

JOINT PENSION BOARD
Final Work Plan 2012-2013

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 (November & December)
- 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)
- Approve actuarial valuation reports (June)
- Make and enforce rules and regulations for the effective and efficient administration of the Plans (Risk Management program, February)
- 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, February)
- 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, February)
- 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, February)
- Provide input to PIAC/ACPM and regulatory bodies on proposed program designs and legislative constraints

Date	Topics
October 5, 2012	<p><u>Governance</u></p> <ul style="list-style-type: none"> - Board Chair election [FOR APPROVAL] - Establish 2012-2013 Joint Pension Board Deliverables [DISCUSSION] - 2012-2013 preliminary work plan [FOR INFORMATION] <p><u>Investments</u></p> <ul style="list-style-type: none"> - Update on Priority “Reviewing the Diversified Equity Fund” [DISCUSSION] - Q2 performance review [FOR INFORMATION] - Kilgour Advisory Group Second Quarter Report [FOR INFORMATION] - Aberdeen Investment Monitoring Report [FOR INFORMATION]
November 2, 2012	<p><u>Investments</u></p> <ul style="list-style-type: none"> - Approval of Statement of Investment Beliefs [FOR APPROVAL] - Update on Priority “Reviewing the Diversified Equity Fund” [DISCUSSION] - Beutel, Goodman Manager Review (Toronto) [FOR INFORMATION] - Greystone Manager Review (Western) [FOR INFORMATION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - JPB elections [FOR INFORMATION] - Update on Priority “Member Support” [DISCUSSION] <p><u>Governance</u></p> <ul style="list-style-type: none"> - Update on Priority “Governance” [DISCUSSION]
December 3, 2012	<p><u>Governance</u></p> <ul style="list-style-type: none"> - Approval of the governance self-assessment questionnaire [FOR APPROVAL] - Update on Priority “Governance” [DISCUSSION] <p><u>Investments</u></p> <ul style="list-style-type: none"> - Approval of SIP&P [FOR APPROVAL] - Update on Priority “Reviewing the Diversified Equity Fund” [DISCUSSION] - Kilgour Advisory Group Third Quarter Report [FOR INFORMATION] - Q3 performance review [FOR INFORMATION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - Update on Priority “Member Support” [DISCUSSION]

Date	Topics
	<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] <p><u>Other</u> Holiday Lunch</p>
February 14, 2013	<p><u>Governance</u></p> <ul style="list-style-type: none"> - Approval of Risk Management Plan [FOR APPROVAL] - Update on Priority “Governance” [DISCUSSION] <p><u>Investments</u></p> <ul style="list-style-type: none"> - Update on Priority “Reviewing the Diversified Equity Fund” [FOR APPROVAL] - Kilgour Advisory Group Fourth Quarter Report [FOR INFORMATION] - AllianceBernstein Manager Review (New York) [FOR INFORMATION] - SSgA Manager Review (Western) [FOR INFORMATION] <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] - Update on Priority “Member Support” [DISCUSSION] <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]
March 4, 2013	<p><u>Investments</u></p> <ul style="list-style-type: none"> - Q4 Performance Review [FOR INFORMATION] - Aberdeen review (Toronto) [FOR INFORMATION] - Romspen review (Toronto) [FOR INFORMATION] - T. Rowe Price review (Western) [FOR INFORMATION] <p><u>Communication & Administration</u></p> <ul style="list-style-type: none"> - Year End Reporting Update [FOR INFORMATION] - Update on Priority “Member Support” [DISCUSSION] <p><u>Governance</u></p> <ul style="list-style-type: none"> - Annual Pension Members meeting presentation [FOR

Date	Topics
	<p data-bbox="586 233 821 264">INFORMATION]</p> <ul data-bbox="537 268 1230 300" style="list-style-type: none"> - Update on Priority “Governance” [DISCUSSION]
May 13, 2012	<p data-bbox="537 344 704 375"><u>Investments</u></p> <ul data-bbox="537 380 1393 520" style="list-style-type: none"> - Q1 Performance Review [FOR INFORMATION] - CC&L Manager Review (Vancouver) [FOR INFORMATION] - Harris Associates Manager Review (Western) [FOR INFORMATION] <p data-bbox="537 562 1011 594"><u>Communication & Administration</u></p> <ul data-bbox="537 598 1336 705" style="list-style-type: none"> - Presentation of Financial Statements [FOR APPROVAL] - Audit Findings [FOR APPROVAL] - Update on Priority “Member Support” [DISCUSSION] <p data-bbox="537 747 704 779"><u>Governance</u></p> <ul data-bbox="537 783 1230 814" style="list-style-type: none"> - Update on Priority “Governance” [DISCUSSION]
June 18, 2012	<p data-bbox="537 858 704 890"><u>Investments</u></p> <ul data-bbox="537 894 1336 926" style="list-style-type: none"> - MFS Manager Review (Western) [FOR INFORMATION] <p data-bbox="537 968 1011 999"><u>Communication & Administration</u></p> <ul data-bbox="537 1003 1393 1110" style="list-style-type: none"> - Update on Priority “Member Support” [FOR APPROVAL] - Academic Staff Pension Plan and Administrative Staff Pension Plan actuarial valuation reports [FOR APPROVAL] <p data-bbox="537 1152 704 1184"><u>Governance</u></p> <ul data-bbox="537 1188 1295 1220" style="list-style-type: none"> - Update on Priority “Governance” [FOR APPROVAL]