

## Meeting Minutes Saint Mary's University Pension Committee

Committee Members – Present	Regrets	Committee Support - non voting
Larry Corrigan, Chair	Darlene Goucher	David Lane
Ashraf Al Zaman	Keith Hotchkiss	Walt Finden
Nicola Young	Sheldon Glick	Ron Cochrane, Advisor
Marc Patry	Darryl Bruce	Lori Park, Mercer
Lori Francis	Cindy Harrigan	Paula Boyd, Mercer
Kim Squires		Maureen Hayward, Manager Treasury
		Melanie Snyders, HR Officer

The Chair called the meeting to order at 10:06 a.m.  
Regrets from David Lane and Walt Finden.

### 1. Welcome new member

The Chair welcomed new member, Dr. Marc Patry to the Committee. Marc has been appointed by SMUFU to replace Bob Cook who recently retired.

### 2. Appointment of replacement member for Education Sub-Committee

It was agreed to also include agenda items 13, 14, 15 in this consideration of Sub-Committees and re-order the agenda accordingly.

With the retirement of Bob Cook, there has been a vacancy on the Pension Education Sub-Committee. Membership was adjusted as indicated in agenda item 3.

### 3. Pension Sub-Committees

Four sub-committees were established to review the following areas:

#### *Education Sub-Committee (existing)*

Kim Squires	Janine Rose	Cindy Harrigan
Marc Patry	Darlene Goucher	

#### *SIP & G, including Socially Responsible Investing*

Darryl Bruce	Ashraf Al Zaman	Ron Cochrane
Nicola Young		Maureen Hayward

#### *Retention and Supervision of Agents (Internal)*

Lori Francis	Nicola Young	Keith Hotchkiss
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#### *Retention and Supervision of Agents (External)*

David Lane	Sheldon Glick	Walt Finden
Maureen Hayward		

Each sub-committee will appoint a chair and will arrange their meetings. The Pension Committee Chair will play a coordinating role. Leanna Conrod will take care of the logistics of the first meeting.

MOTION: To establish the four sub-committees with the named committee members.

Moved: Ashraf Al Zaman

Second: Darryl Bruce

All in favour: 11      Opposed: 0      Abstentions: 0

Carried.

**4. Pension Committee Minutes – June 1, 2009**

MOTION: To adopt June 1, 2009 committee minutes as circulated.

Moved: Kim Squires

Second: Nicola Young

All in favour: 11      Opposed: 0      Abstentions: 0

Carried.

**5. Committee Vice Chair**

A) Amendment to Terms of Reference: The Chair recommended that the wording of Section 3.01 be maintained (as distributed to members). No further discussion.

MOTION: Acceptance of report.

Moved: Keith Hotchkiss

Second: Nicola Young

All in favour: 11      Opposed: 0      Abstentions: 0

Carried.

B) The Chair opened the floor for nominations for a Vice-Chair of the Pension Committee.

Nominations: Lori Francis accepted nomination (by Darryl Bruce)

A call for additional nominations heard none.

Motion to cease nominations carried.

Moved by Nicola Young.

The Chair welcomed Lori Francis as the newly elected (by acclamation) Vice-Chair of the Pension Committee.

**6. Revision to Pension Committee Mission Statement**

Keith Hotchkiss reported, on behalf of the sub-committee, the discussions of the task force regarding the Mission Statement revision. The proposed mission statement was discussed. The following two amendments were recommended:

- "CAP" to be identified as Capital Accumulation Plan
- "Canadian Association of Pension Supervisory Authorities" changed to Joint Forum of Financial Market Regulators

MOTION: Acceptance of proposed mission statement as amended.

Moved: Lori Francis

Second: Darlene Goucher

All in favour: 10      Opposed: 0      Abstentions: 1

Carried.

**7. Plan Text Amendment**

Document 'Amendment #1' had been distributed to members. Lori Park identified seven areas of the plan text to be amended.

The only substantive change was with respect to section 5.03, "Postponed Retirement Date"; "*a member is still employed on December 1 in the calendar year in which the*

*Member attains or will attain age 71, ...*" this has been updated from age 69 to age 71.

Other items identified were to ensure plan text language parallels administrative practice.

MOTION: To accept "Amendment #1" as circulated.

Moved: Kim Squires

Second: Darryl Bruce

All in favour: 10      Opposed: 1      Abstentions: 0

Carried. (Note – Plan Text amendments must come before two consecutive meetings of the Committee before the change comes into effect. Accordingly, this item will be placed on the agenda of the next Committee meeting.)

**8. SLF \$75 Withdrawal Fee**

The Chair reported that the \$75 withdrawal fee, as discussed previously, has been deferred by Sun Life until July 1, 2011 on an exceptional basis for SMU. SLF confirmed via email to the Chair that three former members had been charged the \$75 fee and SLF is in the process of reimbursing the fees to these members. It was suggested that SLF ensure the fees are displayed on the member website.

