

Policy Bulletin #1 Deadlines for Administrators

Issued July 2000 / Revised August 2006

As a pension plan sponsor, you are the plan administrator for purposes of the *Employment Pension Plans Act* (the Act). The administrator is responsible for making sure that certain documents are filed with Superintendent of Pensions and members receive information within the time periods required by the Act. You may decide to delegate some of these activities to a third party, such as an insurance company or consultant, but you should keep in mind that you are ultimately responsible for making sure that actions are taken within the time periods set out in the Acts.

To assist you, we are providing a timetable which outlines the timelines for filing or sending out items on various matters as they arise.

This Bulletin is a revision of a previous Bulletin. It reflects changes made to the Act and the *Employment Pension Plans Regulation* (the Regulation) effective August 9, 2006. It has no legal authority. The Act and Regulation should be used to determine specific legislative requirements.

**SCHEDULE FOR
FILING
DOCUMENTS
WHILE A PLAN
CONTINUES**

Annual Information
Return and Filing Fee
Reg S 8 (2) (a), (b) & (c)

Annual Information Returns must be
filed:

- Where the plan has not been terminated, within 180 days after the end of each fiscal year,
- Where the plan has been terminated and approval to postpone the winding-up has not been given, within 60 days after the date of the termination, or
- Where the plan has been terminated and approval to postpone the winding-up has been given, within 60 days after the date of the termination and thereafter within 60 days after each anniversary date of the termination.

Actuarial Valuation and
Cost Certificate (defined
benefit plans only)
Reg S 10 (2) (a) & (b)

A review is required to be performed
once every three years as at the review
date and the actuarial valuation filing
deadline is:

- In the case of a specified multi-employer plan or multi-unit plan, 270 days after the review date, or
- In the case of any other plan, 180 days after the review date.

All valuation reports, whether a regularly scheduled or special review, must be filed within these guidelines.

The review date is the plan fiscal year end unless the plan text specifically defines it as some other date.

**FILING FOR
REGISTRATION**

Amendments to an existing plan document or funding agreement
Act S 20, Reg S 9 (7), 27 (2) (a) & (b)

All amendments must be filed within 60 days after they are made.

Where an amendment affects the cost of benefits, creates an unfunded liability, or otherwise affects the solvency or funding of the Plan, an interim cost certificate must also be filed or if the actuary opines that the amendment will have no effect, that written opinion, 60 days after the amendment is made. Where an administrator informs the Superintendent in writing of the intention to do so at the time when the certified copy of the amendment was filed, within 180 days after the amendment is made, a new actuarial valuation report.

Confirmation that a Summary of an adverse amendment was sent to plan members
Reg S 13.1, 27 (1)

With the filing of the amendment – see above.

Notice of change of address or name of the administrator
Act S 14 (2)

Within 60 days after the change occurs.

Audited Financial Statements

Within 180 days after the plan's fiscal year end

Application for registration and related documents.

Within 60 days after the establishment of the plan.

Notice of change of administrator (i.e. sale of the company or merger)
Act S 14 (1)

Within 30 days after the change occurs.

**SCHEDULE FOR
REMITTING
CONTRIBUTIONS TO
THE FUND HOLDER**

Relocation of
Registration to Alberta

The administrator shall file with the Superintendent, within 60 days of being requested, such amendments and other documents necessary to maintain registration under the Act.

Designation as a MUPP

Within 60 days after designation all additional documents required to be filed by a MUPP

**Schedule of
Contributions (Form 7)**

30 days after the plan fiscal year end a completed Schedule must be provided to the ultimate recipient. If there are significant changes during the year an updated Schedule must be provided immediately.

**Employee
Contributions**

Required Contributions
Reg S 49 (1) (a)

30 days after the end of the month in which the contributions were received by the employer or were deducted from the member's remuneration.

Voluntary
Contributions
Reg S 49 (1) (a)

30 days after the end of the month that they were deducted or received.

Employer Contributions

Defined Contribution Provisions
Reg S 49 (1) (b) (i) & (ii)

If the formula relating to a defined contribution provision also relates to profits of the employer and those employer contributions are not minimum required contributions, 90 days after the end of the fiscal year

If that formula does not relate to profits or if those employer contributions are minimum required contributions, 30 days after the end of the month for which those contributions are payable

Defined Benefit Provisions of Specified Multi-Employer plans or Multi-Unit plans
Reg S 49 (1) (c)

Participating employer to Administrator:

- 30 days after the end of the month for which those contributions are payable.

Administrator to Custodian:

- 30 days after the contributions are received from a participating employer.

Defined Benefit Provisions – all other plans
Reg S 49 (1) (d)

If they relate to normal actuarial costs, or are special payments that are payable on at least a monthly basis, 30 days after the end of each period in respect of which they are payable.

**SCHEDULE FOR
PROVIDING
INFORMATION TO
PLAN MEMBERS**

Explanation or Summary of the Plan (Employee Booklet), including its Name and Canada Revenue Agency Registration Number, and of the relevant Entitlements and Obligations under the Plan
Reg S 12 (1) and 13.1

In the case of a new plan, to each member within 120 days after the effective date of the plan.

