



BOARD OF TRUSTEES 2019 ACCOMPLISHMENTS AND DECISIONS

The following provides a summary of the activities of the Board of Trustees from January to December 2019 (other than regular business and standing items).

Plan Documents and Oversight

The Board reviewed and approved the following governing and other supporting items for the Plan:

- Amendments to the Plan Text:
 - Document the benefit increase associated with the Steps 2-4 Increase of the Funding Policy (effective January 1, 2019); and
 - Awarded indexing (COLA) as at January 1, 2020 of 2.12%.
- Conducted their annual review of the Statement of Investment Policies and made the following changes in addition to housekeeping items:
 - Clarified the rules around permitted deviations for asset classes and modified the permitted investments section.
- Conducted their annual review of the Funding Policy (no amendments required).
- Approved the audited financial statements for the CBE SRP for the year ended December 31, 2018.
- Approved the CBE SRP Actuarial Valuation Report as at December 31, 2018.

The Board met all regulatory filing and disclosure requirements outlined under the *Pension Benefits Act* and the *Income Tax Act* (Canada).

Board Governance

The Board reviewed and approved amendments, as required, to the following policies and practices as part of the annual review of its governance framework:

- Terms of Reference for the Board, the Audit Committee, Governance Committee and the Investment Committee;
- Code of Conduct and Ethics;
- Communications Policy;
- Disclosure Policy;
- Orientation and Education Policy;
- Per Diem and Travel Expense Policy; and
- Trustee Nomination Guidelines.

In addition, the Board approved an Audit Partner Rotation Policy that establishes the role of the External Audit Partner for a maximum term of seven years. This policy applies solely to the role of the External Audit Partner and does not imply a seven-year term for the appointment of the external audit firm, such latter term to be considered annually in accordance with the Board of Trustees' Terms of Reference.

The Board received the following presentations as part of their ongoing education program:

- Low Volatility – Sector Diversification
- Fixed Income Market;
- Portfolio Stress Testing; and
- Sample Application of Funding Deficit Recovery Plan under Various Funded Levels.

The Board of Trustees conducted its first strategic planning session, resulting in the development of strategic initiatives for implementation from 2020-2022.

Member Services and Communications

The Board reviewed and approved the following:

- Plan Member Booklet (to be reviewed every five years);
- Spring and Fall 2019 Newsletters; and
- CBE SRP Brand Guide.

Service Provider Engagement

The Board engaged the following service providers:

- Vestcor Inc. for pension administration services and investment management services;
- Morneau Shepell for actuarial services for the 2019 plan year;
- Grant Thornton as the 2019 external auditor for the CBE SRP financial statements;
- Osler, Hoskin & Harcourt LLP for legal services; and
- HSC Training and Consulting for the facilitation of the Board's inaugural strategic planning session.