**9. Update on Action item from June 1, 2009 meeting**

The following action item was identified during the June 1, 2009 meeting: *Request SLF to “monitor the \$100,000 Assuris protection limit and notify the participants that have a balance approaching or exceeding the limit. Participants should also be informed of additional protection available by directing funds to SLFT.”*

The Chair reported that SLF has confirmed that they have a process in place and are contacting each individual member who approaches the limit. The Committee felt that this was sufficient practice and additional text on the plan member statements was not required.

**10. SLF Composite Series Tool**

Paula Boyd, Mercer, gave the background and explained the three options for the Composite Series Pricing. Briefing notes had been distributed to the Committee members. Discussion ensued with questions to Paula. Mercer’s recommendation is implementation of Option 2. Paula outlined the reasons for their recommendation. MOTION: Acceptance of Mercer’s recommendation to implement Composite Series, Option 2 effective April 1, 2010.

Moved: Cindy Harrigan

Second: Keith Hotchkiss

All in favour: 11      Opposed: 0      Abstentions: 0

Carried.

Note: The Chair noted that the Committee will consider Mercer’s recommendation of replacing the BGI Canadian Equity fund with a lower cost fund.

**11. Downgrade of BGI Rating by Mercer**

Mercer has recently downgraded the rating for Barclays Global Investors (BGI). There have been some changes within BGI that Mercer feels could mean a shift in their focus. The new Mercer rating would prevent Mercer from recommending BGI to new clients. Mercer suggested that the Committee review the BGI Canadian Equity fund in light of fees and downgrade in rating and increase in fees. Paula also noted that it would not be advisable to change the Canadian Equity fund prior to the implementation of the Composite Series Pricing.

MOTION: To refer the review of BGI to the SIP&G sub-committee.

Moved: Keith Hotchkiss

Second: Marc Patry

All in favour: 11      Opposed: 0      Abstentions: 0

**12. “Get Connected” - Communication for Plan Members**

“Get Connected” is a four page communication from SLF to plan members to increase member website awareness. The Education Sub-Committee decided to look into alternatives for printing and distribution for cost-savings. Melanie received two quotes for printing (\$1,010 and \$1,349 with distribution to be handled internally by Human Resources.

MOTION: To approve circulation of the “Get Connected” document to plan members at a cost of \$1,010.

Moved: Keith Hotchkiss

Second: Sheldon Glick

All in favour: 11            Opposed: 0    Abstentions: 0

**13. CICA Section 5970 Service Auditor’s Report (for 2008) from SLF**

The Chair reported on the Service Auditor’s Report as distributed by email prior to the Pension Committee meeting. This is an internal control assessment that has been reviewed by Mercer and relied-upon by the University’s external auditor, Grant Thornton. This item discharges the Committee’s CAP requirement to review the report.

MOTION: To accept the Service Auditor’s Report as circulated.

Moved: Nicola Young

Second: Ashraf Al Zaman

All in favour: 11            Opposed: 0    Abstentions: 0

**14. CAP Guidelines Certification from SLF January 2009**

The Chair had distributed the CAP Guidelines certificate from SLF effective January 1, 2009. This item discharges the Committee’s CAP requirement to obtain the certificate.

MOTION: To accept the certificate.

Moved: Lori Francis

Second: Sheldon Glick

All in favour: 11            Opposed: 0    Absentions: 0

**15. Process for death of an active employee**

Kim Squires reported the process for administration in the situation of a death of an employee. SMU Human Resources and SLF have standing procedures in place. Human Resources has documented a checklist of items in the event of an employee (faculty or staff) death. We also received from SLF a confirmation of its steps for administering a death claim. Discussion ensued regarding the importance of having ‘affairs in order.’ The Committee endorsed additional technical sessions similar to the recent offerings that the Pension Committee has sponsored.

**16. Debrief the Annual General Meeting**

The Chair called for discussion of items arising from the Annual General Meeting which was held in June 2009. No items arose. There was a consensus that the format of the AGM is appropriate.

**17. Next Meeting: December 3, 2009**

The Chair suggested that December 3, 2009 be the date of the next meeting, after which would be the annual dinner of the Pension Committee. The meeting will be from 4:00 p.m. – 6:00 p.m. with a dinner immediately following. The location is to be determined.

**18. Announcement**

Kim Squires announced that Melanie Snyders will be leaving SMU on Friday October 2, 2009 for a permanent employment opportunity. Janine Rose will return from maternity leave on October 21, 2009. On behalf of the Committee, the Chair thanked Melanie for her work with the Pension Committee.

**19. Adjourned 12:01 p.m.**