
FIRST NATIONS
UNIVERSITY
OF CANADA



TERMS OF REFERENCE

for the

MANAGEMENT PENSION AND BENEFITS COMMITTEE

Adopted by

FIRST NATIONS UNIVERSITY OF CANADA INC.

Authorized Signatory

Name of Authorized Signatory – Printed

Date

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Section I: Introduction and Purpose

1. This document constitutes the Terms of Reference (the “TOR”) applicable to the Management Pension and Benefits Committee (the “MPBC”) established by First Nations University of Canada (the “University”) with respect to its responsibility for the Pension Plan for the Employees of First Nations University of Canada Inc., registration no. 0934091 (the “Pension Plan”) offered to employees of the University. The MPBC’s secondary responsibilities shall extend to the employee health and benefits program (the “Benefits Plan”), which is set out in Appendix B of these TOR.
2. The University, acting through the Board of Governors of the University (the “Board”), is the administrator of the Pension Plan. The Board has delegated to the MPBC the primary responsibility and authority to administer the Pension Plan. The objective of the Board and the MPBC is to see that the Pension Plan is administered, managed and operated with honesty, in good faith and in the best interests of the Pension Plan’s members and other beneficiaries.
3. Furthermore, the Board and the MPBC intend to meet any applicable administrative obligations set out in Saskatchewan’s *The Pension Benefits Act, 1992* and the regulations made thereunder (the “PBA”), the *Income Tax Act* (Canada) and the regulations made thereunder (the “ITA”), collectively referred herein as the “Applicable Law”, and all administrative duties detailed in the Pension Plan’s governing documents, either of its own accord or through its duly appointed delegates.
4. The purpose of these TOR is to formulate the responsibilities, decision-making processes and reporting procedures that apply to the MPBC. Practical matters regarding the MPBC’s constitution and procedures to follow in its decision-making processes are also outlined.
5. Some of the duties for which the MPBC is responsible may be delegated, where appropriate, to internal agents, including the University’s Human Resources, Payroll and Finance departments as well as to any third-party external service providers, including, but not limited to, bundled service providers, investment managers, consultants, accountants, and legal counsel. Both the internal and external agents are collectively referred herein as “Delegates”. These TOR provide some guidance as to the MPBC’s supervisory function with respect such delegates.
6. The Board has designated the Audit, Finance and Risk Committee of the Board (the “AFRC”) to assist the Board with the oversight of the operations, administration and governance of the Pension Plan. The AFRC, as an extension of the Board, may make recommendations or provide inputs to the Board with respect to changes to the Pension Plan design or its governance framework and assist with any other Pension Plan-related responsibilities that fall to the Board. The responsibilities of the AFRC are described in greater detail in the First Nations University’s ***Pension Governance Policy***.
7. The Board has created a Pension and Benefits Advisory Committee (the “PBAC”) to advise the MPBC on matters related to the Pension Plan and aspects of the Benefits Plan as needed in order to assist with its role, and to make recommendations as deemed necessary. The PBAC’s responsibilities are described in greater detail in the ***Terms of Reference for the Pension and Benefits Advisory Committee*** and in the ***First Nations University Pension Governance Policy***.

8. Nothing in these TOR is intended to impose or to be construed as imposing on the University, any director or employee of the University or any person or entity providing services in respect of the Pension Plan or the Benefits Plan, a standard or duty, whether fiduciary or otherwise, that exceeds the standard or duty imposed by applicable law at the relevant time.

