

Adopted by Council at its meeting held June 15, 2015 [M213-2015]  
/RB  
Windsor, Ontario June 15, 2015

**REPORT NO. 260** of the  
**ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY**  
**STANDING COMMITTEE**  
of its meeting held May 20, 2015

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**Present:**  
**Councillor P. Borrelli**  
**Councillor F. Francis**  
**Councillor C. Holt**  
**Councillor H. Payne**  
**Councillor B. Marra (Chair)**

That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED**:

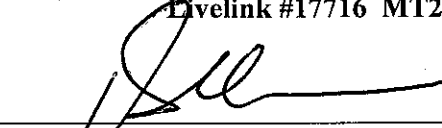
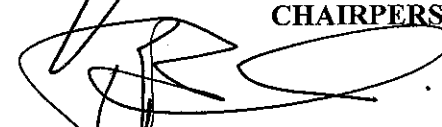
Moved by Councillor Holt, seconded by Councillor Borrelli,  
THAT the Environment, Transportation & Public Safety Standing Committee and the Transit Windsor Board of Directors **APPROVE** the composition of the non-union members of the Pension Review Committee for the Contributory Pension Plan for Employees of Transit Windsor to include the Manager of Operations, the Manager of Administration, and the Payroll Coordinator; and further

THAT the Executive Director **BE DESIGNATED** as the Plan Administrator of the Contributory Pension Plan for Employees of Transit Windsor.

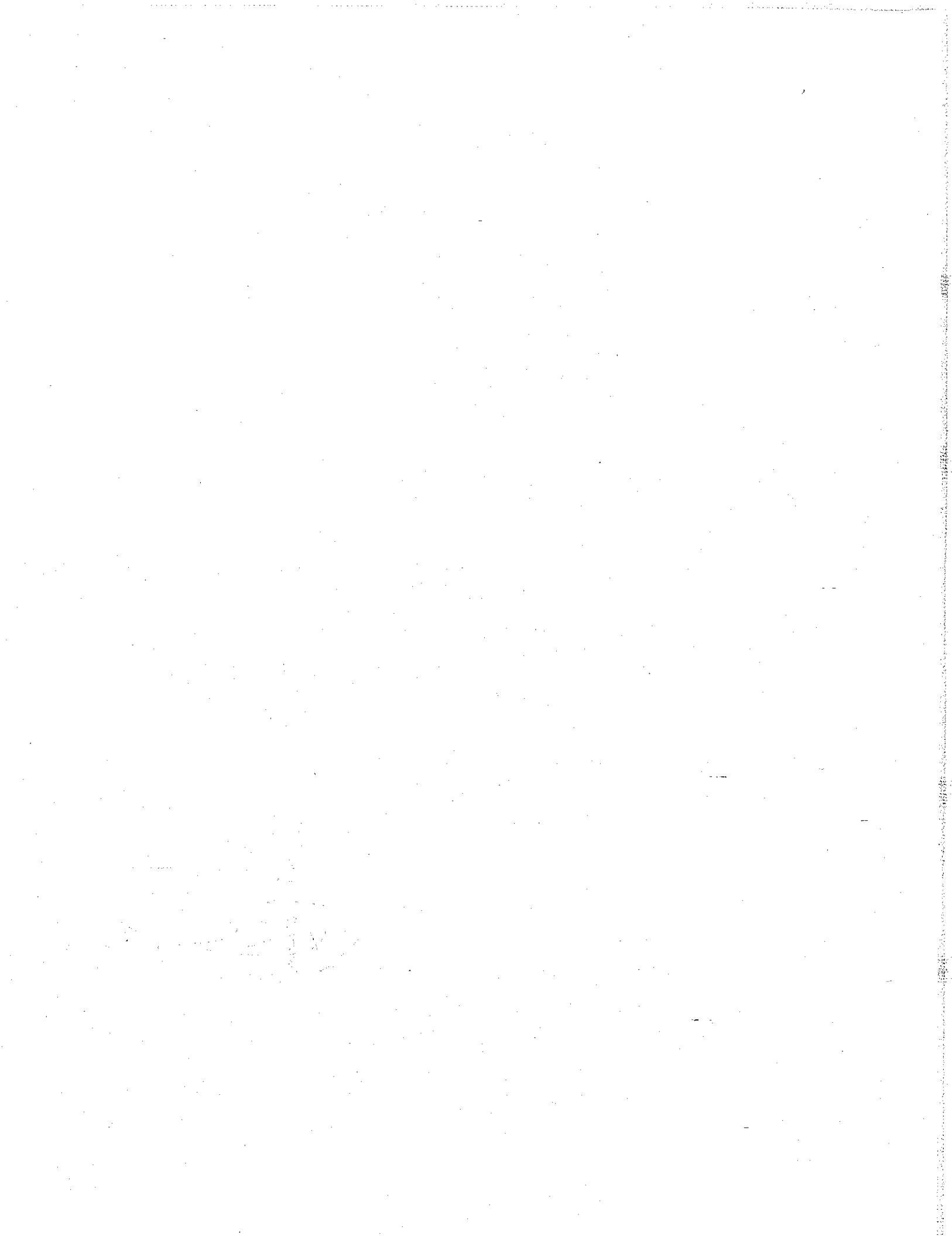
Carried.

