hereby certifies that the responsibilities and processes listed in the accompanying ten (10) Pension Governance Checklists have been fulfilled and completed *except as indicated in yellow.* *ASMP*


 Deborah Saucier,
 Provost and Vice-President, Academic

DATED the 18 day of January, 2017.


 Craig Elliott,
 Chief Financial Officer

DATED the 18 day of January, 2017.


 Cheryl Foy,
 University Secretary and General Counsel, Office of the President

DATED the 18 day of January, 2017.

BOARD OF GOVERNORS

As the guiding mind of UOIT, 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 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 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 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, 2016 to December 31, 2016

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 ² on the recommendation of the Governance, Nominations & Human Resources	March 2016	Approval of Restated Plan Text
3.	Appoints the Plan auditor	2016 N/A	None
4.	Receives annual report from the Governance, Nominations & Human Resources Committee	March 2016	At least annually
5.	Receives and considers reports from the Audit Committee	December 2016	
6.	May receive submissions directly from the Pension & Benefits Committee	2016 N/A	None

Green-completed

Yellow-in progress

Red-outstanding

¹ If a matter is not required to be addressed in a given year, “N/A – 20—“ is indicated in this column so it is clear that someone turned their mind to whether the item was relevant.

² Design Changes are any changes other than changes that are required by legislation (changes required by legislation are approved by SASC). The annual report from the Governance, Nominations & Human Resources Committee should reference any amendments that were approved by SASC.

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, 2016 to December 31, 2016

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	February, November	At least annually
2.	Receives and considers reports from SLT/SASC on investment options offered under the Plan	November	At least annually Revised SIPP for fund changes (removal of BlackRock S &P/TSX and addition of CC&L Group Canadian Equity Fund)
3.	Receives and considers reports from the SLT/SASC on employer-related matters, including the operational budget for the Plan	November	At least annually Pension Audit Report
4.	May receive submissions directly from the Pension & Benefits Committee	2016 N/A	None
5.	Considers Plan design changes and makes recommendations to the Board.	February	Approved restated plan text incorporating all amendments to date
6.	Ensures that the appropriate reporting on pension-related matters is made to the Board.	November 2016	At least annually
7.	Make changes to the Accountability Tool	2016 N/A	None

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 CFO.

Audit Board of Governors Checklist

January 1, 2016 to December 31, 2016

& 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	November	In accordance with the Committee's normal practices
2.	Oversees pension audit as part of the audit of UOIT	September	Done
3.	Receives reports from SLT/SASC/CFO on audit and risk management matters	November	Done
4.	Reports to the Board on risk management and audit issues	November	None reported

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, 2016 to December 31, 2016

No.	Item	Completion Date	Action Required/ Taken/Comments
1.	Receives reports from SASC	Ongoing	SLT meetings held weekly Monday updates provided as required
2.	Considers Plan design changes and makes recommendations to the Governance, Nominations & Human Resources Committee	2016 N/A	None
3.	Ensures that appropriate reporting is made to the Governance, Nominations & Human Resources Committee	Ongoing	SLT meetings held weekly Monday updates provided as required
4.	May receive submissions directly from the Pension & Benefits Committee	2016 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, HR& Services, the Chief Financial Officer (CFO) and the General Counsel (GC). The main responsibility for the Plan and Fund lies with the VP, HR & Services 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, 2016 to December 31, 2016

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
1.	Reviewing and approving the completed checklists/reports of P&B Staff	VP, HR& Services (2016 SASC)	January	
2.	Approving and executing Plan amendments and signing any related regulatory filings.	VP, HR & Services/GC ¹ or delegate	March	Restated plan text incorporation all pension plan amendments into one document – subsequently filed with FSCO & CRA
3.	Approving and signing *all annual regulatory filings	VP, HR& Services/GC ² or delegate	December September December	<i>Annual Information Return (AIR) – reviewed & filed with FSCO*</i> <i>Form 7- Contribution Summary-reviewed and filed with Sun Life (custodian)</i> <i>Financial Statements</i>

¹ GC plays an advisory role on an as needs basis.

² GC plays an advisory role on an as needs basis.