In the case of an existing specified multi-employer plan that determines membership based on the number of hours worked, when the member receives the annual statement or within 30 days after a request is made by the members.

In the case of any other existing plan, the sooner of

- a) at least 30 days before the employee first becomes eligible or is required to be a member; or
- b) on or before the employee's date of employment, if he becomes eligible or is required to be a member at or less than 30 days after the date of his employment.

Explanation or Summary of Plan Amendments and of relevant Entitlements and Obligations under it.
Reg S 12 (2)

If the amendment adversely affects the rights of a member or former member or of any other person entitled to benefits or payments from the plan, 45 days before the effective date of the amendment.

In the case of a specified multi-employer plan, where the amendment does not have an adverse effect, when the member receives the annual statement or within 30 days after a request is made.

In any other case affecting benefits or contributions, within 90 days after the registration of the amendment.

**SCHEDULE FOR
PROVIDING
INFORMATION TO
PLAN MEMBERS
(continued)**

Annual Statement <i>Reg S 14 (1)</i>	Within 180 days after the plan fiscal year end.
Termination Statement <i>Reg S 15 (1)</i>	Within 60 days after the termination of membership in the plan.
Retirement Statement <i>Reg S 16 (1)</i>	Within 90 days after receiving the application to retire.
Death Benefit Statement <i>Reg S 19 (1)</i>	Within 90 days after proof of death is provided to the administrator.
Access to Documents, or to Data used to make a Calculation <i>Reg S 20</i>	Within 30 days after the request is made.
Intention to Terminate the Plan <i>Reg S 21 (a) & (b)</i>	At least 60 days before the proposed termination or commencement of winding-up. If the decision is made to terminate the plan in less than 60 days, immediately after the decision is made
Excess/Surplus Refund [Reg 6)(1)]	<ol style="list-style-type: none"> 1. Where the plan permits the refund 30 days in advance of the application to the superintendent 2. Where a claim is to be established at least 90, but no more than 180 days before submitting a request.
Statement on Reduction in Working Time <i>Reg S 23</i>	Within 60 days after the employee and employer make an agreement for the employer to work reduced hours and make a withdrawal from the pension plan.

<p>Schedule of Providing Information to Participating Employers (SMEPPs/MUPPs)</p>	<p>Information on Pension Partner Relationship Breakdown <i>Reg S 24</i></p>	<p>Within 90 days after receiving a written request for the information from either or both pension partners.</p> <p>Upon request from a participating employer. No more than once per year per employer.</p>
<p>Schedule of Providing a Copy of the Statement of Investment Policies and Procedures (SIPP) to the Plan Actuary (plans with DB provisions)</p>		<p>When SIPP is first established.</p> <p>When a change is made to the SIPP</p>

PLAN TERMINATION

A pension plan terminates when benefits stop being earned or contributions stop being made. When this happens for all members of the plan, a full plan termination occurs; when it happens for only an identifiable group of members, a partial plan termination occurs.

All members involved in the termination are 100% vested, regardless of their length of service and are entitled to transfer their funds out on the same basis as if they had terminated employment.

Where a full plan termination occurs, all assets in the pension fund must be disbursed. This includes any surplus assets, which must be dealt with as outlined in the plan text. Once all assets are disbursed, the plan’s registration number will be cancelled.

Before any assets may be paid out, on either a full or partial plan termination, a termination report must be filed with the Superintendent and consent to release funds must be given. All termination assets must be paid out as soon as possible after consent to release funds is given. If surplus assets are being refunded to the plan sponsor, the payment to the plan sponsor may not occur until all members have received their benefits and consent to the surplus refund has been given by the Superintendent.

Please refer to [Policy Bulletin #6 - Termination of a Pension Plan](#), for greater detail.

**SCHEDULE FOR
FILING
DOCUMENTS ON
PLAN
TERMINATION**

Notice of intention to terminate the plan and the date of proposed commencement of winding up (to Plan Members)
Reg S 21 (a) & (b)

- At least 60 days before the proposed termination or commencement of the winding-up, or
- If it is intended to terminate or to commence to wind up the plan, less than 60 days after the decision is made.

Notice of intention to terminate the plan (to Superintendent)
Act S 72

- At least 60 days before the date of the intended termination or commencement of the winding-up, or
- if it is intended to terminate or commence to wind up the plan within 60 days after the decision to terminate or wind up is made, immediately after the making of that decision.

Payment of all outstanding contributions
Act S 73

- 30 days after the effective date of plan termination

Filing of Final Annual Information Return; Filing Fee; and Termination Report
Act S 15, 76 and Reg S 6

- 60 days after the effective date of plan termination

Termination Statements to Members
Reg S 22

- 60 days after receiving the approval of the termination report from the Superintendent except where windup is delayed with permission of the Superintendent, Administrator may be exempted.

Termination Valuation
Act S 76(3) and Reg S 55 (2)

- Within 60 days after the termination.

Windup Valuation
Act S 76(4) and Reg S 55 (9)

- Within 60 days after the decision to wind up is made.

Confirmation that all assets have been disbursed
Reg S 55 (10)

- As soon as possible after disbursement is complete

For further information please contact:

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