Clerk's Note: The administrative report entitled "Transit Windsor Pension Review Committee" is attached as background information.

Evelink #17716 MT2015

  
\_\_\_\_\_  
CHAIRPERSON  
  
\_\_\_\_\_  
COUNCIL SECRETARIAT

NOTIFICATION:	
NAME	CONTACT INFORMATION



**THE CORPORATION OF THE CITY OF WINDSOR**  
**Transportation Division – Transit Windsor**

**MISSION STATEMENT:**

*"Our City is built on relationships – between citizens and their government, business and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."*

<b>LiveLink REPORT #: 17716 MT2015</b>	<b>Report Date: April 29, 2015</b>
<b>Author's Name: Patrick Delmore</b>	<b>Date to Standing Committee: May 20, 2015</b>
<b>Author's Phone: 519-944-4141 Ext. 232</b>	<b>Classification #:</b>
<b>Author's E-mail: pdelmore@city.windsor.on.ca</b>	

**TO: Environment, Transportation & Public Safety Standing Committee**

**SUBJECT: Transit Windsor Pension Review Committee**

**1. RECOMMENDATION: City Wide:  Ward(s): \_\_\_\_\_**

- I. That the Environment, Transportation & Public Safety Standing Committee and the Transit Windsor Board of Directors **APPROVE** the composition of the non-union members of the Pension Review Committee for the Contributory Pension Plan for Employees of Transit Windsor to include the Manager of Operations, the Manager of Administration, and the Payroll Coordinator; and
- II. That the Executive Director **BE DESIGNATED** as the Plan Administrator of the Contributory Pension Plan for Employees of Transit Windsor.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

Transit Windsor maintains a frozen Contributory Pension Plan for benefits accrued by Transit Windsor employees prior to January 1, 2000; after which date Transit Windsor employees began accruing benefits under the OMERS plan. The Pension Review Committee (PRC) reviews various issues of the plan and makes recommendations to the Transit Windsor Board of Directors. The PRC has no approval authority. Now that the Plan is frozen and is no longer accepting employee contributions, the functions of the Review Committee are limited to the following:

- Keeping informed on the status of the Plan.
- Reviewing and approving the invoices from the actuaries and other vendors as it pertains to the fund.
- Meeting at least once a year to review the valuation reports and audited statements and to make recommendations to the Board of Directors.
- Making recommendations to the Board of Directors with respect to de-risking the fund, changes to the fund or the investment manager, and the like.

All Plan changes are subject to Board approval. The investment management function for this plan was previously delegated to OMERS.

### 3. **DISCUSSION:**

The General Manager, who is the current Plan Administrator, will be retiring at the end of June 2015. The Board of Directors appointed the General Manager to be the Administrator (Chair) of the Plan and she has maintained this position during her tenure.

Article 13.02 of the Plan Document designates that the Committee shall be composed of four members of ATU Local 616 of the Amalgamated Transit Union, appointed by the Union; and four non-union members, appointed by the Company; and a chairman, who is also a Participant, appointed by the Company from a list submitted by the Pension Review Committee.

With the pending retirement of the General Manager, it would now be appropriate for the Board to approve the non-union members of the Committee, as well as a new Plan Administrator.

In compliance with the Plan Document, it is proposed that the non-union members of the Committee be the Manager of Operations, the Manager of Administration and the Payroll Coordinator (all members of the Plan), with support from the City's Employment Officer who will continue to be responsible for some pension functions. Further, it is recommended that the Administrator (Chair) of the Committee be the Executive Director, Pat Delmore, who is also a plan member.

In view of the Plan's frozen status, the Company and ATU Local 616 have agreed to reduce their membership on the Committee to three representatives each, plus the chair. This change will attract an amendment to the Plan Document.

### 4. **RISK ANALYSIS:**

With the recent reorganization of Transit Windsor, only 29 non-union employees remain, and as staff leave Transit Windsor for one reason or another, membership in this frozen Plan will continue to decline. There is a risk that, over time, there may not be sufficient eligible non-union employees with the requisite expertise to participate in the Pension Review Committee. To prevent such an occurrence, consideration is being given to winding up the Plan and transferring the Plan assets to OMERS.

**5. FINANCIAL MATTERS:**

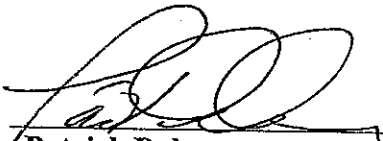
N/A

**6. CONSULTATIONS:**


KPMG

**7. CONCLUSION:**

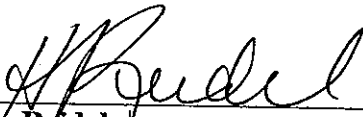
The Plan Document prescribes the membership of the Committee. The recommendation of Administration complies with this document. Once the members have been appointed, the Plan Document can be amended to reduce the number of members on the Pension Review Committee from the current complement of four union and four non-union members to three union and three non-union members.



**Patrick Delmore**  
Executive Director, Transit Windsor



**Carolyn Brown**  
Corporate Leader - Transportation Services



**Helga Reidel**  
Chief Administrative Officer

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**APPENDICES:**

N/A

**NOTIFICATION:**

Name	Address	Email Address	Telephone	FAX
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