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INTRODUCTION

WELCOME TO THE EMPLOYER INSTRUCTION MANUAL

Municipal Pension Board of Trustees

The Municipal Pension Board of Trustees is responsible for administering the pension plan and managing the pension fund. The board consists of eight people appointed by plan member partners and eight people appointed by the plan employer partners.

The board's duties include establishing investment policy, changing benefits and funding policy, and directing the application of Municipal Pension Plan Rules. The board appoints an independent actuary to assess the plan's financial health every three years through an actuarial evaluation.

Pension plan regulations

A copy of the Municipal Pension Plan Rules is available on the plan's website at mpp.pensionsbc.ca. Copies of legislation affecting the Municipal Pension Plan, such as the *Public Sector Pension Plans Act* (PSPPA), the *Pension Benefits Standards Act* (PBSA), and the *Income Tax Act* (ITA) (Canada), are available from the appropriate authorities.

BC Pension Corporation

The British Columbia Pension Corporation was established on April 1, 2000 under the *Public Sector Pension Plans Act*. We serve some of the largest pension plans in Canada, representing more than 1,000 employers and over 560,000 active and retired members.

Duties of the corporation

The corporation acts as the administrative agent for the Municipal Pension Board of Trustees (the board). Services provided to the pension plan include:

- enrolling employers and employees,
- collecting and recording service, salary, contributions and other information from employers and plan members,
- providing information about plan rules and benefits to employers and plan members,
- calculating and processing pension benefits,
- paying benefits to members,
- managing post-retirement group benefits for the Municipal Retiree Benefit Trust,
- filing documentation with appropriate tax and pension regulators, and
- providing policy advice and secretariat services to the board.

Pension plan website

The corporation maintains the plan's website at mpp.pensionsbc.ca. Through this website, we provide considerable public information as well as information and services that require the use of a username and password (secured web services).

Employers

From the employer website sign-in page, you will be able to access Web Services, employer enrolment and the *Employer Instruction Manual*.

Once signed in to the secure employer website, you will be able to access employer news and education, forms, the *Employer Instruction Manual*, and the employer reporting tools in the Employer Portal.

In the secure Employer Portal, you will find reporting tools and resources, including:

- Employer Reporting (including Data Submission, Plan Member Record Electronic Form, File Pick-up, LTD Start/Stop, LTD Policy Validation and reporting instructions)

- Message Board
- User Management
- View Member Data
- E-Remittance

Members (My Account)

Members can register for My Account by selecting “my account” from the top menu, then “Register” under Sign in help. They will need the last three digits of their SIN and their Person ID number (unique identification number) from their Enrolment confirmation statement or most recent *Member’s Benefit Statement*.

My Account uses 2-step verification to enhance member security. When a member enters their username and password, a one-time code is emailed to them. Members must enter that code within 10 minutes, to verify their identity and proceed to My Account.

Within My Account, members are able to:

- update personal sign in information,
- view personal information, including their service and salary history, and recent *Member’s Benefit Statements*,
- view or change their beneficiary(ies),
- use the personalized purchase cost estimator,
- use the personalized pension estimator,
- scan and upload proof of age and identity documents,
- apply for retirement,
- contact the pension plan securely using *Message Centre*, and
- check the status of their requests in *View your requests*.

Resources and publications

Municipal Pension Plan Rules

A copy of the Municipal Pension Plan Rules is available from the plan’s website at mpp.pensionsbc.ca.

Annual Report and Report to Members

A copy of the board's *Annual Report* is available to members and retired members on the plan's website. A summary version, the *Report to Members*, is produced for distribution to plan members who receive a *Member's Benefit Statement*.

Employer instruction manual

We provide the *Employer Instruction Manual* to help employers administer the pension plan for their employees who are plan members. Manual sections are updated periodically. Check the employer website for updates.

Bulletins and newsletters

The Pension Corporation publishes a monthly, online employer newsletter with information about the pension plan and data reporting. Emails are sent to employers if information is time sensitive or it is for a small group of employers.

Employer bulletins provide detailed information on a topic, when necessary. They are shared in an issue of the employer newsletter or an email.

The corporation publishes and mails *Pension Life* directly to retired members.

Member's Benefit Statement

Member's benefit statements are sent to members every year, showing their status in the plan. It is your responsibility to distribute these statements for us.

