

# 2011 GOVERNANCE SELF ASSESSMENT QUESTIONNAIRE – FOR THE UNIVERSITY OF WESTERN ONTARIO PENSION PLAN FOR MEMBERS OF THE ADMINISTRATIVE STAFF

1. Fiduciary responsibility	Comments/Reference/Actions
a) Have you identified your fiduciary and other responsibilities to plan members and beneficiaries?  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Special Resolution of the Board of Governors No 1 – K outlines the duties of the Pension Board.</li> <li>• Governance information on retirement plan website.</li> </ul> Areas for improvement:
b) Have you identified any responsibilities to other stakeholders and noted any that are fiduciary?  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Affiliated colleges and the participation agreements.</li> </ul> Areas for improvement:
2. Governance objectives	Comments/Reference/Actions
a) Have you established governance objectives for the oversight, management and administration of the plan?  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Mission statement and 7 Board principles.</li> <li>• Adopted a Statement of Investment Beliefs</li> <li>• Priorities for 2011/2012 set through a half day long Pension Board retreat.</li> </ul> Areas for improvement:
3. Roles and responsibilities	Comments/Reference/Actions
a) Have you identified your roles and responsibilities, including any necessary delegation, for the effective governance of the pension plan?  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Duties and Responsibilities in Special Resolution No 1 – K.</li> <li>• Pension Board job description</li> <li>• Due diligence through documented decisions</li> <li>• Delegation to experts as agents after search process and written recommendation</li> <li>• Process in Board resolution No1 – K to address knowledge gaps</li> </ul>

	Areas for improvement:
<p>b) Have you clearly documented expectations for yourself and each of your delegates?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Internal Job descriptions</li> <li>• External Agent contracts &amp; services</li> <li>• Investment Managers have detailed investment mandates</li> <li>• Committee terms of reference in the form of the Special resolutions of Board of Governors</li> </ul> <p>Areas for improvement:</p>

4. Performance measures	Comments/Reference/Actions
<p>a) Have you established clear measures for assessing the performance of all participants in the governance process who have decision-making authority?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Attendance &amp; contributions at Board meetings</li> <li>• Avoidance of conflict of interest</li> <li>• Good comprehension of Fiduciary duties</li> <li>• Professional Accreditation in investment management required for at least 1 ex officio member</li> <li>• Attendance at Educational Activities.</li> </ul> <p>Area for improvement:</p>
<p>b) Do you have a regular performance monitoring, review and remedial process for all participants in the governance process who have decision-making authority?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Internal staff performance reviews.</li> <li>• Investment managers' annual review, external legal, custodial, actuarial, investment consultant review are ongoing.</li> <li>• Service Level Agreement and annual review for Northern Trust.</li> </ul> <p>Areas of improvement: Performance review for all service providers annually. -service review for provider of recordkeeping system -service review for provider of financial education</p>

5. Knowledge and skills	Comments/Reference/Actions
<p>a) Have you established an ongoing process to identify the knowledge and skills needed for the effective governance of the pension plan?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Orientation for new Pension Board Members</li> <li>• Investment Consultant provides knowledge and information on specific issues</li> <li>• Annual Board retreat and opportunities to attend regular conferences</li> <li>• Research papers on the web</li> </ul>
<p>b) Do you have a process to fill gaps in knowledge and skills?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Internal Staff – education and development</li> <li>• External consultants to fill gaps</li> <li>• Research papers on web for reference</li> <li>• Process in the Board Resolution to address knowledge gaps</li> <li>• Expert consultant retained on the MAV II notes market</li> </ul> <p>Areas for improvement:</p>

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6. Access to information	Comments/Reference/Actions
<p>a) Have you and, as required, your delegates defined the information necessary to discharge your responsibilities?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Information to board, custodian, investment managers, auditors, internal information, information gathered at industry conferences; all accessible on protected web site</li> <li>• Directors, employees available to provide information for Board decisions.</li> <li>• Agenda and materials distributed before Board meetings.</li> <li>• Expert consultant available to attend 12 meeting annually</li> </ul> <p>Areas for improvement:</p>
<p>b) Do you have a process in place for obtaining this information accurately, quickly, clearly and in a suitable format?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• HR coordinator posts information on protected Board website – website includes meeting agenda, minutes, conference opportunities, exhibits from conferences and fund manager report and updates.</li> </ul> <p>Areas for improvement:</p>

