

University of Victoria  
Long Term Disability Plan for Faculty and  
Administrative and Academic Professional Staff

# ANNUAL REPORT

YEAR ENDED MARCH 31, 2016

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# LONG TERM DISABILITY PLAN – 2016 ANNUAL REPORT

## Message from the Chair

The Trustees are pleased to provide this annual report to the members of the Long Term Disability Plan for faculty and administrative and academic professional staff of the University of Victoria.

The report provides an overview and update of the Plan for the year ended March 31, 2016.

### Financial Highlights

The Trust's financial position weakened during 2015/16 with plan assets available for benefits growing by \$815 thousand to \$13 million and liabilities growing by \$2.2 million to \$16.9 million, resulting in a net \$1.3 million increase in the unfunded liability. This increase in the unfunded liability moved the funded ratio to 77% (2015-82%). This result is primarily due to a 14.9% increase in the number of active claims over the previous year.

### Operating Highlights

Investments returned a modest 1.21% for the year ended March 31, 2016, slightly ahead of the benchmark of 0.78%.

### Looking Ahead

The Plan's next actuarial valuation is scheduled for July 1, 2017.

Murray Griffith  
Chair, Trustees of the UVic LTD Trust  
November 8, 2016

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## Governance and Service Providers

<b>Trustees Appointed by the University of Victoria Board of Governors</b>	Murray Griffith – Chair Executive Director, Financial Services  Patricia Marck Dean, Human and Social Development  Kane Kilbey Associate Vice President Human Resources  Laura Cowen Faculty Member, Mathematics and Statistics  Sheryl Karras Director of Administration, Gustavson School of Business
<b>Secretary</b>	Teresa Rush Administrative Assistant, Financial Services
<b>Investment Manager</b>	Phillips, Hager & North Investment Management Ltd - Vancouver
<b>Custodial Services</b>	RBC Investors Services Limited – Vancouver
<b>Actuarial Services</b>	Mercer (Canada) Limited – Vancouver
<b>Auditor</b>	Grant Thornton LLP – Victoria

