



ORG ID

**Policy Branch  
Municipal Pension Plan**

Pension Corporation  
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**Employer instructions**

- Complete form if you are a Group 2 employer applying to become a Group 5 employer.
- See page 2 for definitions.
- **Attach supporting documentation** verifying the matters referred to on this application.
- Return completed form and documentation to Policy Branch.

(the Employer)

\_\_\_\_\_ (employer organization name)

hereby applies to the Board of Trustees (the Board) of the Municipal Pension Plan to become a Group 5 employer effective with respect to those employees employed as a firefighter or police officer as defined by the Plan Rules (see definitions on page 2).

YYYY-MM-DD

\_\_\_\_\_ (enrolment effective date)

**Section 1: Terms and conditions for employer enrolment in Group 5**

Participation by the employer as a Group 5 employer is subject to the following terms and conditions:

**Initial each box below to agree to term and condition**

(a) The employer and the applicable union representing the affected employees have concluded a collective agreement that provides for the employer's application to the Board to become designated as a Group 5 employer, and the enrolment of the affected employees as Group 5 members of the Plan. If any of the firefighters or police officers employed by the employer are not represented by a union, the employer and the non-union employees have entered into an employment contract providing for all of the aforesaid matters.

(b) New member enrolment in Group 2 will cease for those employee groups covered by the employer Group 5 application.

(c) There shall be no further contributions under any special agreement on behalf of Group 5 members.

(d) Participation as a Group 5 member is mandatory for all members covered by the employer application.

(e) Enrolment in Group 5 for non-union employees hired after the employer joins Group 5 for their employee group is mandatory. Non-union employees hired before the employer joins Group 5 will be given the option to remain in Group 2.

(f) Members who terminate employment or retire prior to the date on which the Board approves the employer's application for a retroactive Group 5 effective date are not eligible to participate in Group 5 for any period of employment between the retroactive Group 5 effective date and the member's termination of employment date.

(g) Participation in Group 5 on and after the effective date of the employer's approved application is permanent in respect of the employee group(s) for which the employer makes application and which are approved by the Board.

## Section 2: Enrolment of Group 5 members

Check ( ✓ ) and complete all that apply below:

FIREFIGHTERS

UNIONIZED \_\_\_\_\_

(union name, local, association affiliations [for example, IAFF, local 129])

NON UNIONIZED \_\_\_\_\_

(Job title [for example, deputy chief])

POLICE

UNIONIZED \_\_\_\_\_

(union name, local, association affiliations [for example, VPU, NPA or CSPAJ])

NON UNIONIZED \_\_\_\_\_

(job title [for example, deputy chief])

### Definitions

**Firefighter** – means persons who are employed in the fire sector as firefighters, as a fire chief or any other person employed in, or appointed to, a fire department and assigned to undertake fire protection services which includes fire suppression, fire prevention, fire safety education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services.

**Police officer** – means a person appointed under the *Police Act* as a provincial constable, special provincial constable, designated constable, municipal constable, special municipal constable, auxiliary constable or enforcement officer, but does not include a person who is a member of the Royal Canadian Mounted Police.

**Group 5** – means the group of members comprised of police officers and firefighters employed by:

- (a) an employer that became an employer under the Plan in respect of its employees who are police officers or firefighters after December 31, 2024, or
- (b) an employer that:
  - (i) became an employer under the Plan in respect of its employees who are police officers or firefighters before January 1, 2025, and
  - (ii) meets the terms and conditions specified by the board to have its employees who are police officers or firefighters participate in group 5.

### To be completed by employer

**Authorized Signatory:** By signing this form, you agree to the terms of participation in the Municipal Pension Plan, as outlined in this application, effective from the date your application is approved by the Board of Trustees.

EMPLOYER CONTACT

AUTHORIZED SIGNATURE

DATE SIGNED  
YYYY-MM-DD

CONTACT TITLE – e.g., CFO, Mayor, City Clerk etc.

CONTACT PHONE – person who can answer questions about this completed form (include ten digits) (must be completed)

EMPLOYER ADDRESS (include unit number, if applicable)

CITY

PROVINCE

POSTAL CODE

### To be completed by Pension Corporation

**Policy Analyst:** Reviewed the application and supporting documentation, and is satisfied there is sufficient information for the board's consideration.

POLICY ANALYST

POLICY ANALYST SIGNATURE

DATE SIGNED  
YYYY-MM-DD

*Freedom of Information and Protection of Privacy Act*—The information on this form is collected under the authority of the Public Sector Pension Plans Act and will be used by the BC Pension Corporation to administer your enrolment and subsequent membership in the pension plan. If you have any questions about the collection and use of this information, contact the privacy officer at PO Box 9460, Victoria BC V8W 9V8 or by telephone at 250-387-1002.