

**The City of Calgary Pension Governance Committee
2018 Workplan**

1st Quarter		
Time	Item (In order of priority)	Action
5 min	1) Items tabled or brought forward from 4 th quarter 2017	Information
10 min	2) Annual Code of Conduct Confirmation	Submission
20 min	3) PGC Annual Self-Assessment Declaration	Submission
30 min	4) Investment Manager Annual Update – Mawer	Information
10 min	5) Investment education corner	Information
5 min	6) Administration Report – details of previous quarter and calendaryear administrative and legal activities	Information
5 min	7) Financial Package – details of previous quarter's financial reporting and investment performance activities	Information
10 min	8) 2018 Workplan	Approval
2nd Quarter		
Time	Item (In order of priority)	Action
5 min	1) Items tabled or brought forward from 1 st quarter 2018	Information
20 min	2) Draft 2017 Pension Governance Committee Annual Report	Decision
15 min	3) 2017 Audited Financial Statements (SPP & EOPP)	Decision
15 min	4) 2017 Audit Results (SPP & EOPP)	Information
15 min	5) Discussion of new CAPSA (self-assessment) guidelines	Discussion
5 min	6) Administration Report - Details of previous quarter administrative and legal activities	Information
5 min	7) Financial Report – Details of previous quarter's financial reporting and investment performance activities	Information
10 min	8) PSPP review	Information / Discussion
120 min	CONTINUING EDUCATION SESSION FROM AON HEWITT to be scheduled separately from quarterly meeting	Training

3rd Quarter		
Time	Item (In order of priority)	Action
5 min	1) Items tabled or brought forward from 2 nd quarter 2018	Information
10 min	2) Annual Governance Policy review (SPP & EOPP)	Decision
15 min	3) Annual Funding Policy review (SPP & EOPP)	Decision
15 min	4) Code of Conduct review	Decision
15 min	5) Review of actuary / third-party administrator – determine scope	Action
5 min	6) Administration Report - details of previous quarter administrative and legal activities	Information
5 min	7) Financial Package – details of previous quarter's financial reporting and investment performance activities	Information

4th Quarter		
Time	Item (In order of priority)	Action
5 min	1) Items tabled or brought forward from 3 rd quarter 2018	Information
10 min	2) 2019 PGC Workplan	Decision
10 min	3) Audit Plan & Engagement (SPP & EOPP)	Decision
20 min	4) Annual Statement of Investment Policies & Procedures review (SPP & EOPP)	Decision
10 min	5) Annual Asset Class Benchmark Report (SPP & EOPP)	Information
15 min	6) Self-Assessment Questionnaire review	Information
5 min	7) Administration Report - details of previous quarter administrative and legal activities	Information
5 min	8) Financial Package – details of previous quarter's financial reporting and investment performance activities	Information
5 min	9) Annual Training - List of Conferences available in 2019	Information
5 min	10) Update on annual PSPP trustee meeting and FSPP stakeholder meeting	Information