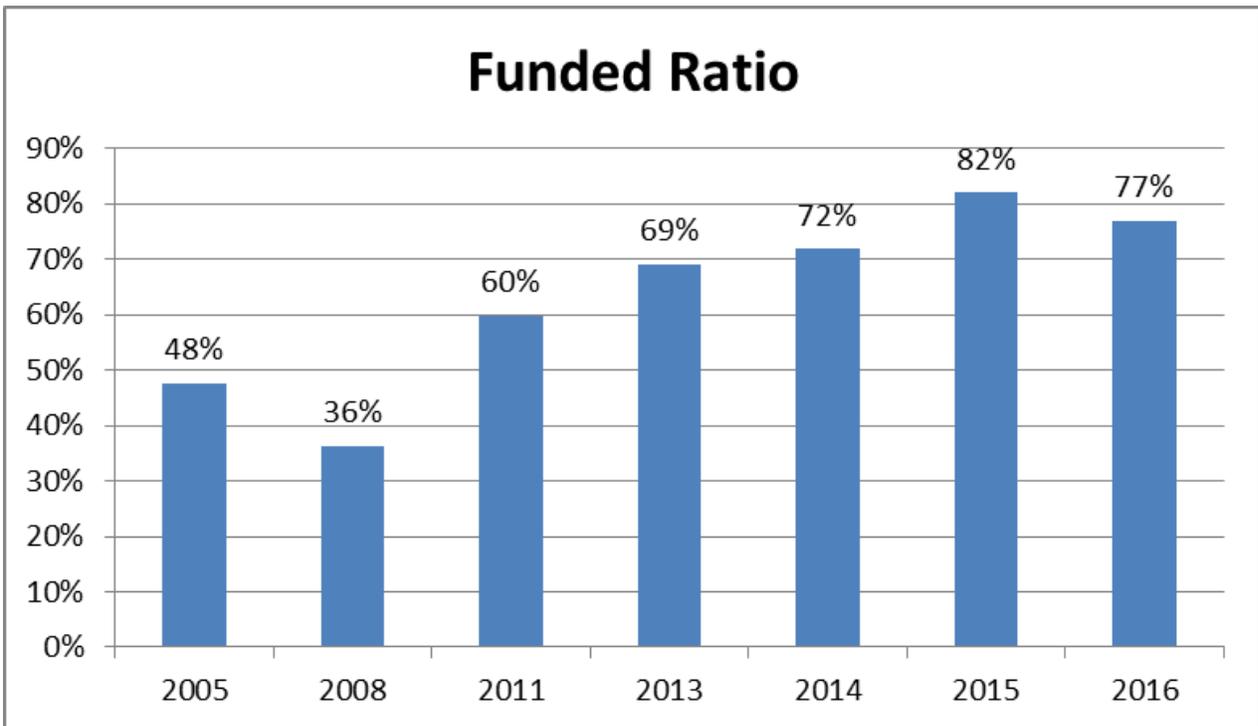
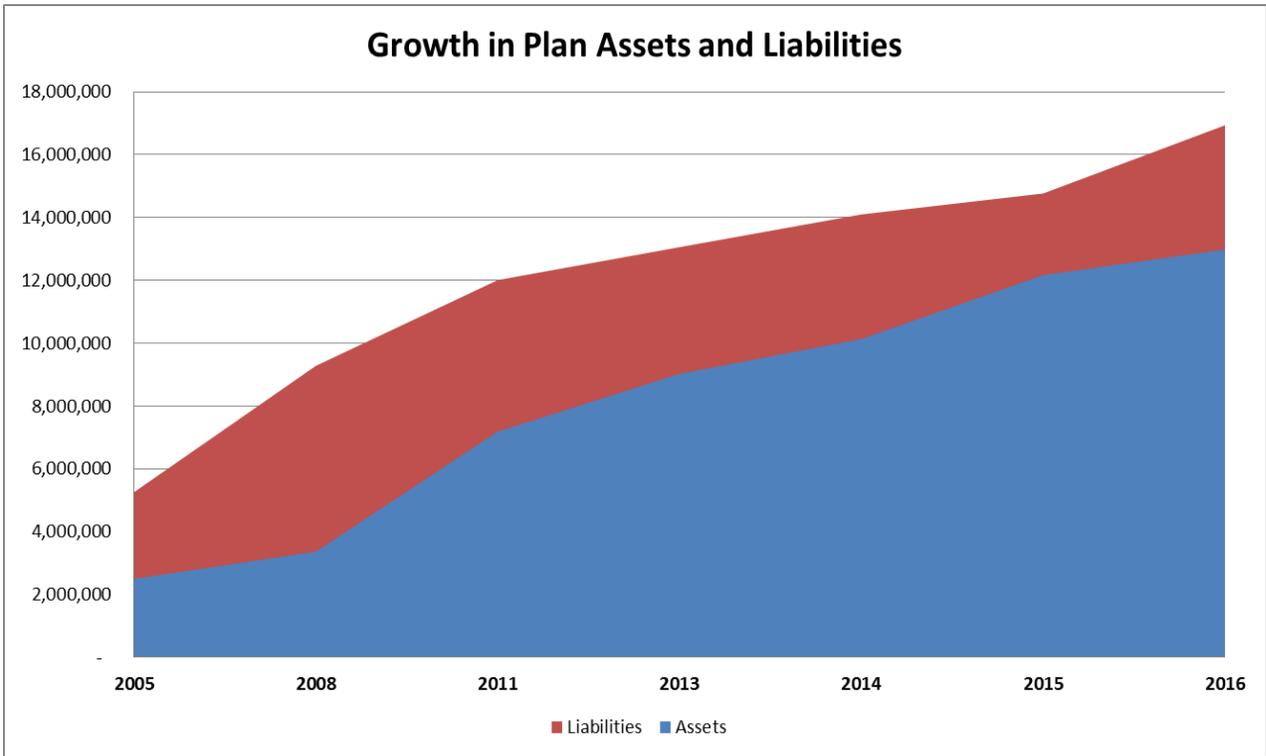
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Financial information at a glance:

