Overview
The proposed University Pension Plan Ontario (UPP) will be a multi-employer jointly sponsored pension plan. The legal Administrator of the UPP will be a Board of Trustees. As the legal Administrator of the UPP, the Board of Trustees will be responsible for the overall operation of the plan.

In accordance with the Milestones Agreement entered into for the creation of the UPP, one of the Trustees on the UPP Board of Trustees will be nominated by the employees of participating employers who are not represented by a trade union or faculty association ("Non-Unionized Employees").

In order to facilitate the appointment of the Non-Unionized Employee Trustee the Non-Unionized Employees that participate in a pension plan sponsored by the University of Toronto, University of Guelph and Queen's University will elect one representative from each of the three universities (the "Representatives"). The three Representatives will then collectively nominate one person as a Trustee, having regard for the Attributes, Skills and Competencies Framework developed by the Joint Sponsors of the UPP.

The person nominated as a Trustee by the Representatives will be appointed to the UPP Board of Trustees by the Employee Sponsor of the UPP to serve as the Non-Unionized Employee nominated Trustee, the first Non-Unionized Employee nominated Trustee will serve an initial term of four years. The person nominated by the Representatives to be the Non-Unionized Employee nominated Trustee need not be one of the Representatives or an employee of a university.

Election of Representatives

Administration of the election process
Information about the Non-Unionized Employee Trustee nomination process will be distributed to Non-Unionized Employees by the Ontario Association of Non-Unionized University Employees (OANUE) and made available on the OANUE website. Questions about the Non-Unionized Employee Trustee nomination process including the election of the Representatives should be submitted to OANUE.

The university administrations will provide sufficient cooperation for the nomination process and election of Representatives to be conducted. The election process will be administered by the University Secretariat at Queen's University and the University of Guelph and by the Secretariat of the Governing Council at University of Toronto (together the “Secretariats”).

The election of the Representatives will be conducted by secret ballot with the winner determined by a simple majority of votes among the ballots cast. A tie shall be broken by lot.

In the case that there is only one person nominated as a Representative at a particular university, that person may be acclaimed as the Representative for that university by way of a yes or no vote.
Eligibility
Only those employees who participate in a pension plan sponsored by the University of Toronto, University of Guelph or Queen’s University and who are not represented by a trade union or faculty association are eligible to participate in the election of the Representatives. No person who is directly responsible for labour relations or collective bargaining may be nominated as a Representative.

For the purposes of determining eligibility each university administration will supply to their Secretariat a list containing email contact information for all Non-Unionized Employees that participate in a pension plan sponsored by the university.

Timing
**Nominations for Representative:** On Monday September 16, 2019 the Secretariats will email all eligible Non-Unionized Employees at their respective university to solicit nominations for the election of a Representative from that university.

- Nominations for Representative must be submitted to the Secretariats on the nomination form provided by the Secretariats
- Nominations for Representative must be submitted by 4:00 pm on Thursday September 26, 2019
- Nominees for Representative must be a Non-Unionized Employee of the university

A nominee for Representative must indicate his/her willingness to be a candidate by signing the nomination form. Following the nomination period the Secretariats will confirm the eligibility of the nominees and inform them of their nomination.

**Elections:** On Monday September 30, 2019 the Secretariats will email all Non-Unionized Employees at their respective university with a list of the nominees for Representative and a link to an online voting ballot.

- Voting will conclude at 4:00 pm on Friday October 11, 2019.

**Results:** On Tuesday October 15, 2019 the Secretariats will email all Non-Unionized Employees at their respective university to announce the result of the election at that university and provide the names of the three Representatives who will collectively nominate the Non-Unionized Employee nominated Trustee.

**Appointment of the Non-Unionized Employee Trustee**
Following the election and no later than October 18, 2019, the three Representatives shall meet (in person or by phone) to discuss candidates to be nominated as a Trustee on the UPP Board of Trustees. For clarity, the person nominated by the Representatives to be the Non-Unionized Employee Trustee need not be one of the Representatives or an employee of a university. No person who is directly responsible for labour relations or collective bargaining may be nominated as the Non-Unionized Employee Trustee.

As the legal Administrator of the UPP with fiduciary obligations to all plan beneficiaries under the *Pension Benefits Act*, the Board of Trustees will be responsible for the overall operation of the plan. The role of the Board of Trustees will be to oversee the administration of pension benefits (e.g. calculation of pension benefits and payment of pensions), the investment of all of the UPP assets and the valuation of the UPP liabilities. The Representatives will be responsible for selecting a Trustee who possesses the personal characteristics, skills, knowledge, expertise, and competencies needed on the Board of Trustees, which may include experience...
related to investments, pension administration, human resources, financial accounting, and other matters. The Representatives will take into account and be guided by an Attributes, Skills and Competencies Framework developed by the Joint Sponsors of the UPP as they consider possible candidates for the Trustee position.

The Representatives may consult with the Non-Unionized Employees at the three universities as they deem appropriate and the university administrations will provide resources necessary to facilitate such consultation.

Once the Representatives have selected the individual to be nominated to the Board of Trustees, the Representatives will advise the Employee Sponsor of their nomination in writing. In consultation with the Employee Sponsor, the Representatives will reach out to the nominee to confirm the appointment.