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**Meeting Minutes**  
**Saint Mary's University Pension Committee**

Committee Members – Present		Regrets	Committee Support - non voting
Larry Corrigan	Ashraf Al Zaman	Marc Patry(sabbatical)	Ron Cochrane, Advisor
Joe Chrvala	Lori Francis	Nicola Young	Lori Park, Mercer
Cindy Harrigan	David Lane		Sheree Delaney, HR Officer
Keith Hotchkiss	Kim Squires		Maureen Hayward, Advisor
Rob Thacker	Yigit Aydede		
Darlene Goucher			

The Chair called the meeting to order at 4:05 p.m.

**1. Pension Committee Meeting Minutes (October 14, 2011)**

MOTION: To adopt the October 14, 2011 committee minutes as amended.

Motion: Ashraf Al Zaman  
Second: Lori Francis

In Favour: 10  
Opposed: 0  
Abstentions: 0  
Carried

**2. Annual certification of completion of delegated functions**

Larry Corrigan reported on behalf of the University that all delegated functions have been performed with a standard of care and without conflict of interest. Larry Corrigan noted that the duties which have been delegated to the University have been discharged within the service standard with the exception of the following: "Reconcile plan expenses to recordkeeper fee agreement quarterly, within 45 days of applicable quarter end" as there had been no scheduled meetings within the 45 day window.

Kim Squires asked if there was a plan in place to meet the 45 day window in the future. Ron Cochrane reported to the Committee that if no meetings were scheduled within the 45 day window that the report would be sent to Committee members via email.

Motion to receive and file the report was carried unanimously.

**3. Update from Mercer on the new Pension Benefits Act and Regulations**

Lori Park provided Committee members with a copy of the Mercer Communiqué, "Nova Scotia Introduces New Pension Benefits Act." Lori Park noted that on December 15, 2011 Nova Scotia Bill 96 had received Royal Assent and it will take effect when proclaimed in force, which is expected to happen in the spring of 2012.

Lori Park reported to the Committee that the majority of the changes would affect Defined Benefit Plans but that there were a number of definition changes and a change to immediate vesting that would affect the Saint Mary's University Pension Plan. This would mean that the

Plan text would require amendments. The Chair suggested that everyone review the Communiqué and bring forward any questions they may have to the next meeting.

#### **4. Update from Mercer regarding replacement for Yvan Breton (see Oma Sharma bio)**

Lori Park reported to the Committee that Yvan Breton has moved to a new position within Mercer and that Oma Sharma, who as senior member of the Mercer team in Toronto, will be replacing Yvan Breton. Lori Park indicated that Oma Sharma has great investment knowledge and would be doing the investment report at the Annual General Meeting. Ashraf Al Zaman reminded Committee members that Oma Sharma was one of the presenters of the Mercer Webcast on “DC Plan and environmental, social and governance considerations; the what, why and how.”

#### **5. Benefits adequacy review – determine if required this year**

Lori Park reviewed Todd Saulnier’s email comments on a Benefits adequacy review. There was some discussion as to the items included in a benefits adequacy review, such as the cost of payment solutions when you retire, the types of payment options available when you retire and required contributions to the plan. Ashraf Al Zaman recommended that members need more education to understand what amount a member might require when they retire.

MOTION: To refer the frequency of the Benefits adequacy review to the Pension Education subcommittee.

Motion: Keith Hotchkiss  
Second: Ashraf Al Zaman

In Favour: 10  
Opposed: 0  
Abstentions: 0  
Carried

#### **6. Report from subcommittee:**

- **Investment**
  - **Environmental, Social, and Governance (ESG) Investing**
  - **Target date funds**
- **Internal agents**
  - **Report to the Pension Committee on review of internal agents**
- **External agents**
- **Education**
  
- **Investment**
  - **Environmental, Social, and Governance (ESG) Investing**

Rob Thacker reported to the Committee that the subcommittee had met and he had drafted a memo but it had not yet been reviewed by the subcommittee so once the subcommittee has reviewed the contents he would provide a copy to the Committee members. The subcommittee agreed that ESG investing is a complex issue and it should be reviewed by the Pension Committee as:

1. ESG Investing may go beyond the Pension Committee to the University philosophy on sustainability, which would require a change to SIP&G.
2. The Pension Committee may have to look at a different investment manager.
3. The Pension Committee could allow each member to pick a socially responsible fund.

