

**JOINT PENSION BOARD**  
**Preliminary 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

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

Date	Topics
	<ul style="list-style-type: none"> <li>- Part-time pension plan enrollment [FOR INFORMATION]</li> <li>- Update on audit [FOR INFORMATION]</li> <li>- Pension statement process and assumptions [FOR INFORMATION]</li> </ul> <p><b><u>Other</u></b> Holiday Lunch</p>
February 14, 2013	<p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>- Approval of Risk Management Plan [FOR APPROVAL]</li> <li>- Update on Priority “Governance” [DISCUSSION]</li> </ul> <p><b><u>Investments</u></b></p> <ul style="list-style-type: none"> <li>- Update on Priority “Reviewing the Diversified Equity Fund” [FOR APPROVAL]</li> <li>- Kilgour Advisory Group Fourth Quarter Report [FOR INFORMATION]</li> <li>- AllianceBernstein Manager Review (New York) [FOR INFORMATION]</li> <li>- SSgA Manager Review (Western) [FOR INFORMATION]</li> </ul> <p><b><u>Communication &amp; Administration</u></b></p> <ul style="list-style-type: none"> <li>- Year End Reporting Update – KPMG Audit Planning Report [FOR APPROVAL]</li> <li>- Pension Statement commentary and assumptions [FOR INFORMATION]</li> <li>- Update on Priority “Member Support” [DISCUSSION]</li> </ul> <p><b><u>Academic Plan</u></b></p> <ul style="list-style-type: none"> <li>- General Account Investment Review [FOR INFORMATION]</li> </ul> <p><b><u>Administrative Plan</u></b></p> <ul style="list-style-type: none"> <li>- Update on Immunized Bond fund [FOR INFORMATION]</li> </ul>
March 4, 2013	<p><b><u>Investments</u></b></p> <ul style="list-style-type: none"> <li>- Q4 Performance Review [FOR INFORMATION]</li> <li>- Aberdeen review (Toronto) [FOR INFORMATION]</li> <li>- Romspen review (Toronto) [FOR INFORMATION]</li> <li>- T. Rowe Price review (Western) [FOR INFORMATION]</li> </ul> <p><b><u>Communication &amp; Administration</u></b></p> <ul style="list-style-type: none"> <li>- Year End Reporting Update [FOR INFORMATION]</li> <li>- Update on Priority “Member Support” [DISCUSSION]</li> </ul> <p><b><u>Governance</u></b></p> <ul style="list-style-type: none"> <li>- Annual Pension Members meeting presentation [FOR</li> </ul>

Date	Topics
	<p data-bbox="586 237 821 268">INFORMATION]</p> <ul data-bbox="540 275 1230 306" style="list-style-type: none"> <li>- Update on Priority “Governance” [DISCUSSION]</li> </ul>
May 13, 2012	<p data-bbox="540 346 704 378"><b><u>Investments</u></b></p> <ul data-bbox="540 384 1393 527" style="list-style-type: none"> <li>- Q1 Performance Review [FOR INFORMATION]</li> <li>- CC&amp;L Manager Review (Vancouver) [FOR INFORMATION]</li> <li>- Harris Associates Manager Review (Western) [FOR INFORMATION]</li> </ul> <p data-bbox="540 569 1011 600"><b><u>Communication &amp; Administration</u></b></p> <ul data-bbox="540 606 1336 709" style="list-style-type: none"> <li>- Presentation of Financial Statements [FOR APPROVAL]</li> <li>- Audit Findings [FOR APPROVAL]</li> <li>- Update on Priority “Member Support” [DISCUSSION]</li> </ul> <p data-bbox="540 751 704 783"><b><u>Governance</u></b></p> <ul data-bbox="540 789 1230 821" style="list-style-type: none"> <li>- Update on Priority “Governance” [DISCUSSION]</li> </ul>
June 18, 2012	<p data-bbox="540 861 704 892"><b><u>Investments</u></b></p> <ul data-bbox="540 898 1336 930" style="list-style-type: none"> <li>- MFS Manager Review (Western) [FOR INFORMATION]</li> </ul> <p data-bbox="540 972 1011 1003"><b><u>Communication &amp; Administration</u></b></p> <ul data-bbox="540 1010 1393 1113" style="list-style-type: none"> <li>- Update on Priority “Member Support” [FOR APPROVAL]</li> <li>- Academic Staff Pension Plan and Administrative Staff Pension Plan actuarial valuation reports [FOR APPROVAL]</li> </ul> <p data-bbox="540 1155 704 1186"><b><u>Governance</u></b></p> <ul data-bbox="540 1192 1295 1224" style="list-style-type: none"> <li>- Update on Priority “Governance” [FOR APPROVAL]</li> </ul>