

# OMERS SC

## Member Education Policy



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Effective  
January 1, 2021

### SUMMARY

This policy sets out the procedures for implementing Article IV of By-Law No. 6 of the OMERS Sponsors Corporation (the “Corporation”) as it applies to Members.

### Introduction

The Plan is complex, making it essential that Members keep abreast of constantly changing legislative requirements, regulatory policies and developments in governance and Plan design, as well as Plan funding, general investment strategies and risk management. Members must have the skills necessary to:

- Satisfy their statutory obligations of the Plan Sponsors, and
- Demonstrate due diligence in discharging their duties.

To do so, Members must complete an education and training program designed to facilitate achieving and maintaining the requisite skills and competence. All new Members are required to meet with the Chair and the Human Resources & Compensation Committee (“HRCC”) Chair to assist in determining individual training programs. The Corporation determines a budget for Member education on an annual basis. Each Member is expected to complete an Individual Development Plan (IDP) that sets out the Member’s development objectives and provides an approach to achieve the objectives. This IDP should be reviewed with the Chair of HRCC prior to it being finalized.

### Education Program (*Appendix I – attached*)

The Education Program consists of the core courses identified in Appendix I and supplementary courses, programs and materials intended to assist Members in developing those competencies identified by the Corporation as necessary to enable the Members to meet their duties and obligations.

Initial approval date:	December 8, 2020
Next review date:	November 2023
Frequency of review:	Every three years

## Education Program Guidelines

Development of an individual Member's skills is important to assist them to effectively carry out their duties. This is balanced against demonstrating value for OMERS. The following guidelines assist in evaluating these factors:

- Members must seek approval, prior to registering, from the Chair of the SC Board, in consultation with the Chair of the Human Resources and Compensation Committee, for any core course outlined in Appendix I.
- Education programs must be directly related to a competency that the Member has requested to develop based on their IDP.
- Education programs will be limited to venues within Canada. Any exceptions must be approved by the Chair and the Chair of HRCC and be consistent with the Member's IDP.
- No more than four Members may attend any one Education program concurrently, unless approved by the Chair.

## New Members

The new Member orientation consists of a one to two-day in-house session with presentations and materials provided by OMERS staff. New Members are also encouraged to meet one-on-one with the staff in those areas in which they feel they would like additional information.

"Essential" courses are mandatory for Members, with the exception of Members who, in the view of the Chair in consultation with the Chair of the HRCC, have met or exceeded the educational benefits of the Essential courses by virtue of previous education and experience.

## Pension Related Conferences

Attendance at pension conferences and seminars permit Members to meet with their peers from other pension plans as well as independent advisors to discuss issues, options and solutions that are being experienced by other pension plan sponsors and administrators. This is an important part of Member education because it is independent of the Administration Corporation and promotes the independence of the Corporation.

Conference Guidelines:

- Members must seek approval prior to booking from the Chair to ensure that conference attendance would assist the Members in discharging their duties and is consistent with their IDP.

- Conferences must be directly related to the responsibilities of directors of a public pension system.
- Conferences will be limited to venues within Canada and the continental U.S.A. Any exceptions must be approved by the Chair and the Chair of HRCC and be consistent with the Member's IDP.
- Attendance at a conference is not permitted if it conflicts with a regularly scheduled Board meeting unless there are exceptional circumstances.
- No more than five Members may attend any one conference, unless approved by the Chair (conference organizers may impose further restrictions on the number of attendees from any one plan.)

## General

Members must each provide a written report to the Board on training and education courses attended and their value to future attendees.

For conference attendees, one report may be submitted on behalf of all attendees and must include an assessment of the value to future attendees.

Members should not attend further conferences, education or training programs within six months of the end of their tenure.

## Administration and Reporting

The Corporate Secretary will provide an annual report to the Corporation setting out the educational events completed by each Member.

Regular, ongoing reporting (but no less than once a year) will be provided to each Member setting out his or her year-to-date education-related expenses.

## Appendix I – Education Program Core Courses

The Education Program consists of the following core courses, in addition to such supplementary materials and programs as the HRCC may recommend to the Corporation from time to time:

Provider	Course	Priority	Recommended Completion (after appointment)
New Member Orientation	OMERS Staff	<b>Essential</b> – to be completed prior to attending any conferences or other education programs	As soon as practicable
Queen's University Governance Program (if completed prior to 2017) <i>or</i> Romans ICPM Board Effectiveness Program for Long-Horizon Investment Institutions	External	<b>Essential</b> – to be completed following orientation	12 months
The Directors College Chartered Director Program	External	<b>Useful for all Board/Committee Members</b>	36 months
Audit Committee – Financial literacy training (in-house training session)	OMERS Staff	<b>Essential</b> – for Audit Committee members; useful for others	12 months
Humber College PPAC (3 sessions), or equivalent	External	<b>Highly Recommended</b>	24 months
School of Pension Investment Management (SPIM)	External	<b>Useful for all Board/Committee Members</b>	36 months
Osgoode Certificate in Pension Law	External	<b>Useful for all Board/Committee Members</b>	38 months
Other Committee training	External	<b>Essential</b> , if prescribed by Sponsors Corporation	18 months
Conferences	External	<b>Optional</b>	N/A

### ROLES & RESPONSIBILITIES

Policy Approver	OMERS SC Board	Responsible for approving the Policy
Policy Sponsor	CEO OMERS SC	Ultimately accountable for the Policy, including its development, implementation and administration
Policy Manager	Corporate Secretary	Responsible for the design and operational effectiveness of the day to day administration of the Policy
Policy Monitor	Corporate Secretary	Responsible for the monitoring, compliance and reporting functions of the Policy