

Record of Advice

Advisory Committee Meeting #17

2006 04 27

On a motion by Ray Erb, seconded by Joe Luciano, the Committee advised CBS to request that the \$6.95 monthly fee for third party administration and the \$10 monthly fee to reimburse CBS for expenses paid on behalf of the Plan be reversed for terminated plan members whose accounts had been closed and were subsequently re-opened to received the additional funds transferred from Red Cross in March 2006 for a period up to 60 days after the terminated member was sent a supplementary termination options statement and the fees not be reversed if the terminated member does not provide the information necessary to transfer funds within 60 days of the supplementary termination options statement being sent.

On a motion by Robert Hannah, seconded by Joe Luciano, the Committee recommended that the Plan maintain the three current Canadian equity fund options (McLean Budden, Jarislowky Fraser and Seamark); that Mercer monitor Seamark's performance and report any concerns to the Committee; and that a communication be sent to plan members identifying the issues related to Seamark.

On a motion by Neil Wilkinson, seconded by Robert Hannah, the Committee recommended that CBS approve the changes to the 9-box matrix proposed by Mercer effective October 1, 2006 or thereabouts.

On a motion by Robert Hannah, seconded by Neil Wilkinson, the Committee recommended that CBS have the CBS Defined Contribution Pension Plan text reviewed by Koskie Minsky for compliance with provincial statutes, to identify opportunities to standardize provisions between provincial jurisdictions and for clarity of the text.

Advisory Committee Meeting #18

2006 07 10

On a motion by Ray Erb, seconded by Bob Hannah, the Committee advised CBS to terminate the MFC US Equity Index Fund and appoint the BGI US Equity Index Fund effective on or about October 1, 2006 and that Manulife be directed to manage the transition to ensure that there is minimal time between the sale out of the MFC fund and the purchase into the BGI fund.

Advisory Committee Meeting #19

2006 11 30

On a motion by John Vanderkaay, seconded by Joe Luciano, the Committee advised Canadian Blood Services to request that the \$6.95 monthly fee for third party administration and the \$10 monthly fee to reimburse Canadian Blood

Services for expenses paid on behalf of the Plan be reversed for terminated plan members whose accounts had been closed and were subsequently re-opened to receive the additional funds transferred from Red Cross in March 2006 for a period up to 60 days after a supplementary termination options statement was sent to the terminated member at a valid address and that any fees incurred after this 60 days not be reversed.

On a motion by Joe Luciano, seconded by Robert Hannah, the Committee advised Canadian Blood Services to approve a plan expense budget for the Canadian Blood Services Defined Contribution Pension Plan of \$700,000.

On a motion by Ray Erb, seconded by Joe Luciano, the Committee advised Canadian Blood Services to maintain the monthly fee to reimburse Canadian Blood Services for expenses paid on behalf of the Plan at \$10.

On a motion by Ray Erb, seconded by Robert Hannah, the Committee approved the revised Travel Expense Policy.

On a motion by Ray Erb, seconded by Robert Hannah, the Committee recommended that the plan expense budget be increased by \$20,000 for member education sessions; that session content and a schedule of live sessions be developed (minimum of 20 people required for a live session); that Chris Thom and Vicky Grabb develop the content and schedule in consultation with Morneau Sobeco and report to the Committee at the April 2007 meeting with recommendations.

On a motion by John Vanderkaay, seconded by Ray Erb, the Committee advised Canadian Blood Services to establish the McLean Budden Balanced Fund as the default option for Canadian Blood Services Defined Contribution Pension Plan members who do not provide investment direction, effective April 1, 2007.

On a motion by Robert Hannah, seconded by Ray Erb, the Committee advised Canadian Blood Services to direct new contributions to the McLean Budden Balanced Fund on or after April 1, 2007 for those members who are defaulted to the Money Market Fund as of that date unless the member provides investment direction in writing of his/her decision to be fully invested in the money market and to communicate this intention to the affected members together with confirmation that contributions prior to April 1, 2007 will remain in the Money Market Fund unless and until the member gives investment direction otherwise.

On a motion by John Vanderkaay, seconded by Ray Erb, the Committee advised Canadian Blood Services to terminate Seamark as a fund manager within the Canadian Blood Services Defined Contribution Pension Plan effective April 1, 2007 and transfer assets in the fund to the McLean Budden Canadian Equity Fund at that date.

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