Section II: Reporting Relationships

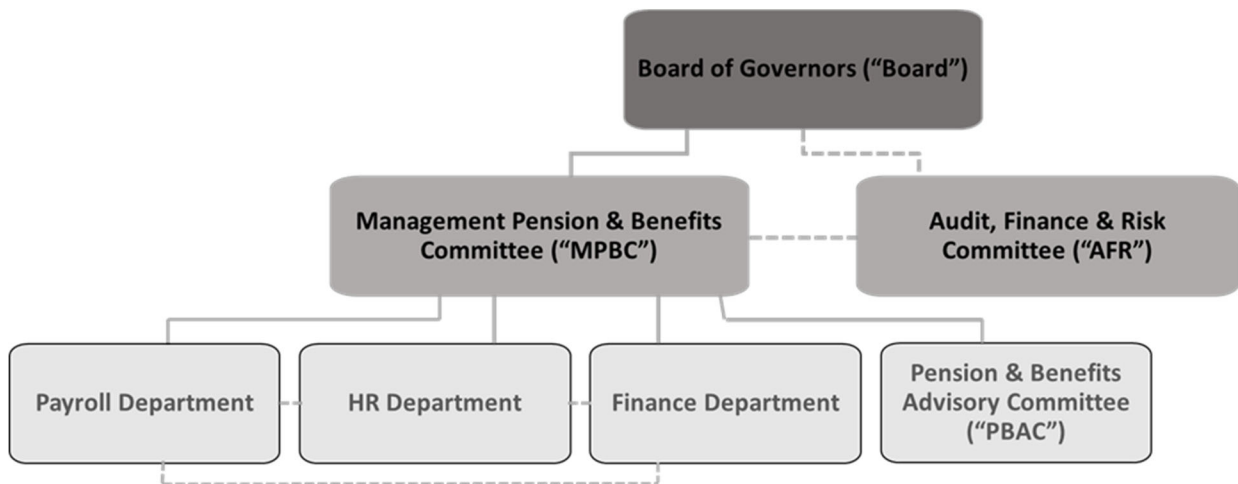
1. The Board

- (a) In its capacity as the administrator of the Pension Plan under the Applicable Law, the University, acting through the Board, bears the ultimate responsibility for all aspects of Pension Plan operations. Although the Board has delegated certain aspects of plan administration to the MPBC in order to fulfill its responsibility with respect to the Pension Plan in the most prudent and appropriate manner, the Board will continue to oversee the administration of the Pension Plan.
- (b) With respect to the MPBC, the Board shall be responsible for:
 - (i) Appointing, removing or replacing the members of the MPBC;
 - (ii) Monitoring the MPBC and reviewing its performance, including reviewing reports received on, at minimum, an annual basis from the MPBC with respect to its activities in administering the Pension Plan, as well as, where necessary, requesting additional information or providing needed direction to the MPBC;
 - (iii) Approving or considering any recommendations or significant changes to the Pension Plan design, including any decisions that impact the pension benefit levels for members and/or the cost to the University of sponsoring the Pension Plan (e.g., a change in the employer contribution rate must be approved by the Board or subject to the respective union Collective Agreements);
 - (iv) Approving or considering any recommendations to the governance framework and the related policies in place in respect of the Pension Plan as deemed appropriate;
 - (v) Informing the MPBC of any developments at the University that affect the Pension Plan or MPBC's ability to carry out its duties; and
 - (vi) Adopting resolutions to amend the Pension Plan and/or adopting a resolution to allow designated members of the MPBC to be authorized signatories for legislative filings.
- (c) In the event that the MPBC can no longer fulfill its responsibilities, the Board shall assume the responsibilities of the MPBC or delegate to an appropriate internal or external delegate as needed.
- (d) The Board may amend any provision of this document at its discretion.

2. Management Pension and Benefits Committee (MPBC)

- (a) As stated earlier, the Board has delegated the day-to-day administrative responsibilities with respect to the Pension Plan, as they are described in the Pension Plan text and other policies, including the responsibilities set out herein, to the MPBC to carry out.
- (b) The MPBC is responsible to administer, manage and operate the Pension Plan in good faith and in the best interests of the Pension Plan’s members and other beneficiaries.
- (c) These TOR will provide the framework to ensure that the MPBC is informed of its duties and discharge its fiduciary duties.

3. Governance Framework



External delegates for the Pension Plan	External delegates for the Benefits Plan
Canada Life (Pension Service Provider)	Manulife Financial (Benefits Service Provider)
LifeWorks (Pension Consultant)	HUB International (Benefits Consultant)

*All external delegates report to the MPBC and PBAC as per the respective service agreements.