7. Risk management	Comments/Reference/Actions
<p>a) Have you identified the pension plan’s risks?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Retirement Plans Risk Management Program - reviewed and updated regularly.</li> </ul> <p>Areas for improvement:</p>
<p>b) Do you have a process to manage these risks?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Summarized in Risk Management Program</li> <li>• Risk management plan used as a reference documents by the Pension Board.</li> </ul> <p>Areas of Improvement:</p>

8. Oversight and compliance	Comments/Reference/Actions
<p>a) Have you identified the legislative requirements, documents and policies that apply to the pension plan?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>-Pension Plan Documents</li> <li>-Income Tax Act</li> <li>-Pension Benefits Act and regulations</li> <li>-Capital Accumulation Plan Guidelines</li> <li>- UWO Policies</li> <li>-Personal Information protection and Electronic Documents Act.</li> <li>-Canadian Institute of Chartered Accountants Handbook</li> <li>-Financial Services Commission of Ontario policies</li> <li>Family Law Act</li> <li>Accounting principles (Generally Accepted Accounting Principles)</li> <li>-CFA Code of Ethics</li> </ul>
<p>b) Do you have a mechanism to ensure you comply with legislative requirements and pension plan documents and administrative policies?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Reliance on external agents including Pension Investment Association of Canada, Association of Canadian Pension Management and Canadian Association of Pension Supervisory Authorities communications.</li> <li>• Experienced and knowledgeable staff.</li> <li>• External legal counsel for compliance with PBA and Income Tax Act as needed</li> <li>• Annual audit for payments and contributions</li> <li>• Compliance reports from managers</li> </ul> <p>Areas for improvement: Annual review of recordkeeping system</p>

9. Transparency and accountability	Comments/Reference/Actions
<p>a) Have you provided an explanation of the pension plan's governance process to plan members, beneficiaries and other stakeholders?</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Pension Plan Summary Document which includes information on governance.</li> <li>• Governance information of retirement plans web site.</li> </ul> <p>Areas for improvement:</p>
<p>b) Have you provided an explanation to plan members and beneficiaries of the process that will be used to address their questions and complaints?</p>	<ul style="list-style-type: none"> <li>• Quarterly Newsletter, Website, Annual Statement central HR contact-query elevated as deemed appropriate</li> <li>• Website developed for the non-bank ABCP issue</li> <li>• Workshops</li> </ul>

<p>Yes X No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Annual oral report to the members</li> <li>• Consultation with members regarding changes to Diversified Equity Fund</li> </ul> <p>Areas for improvement: Enhance educational initiatives</p>
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10. Code of conduct and conflict of Interest	Comments/Reference/Actions
<p>a) Do you have a code of conduct that sets out the required behaviour for you and your delegates?</p> <p>Yes X No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Job descriptions (internal), contracts (external) board role descriptions and endorsement of UWO core values (re: code of conduct) address this.</li> </ul> <p>Areas for improvement:</p>
<p>b) Do you have a conflict of interest policy to deal with your actual or perceived conflicts of interest and those of your delegates?</p> <p>Yes X No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Board of Governors document</li> <li>• Annual Report</li> <li>• Pension Plan Text</li> <li>• Conflict of Interest provisions in SIPP</li> </ul> <p>Areas for improvement:</p>

11. Governance review	Comments/Reference/Actions
<p>a) Have you established a process for regularly reviewing your pension plan's governance?</p> <p>Yes X No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Annual Retreat</li> <li>• Presentation to the Board of Governors through the Audit Committee annually</li> </ul>
<p>b) Do you have an effective process to resolve any inconsistencies or inadequacies in the plan's governance?</p> <p>Yes X No <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Committee discussion</li> <li>• Annual Retreat</li> <li>• Annual review through the self assessment governance questionnaire</li> </ul>