	March 2016	March 2015	March 2014
<b>Number of plan members</b>	1,729	1,685	1,659
<b>Number of active claims</b>	54	47	40
<b>Total amount of benefits paid</b>	2,245,765	1,905,703	1,895,773
<b>Member contributions</b>	3,211,998	3,160,974	3,040,684
<b>Market Value of Investments</b>	12,523,539	11,669,354	9,702,879
<b>Gross investment income</b>	156,391	1,102,955	153,334
<b>One-Year investment return</b>	1.21%	10.83%	1.51%
<b>Operating expenses</b>	119,732	154,509	105,090
<b>Net assets available for benefits</b>	12,983,925	12,168,644	10,132,260
<b>Liabilities for future benefits</b>	16,936,159	14,765,159	14,097,159
<b>Funded ratio</b>	77%	82%	72%

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## Introduction

The LTD Trust was established in 2007 to manage the self-insured, employee-pay-all Long Term disability plan for Faculty and Administrative and Academic professional Staff of the University of Victoria (“the Plan”).

The purpose of the Plan is to provide long term disability benefits to faculty, administrative and academic professional staff (“Qualified Employees”) of the University who are enrolled and paying contributions within the Plan.

## The Trustees

The Trustees have responsibility for the administration and overall management of the Plan as outlined in the Trust Agreement between the University and the Trust. The Board of Trustees currently consists of five members.

The duties and powers of the Trustees include:

- Maintaining an adequate reserve for the payment of future reimbursement sums to the benefit carrier, and for future administration expenses reasonably anticipated as likely to be incurred;
- Ensuring, at intervals to be agreed with the University, that actuarial valuations are undertaken;
- Determining the contribution rate, as guided by the Funding Policy and in light of the latest actuarial valuation, and informing the Board of Governors of the rate;
- Receiving from the University all LTD deductions from Qualified Employees’ salaries;
- Authorize and direct monthly payment to the benefit carrier for the cost of LTD claims;
- Investing and re-investing Trust fund monies remaining after reimbursement of the benefit carrier, otherwise known as reserve monies;
- Retaining such investment, legal, actuarial or other expertise or assistance as considered necessary or appropriate.

## Benefits

Long term disability benefits are calculated at 80% of monthly “net earnings” plus the amount required to maintain employee and University Pension Plan contributions. LTD benefits payable from the Plan are reduced by the amounts of any disability benefits payable from any University or government plan providing salary continuance or disability income paid during the disability period covered by this Plan. As the Plan is 100% funded by Qualified Employees, the benefits received are not taxable.

The definition of disability in the Plan Document is: “Means an employee who is wholly and continuously disabled due to sickness or injury and as a result is unable to perform the duties of his or her normal occupation or the duties of any occupation for which he or she is fitted by education, training or experience.” However, the long standing practice of the Plan is that claims are adjudicated only on a Qualified Employee’s “own occupation”, and there are no plans to change this practice for the foreseeable future.

Benefits are not paid to a Qualified Employee until the employee has been totally disabled for six months.

Benefits are indexed to the lower of:

- the annual increase in the Canada Consumer Price Index (“C.P.I.”); and
- the most recent annual across-the-board general salary adjustment granted to faculty or administrative and academic professional staff, as applicable.

Benefit payments from this Plan continue until the earliest of the following:

- the Qualified Employee is no longer considered to be “totally disabled”;
- the Qualified Employee’s death;
- the Qualified Employee’s normal retirement, meaning June 30 coinciding with or following the Qualified Employee’s 65th birthday.

