

PENSION GOVERNANCE BOARD
THE PENSION GOVERNANCE BOARD EDUCATION COMMITTEE
Terms of Reference

- NAME:** This Committee shall be called the Pension Governance Board (PGB) Education Committee
- STATUS:** The PGB Education Committee operates as a committee of the Pension Governance Board under the authority of the Delegation Document Regarding Governance of the Pension Plan and of the Registered Retirement Savings Plan, Section 1.2.
- MANDATE:** To discuss and act upon any educational or communications matter related to the Pension Plan and make appropriate recommendations to the PGB.
- MEMBERSHIP:** The Committee shall consist of at least four (4) voting persons appointed by the PGB annually:
Appointed members
- The members of the Committee must be members of the PGB.
 - The Chair shall be selected from among the members of the Committee.
 - At least one of the members of the Committee shall be an employee group-appointed representative.
 - At least one of the members of the Committee shall be a Board-appointed representative.
- Standing members
- The Director of Human Resources shall be a voting member.
- Resources**
- The HR Consultant responsible for pension administration;
 - The HR Assistant as Recording Secretary.
- MEETINGS:** The Committee shall meet at least four (4) times per year in advance of scheduled PGB meetings.
- QUORUM:** A majority of the total voting membership, including one employee group-appointed representative, shall constitute a quorum.
- FUNCTIONS:** It is the function of the Committee to develop and recommend to the PGB an education program for Plan members regarding pension issues. The following are functions that fall within this mandate:
1. Develop and recommend to PGB annually an education program and communications plan for Plan members;
 2. Implement annually the PGB approved education program and communications plan;
 3. Organize annually at least one open information session for all Plan members on investment performance;
 4. Monitor pension legislation regulations, where applicable, to inform the Committee's decision making;
 5. Review annually the Committee's Terms of Reference.
- REPORTING:** The Committee shall provide an annual report to the PGB. The Committee will maintain minutes of their meetings and circulate a copy to the PGB. The Committee will periodically provide recommendations to the PGB with respect to education and/or communications to Plan members.