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
4.	Approves, reviews and amends SIPP	VP, HR & Services/ GC, CFO ³	October	Amended for new CC & L Group Canadian fund and removal of BlackRock S&P/TSX Composite Index fund
5.	Selecting third party service providers and negotiating and executing contracts.	VP, HR & Services/GC ⁴	N/A 2016	None
6.	Liaising with the Audit Committee in connection with the Plan audit; reviewing, approving and signing financial statements.	CFO/VP, HR & Services ⁵	November	Financial Statements filed with FSCO`
7.	(a) Chairing the Pension & Benefits Committee and preparing the agenda (b) Attending the pension & Benefits Committee	VP, HR & Services (or delegate) CFO (or delegate)	February, March, May & October March, May, & October	Preparation of Agenda Approval of Minutes Year End Pension Investment Performance meeting and discussions.
8.	Receiving and reviewing reports from P&B Staff regarding the performance of third party service providers	VP, HR & Services (2016 SASC)	As required	Meetings with SASC
9.	Establishing service standards/benchmarks based on recommendations from P & B Staff	VP, HR & Services or delegate	Ongoing	Meetings with SASC as required. Mercer provides investment benchmarks and conducts annual investment performance analysis.
10.	Receiving and reviewing reports from P&B Staff regarding investment performance (and or having in-person meetings with provider(s) and consultants)	VP, HR & Services	Q1- April Q2- July Q3 – October Q4-January 2017	Quarterly Rates of Return emailed to all pension plan members with economic outlook and posted on HR-Pension website –Meeting with Mercer & SLF annually

³ GC and CFO play an advisory role on an as needed basis.

⁴ GC plays an advisory role on an as needs basis.

*FSCO –Financial Services Commission of Ontario

⁵ VP, HR & Services plays an advisory role on an as needs basis

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
			<p>September</p> <p>October</p> <p>September</p>	<p>Several communications to all active and former members regarding</p> <p>Discontinuing the Blackrock S&P/TSX Composite Index Fund</p> <p>Introduction of New Fund- CC& L</p>
11.	Receiving and reviewing member communication and education initiatives	VP, HR & Services or delegate	<p>Includes # 10 above</p> <p>April</p> <p>April 12th to 14th</p> <p>April</p> <p>January, May, August, December</p> <p>June</p> <p>March/April, June/July and October/November</p>	<p>“Understanding Your UOIT Pension Plan”</p> <p>One on One sessions with SLF representative</p> <p>“Understanding Your UOIT Pension Plan” Presentation materials emailed to all pension plan members</p> <p>Quarterly Rates of Return and Economic Outlook</p> <p>Fact Sheet Responsible Investing (Environmental, Social and Governance factors)</p> <p>P & B Newsletters</p>

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
			<p>September</p> <p>October</p> <p>November</p>	<p>Invitation to participate in My Money @ Work SLF webinars</p> <p>“Are you retirement ready?” workshop.</p> <p>Presentation materials emailed to all pension plan members.</p> <p>One on One sessions with SLF representative</p>
12.	Reviewing and approving the annual expense budget	VP, HR& Services/GC ⁶	Budget Approval April	In accordance with normal practice
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.	VP, HR& Services/CFO	December	Restatement of pension plan text to incorporate in all amendments to date
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.	VP, HR& Services/GC,CFO ⁷	April Includes item in #13	Development of 5 year Pension Education Strategy
15.	Dealing with material regulatory issues.	VP, HR& Services/GC	2016 N/A	None
16.	Working with the Audit Committee to address risk management issues	VP, HR & Services/GC ⁸	2016 N/A	None

⁶ GC plays an advisory role on an as needs basis.

⁷ GC and CFO play an advisory role on an as needed basis.

⁸ GC plays an advisory role on an as needs basis.

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
17.	Overseeing governance review using CAPSA governance tool	CFO/ VP, HR & Services ⁹	Ongoing and annual review and certification by SASC Board -January 2017	SASC meetings
18.	Preparing and delivering report(s) to the a) SLT b) Governance, Nominations & Human Resources Committee c) Audit Committee d) Board	GC/ VP, HR & Services ¹⁰	Ongoing Meetings with P & B Staff Feb, April, June, October a) Weekly b) February, November c) September March & December	Updates provided by P & B Staff to head of HR and SASC SASC Committee Meeting Continued ongoing reporting
19.	Ensuring that the Accountability Tool is completed on an annual basis and maintaining a record of the completed Checklists	VP, HR & Services/CG/CFO	January 2017	SASC annual review and compliance certification to the Board

Green-completed

Yellow-in progress

Red-outstanding

⁹ VP, HR & Services plays an advisory role on an as needs basis

¹⁰ VP, HR & Services plays an advisory role on an as needs basis

No.	Item	Party Responsible	Completion Date	Action Required/ Taken/Comments
			October	Pension Education Strategy shared with P & B Committee and CPP enhancement rules shared with P & B Committee
6	Maintaining minutes of meetings	Secretary	February, March, October	Done-Posted under Public Folders in Outlook and filed

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, HR & Services with respect to service providers, recommending service standards/benchmarks to VP, HR & Services, 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 VP, HR & Services 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 VP, HR & Services and CFO, 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 VP, HR & Services 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 VP, HR & Services. 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, 2016 to December 31, 2016

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	P & B Staff –vetted by Mercer	March	Approved by Board Restatement of plan text to consolidate all past amendments into the main body of the document.