Section III: Rules of Procedure for MPBC

1. Membership

- (a) The MPBC membership shall be an odd number of members - either three or five members. The membership shall include at least the following positions or similar roles: the VP, Finance and Administration, the Director of Finance, and the Manager of Human Resources or otherwise determined at the discretion of the Board. The members are listed in Appendix A, as revised from time-to-time.
- (b) All members of the MPBC are appointed by the Board. The Board shall appoint, remove, or replace any of the MPBC members at its discretion. The Board may consider recommendations from the MPBC or AFRC to such appointments, terminations or replacements as needed. If, at any time, an existing MPBC member ceases to be a member, the Board may choose to appoint a new member at its discretion. The MPBC may consider temporary replacements to fill a vacancy in order to fulfil their responsibilities until such time the Board is able to appoint the appropriate new member or replacement member.
- (c) The Chair shall be the VP, Finance and Administration. The Chair will chair all meetings and proceedings of the MPBC. In the event of the Chair's absence, another member of the MPBC will perform this function as Acting Chair.
- (d) The Chair may choose a Secretary from the appointed members of the MPBC or choose a non-member as the Secretary to perform the duties described under subsection 4 below. In the absence of a Secretary, the Chair shall choose a temporary Secretary.

2. Decision-making

- (a) A majority of the membership shall constitute a quorum. A quorum must be present at the beginning of and at all times during a meeting of the MPBC.
- (b) Should there be no quorum or should quorum not be maintained at a meeting, the MPBC members in attendance may adjourn the meeting until quorum is reached.
- (c) Each MPBC member shall have one vote.

- (d) Any decision or recommendation of the MPBC requires a majority vote of the MPBC members in attendance at the meeting in which the decision or recommendation is made. If a vote results in a tie, the Chair will cast a vote to break the tie. If another member of the MPBC is serving as Acting Chair of a meeting, the voting rules applicable to the Chair will apply to the Acting Chair.
- (e) MPBC members who are absent from a meeting will be assumed to concur with the decisions or recommendations made or actions taken at such a meeting, as they are described in the meeting's minutes, unless their disagreement and the underlying reasons are transmitted to the MPBC in writing prior to the following meeting or prior to implementing any of the approved decisions.
- (f) The MPBC will report to the Board at least annually on Pension Plan administration and any actions taken to address gaps or improve the administration of the Pension Plan, and make recommendations including, but not limited to, recommendations respecting Pension Plan design and its governance framework. The Board retains the final decision-making and oversight responsibility in respect of the Pension Plan. Where the MPBC is to be empowered to make decisions or take actions itself, the power to do so should be delegated to it by the Board.
- (g) The MPBC shall provide periodic updates and reports on a "for information only" basis to the AFRC, which is an extension of the Board, or to other committees of the Board, as appropriate.
- (h) The MPBC shall provide to the Board and/or the AFRC, any recommendations made by the PBAC.

3. Meetings

- (a) Meetings of the MPBC shall be held at least on a semi-annual basis or more frequently as needed.
- (b) Any member of the MPBC may request a special meeting by:
 - (i) Delivering to the Chair by e-mail (or another mutually acceptable form) a written request for such a meeting; and
 - (ii) Stating the nature of the business that is proposed to be considered for the meeting.

The Chair shall decide whether to approve the request and convene a special meeting, in which case notice of the meeting will be delivered to the other MPBC members.

4. Minutes

- (a) The Secretary shall prepare and send minutes of the meetings of the MPBC to all MPBC members prior to the subsequent meeting. The MPBC shall formally approve the minutes of each meeting at the following meeting of the MPBC.
- (b) The minutes of the meetings shall be available at all times for review by the Board. All meeting records shall be maintained electronically and in accordance with legislative Pension Plan record maintenance protocols.

5. Miscellaneous

- (a) Members of the MPBC owe a duty of confidentiality to the MPBC with respect to all matters regarding the Pension Plan. However, an MPBC member may disclose information regarding the Pension Plan as required to the Board and any delegates thereof, retained to provide services in respect of the Pension Plan, as appropriate and to the extent necessary to fulfil its duties in respect of the Pension Plan. In the case of external delegates, the MPBC will obtain such assurances as are necessary in the circumstances that confidentiality will be maintained with respect to all matters regarding the Pension Plan.
- (b) Reasonable expenses incurred by individual MPBC member in the course of the administration and/or management of the Pension Plan shall be borne by the University and paid or reimbursed to the member, as appropriate in the circumstances.
- (c) An individual MPBC member shall not be entitled to any compensation for serving on the MPBC, other than the compensation due to the member in respect of the member's service as an employee or officer to the University.

