

CUPE PENSION PLAN TRUST FUND

ELECTION OF THE RETIREE TRUSTEE AND ALTERNATE RETIREE TRUSTEE POLICY

The following is a policy adopted by the Joint Board of Trustees (“JBT”) of the CUPE Employees’ Pension Plan concerning the election of a Retiree Trustee and an Alternate Retiree Trustee to the JBT.

The Agreement and Declaration of Trust made as of the first day of January, 1998 (the “Trust Agreement”) of the CUPE Pension Plan Trust Fund requires the appointment of a duly elected Trustee and Alternate Trustee from among CUPE retirees (respectively, the “Retiree Trustee” and the “Alternate Retiree Trustee”).

Article 5.02 of the Trust Agreement requires the Trustees to provide instructions to the Administrative Agent regarding the process for the election of the Retiree Trustee and Alternate Retiree Trustee.

The Administrative Agent is hereby instructed to conduct the Election of the Retiree Trustee and Alternate Retiree Trustee Policy as outlined below.

ELECTION OF RETIREE TRUSTEE

1. The Administrative Agent shall provide written notice to all individuals who are in receipt of pension benefits from the CUPE Pension Plan Trust Fund, including surviving spouses (the “CUPE Retirees”) of a proposed election of a Retiree Trustee and Alternate Retiree Trustee. The notice shall describe the process set out in this policy and shall request that nominations for both the Retiree Trustee and Alternate Retiree Trustee be forwarded to the Administrative Agent within twenty-eight (28) days from the date of the notice (the “Nomination Period”). Any nominee must have a retiree nominator, other than themselves (no self nominations). Former spouses in receipt of pension benefits are not eligible to be nominated. Where either the Retiree Trustee and the Alternate Retiree Trustee to be elected is replacing an incumbent, the Administrative Agent shall use its best effort to provide notice to the CUPE Retirees at least five (5) months prior to the end of the existing Retiree Trustee and Alternate Retiree Trustee’s term.
2. At the end of the Nomination Period, the Administrative Agent shall contact the nominated candidates to confirm if they wish to stand for election as a Retiree Trustee. Every attempt will be made to contact the nominee to ask if he/she is interested in standing, however, if after five (5) working days contact cannot be made, then the nominee’s name will not appear on the ballot. At the same time, the nominee will be asked if they would like to submit a ONE page campaign letter to be

mailed to all CUPE Retirees with the ballot; such letter must be received by the Administrative Agent within three (3) working days. If the nominee wishes to translate their campaign letter, it shall be done at the nominee's expense. Because the campaign letter will be mailed by the Administrative Agent, it is not necessary to provide a copy of mailing labels to the nominated candidates. Should nominated candidates wish to do their own mailing at their expense, then address mailing labels will be provided to them.

3. The Administrative Agent shall then prepare a ballot listing all the names of the individuals who have accepted nominations to stand for election as the Retiree Trustee and who are confirmed by the Administrative Agent to be CUPE Retirees (the "Ballot").
4. The Ballot shall be delivered to all CUPE Retirees by the Administrative Agent by regular mail and will include a self-addressed, pre-paid return envelope. Only ballots returned in the envelope provided will be counted. CUPE Retirees will have twenty-eight (28) days from the date of the mailing of the Ballot to postmark (or deliver to CUPE) their completed Ballot (the "Voting Period"). Each CUPE Retiree will be entitled to vote for one nominee for the position of Retiree Trustee. Ballots received more than five (5) days after the expiry of the Voting Period shall be null and void.
5. Five days after the expiry of the Voting Period, the Administrative Agent, the Recording Secretary and a CUPE Retiree scrutineer from the Ottawa area and selected by the Board, shall tabulate the ballots. A candidate may send their own scrutineer to observe the ballot count at their own expense. The individual nominee receiving 50 percent plus 1 of the votes cast shall be appointed as the Retiree Trustee upon signing an Acceptance of Trusts in the form approved by the Trustees. The Administrative Agent shall immediately contact by phone the elected Retiree Trustee to advise him/her that he/she is the successful candidate.
6. In the event that no single nominee obtains 50 percent plus 1 of the votes cast on the first ballot, the Administrative Agent shall identify the two candidates receiving the most votes and contact them to confirm whether they wish to stand in a "Run-Off" election. In the event that one of the two candidates receiving the most votes chooses to withdraw from the "Run-Off" election, then the Administrative Agent will contact the third candidate receiving the most votes to inquire if he/she wishes to stand. Contact will be made with all nominees in order of their greatest number of votes received, until all nominees have been contacted. In the event that there is only one candidate willing to stand for the "Run-Off" election, then that candidate shall be declared the winner.
7. If a "Run-Off" election is required, the Administrative Agent will prepare new ballots naming these two candidates (the "Second Ballot") and shall send the Second Ballot by regular mail to all CUPE Retirees. The CUPE Retirees shall have twenty-eight (28) days from the date of the delivery of the ballot to mail their vote for one of the two remaining candidates (the "Run-Off Voting Period").

8. Five (5) days after the expiry of the Run-Off Voting Period, the Administrative Agent, the Recording Secretary and a CUPE Retiree scrutineer selected by the Board shall tabulate the Second Ballot. The candidate receiving 50 percent plus 1 of the votes cast shall be appointed the Retiree Trustee upon signing an Acceptance of Trusts in the form approved by the Trustees.
9. The Administrative Agent shall send a notice to all CUPE Retirees and surviving spouses to advise them of the appointed Retiree Trustee.
10. Ballots from the current election will be kept for six (6) months, then destroyed.

ELECTION OF ALTERNATE RETIREE TRUSTEE

11. Once the election of the Retiree Trustee has been concluded in accordance with the above process, the Administrative Agent shall repeat the election process for the election of an Alternate Retiree Trustee. For purposes of clarity, the election of the Alternate Retiree Trustee shall be governed by paragraphs 2 through 10 as though the references to "Retiree Trustee" in those paragraphs were read as "Alternate Retiree Trustee". Only those individuals nominated during the Nomination Period for the Alternate Retiree Trustee shall be considered as candidates in the election for the Alternate Retiree Trustee.

REPLACEMENT OF RETIREE TRUSTEE

12. In the event that the Retiree Trustee shall die, become incapacitated, resign or be removed, the Alternate Retiree Trustee shall automatically assume the position of Trustee for the duration of the term and a new election will be held in accordance with Article 5.02 of the Trust Agreement and this policy for any vacant Alternate Retiree Trustee position. Any successor Trustee so designated shall immediately, upon an Acceptance of Trusts being filed in writing with the Trustees and with the Secretary of the Board of Trustees, become vested with all of the rights, powers and duties of the other Trustees under the Agreement, with the like effect as if he or she had been originally named as Trustee.