

Group Registered Retirement Savings Plan (RRSP) Committee Responsibilities

The responsibilities of the Committee relate to the administration of the Group RRSP and include:

1. Governance

- Periodically assess the governance structure for the Plan having appropriate regard to applicable law, regulatory guidance, and industry best practice
- Recommend to the Planning & Resources Committee changes to the governance structure for the Plan (including these Terms of Reference)
- Deliver an Annual Governance Report to the Planning & Resources Committee which, among other things, summarizes key aspects of the Plan's operation for the year and sets out the Committee's activities during the year in relation to its duties and responsibilities

2. Service Providers

- Recommend to the Planning & Resources Committee and Board of Governors, where applicable, for appointment the custodian/recordkeeper for the Plan, and continually monitor the performance of the custodian/recordkeeper

3. Administration and Compliance

- Approve such administration policies and procedures in relation to the Plan as may be necessary or desirable for the proper operation of the Plan from time to time (including a communications policy for the Plan)
- Continually oversee and receive periodic reporting from HR staff with respect to operation of the Plan
- Communicate information regarding the Plan to University Representatives, as required
- Receive and review periodic updates from Human Resources staff with respect to the communications plan for the Plan

4. Investment

- Approve such investment policies and procedures in relation to the Plan as may be necessary or desirable for the proper operation of the Plan from time to time
- Establish a suitable menu of investment options to be made available by Plan participants
- Continually monitor the investment options under the Plan, and the managers of those options, in accordance with such investment policies and procedures as the Committee may establish from time to time
- Add, remove and replace investment options from the menu, as the Committee deems appropriate from time to time
- Approve an investment education plan and communications strategy for the Plan, as needed.