Section IV: Roles and Responsibilities

1. Management Pension and Benefits Committee

The MPBC's responsibilities with respect to the Pension Plan include the following.

(a) *Plan Design and Governance Framework:*

- (i) Recommend to the Board, the appropriateness of the Plan design or the pension benefit offering, as deemed necessary.
- (ii) Recommend to the Board any changes to the Pension Plan's governance framework, including these TOR as needed.
- (iii) Recommend changes to the Plan text or these TOR as part of monitoring compliance or to achieve alignment with current administrative practices.
- (iv) Implement any decisions, changes or recommendations provided by the Board.
- (v) Resolve any issues referred to the MPBC for interpretation or seek appropriate advice on such matters from delegates with subject-matter expertise.

(b) *Delegation of Duties:*

To the extent it is permitted to do so and in accordance with normal business practices, the MPBC may delegate its responsibilities for specified actions to (or be represented by) internal and external delegates. The MPBC may authorize its delegates, in turn, to delegate their powers in whole or in part. The ultimate responsibility for any duties that fall within the MPBC's purview, including any decision-making responsibilities, remain with the MPBC notwithstanding any delegation.

In the course of any delegation of its responsibilities with respect to the Pension Plan, the MPBC will do the following:

- (i) Confirm the suitability of all internal and external delegates for the responsibilities assigned to them.
- (ii) Create a subcommittee, where appropriate, to be delegated work on specific projects.
- (iii) Delegate tasks to administrative and other staff of the University, where appropriate.

- (iv) Retain external service providers to provide specialized services to the Pension Plan.
- (c) *Supervision of Delegates:*
- (i) Oversee the activities of all delegates.
 - (ii) Receive regular reports from the delegates.
 - (iii) Review and assess the performance of delegates on a regular basis.
 - (iv) Set and periodically review the remuneration of external service providers retained to provide services to the Pension Plan.
- (d) *Administration, Compliance and Reporting:*
- (i) Administer the Pension Plan in accordance with the Pension Plan text and other Plan documents, the PBA, the ITA and any other Applicable Law.
 - (ii) Review the Pension Plan text document on a regular basis and ensure compliance and to the extent, it is empowered to do so, make changes as it deems to be appropriate in order to improve the administration of the Pension Plan.
 - (iii) Oversee the activities of any internal or external delegates including the pension service provider to whom certain administrative duties have been delegated, in addition to recordkeeping, custodial and investment management services.
 - (iv) Enter into, review and amend external delegate agreements, as deemed appropriate.
 - (v) Review any applicable Pension Plan material, including member booklets, payment systems and other relevant documents provided or managed by any external delegate or service provider for consistency with the Pension Plan documents.
 - (vi) Ensure eligible members are enrolled and contributions are remitted in a timely manner.
 - (vii) Monitor new developments and Applicable Law with respect to the Pension Plan, including the PBA, ITA and the requirements of the relevant regulatory authorities (e.g., the Saskatchewan Financial and Consumer Affairs Authority, the Canada Revenue Agency, etc.) and any successors thereto, as well as relevant aspects of employment standards, human rights and privacy law and relevant best practices.
 - (viii) Ensure timely completion of all Pension Plan related annual filings and reports, including Annual Information Returns, Pension Adjustments and other required financial returns where applicable.