Approved by the  
Administrative Pension Board  
on November 30th, 2011

See attached 2011 FSCO compliance schedule attached

**FSCO COMPLIANCE SCHEDULE  
2011**

<b>FILING</b>	<b>DATE DUE</b>	<b>FORM</b>	<b>TO</b>	<b>HR RESOURCE</b>	<b>FILED ON</b>
<b>1. Form 7</b>	<b>March 1, 2011</b> Required annually, within 60 days of the beginning of each fiscal year, and within 60 days of a contribution	<b>Form 7</b>	<b>Fund Trustee</b>	DC	<b>Feb 4 2011</b>
<b>2. Annual Information Return (AIR)</b>	<b>Sept. 30/2011</b> Required annually, 9 months after the plan year end	<b>AIR form provided by FSCO cannot use replacement of photocopy</b>	Filed with the <b>Ministry of Finance</b> , who processes them on behalf of the Superintendent	SM	<b>Aug. 17,2011</b>
<b>3. Financial Statements (FS) accompanied by a Form 8</b>	<b>June 30/ 2011</b> Required annually, 6	<b>FORM 8 Financial Statements Auditors report</b>	<b>FSCO</b>	<b>DC</b>	<b>June 8,2011</b>

<b>- Investment Information Summary (IIS)</b>	months after the plan year end (See Notes 2 and 3)				
<b>DB Filing</b>	<b>DATE DUE</b>	<b>FORM</b>	<b>TO</b>	<b>HR RESOURCE</b>	<b>FILED ON</b>
<b>4. PBGF*</b>	<b>Sept 30, 2011</b> Required annually, 9 months after the plan year end (See Note 1)	<b>Provided by FSCO cannot use replacement of photocopy</b>	Filed with the <b>Ministry of Finance</b> , who processes them on behalf of the Superintendent:	<b>SM</b>	<b>Aug 17, 2011</b>
<b>5. Actuarial Reports (AR) accompanied by an Actuarial Information Summary (AIS)</b>	<b>Sept 30, 2013.</b> Required at least every 3 years, within 9 months of the valuation date	<b>New form starting for filing starting June 30, 2010</b>	<b>FSCO</b>	<b>Mercer</b>	

**1. Form 7 Notes**

Form 7 available at: [http://www.fSCO.gov.on.ca/english/forms/pension/s-form7\\_24-09-2007.pdf](http://www.fSCO.gov.on.ca/english/forms/pension/s-form7_24-09-2007.pdf)

**2. Annual Information Return (AIR)**

A [new electronic option for AIR filing](#) is planned for March 31, 2010.

**\*NOTE:** These forms are provided annually by FSCO to the plan administrator. If the AIR and PBGF forms are not received, are lost or misplaced, you may request duplicates from FSCO by [email](#) or by calling (416) 226-7776. [Submission of photocopies or altered forms is not acceptable.](#)

There are late filing fees equal to 10% of the filing fee for returns received after the prescribed due date. In addition, interest is charged on any late payment from the day following the due date to the date payment is actually received. Interest rates are adjusted on a quarterly basis. The amount of the fee is calculated on the AIR form

### 3. Form 8 Notes

A [Form 8 \(Investment Information Summary\)](#) must be filed with the Financial Statements in respect of plans that provide a defined benefit. It is not required where a plan provides only a defined contribution benefit.

Pension plans with assets of \$3,000,000 or more must also file an auditor's report respecting the Financial Statements.

Form 8 in excel: [http://www.fSCO.gov.on.ca/english/forms/pension/form8\\_eng-03-08.xls](http://www.fSCO.gov.on.ca/english/forms/pension/form8_eng-03-08.xls)

### 4. PBGF

### 5. Actuarial Reports (AR) accompanied by an Actuarial Information Summary (AIS)

- **Actuarial Information Summary**

- [Actuarial Information Summary](#) - updated form is available for immediate use. This Actuarial Information Summary (AIS) has been updated and amended by FSCO in collaboration with the Canada Revenue Agency (CRA) and the Office of the Superintendent of Financial Institutions (OSFI). The amended AIS form will become mandatory for pension plans registered with FSCO that contain defined benefits and must be filed in conjunction with any funding valuation reports with filing deadlines of **June 30, 2010 and beyond**. It may be used on a voluntary basis until that date.
- [Actuarial Information Summary](#) - original form expiring June 29, 2010. This original AIS form, which became mandatory for filings on or after July 1, 2000, may continue to be used in conjunction with funding valuation reports with filing deadlines **prior to June 30, 2010**.

#### Actuarial Valuation:

(Note 5) The Actuarial Information Summary that must be filed with actuarial reports has been updated. The "old" [Actuarial Information Summary](#) may continue to be used for filing deadlines up to June 29, 2010, its expiry date. The "new" [Actuarial Information Summary](#) may be used immediately and must be used for filing deadlines on and after June 30, 2010.

