

# OMERS Administration Corporation

## APPEALS COMMITTEE MANDATE

### Purpose

The purpose of the Appeals Committee is to assist the Board of Directors (“OAC Board”) of OMERS Administration Corporation (“OAC”) in meeting its fiduciary oversight and related obligations by acting as the final internal appeals body for determinations by the President governing benefit entitlement under the OMERS Pension Plans. The OAC Board has delegated authority to adjudicate appeals to the Committee under By-law No. 4. The Committee also assists the OAC Board in maintaining a strong administrative law decision-making process by reviewing and making recommendations to the OAC Board on changes to the rules respecting practice and procedure before the Committee (the “Rules”).

### Composition

The Committee is to be comprised of at least three Directors. Committee members will be recommended for OAC Board approval by the OAC Board Chair.

Notwithstanding the foregoing, any Appeals Committee member hearing an appeal that has already commenced at the time the OAC Board meets to form a new Appeals Committee will remain a member of the Appeals Committee for the purpose of hearing that appeal, until the appeal has concluded.

### Term

Members will serve for one-year terms. The Board may reappoint any or all members of the Committee for additional one-year terms.

### Meeting Schedule and Frequency

The Committee will meet at least once per year, and the Committee may meet as many additional times as needed to carry out its duties effectively.

When an appeal arises, a panel will be formed in accordance with By-law No. 4 to hear the appeal and, whenever possible, quarterly hearing dates will be scheduled.

## Responsibilities

The Committee fulfills its purpose as follows:

1. hearing appeals in accordance with the process set out in By-law No. 4, and in accordance with the Rules and Manual adopted by the OAC Board, or referring a matter for appeal to the OAC Board, in accordance with By-law No. 4;
2. making decisions in case of an appeal, and reporting back to all Committee members on decisions made;
3. reviewing and confirming or recommending amendments to the Rules, Manual or By-Law No. 4 on a periodic basis or as may be required to maintain an efficient and effective administrative law-based process;
4. appointing external legal counsel to support the appeals process at least every five years and reviewing performance of same annually; and
5. reviewing and confirming or recommending amendments to the Committee's mandate and procedures annually and approving a work plan for the Committee.

## Reporting and Accountability to the OAC Board

The Committee will advise the OAC Board of the Committee's decisions on an annual basis in accordance with By-law No. 4.

### HISTORY

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Effective Date: *January 1, 2018*

Approval Dates: *February 26, 2015, December 10, 2015, December 15, 2016, December 14, 2017*