- (ix) Provide information or reports as needed to the AFRC of the Board on activities of the MPBC and any significant issues affecting the Pension Plan as they related to any real or perceived risks.
- (e) *Pension and Benefits Advisory Committee (PBAC):*
- (i) Monitor and periodically assess the performance of the PBAC.
 - (ii) Meet with the PBAC at least semi-annually or more frequently as needed, whereupon the MPBC will provide updates on the Pension Plan operations, including any changes or improvements to the Pension Plan as is required in order for the PBAC to discharge its responsibilities with respect to the Pension Plan.
 - (iii) Review the annual report from the PBAC on the Pension Plan operations, including any inputs and recommendations pertaining to investments, design, member engagement, employee communication or other related matters, as needed.
 - (iv) Relay to the Board the annual report from the PBAC on its assessment and observations on the Pension Plan.
- (f) *Employee Communications:*
- (i) Review and make available member booklets describing the terms of the Pension Plan.
 - (ii) Review investment materials that are provided to members in order to assist them in making appropriate investment choices under the Pension Plan.
 - (iii) Ensure information regarding the Pension Plan is distributed and/or made available to members and prospective members on a regular and timely basis.
 - (iv) Ensure that Pension Plan changes relating to design, investments, fees, or vendor changes are communicated to Members on a timely basis and content is presented in a plain, easy to understand manner.
 - (v) Ensure disclosure requirements applicable to the Pension Plan under the PBA and any other Applicable Law are adhered to.
 - (vi) In view of any gaps that have been identified in terms of members' knowledge and understanding of the terms and operations of the Pension Plan, as well as any inputs from the PBAC on this matter, MPBC in should assess the need for additional communication support such as targeted employee communications and member responsibility notices as well as web-based information or employee presentations.

- (g) *Access to Information and Record Keeping:*
- (i) Ensure that personal information of members, their spouses and other beneficiaries is kept confidential and provided only to those employees, officers, members of the Board and external service providers who require it for purposes of Pension Plan administration and/or its management.
 - (ii) Ensure that personal information of members, their spouses and other beneficiaries is used only for the purpose of the Pension Plan administration and/or its management.
 - (iii) Ensure that Plan records relating to the administration of the Pension Plan, and the administration of each beneficiary's benefit entitlement, are retained for a sufficient length of time required to administer the Pension Plan and demonstrate proper administration, which shall be no less than the length of time required by the PBA, the ITA and any other applicable legislation.
 - (iv) Where such administration and recordkeeping activities are delegated to an external pension service provider, ensure that the provider's record retention policies are appropriate and comply with Applicable Law.
 - (v) Ensure that each person involved in the administration of the Pension Plan receives the information required to fulfill that person's duties and obligations with respect to the administration of the Pension Plan.
 - (vi) Receive reports from the external pension service provider for the Pension Plan, as applicable, relating to the administration and/or management of the Pension Plan as well as from other internal or external delegates as needed.
- (h) *Investment Options:*
- (i) Review the Statement of Investment Policy & Procedures ("SIP&P") on a periodic basis and recommend changes to the Board for approval.
 - (ii) Ensure compliance to the responsibilities set out in the SIP&P in effect.
 - (iii) Evaluate the appropriateness of the investment options provided to members and the fees charged to members, with the assistance and expertise of a third-party consultant, as the MPBC deems appropriate.
 - (iv) Add, remove or replace investment options available for the Pension Plan.
 - (v) At least annually, together with the PBAC, review the performance of the investment options and the underlying investment managers available under the Pension Plan

2. Administrative Delegates

- (a) Certain responsibilities associated with the day-to-day administration of the Pension Plan, including the day-to-day administration itself, may be delegated to the Human Resources, Finance and Payroll Departments as needed.

The **Human Resources Department** of the University will generally be responsible for:

- (i) Obtaining required documentation from new members and enroll them in the Pension Plan.
- (ii) Ensuring and where applicable, maintaining Plan membership records of all Plan members.
- (iii) Providing members with access to appropriate information and educational material on the Pension Plan.
- (iv) Ensuring the timely preparation and distribution of annual member statements.
- (v) Obtaining required documentation from terminated members and providing the information to the external pension service provider administering the Pension Plan.
- (vi) Tracking and monitoring Plan membership, especially the terminated members.
- (vii) Updating the external pension service provider of terminations and processing pension benefit payments for members and other beneficiaries.
- (viii) Providing regular updates to the MPBC with the necessary information required to fulfill its responsibilities with respect to the Pension Plan.
- (ix) Implementing and organizing training and education opportunities for Plan members in coordination with the MPBC and external service providers that provide such services.

