

Pension Committee Terms of Reference

(as approved by the Board of Governors, 31 August 2005)

Purpose

The purpose of the Pension Committee is to fulfill the responsibilities of the Board to administer the Acadia University Pension Plan (“Plan”). The purpose of the Plan is to provide for the regular uniform accumulation of funds within an acceptable level of risk and to meet the defined benefit obligations to the Members as they become due.

Composition

1. Three appointees by the Board of Governors
2. Two appointees by Acadia University Faculty Association (AUFA)
3. One appointee by the Service Employee International Union (SEIU Local 902)
4. One appointee by the Acadia University Professional Administrative and Technical staff (AUPAT)
5. One additional appointee agreed by AUFA, SEIU and AUPAT
6. One appointee from the President’s Advisory Council

The Director of Human Resources (or delegate) and a Committee Secretary shall also serve in an ex-officio resource capacity.

The Board of Governors shall select the Chair who shall be one of the Board appointees. The Chair shall have a vote.

At least six of the voting members of the Pension Committee shall constitute a quorum.

Frequency of Meetings

The Committee shall meet at the call of the Committee Chair and at least two times a year in any event.

Responsibilities

The Committee shall carry out all responsibilities of the Board as administrator under the Plan and the *Pension Benefit Act* except for the following which remain within the Board’s exclusive authority:

1. Amendments to the Plan;
2. Appointment of Auditors;

3. Appointment of the Board appointees and Chair;
4. Changes to these Terms of Reference; and
5. Funding policy for the Plan.

Specific responsibilities of the Committee include:

1. The engagement and termination of the Pension Plan and Fund's external service providers, including:
 - a. Portfolio Manager(s)
 - b. Performance Measurement Firm
 - c. Actuarial Consultant
 - d. External Pension Administrator
 - e. Custodian Service
2. Monitor the performance of the Fund's Portfolio Managers and other external service providers.
3. Review annually the Plan's Investment Policy and Goals and amend as required.
4. Review and approve the annual Audited Financial Statements.
5. Review and consider periodic actuarial valuations and related assumptions.
6. Recommend Plan amendments to the Board.
7. Report to members as required and respond to employee inquiries.
8. Ensure that administration of the Plan complies with the *Pension Benefits Act*, *Income Tax Act* (Canada) and other legal requirements.
9. Maintain records of the decisions of the Committee.
10. Review the governance structure of the Plan, (including these terms of reference) periodically and recommend changes to the Board.
11. Report periodically to the Board as required on the operation of the Plan and the Funds.

In carrying out these responsibilities, Committee members shall exercise the care, diligence, knowledge and skill in the administration of the Plan and investment of the pension fund that a person of ordinary prudence would exercise in dealing with the property of another person. Committee members shall use all relevant knowledge and skill that Committee members possess or, by reason of profession, business or calling,

ought to possess. Committee members shall not knowingly permit their interests to conflict with their duties and powers in respect of the Plan.