

# **University of Victoria Staff Pension Plan Investments & Administration Committee Terms of Reference**

## **A. COMPOSITION OF THE INVESTMENTS AND ADMINISTRATION COMMITTEE (IAC)**

1. The IAC shall consist of the following:
  - the Associate Vice-President, Financial Planning and Operations;
  - the Associate Vice-President, Human Resources;
  - the Assistant Treasurer;
  - the General Counsel;
  - three others appointed by the Governance Committee with demonstrated expertise in one or more of the field(s) of investments, communications, or staff management; and
  - an active member of the Plan, appointed by the Governance Committee.
2. Non-Voting Members of the Investments and Administration Committee  
The IAC may designate one or more officers or employees of the University with specific expertise to act as non-voting members of the Committee to assist the IAC in its deliberations and activities. Unless the IAC otherwise directs, the Manager Pension Administration shall act as the Secretary of the IAC.

## **B. BOARD OF GOVERNORS MANDATE**

- Any duty not assigned, or power not delegated' by this Governance Policy to a Committee shall remain with the Board.
- Without limiting the application of Section E.1, the Board, acting to the extent it considers appropriate on the recommendations received from the IAC; shall review, adopt, and amend, as necessary, the statement of investment policies and procedures ("SIP&P") for the Plan in accordance with the requirements of the PBSA.

## **C. INVESTMENTS AND ADMINISTRATION COMMITTEE MANDATE**

The IAC shall invest the Trust Fund in accordance with the terms of the Plan and applicable law, and administer the Plan in accordance with its terms, and carry out the following duties:

- Appoint a Trustee for the trust fund for the Plan (the "Trust Fund") and enter into a trust agreement for the performance of the duties set out in Section 15 of the Plan text.
- Recommend to the Board a SIP&P for the Plan, which satisfies the requirements of the PBSA, and in accordance with the SIP&P the IAC shall:
  - appoint and terminate investment managers, performance measurement services, consultants and such other service providers as are needed to ensure the efficient and prudent investment of the Trust Fund;
  - employ consultants and other service providers to conduct periodic asset/liability studies as it may deem necessary to ensure the appropriate asset allocation in the Trust Fund;
  - take such steps as are necessary to monitor investment performance and mandate compliance by the investment managers;
  - determine the materiality of and approve temporary deviations from the SIP&P in respect of asset mix ranges and allowable investments; and
  - no less frequently than once in every Plan year, review the SIP&P and either:
    - confirm to the Board the SIP&P's continued appropriateness; or
    - recommend to the Board such amendments the SIP&P as it considers appropriate.

- On an annual basis, provide a report to the Governance Committee on the degree of success in meeting the mission and objectives of the Plan.
- Report at least semi-annually to the Board on the financial position of the Plan, the investment performance of the Trust Fund, and the University's compliance with the provisions of the Plan, PBSA and the ITA relating to the investment of the Trust Fund.
- Appoint an Actuary to
  - at least triennially, conduct a review of the Plan's assets and liabilities, based on assumptions determined by the IAC in consultation with the Plan's actuary, and
  - provide advice on actuarial matters and the adoption of mortality and other tables as necessary or appropriate for the operation of the Plan.
- Subject to the approval of the Board, create reserves within the Trust Fund for any purpose.
- Review and approve the annual report and financial statements including the findings of the auditor appointed by the Committee to express an opinion on the financial statements.
- Make all annual returns and other filings with regulatory authorities in respect of the Plan.
- Subject to approval by the Vice-President, Finance and Operations, adopt the annual budget for Plan operating expenses.
- Determine, from time to time, the necessity of fiduciary insurance for any members of the Committees, and if deemed necessary acquire and thereafter periodically review the terms of such insurance.
- Employ and supervise such counsel and agents and obtain and supervise such clerical services as it may deem necessary or appropriate in carrying out the provisions of the Plan.
- Interpret the provisions of the Plan and determine any questions arising under the Plan, or in connection with the investment, administration or operation thereof, including but not limited to:
  - determining the eligibility of any employee to be or become a member of the Plan, and
  - determining the credited service of any Plan member and computation of the amount of retirement benefit, or other sum, payable under the Plan to any person.
- Subject to the approval of the Governance Committee and the Board, enter into reciprocal agreements on behalf of the University with sponsors of other registered pension plans.
- Approve the format for Member annual statements.
- Monitor compliance with the Communications Policy.
- Adjudicate disputes involving plan beneficiaries in accordance with the Dispute Resolution Policy.

**D. PERFORMANCE STANDARDS**

In the execution of their duties and responsibilities, the Committee members will comply with:

- Applicable law;
- The terms of the Plan;
- This Governance Policy; and
- All relevant Committee policies.

**E. REPORTING**

The IAC shall prepare and present a report at least semi-annually to the Board on the financial position of the Plan, the investment performance of the Trust Fund, and the University's compliance with the provisions of the Plan, PBSA and the ITA relating to the investment of the Trust Fund.

**F. DELEGATION BY A COMMITTEE**

- Unless otherwise indicated in this Plan, the Governance Committee or the IAC may delegate such of their respective responsibilities and corresponding powers as either deems appropriate, provided that the Committee ensures that any party to whom it delegates responsibilities are properly supervised by the Committee and has the appropriate skills and training to carry out the responsibilities delegated to them.
- The Governance Committee and the IAC shall ensure that if they delegate any of their responsibilities to other parties, such parties shall report to such Committee at such intervals as may be established by those Committees.

**G. COMMITTEE MEMBER REMUNERATION**

- Committee members are not entitled to compensation, beyond their normal compensation as employees, for the time spent on the conduct of their duties as Committee members.
- Committee members are entitled to reimbursement by the University, or as otherwise provided by the Plan, for reasonable expenses incurred personally in the conduct of their duties, in accordance with the expense payment procedures established by the University.