- (b) The **Payroll Department** of the University will generally be responsible for:

- (i) Collecting, reconciling, and submitting to the Finance Department the member contributions to the Pension Plan in a timely manner.
- (ii) Reporting Pension Adjustments and applicable tax reporting for Plan members.
- (iii) Conducting periodic audits and monitoring compliance of member contributions as per the respective plan design.
- (iv) Providing regular updates and recommendations to the MPBC

- (c) The **Finance Department** of the University will generally be responsible for:

- (i) Verifying and approving final contribution remittance to the Pension Plan in a timely manner
- (ii) Preparing and filing annual pension filings as per applicable legislation and law.
- (iii) Coordinating with Payroll Department to ensure periodic audits are conducted to comply with ITA limits
- (iv) Providing financial reporting and other required information to the AFRC and supporting with the preparation of audited financial statements of the Pension Plan.
- (v) Provide regular updates and recommendations to the MPBC

3. External Delegates

External service providers may be appointed by the MPBC to assist in the Pension Plan's administration and/or management as needed. Each such delegate will be required to perform the requested services while adhering to any applicable professional requirements.

(a) **Pension Service Provider**

- (i) The MPBC may appoint, terminate or replace a provider to whom certain administrative duties have been delegated, in addition to recordkeeping, custodial and investment management services.
- (ii) The Pension Service Provider shall:
 - Complete the services for which it has been retained and as per the service agreement
 - Provide or make available reports on the Pension Plan administration at least on an annual, and support with Member education effort.
 - Report any errors, issues or member complaints to the MPBC immediately upon their awareness of such matters including any actions undertake to address the matter.

(b) **Consultant**

- (i) The MPBC may appoint a firm to provide advisory services with respect to its responsibilities towards the Pension Plan either on a project or ongoing basis.
- (ii) The consultant shall:
 - Complete the services for which it is retained in accordance with the MPBC's directions and applicable legislation, as well as any professional or ethical guidelines applicable to the consultant.

- Provide the MPBC with advice and information with respect to the selection, termination and performance assessment of other external service providers as needed.

Section V: Evaluation Measures

In order to monitor and evaluate the performances of the various stakeholders identified in these TORs with respect to the administration of the Pension Plan, the following performance measures may be considered.

1. Management Pension and Benefits Committee

The performance of the MPBC shall be evaluated against the following measures:

- (a) Hold a minimum of two meetings in each calendar year.
- (b) MPBC members will attend and participate actively in meetings.
- (c) MPBC members shall notify the MPBC of any gaps in skills or knowledge to be addressed.
- (d) An agenda outlining the topics to be discussed at each MPBC meeting will be issued to the MPBC prior to the meeting.
- (e) Any decisions of the MPBC will be properly documented in meeting minutes or otherwise, as appropriate.
- (f) Minutes of the meeting will be approved at the subsequent MPBC meeting.
- (g) A report on investment performance of the Pension Plan, Plan administration and the performance of the MPBC against these performance measures will be provided to the Board on an annual basis.
- (h) Any conflicts of interest shall be reported and a conflict of interest register maintained pursuant to the Code of Conduct and Conflict of Interest Policy for the Pension Plan.

2. Board of Governors

The performance of the Board in respect of its role with respect to the Pension Plan shall be evaluated against the following measures:

- (a) The Pension Plan shall be addressed, at a minimum, at one Board meeting annually.
- (b) The Board will review the reports provided by the MPBC and the PBAC on an annual basis.
- (c) Any decision of the Board with respect to the Pension Plan will be properly documented in the meeting minutes notes of the Board.
- (d) Board members shall notify the Board of any gaps in skills and knowledge to be addressed.

- (e) Any conflicts of interest shall be reported and a conflict of interest register maintained pursuant to the Code of Conduct and Conflict of Interest Policy for the Pension Plan.

3. External Delegates

The performance of external delegates shall be evaluated against the following measures, as applicable:

- (a) Compliance with and fulfillment of the requirements of the applicable contract, service provider agreement or terms of engagement applicable to the external delegate.
- (b) Compliance with and fulfillment of the requirements of any other policy or performance standard applicable to the external delegate.
- (c) Adequacy of reports provided to the MPBC.
- (d) Complaints and/or positive feedback provided by members, beneficiaries or other stakeholders in relation to the external delegate.
- (e) Reasonableness of fees and expenses charged by the external delegate.
- (f) Any material events or incidents involving the external delegate.