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 -2016 January to December Monthly</p> <p>Less than Full time or Limited Term January to December Bi-Weekly</p>	<p>Each pay cycle either 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</p> <p>2016 maximum \$26,010</p>
3.	Reports and returns filed with the Financial Services Commission of Ontario ("FSCO") and Canada Revenue Agency ("CRA").		<p>December</p> <p>September</p> <p>December</p>	<p><i>Annual Information Return</i> – filed with FSCO*</p> <p>Form 7- <i>Contribution Summary Form</i> reported to Sun Life</p> <p><i>Audited Financial Statements</i> filed with FSCO</p>
4.	Summaries of Pension Adjustments ("PAs").	Payroll	December	<p>Done</p> <p>2016 Pension Adjustments year-end checked no issues as confirmed by payroll & SLF</p>
5.	Summaries of Pension Adjustment Reversals ("PARs")	N/A	N/A	Applicable to DB plans UOIT Pension Plan is DC
6.	Annual Information Return	Pension & Benefits Staff	November	Done
7.	Form 7, Summary of Contributions/Revised Summary of Contributions	Pension & Benefits Staff	September	Done

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
			<p>Less than full time or limited term employees (LTE) when criteria attained</p> <p>Meeting with each eligible pension plan member for enrolment and information session</p>	<p>Eligibility for less than full time or LTE 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> <p>Prior to or on date of hire for FTCs. For LTE upon eligibility.</p>
14.	Information with respect to the termination and death benefit payments made from the Fund.	UOIT and Sun Life	Ongoing	Reports received monthly
15.	Information with respect to marriage breakdowns	Sun Life	November	1 case
16.	Information with respect to numbers of member and active members	Sun Life	Monthly & at Plan Year end June	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
17.	Information with respect to the annual statements provided to members, including sample statements.	UOIT and Sun Life	May	Guides and ESG communication available at UOIT HR Pension website How to read your Pension Statement

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
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.	UOIT and Sun Life	<p>December</p> <p>Ongoing- Full time continuing Pension and Benefits Personal Sign Up meeting (prior to date of hire)</p> <p>Ongoing -Less than full time or limited term employees' pension personal sign up meeting date of eligibility</p>	<p>UOIT DCPD Member Booklet revised for pension plan restatement</p> <p>My Money Investment Guide and Sun Life on line tools (risk assessment)</p> <p>Pension & Benefits at a Glance</p> <p>Eligible limited term employees elect to participate or opt out.</p>
19.	Information with respect to the educational or other information provided to Plan members about the Plan and financial planning for retirement.	UOIT and Sun Life	<p>Semi-Annually Group Information Workshops followed by one on one sessions April & October</p>	<p>Understanding Your UOIT DCPD & Are you retirement Ready? Related Materials/checklists emailed to all pension plan members</p>
20.	Information with respect to any regulatory or other administrative issues that arose during the year.	UOIT	May	<p>Filed restated plan text with FSCO and CRA</p> <p>No administrative issues</p>
21.	Information with respect to member complaints	Sun Life	N/A	None
22.	Reports on retention of new service providers/copy of completed third party evaluations		N/A	None
23.	Copies of any legal opinions obtained during the year.	N/A	N/A	None
24.	Copy of completed regulatory compliance checklist	UOIT	December	In progress

No.	Item	Prepared By	Completion Date	Action Required/ Taken/Comments
25.	Report on the results of the reviews of and/or amendments to any Key Plan Documents		April	Approved by the Board –restated plan text to incorporate all amendments to date into the main body of the document

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

- 2016 YMPE \$54,900/\$19,215
- 2015 YMPE \$54,900/\$19,215

Green-completed

Yellow-in progress

Red-outstanding

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2016 to December 31, 2016

P&B STAFF : REGULATORY COMPLIANCE CHECKLIST

This checklist is intended as a guide to the regulatory responsibilities of UOIT 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 Commission of Ontario	FSCO
Canada Revenue Agency	CRA

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2016 to December 31, 2016

	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.	N/A	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. July 24, 2003 September 13, 2004	AON Hewitt	Done UOIT DCP FSCO – 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.)	N/A	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)		N/A	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.	N/A	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. May 2016	P & B Staff	Restated plan text filed

