



Pension Committee Terms of Reference

A) PURPOSE

The purpose of the Pension Committee (“Committee”) is:

- (i) to oversee, review, report and, where appropriate, approve or provide recommendations to the Board regarding Pension Plan matters and policies including but not limited to Pension Plan strategies, the Corporation’s responsibilities as Pension Plan Sponsor and the Corporation’s fiduciary responsibilities as Pension Plan Administrator; and
- (ii) to make investment decisions in accordance with the Statements of Investment Policies and Procedures adopted and modified, from time to time, by the Committee and to oversee the investment managers.

For the purposes hereof “Pension Plans” refers to the Defined Benefit and Defined Contribution Components of both the Registered Pension Plan and the Supplementary Retirement Arrangement, as well as the Voluntary Savings Plan.

B) DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Board assigns to the Committee the following duties and responsibilities to be performed by the Committee on behalf of the Board:

PENSION PLAN ADMINISTRATION

- (1) Assist the Board in the discharge of the Corporation’s fiduciary responsibilities relating to the Pension Plans;
- (2) Review and recommend changes to the governance structure for the Pension Plans;
- (3) Review and approve the Pension Plans’ mission and vision statements;
- (4) Review and recommend the Pension Plans’ administration mandates;
- (5) In conjunction with the Human Resources and Compensation Committee, review the Pension Plans’ designs, and post-retirement benefit policies;
- (6) Review and approve changes to the Pension Plans’ texts;
- (7) Review the funding and cost sharing policies and employer/employee contribution rates;
- (8) Review and recommend reciprocal transfer agreements with any participating employer, as required;
- (9) Review and report on the Pension Plans’ operations and activities;



- (10) Oversee compliance with applicable pension legislation and regulations;
- (11) Review the Pension Plans' annual reports and annual financial statements, including the accounting policies, used in the statements;
- (12) Receive reports on any pertinent risks facing the Corporation and work with Management to ensure that such risks are effectively managed.

INVESTMENTS

- (13) Review and approve changes to the Statements of Investment Policies and Procedures including the investment mandates, beliefs, policies, and practices included in the documents;
- (14) Conduct an in-depth review of the asset mix at least every three years;
- (15) Review the Pension Plans' Proxy Voting Guidelines at least every three years and approve any amendments there to;
- (16) Select, retain and change investment managers to execute investment mandates;
- (17) Oversee investment performance;

FUNDING AND ACTUARIAL MATTERS

- (18) Review and recommend to the Board the acceptance of the results of the actuarial valuation of the Registered Pension Plan, and the authorization for the actuary to file the actuarial valuation report with the appropriate regulatory authorities;
- (19) Review and recommend to the Board the acceptance of the results of the actuarial valuation of the Supplementary Retirement Arrangement;
- (20) Review and recommend major actuarial assumptions, and policies affecting funding for the Pension Plans;
- (21) Approve and report to the Board the selection and retention of the actuary;

ADVISORY GROUPS

- (22) Periodically review and approve changes to the terms of reference and protocols for the Investment Advisory Committee and the Pension Advisory Council;
- (23) Oversee and receive reports from the Investment Advisory Committee and the Pension Advisory Council on those responsibilities and duties that may be delegated to them by the Board and report thereon to the Board;
- (24) Appoint the members to the Investment Advisory Committee and Pension Advisory Council;



- (25) Approve competency profiles and compensation for those members of the Investment Advisory Committee who are not directors, officers, or employees of the Corporation;
- (26) Approve procedures to identify and deal with conflicts of interest and codes of conduct for Investment Advisory Committee and Pension Advisory Council members;

GENERAL

- (27) Meetings of the Committee
 - a) meet regularly, not less than three times a year, and at such other times as may be requested by the Chair of the Committee;
 - b) the Chair of the Committee shall set the agenda and the annual Timeline ("Workplan") which shall then be circulated among the Committee members. Ordinarily the Chair of the Committee will set the agenda in consultation with the Chief Financial Officer and the Vice-President, Pension Fund and Chief Investment Officer; and
 - c) the President and Chief Executive Officer, the Chief Financial Officer, and the Vice-President, Pension Fund and Chief Investment Officer shall have direct access to the Committee and shall receive notice of and may attend all meetings of the Committee, except where the Committee meets in camera with members of senior management or only with members of the Committee;
- (28) Review and recommend to the Board on the appointments of the Vice-President, Pension Fund and Chief Investment Officer. Appointments may be made outside of a scheduled meeting by the President and Chief Executive Officer, in consultation with the Chair of the Board and the Chair of the Committee, and presented to the Board for ratification;
- (29) Appoint the Pension Risk Management Officer and receive from the Pension Risk Management Officer quarterly reports on the risk exposures of the Defined Benefit portion of the Pension Plans and alternative investments made in that quarter;
- (30) Cause the Corporation to retain such persons or entities and enter into such agreements and arrangements as the Committee determines necessary to carry out its responsibilities under these terms of reference;
- (31) Periodically review these terms of reference to ensure they continue to be appropriate and, as deemed necessary, make recommendations to the Board for improvement; and
- (32) Perform such other functions as assigned by law, the Corporation's By-laws, or the Board.

Effective: August 20, 2020