Appendix A

Management Pension and Benefits Committee Membership

University Position	MPBC Position	Name
VP, Finance and Administration	Chair, Voting Member	Jason Wong
Director of Finance	Voting Member	Shannon St. Onge
Human Resources Manager	Voting Member	Tara Thompson
Vacant – optional	Voting Member	
Vacant – optional	Voting Member	
Pension Plan Administrator	Secretary, non-voting	Victoria McKay

Appendix B

Benefit Program Roles and Responsibilities

Management Pension and Benefits Committee

With respect to the Benefits Plan, the Board has designated the MPBC to administer and monitor the operations of the Benefits Plan, as well as make necessary recommendations to the Board.

Specifically, the MPBC shall:

- (a) Review these TOR on a periodic basis and recommend changes to the Board, as necessary.
- (b) Appoint and terminate external services provider(s) that support with administration of the Benefits Plan.
- (c) Review the annual report from PBAC and relay any recommendations from such reports to the Board as needed.
- (d) Conduct periodic design evaluations and make changes as deemed appropriate. For significant design changes where the type of program offering will be altered, or the financial cost exceeds over 10% , seek inputs and recommendations from the AFRC.
- (e) Review annual renewal reports prepared by your external consultant and approve recommended plan adjustments as needed.
- (f) Review the performance of the external services provider(s) on an annual basis.
- (g) Delegate tasks to internal delegates and to various external service providers it has retained with respect to the Benefit Plan, especially to advise or conduct annual renewals and negotiations, as deemed appropriate.
- (h) Provide regular updates to the Board or to the AFRC as needed on the administration, including changes in the aforementioned (d) and (e) and any related financial impact.

Audit, Finance and Risk Committee

The Board has designated the AFRC of the Board to assist the MPBC by providing inputs and recommendations as needed with respect to the operations, administration and governance of the Benefits Plan. Specifically, the ARFC shall:

- (a) Provide inputs or recommendations to the PBAC or to the Board as deemed appropriate with respect to any design changes being considered where the type of program offering will be altered, or the financial cost exceeds over 10%.
- (b) Support and advise with any other considerations being evaluated by the Board.

Internal Delegates

The MPBC has delegated a portion of the day-to-day operation of the Benefit Plan to the Human Resources, Finance and Payroll Departments.

Specifically, the Human Resources Department shall:

- (a) Ensure that new members complete required enrolment documentation and are enrolled into the Benefit Plan by coordinating and sharing the required information with the external benefits service provider.
- (b) Maintain membership records.
- (c) Advise Payroll Department of need to arrange payroll deduction for new members.
- (d) Inform the benefits service provider of termination and retirements in order to ensure all exiting members of Benefits Plan are processed in a timely manner.
- (e) Review reports prepared by external service providers, in particular consultant reports and findings related to the annual Benefit Plan service provider renewals.
- (f) Support the MPBC to oversee the search and selection process for an external benefits service provider for the administration of the Benefits Plan when required.
- (g) Inform the PBAC and provide necessary information to fulfill its responsibilities.
- (h) Organize regular training and education opportunities for Benefits Plan members in coordination with the PBAC and the benefits plan service providers.
- (i) Provide regular updates and recommendations to the MPBC.

Specifically, the Payroll Department shall:

- (a) Ensure Benefit Plan payroll deductions are implemented for new members.
- (b) Advise the Finance Department of aggregate deductions for the members.

Specifically, the Finance Department shall:

- (a) Ensure that the benefit program service provider invoices are paid.
- (b) Support the MPBC to oversee the search and selection process for an external benefits service provider for the administration of the Benefits Plan when required.
- (c) Inform the PBAC and provide necessary information to fulfill its responsibilities.
- (d) Provide regular updates and recommendations to the MPBC.

Pension and Benefits Advisory Committee

The Board has delegated the PBAC to advise on the Benefits Plan as set out in the ***Terms of Reference for Pension and Benefits Advisory Committee*** document.

Specifically, the PBAC shall:

- (a) Provide inputs and recommendations to the MPBC with respect to the Benefits Plan Administration, including design, member education and communication, suitability of the benefits service provider and other significant concerns.
- (b) Ensure feedback or concerns from the various employee groups are communicated to the MPBC and where necessary or deemed appropriate, inform the Board through the MPBC.