

# OMERS Administration Corporation

## APPEALS COMMITTEE MANDATE

### Purpose

The purpose of the Appeals Committee (the Committee) is to assist the OMERS Administration Corporation (AC) Board of Directors (AC Board) in meeting its fiduciary oversight and related obligations by acting as the final internal appeals body for determinations by the President governing benefit entitlement under the OMERS Pension Plans. The AC Board has delegated authority to adjudicate appeals to the Committee under By-law No. 4. The Committee also assists the AC Board in maintaining a strong administrative law decision-making process by reviewing and making recommendations to the AC Board on changes to the rules respecting practice and procedure before the Committee (the Rules).

### Composition

The Committee is to be comprised of at least three Directors. Committee members will be recommended for AC Board approval by the AC Board Chair after consultation with the Governance & Risk Committee.

Members will serve for one-year terms. The Board may reappoint any or all members of the Committee for additional one-year terms.

Notwithstanding the foregoing, any Appeals Committee member hearing an appeal that has already commenced at the time the AC Board meets to form a new Appeals Committee will remain a member of the Appeals Committee for the purpose of hearing that appeal, until the appeal has concluded.

### Meeting Schedule and Frequency

The Committee will meet at least once per year, and the Committee may meet as many additional times as needed to carry out its duties effectively.

When an appeal arises, a panel will be formed in accordance with By-law No. 4 to hear the appeal and, whenever possible, quarterly hearing dates will be scheduled.

## Responsibilities

The Committee fulfills its purpose by:

1. Hearing appeals in accordance with the process set out in By-law No. 4, and in accordance with the Rules and Manual adopted by the AC Board, or referring a matter for appeal to the AC Board, in accordance with By-law No. 4.
2. Making decisions in case of an appeal, and reporting back to all Committee members on decisions made.
3. Reviewing and confirming or recommending amendments to the Rules, Manual or By-Law No. 4 on a periodic basis or as may be required to maintain an efficient and effective administrative law-based process.
4. Appointing external legal counsel to support the appeals process at least every five years and reviewing performance of same annually.
5. Reviewing and recommending the Committee's mandate to the AC Board via the Governance & Risk Committee annually and approving a work plan for the Committee.

## Reporting and Accountability to the AC Board

The Committee will report to the AC Board on its activities, findings, recommendations and approvals. This will be accomplished by:

- a. the distribution of meeting materials and minutes of all Committee meetings to all Directors;
- b. an oral report from the Committee Chair at the next regularly scheduled quarterly AC Board meeting; and
- c. annually evaluating the Committee's performance in fulfilling its mandate and reporting its findings to the AC Board via the Governance & Risk Committee.

The Committee will advise the AC Board of the Committee's decisions on appeals on an annual basis in accordance with By-law No. 4.

## Applicable Policies

The Committee is not responsible for approving any policies.

## HISTORY

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Effective Date:	January 1, 2023
Approval Dates:	February 26, 2015; December 10, 2015; December 15, 2016; December 14, 2017; December 13, 2018; December 12, 2019; November 19, 2020; December 9, 2021; December 8, 2022