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2016 to December 31, 2016

	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)	9 months after the plan's fiscal year end. November 2016	P & B Staff	Done -filed with FSCO
<input type="checkbox"/> File financial statements (including auditors' report where plan assets exceed \$3 million)	Reg. 76	By June 30 of the year following the plan's fiscal year end. December 2016	Finance and P & B Staff	Audited Financial Statements filed with FSCO
<input type="checkbox"/> Review SIP&P and amend/confirm annually.	Reg. 79 FIR, s.7.2(1)	December 2016	VP HR and Service 2016 SASC	Approved by the Board and all committees leading up to the Board and subsequently filed with FSCO. Revised for removal of BlackRock S&P/TSX Composite Index Fund and addition of CC &L Group Canadian Equity Fund

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2016 to December 31, 2016

	Legislation	Time Limit (if any)	Person Responsible	Comments
(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	At least 60 days before employees become eligible. 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 member elects to join
<input type="checkbox"/> Explain Plan provisions to persons who become eligible for plan membership upon becoming employed.	PBA s. 25(2)(c) Reg. 38	Within 60 days after employees commence employment. Every eligible employee meets with P & B Staff for sign up Pension and Benefits Sign up meetings prior to date of hire for full time continuing employees. 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 & B Staff	Eligibility for less than full time or Limited Term 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*
<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	None

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2016 to December 31, 2016

	Legislation	Time Limit (if any)	Person Responsible	Comments
<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
<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	Pension Statements Quarterly on line Pension Statements mailed semi-annual to home address annually 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 are made within 30 days upon receipt of member's election to transfer assets out of the UOIT DCPP.

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2016 to December 31, 2016

	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 directly from UOIT DCPN N/A</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
<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	One case forms provided to member for completion and signature.

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2016 to December 31, 2016

	Legislation	Time Limit (if any)	Person Responsible	Comments
(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 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
<input type="checkbox"/> Pension Adjustments must be reported to CRA in the appropriate manner.	ITA Reg. 8401	On or before the last day of February of the year following the end of the calendar year.	Payroll	Prior to February 28 of each year T4 distribution deadline

P&B STAFF REGULATORY COMPLIANCE CHECKLIST
January 1, 2016 to December 31, 2016

	Legislation	Time Limit (if any)	Person Responsible	Comments
<input type="checkbox"/> Pension Adjustment Reversals must be reported 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 UOIT DCPP. 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	No change

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, 2016 to December 31, 2016

No.	Document	Last Review Date	Next Scheduled Review Date, if any	Review Completed By	Action Required/ Taken/Comments
1.	Plan text	May 2016	None	SASC & P & B Staff	UOIT DCPD Plan text restatement approved by the Board in April and filed with FSCO & CRA
2.	Custodial Agreement (under Group Annuity Contract)	2015	2017	N/A	Under review
3.	Record-keeping Agreement (Sun Life Service Fee Agreement)	April 2016	2017	VP HR & Services,	
4.	Insurance Policy Sun Life Group Annuity Contract	June 27, 2003 renewed April 1, 2016	2017	VP HR & Services	Under review
5.	Statement of Investment Policies and Procedures	December 2016	As required	VP HR & Services	Revised SIP & P filed with FSCO for removal of BlackRock S & P/ TSX Composite Index Fund and addition of CC & L Group Canadian Equity Fund
6.	Investment Consulting Agreement	January 2015	2018	VP HR & Services	Mercer Canada appointed

*A binder of key documents is retained in Human Resources by P & B Staff

Green-completed
Yellow-in progress
Red-outstanding

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	SASC	SASC annual certification
8.	Employee Booklet	December 2016		VP HR & Services and P & B Staff	Revised in accordance with restated plan text
9.	Service Provider Benchmarks	December 2013/15	2018/2020	SASC	P& B providers review in 2018 – Pension Investment Consultant review in 2020

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, 2016 to December 31, 2016

No.	Item	Reviewed by	Completion Date	Action Required/ Taken/Comments
1.	Performance Review of Trustee/ Custodian	AON Hewitt	April 24, 2013	Market Review Sun Life Next review 2018
2.	Performance Review of Investment Manager, i.e., provider of investment platform for the Plan	P & B advisory committee V.P. HR & Services	April 24, 2013	Market Review Sun Life Next review 2018
3.	Performance Review of Record-Keeper	P & B advisory committee V.P HR & services	April 24, 2013	Market Review Sun Life Next review 2018
4.	Performance Review of Investment Consultant	CFO, V.P. HR & Services, P & B Staff	December 2014	Effective January 2015 Contract awarded to Mercer
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