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## Contributions

The Plan is funded solely by contributions from Qualified Employees. Contribution rates are adjusted periodically to reflect the anticipated cost of new disabilities, the financial condition of the Plan, and the ongoing administration costs of the Plan. Following the 2014 actuarial valuation the contribution rate was reduced to 2.05% of gross salary representing the first reduction in contribution rates since the Plan's inception.

Historically, the Plan's contribution rate has been as follows:

<b>Effective Date</b>	<b>Contribution Rate</b>
<b>January 1, 2015</b>	<b>2.05%</b>
<b>July 1, 2013</b>	<b>2.09%</b>
<b>January 1, 2009</b>	<b>1.93%</b>
<b>July 1, 2008</b>	<b>1.75%</b>
<b>July 1, 2007</b>	<b>1.54%</b>
<b>July 1, 2006</b>	<b>1.24%</b>

## Funding Policy

In June 2013, the University approved a Funding policy for the Plan which outlines key parameters the Trustees would follow in funding the plan.

In funding the Plan, the Trustees would ideally wish to accomplish four basic objectives:

1. Provide a high degree of certainty that the promised benefits will ultimately be delivered;
2. Contribution rates should be affordable for plan members;
3. The contribution rate as a percentage of salary should be stable and consistent over time;
4. The contribution rate should provide for intergenerational equity.

These basic objectives can be in conflict from time to time. The challenge facing the Trustees, therefore, is to operate the LTD Plan in a manner that provides a reasonable balance among these objectives.

The long term cost of the LTD Plan is influenced significantly by the number of members in receipt of benefits, the termination and recovery of disabled lives, the incidence of new disabilities, and the investment policy (and associated returns).

Benefit security is influenced significantly by the overall level of funding achieved by the LTD Plan, resulting from member contributions, the funding policy, the investment strategy employed by the Trustees and changes in plan liabilities. The contribution rate is influenced by:

- the recent plan experience related to termination and recovery of disabled lives;
- the recent plan experience related to incidence of disability;
- changes to government programs, such as Canada Pension Plan;
- demographic changes in the active membership;
- the overall funding target adopted by the Trustees;
- short to mid-term investment performance;
- the market value of assets; and
- the contribution setting methods used by the Trustees upon advice from the actuary.

Key funding parameters include:

- Liabilities will be valued on a going concern basis with an actuarial valuation every 3 years
- The target funding level for the plan is 100% of actuarial liabilities
- A deficit funded position exists when Plan assets are below 90% of actuarial liabilities
- Deficits ( or unfunded liabilities) will be amortized over 10 years
- A surplus funded position exists when Plan assets exceed 110% of actuarial liabilities

## Investments

The Trustees have developed a Statement of Investment Objectives and Guidelines (“the Investment Policy”) for the Plan. It is reviewed by the Trustees on an annual basis.

The purpose of the Investment Policy is to provide a framework for investment of the funds to achieve a return objective within levels of risk acceptable to the Trustees.

Given the purpose of the Plan, the Trustees have adopted an investment framework that emphasizes a Liability Driven Investment (“LDI”) approach while meeting the general investment objectives of preserving capital in real terms and generating sufficient annual cash flow to meet expenditure requirements.

