

JOINT PENSION BOARD
Preliminary Work Plan 2011-2012

Investment Responsibilities

- Choice of pension plan funds available to members
- Decisions regarding asset mix within funds
- Decisions on internal versus external management
- Selection and review of managers and their mandates (monthly throughout year)
- Selection of investment consultant(s) and their mandate
- Maintain knowledge regarding investment policy issues
- Review and update of Statement of Investment Policy and Procedures (October & November)
- Ensure Joint Pension Board members are knowledgeable regarding investment policy issues
- Participate in activities of PIAC (Pension Investment Association of Canada) and other relevant organizations (conferences in May, September)
- Decisions regarding currency policy

Communications and Administration Responsibilities

- Approve the audited financial statements of the pension plans (May)
- Make and enforce rules and regulations for the effective and efficient administration of the Plans (Risk Management program, December)
- Interpret the Plan
- Recommend payments to be made in special circumstance not covered under the Plan
- Appoint auditors, actuary, legal counsel or other advisor (February)
- Protect the interests of the Members, Former members, Spouses and other beneficiaries
- Supplement, modify or amend the Plan or recommend changes in the Plan to the Board of Governors
- Monitor the fiduciary soundness of all operational pension plan activities (Governance Self-Assessment November)
- Oversee the Board's information systems including unit value calculations, member accounting and fund accounting (Risk Management program, December)
- Provide input on the assignment of internal resources to Human Resource Services
- Provide opportunities for new and current Board members to become better informed on a broad range of pension matters, including a one-day initiation session and an annual one-day retreat (Retreat design May-June)
- Oversee the management of cash in accordance with Board Policy (Risk Management program, December)
- Act as the link between Pension Boards and pension plan members (Year End-Reporting, Annual Members meetings, February-April)
- Monitor the personal pension counseling program provided to the pension plan members through Human Resource Services (Risk Management program, December)
- Provide input to PIAC/ACPM and regulatory bodies on proposed program designs and legislative constraints

Date	Topics
September 19, 2011	<p><u>General</u></p> <ul style="list-style-type: none"> - Board Chair election [FOR APPROVAL] - Establish 2011-2012 Joint Pension Board Deliverables [FOR APPROVAL] - 2011-2012 preliminary work plan [FOR INFORMATION] <p><u>Investments</u></p> <ul style="list-style-type: none"> - Q2 performance review [FOR INFORMATION] - Kilgour Advisory Group Second Quarter Report [FOR INFORMATION] - Mackenzie/Aberdeen Investment Monitoring Report [FOR INFORMATION]
October 13, 2011	<p><u>Investments</u></p> <ul style="list-style-type: none"> - Beutel, Goodman Manager Review (UWO) [FOR INFORMATION] - Approval of Statement of Investment Beliefs [FOR APPROVAL] - Update on Priorities “Reviewing the Diversified Equity Fund and the Diversified Bond Fund” [DISCUSSION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - JPB elections [FOR INFORMATION] - Newsletter content [FOR INFORMATION]
November 30, 2011	<p><u>General</u></p> <ul style="list-style-type: none"> - Approval of the governance self-assessment questionnaire [FOR APPROVAL] <p><u>Investments</u></p> <ul style="list-style-type: none"> - Approval of SIP&P [FOR APPROVAL] - Kilgour Advisory Group Third Quarter Report [FOR INFORMATION] - Update on Priorities “Reviewing the Diversified Equity Fund and the Diversified Bond Fund” [DISCUSSION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - Part-time pension plan enrollment [FOR INFORMATION] - Update on audit [FOR INFORMATION] - Pension statement process and assumptions [FOR INFORMATION]
December 14, 2011	<p><u>General</u></p> <ul style="list-style-type: none"> - Approval of Risk Management Plan [FOR APPROVAL] <p><u>Investments</u></p>

Date	Topics
	<ul style="list-style-type: none"> - Q3 Performance Review [FOR INFORMATION] - Fidelity/Pyramis Manager Review (Boston) [FOR INFORMATION] - PanAgora Manager Review (Boston) [FOR INFORMATION] - Update on Priorities “Reviewing the Diversified Equity Fund and the Diversified Bond Fund” [DISCUSSION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - Newsletter content [FOR INFORMATION] <p><u>Academic Plan</u></p> <ul style="list-style-type: none"> - General Account Investment Review [FOR INFORMATION] <p><u>Administrative Plan</u></p> <ul style="list-style-type: none"> - Update on Immunized Bond fund [FOR INFORMATION] <p><u>General</u></p> <ul style="list-style-type: none"> - Holiday Lunch
February 13, 2012	<p><u>Investments</u></p> <ul style="list-style-type: none"> - Kilgour Advisory Group Fourth Quarter Report [FOR INFORMATION] - AllianceBernstein Manager Review (UWO) [FOR INFORMATION] - SSgA Manager Review (Montréal) [FOR INFORMATION] - Update on Priorities “Reviewing the Diversified Equity Fund and the Diversified Bond Fund” [DISCUSSION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - Year End Reporting Update – KPMG Audit Planning Report [FOR APPROVAL] - Pension Statement commentary and assumptions [FOR INFORMATION]
March 12, 2012	<p><u>Investments</u></p> <ul style="list-style-type: none"> - Q4 Performance Review [FOR INFORMATION] - Mackenzie/Aberdeen review (Toronto) [FOR INFORMATION] - Update on Priorities “Reviewing the Diversified Equity Fund and the Diversified Bond Fund” [DISCUSSION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - Year End Reporting Update [FOR INFORMATION] - Newsletter content [FOR INFORMATION] <p><u>General</u></p> <ul style="list-style-type: none"> - Annual Pension Members meeting presentation [FOR

Date	Topics
	INFORMATION]
May 22, 2012	<p><u>Investments</u></p> <ul style="list-style-type: none"> - Q1 Performance Review [FOR INFORMATION] - CC&L Manager Review (UWO) [FOR INFORMATION] - T. Rowe Price Manager Review (Baltimore) [FOR INFORMATION] - Update on Priorities “Reviewing the Diversified Equity Fund and the Diversified Bond Fund” [DISCUSSION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - Presentation of Financial Statements [FOR APPROVAL] - Audit Findings [FOR APPROVAL]
June 18, 2012	<p><u>Investments</u></p> <ul style="list-style-type: none"> - Greystone Manager Review (Regina) [FOR INFORMATION] - Harris Associates Manager Review (Chicago) [FOR INFORMATION] - Update on Priorities “Reviewing the Diversified Equity Fund and the Diversified Bond Fund” [FOR APPROVAL]