

Record of Advice

Advisory Committee Meeting #11

2003 04 25

On a motion by John VanderKaay, seconded by Ray Erb, the Committee recommended that CBS agree to the monthly fee of \$6.50 per member (plus GST) and maintain the quarterly statements mailed to home address. [This fee is charged by Morneau Sobeco for Administration Services provided.]

On a motion by John VanderKaay, seconded by Ray Erb, the Committee recommended:

1. that no information sessions be held
2. that price quotes for developing a [retirement planning] workbook [for plan members] be obtained
3. that the possibility of making a video be evaluated
4. that information sessions concerning the DC-to-DB transfer opportunity be delivered by Vicky Grabb.

Advisory Committee Meeting #11 – Supplementary

2003 07 18

On a motion by Ray Erb, seconded by Robert Hannah, the Committee requested that Vicky Grabb request Morneau Sobeco and Mercer to provide price quotations for a web-based member work book, the cost of maintenance, the cost of a hard-copy version for members who don't have web access and that the proponents provide samples of similar work.

Advisory Committee Meeting #11 – Supplementary (2)

2003 09 15

On a motion by John VanderKaay, seconded by Joe Luciano, the Committee recommended that paper-based work books be produced.

On a motion by John VanderKaay, seconded by Ray Erb, the Committee recommended that the Morneau Sobeco proposal be accepted.

Advisory Committee Meeting #12

2003 11 28

On a motion by Robert Hannah, seconded by Ray Erb, the Committee recommended that CBS monitor plan membership pursuant to the anti-terrorism regulations on an annual basis at June 30 each year.

On a motion by John VanderKaay, seconded by Ray Erb, the Committee recommended that CBS establish a contract with Morneau Sobeco to produce member work books, consistent with the cost proposal of May 30, 2003 and the content/timetable proposal of October 24, as updated, with the following provisions:

1. Cover/dividers as proposed in Option #3, with greater ethnic diversity;

2. Distribution at work site with sign-up sheet (co-ordinated with short seminars);
3. Train-the-trainer support to Human Resources Representatives to introduce the work books and support available on-line and by phone;
4. Inclusion of a 3.25” diskette with each binder on which the work sheets will be provided in excel format;
5. Availability of work sheets to down load from the web site;
6. Provision of work sheets on CD to any member who calls to say that s/he only has a CD drive;
7. Production in quantities sufficient for current members plus 2 years expected enrolment, with Morneau Sobeco to manage the overstock and updating of work books in inventory;
8. Focus group testing of the materials in January co-ordinated by Chris Thom (CBS) and facilitated by Katie Herbert (Morneau Sobeco);
9. Review of the “final” product in February by the Committee, CBS HR and focus group participants
10. Survey of members one year after distribution of the work books.

On a motion by Robert Hannah, seconded by Ray Erb, the Committee recommended that CBS adopt the revised Statement of Investment Policies and Procedures.

Advisory Committee Meeting #12 – Supplementary

2003 12 16

On a motion by Ray Erb, seconded by Robert Hannah, the Committee advised CBS to replace Putnam/Sceptre with McLean Budden for the Global Equity portfolio of investments offered to CBS Defined Contribution Pension Plan members through Manulife.