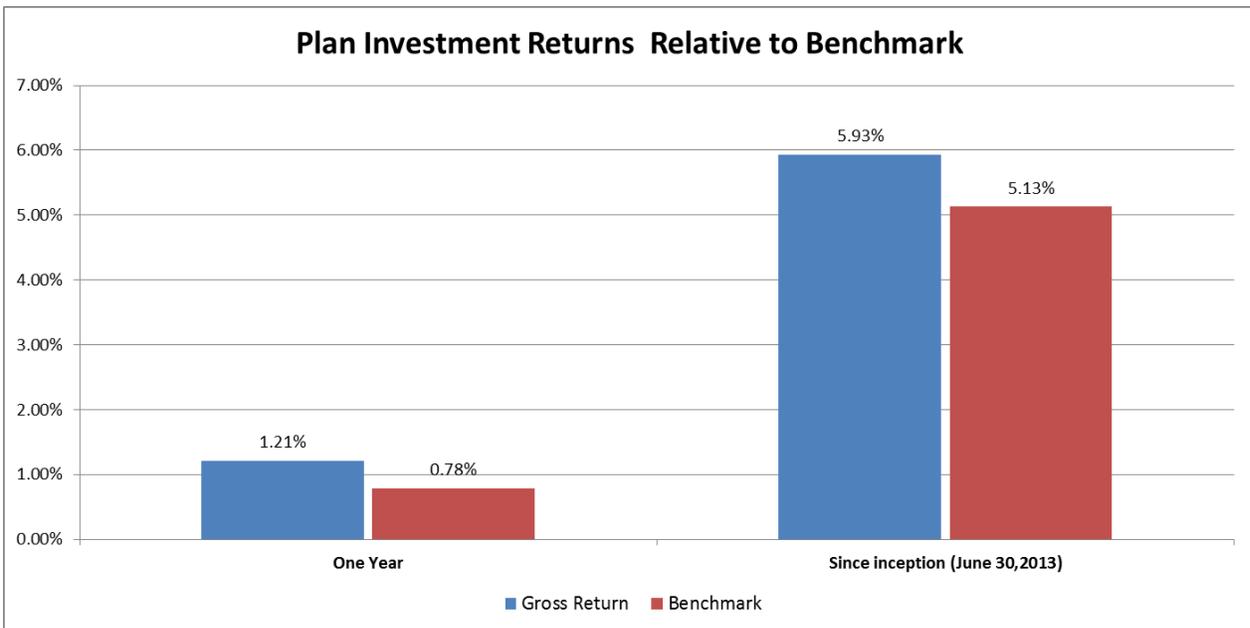
An LDI approach takes into consideration both assets and liabilities on a plan’s balance sheet and shifts investment goals away from asset benchmarks and the relationships among asset classes that have no direct relationship to the liabilities. Instead, LDI focuses on managing the funded status of the plan (Assets/Liabilities).

The goal of a LDI strategy is to match the interest rate sensitivity of the assets to the interest rate sensitivity of the liabilities. This immunizes the Plan and its funded status from interest rate risk as asset movements will be highly correlated with movements in liabilities.

During the year, the assets of the Plan were 100% invested in the Phillips Hager & North (PH&N) Core Plus Bond Fund and the RBC Institutional Cash Fund. The Core Plus Bond Fund utilizes several yield-enhancing strategies, which serve to augment and diversify universe bond holdings. It is also consistent with the Plan’s LDI strategy.

The PH&N Core Plus Bond Fund is benchmarked against the FTSE TMX Universe Bond Index. As indicated on page 3, investment returns were modest in 2015/16 with a one year return of 1.21% compared to the benchmark of 0.78%.

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## Administration

Claims adjudication and benefit payment services are contracted under an Administrative Services Only (ASO) agreement to British Columbia Life & Casualty Company. Membership and general administration, including the collection of member contributions, is undertaken by the University. BC Life's expenses and other administration costs are funded by the contributions to the Plan.

The Trustees have engaged Mercer Canada Limited to provide actuarial services to the Plan. In addition to a year-end estimate of Plan liabilities done each March 31 for financial reporting purposes, Mercers provides a full actuarial valuation every three years. The last valuation was completed as of July 1, 2014 and resulted in a modest reduction in contribution rates.

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## Financial Statements

The Plan's annual financial statements are prepared by the Accounting Office of the University of Victoria and audited by the accounting firm of Grant Thornton LLP.

## Contact Information

Plan enquiries can be directed to any of the Trustees as follows:

<b>Murray Griffith</b>	250-721-7028
<b>Kane Kilbey</b>	250-721-8031
<b>Sheryl Karras</b>	250-721- 6056
<b>Laura Cowen</b>	250-721-6152
<b>Patricia Marck</b>	250-721-8050