The Chair noted that there is fourth option, to do nothing.

Lori Park indicated that over the winter Mercer will develop an information/education session on ESG for their clients. Lori Park will keep the Committee informed regarding the session.

- **Target date funds**

Rob Thacker noted that a number of members that are close to retirement still have a high percentage invested in equity. There was some discussion as to what and how many options should be available. There was a consensus by the Committee to have a representative from Sun Life present to the Committee on the target date fund that Sun Life has available. The Chair will request that Sun Life make a presentation to the Committee at the next meeting and the Investment subcommittee will prepare questions for Sun Life to respond to or to address in the presentation.

- **Internal agents**

- **Report to the pension Committee on review of internal agents**

The Chair withdrew from the meeting at 4:50pm.

Keith Hotchkiss was pleased to report that the Chair had received an average of 3.92 out of 4 and an overall favorable review of the performance of the Chair. There was some discussion surrounding how broad the questions were on the survey, the timing of the survey and whether or not to add open ended questions to the survey. Ashraf Al Zaman suggested that the subcommittee document the process of the Chair review for the records. It was agreed that the survey continue to be conducted in the fall, and no open ended questions be added but additional questions may be added. Lori Francis reported that the subcommittee would review the number of questions prior to sending out the survey in 2012.

The Chair returned to the meeting at 5:10 p.m.

- **External agents**

No report

- **Education**

Kim Squires reported to the Committee that the subcommittee had not met since the last Pension Committee meeting but were working on the Pension Education/Information sessions calendar. The Canada Pension Plan Session was offered on October 28, 2011. Invitation was open to all members. 29 employees attended. No formal feedback form was completed but a number of positive verbal comments were received after the session to let us know that they had learned something new about CPP. The Sun Life's New Hire session was held on December 2, 2011. Invitation to attend the session was sent to 47 employees who were new to the plan since the last session. 8 new members attended the session. There were no formal feedback forms for this session. The SunLife's Harvest Your Savings session was offered on December 2, 2011. Invitation to attend the session was sent to 290 employees over the age of 50. 27 members attended the session. 20 attendees completed

the feedback form. Overall attendees found the session informative, the quality of the presenter was good, and the session helped them understand the next steps they need to take. The Annual Retirement Day has been set for April 28, 2012. Additional details will be provided to members over age 55/50 and to Committee members at a later date. Sheree Delaney is in the process of confirming dates with Sun Life, Mercer and CIBC for the other Education/Information sessions on the calendar. Sheree Delaney has received and reviewed the first draft of the booklet from Sun Life and returned her comments. Sheree Delaney is awaiting a date to have a telephone conversation in regards to questions and comments. Then the booklet draft will be sent to the Education Subcommittee members for review.

**7. Pension Committee Governance:**

- **Report on ISI initiative (pension services consolidation)**

The Chair reported to the Committee that ISI has hired Eckler to assess the benefit of pension plan consolidation among the ISI members. Eckler concluded that Saint Mary's University would not see a reduction of fees to either the members or the university. Saint Mary's was somewhat unique in this regard. Eckler also concluded that Saint Mary's would not likely see experience benefit for DC plan members. The Chair noted that as a result of the conclusions by Eckler Saint Mary's will not continue to be considered for consolidation, although the Chair will still assist with the discussions that may benefit other universities.

**8. Committee meetings:**

- **March, 2012**
- **May, 2012 (review of monitoring report and plan AGM)**
- **June, 2012 (AGM)**

No dates have been set for 2012 as the Committee members have not yet confirmed their schedules. Annette MacLellan will organize the date for the next meeting and contact Committee members.

**9. Adjourn 5:25 p.m.**