Additional information for members and employers

The Municipal Pension Plan provides the [*Guide for Plan Members*](#), and other resources for members (e.g., information about health benefits, death benefits, etc.) available at mpp.pensionsbc.ca.

Other information

Other resources, such as information for retired members and archived annual reports, are available from the website at mpp.pensionsbc.ca.

Using the *Employer Instruction Manual*

There are 12 major sections:

1. Enrolment
2. Purchasing Service
3. Termination of Employment
4. Retirement
5. Pre-retirement Death
6. Paid Sick Leave and Long-term Disability
7. Reporting
8. Remitting Contributions
9. PAs, E-PAs, PSPAs, APAs & PARs
10. Division of Benefits on Marital Breakdown
11. Employer Enrolment in Group 5
12. Definitions

In this manual, “you” means the employer and “we” and “us” means the Pension Corporation.



Forms

You can download forms from mpp.pensionsbc.ca.

Examples

Detailed examples have been provided to further assist you with your pension-related duties.

Contacting the BC Pension Corporation

Mailing address

Municipal Pension Plan
PO Box 9460
Victoria BC V8W 9V8

Location

2995 Jutland Road
Victoria BC V8T 5J9

Employer Operations (EO)

EO is responsible for all aspects of current data reporting in all pension plans, including: enrolment of new members; changes to members' personal and employment records; payroll reporting of contributions, salary and service data; and production of pension adjustments. Contact information for EO follows.

Employer Operations (all plans)

Toll-free: 1-855-356-9701 (Canada/U.S.)

Fax: 250-356-1784

Email: employer.services@pensionsbc.ca

Client Education Program (CEP)

CEP is responsible for member and employer education programs. In addition to the free eLearning course and webinars we offer plan members, we are offering you an opportunity to host a webinar for your employees. Contact information for CEP:

Toll-free: 1-877-558-5573 (BC)

Fax: 250-953-0415

Email: MPPeducation@pensionsbc.ca

Member Services

Member Services serves both plan members and plan employers. They are responsible for service requests regarding termination of employment, retirement, death of a plan member, and service purchases. Contact information for each plan is as follows:

Municipal Pension Plan

Toll-free: 1-800-668-6335 (Canada/U.S.)

Fax: 250-953-0421

Member Services (other plans)

College Pension Plan

Toll-free: 1-888-440-0111 (Canada/U.S.)

Fax: 250-953-0412

Public Service Pension Plan

Toll-free: 1-800-665-3554 (Canada/U.S.)

Fax: 250-953-0425

Teachers' Pension Plan

Toll-free: 1-800-665-6770 (Canada/U.S.)

Fax: 250-356-8977

WorkSafeBC Pension Plan

Toll-free: 1-888-440-0111 (Canada/U.S.)

Fax: 250-953-0433

Retired members

Contact information for retired members.

Fax: 250-953-0431 (all plans)

Municipal Pension Plan

Toll-free: 1-866-876-6677 (Canada/U.S.)

Retired members (other plans)

College Pension Plan

Toll-free: 1-866-322-8277 (Canada/U.S.)

Public Service Pension Plan

Toll-free: 1-866-876-6777 (Canada/U.S.)

Teachers' Pension Plan

Toll-free: 1-866-876-8877 (Canada/U.S.)

WorkSafeBC Pension Plan

Toll-free: 1-866-322-9277 (Canada/U.S.)

Employer Operations

Employer Operations manages employer contribution rates, employer contribution remittances and other employer billings and payments.

Phone: 250-387-8295

Email: employer.services@pensionsbc.ca

Publications (all plans)

Toll-free: 1-800-663-8823 (Canada/U.S.)

Fax: 250-356-9591

Email: penc.orderproducts@pensionsbc.ca

BC Pension Corporation reception

Phone: 250-387-1002

Email: penc.reception@pensionsbc.ca

Disclaimer

Rules and employer process information in this instruction manual may be subject to change without notice. We will provide you with updated material as rules and/or processes change. Check our website often to confirm that you have up-to-date information before advising your employees on any pension-related matters.

Material contained in this manual applies specifically to the Municipal Pension Plan. If you administer more than one pension plan for your employees, please ensure that you apply the correct plan's rules.

In the event of a conflict between the information contained herein and the plan rules, the plan rules shall apply.