

Subject: BC Pension Corporation - Spring 2006 Employer Education Workshop Brochure and Schedule

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Please find attached a copy of the Pension Corporation's new Spring 2006 Employer Education and Training Brochure, Application Form and Schedule. This information is also posted on the employer portion of our website, www.pensionsbc.ca, for each plan.

Please take a few moments to review the course description in the brochure, along with the updated schedule, which includes several locations throughout the province. Following the same format as the workshops held in the Fall 2005, the sessions are plan-specific, utilizing the plan's website for web-based training. Each workshop is two days in length, with sessions running March through to June. Registration is on a first come, first serve basis.

We look forward to receiving applications from you or members of your staff who would benefit by attending one of our Employer Education Workshops. If you have any questions, please contact our Employer Education and Training Team via email at Employer.Education@pensionsbc.ca or by telephone at (250) 356-2131.

WORKSHOPS

PENSION
CORPORATION

FOR YOUR PENSION ADMINISTRATION STAFF SPRING 2006



Come and join the Employer Education and Training Team as we continue to deliver our pension administration program to employer, union and association staff.

Meeting the needs of employers, unions and associations is our priority and we continue to improve the classes by responding to feedback from previous attendees. The training workshops benefit both new and experienced staff.

We continue to offer our workshops in a pension plan-specific format, which provides web-based training with hands-on familiarization with the website. This gives administrators the experience they need to use the website to its full potential, and they will see how the tasks they perform fit into the lifecycle of their plan members.

This year, the two day plan-specific workshops will be held at various locations throughout the province.

Workshops for Your Pension Administration Staff

The Workshops

Plan-specific information and web-based delivery provide relevant and effective training to administer the pension plan in these areas:

1. Enrolment
2. Reports to the Corporation
3. Terminations and Retirement
4. Purchase of Service

The workshops focus on core information that only applies to each specific pension plan: College, Municipal, Public Service and Teachers'. The workshops are interactive, so you receive hands-on training.

The workshops run from 8:30 a.m. to 4:00 p.m. Lunch will be provided. There will be two 15-minute breaks. Sign-in takes place from 8:00 a.m. to 8:30 a.m. We start promptly at 8:30 a.m.

Registration is free and all learning materials will be provided.

Participants are responsible for their own travel and accommodation costs.

To Register

Refer to the schedule, then fill in and return the application. Please use one form for each attendee.

Fax your completed application(s) to 250 953-0451. If you have questions, please contact Employer Education at 250 356-2131. Or e-mail us at Employer.Education@pensionsbc.ca.

Please note: Workshops will be cancelled three weeks prior to the date if there is insufficient registration.

Workshops for Your Pension Administration Staff

Workshop Description

Enrolment

This workshop covers the rules for determining an employee's eligibility to enroll in the plan. The exercises take you through the enrolment process and review the forms that are required at this stage.

Reports to the Corporation

The exercises for this section will help clarify pensionable and contributory salary and service. We'll look at the process for deducting and remitting employer and member contributions, and salary and service data. We cover the reporting process for members who are receiving long-term disability benefits.

Terminations and Retirement

This section provides a comprehensive review of the steps leading to termination and retirement. We discuss the pension plan rules, pension formula, highest average salary and pension reductions. We will practice calculating pensions using the online Pension Estimator. We explain the different pension options and demonstrate how the member's choice of pension option affects their monthly payment.

Purchase of Service

This section will cover purchase of service rules for each pension plan. We practice using the Purchase Cost Estimator and show you how to complete the *Purchase of Service Application* form and the *Sources of Payment Worksheet*.

Application Form

Employer Workshops Spring 2006

Name: _____

Job title: _____ Phone number: _____

E-mail: _____

Name of employer: _____

Organization ID number: _____

■ If you are attending on behalf of your union or association, please tell us the name and component you are representing: _____

■ Registration is free and all learning materials will be provided. Participants are responsible for their own travel and accommodation costs.

Please tick below the workshop(s) you would like to attend.

Workshop and Location

Date

- | | |
|---|-------------------|
| <input type="checkbox"/> College Pension Plan
Victoria | March 22–23, 2006 |
| <input type="checkbox"/> Municipal Pension Plan
Vancouver | March 29–30, 2006 |
| <input type="checkbox"/> Municipal Pension Plan
Victoria | April 5–6 2006 |
| <input type="checkbox"/> Municipal Pension Plan
Vancouver | April 27–28, 2006 |
| <input type="checkbox"/> Public Service Pension Plan
Vancouver | May 3–4, 2006 |
| <input type="checkbox"/> Teachers' Pension Plan
Kelowna | May 8–9, 2006 |
| <input type="checkbox"/> Municipal Pension Plan
Kelowna | May 10–11, 2006 |
| <input type="checkbox"/> Teachers' Pension Plan
Vancouver | May 17–18 2006 |
| <input type="checkbox"/> Municipal Pension Plan
Victoria | June 7–8, 2006 |
| <input type="checkbox"/> Public Service Pension Plan
Victoria | June 14–15, 2006 |
| <input type="checkbox"/> Municipal Pension Plan
Prince George | June 21–22, 2006 |

PENSION CORPORATION

Spring 2006 Employer Training Workshop Schedule

Workshop & Location	Date
College Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Wednesday, March 22, 2006, and Thursday, March 23, 2006
Municipal Pension Plan Simon Fraser University Harbour Centre 515 West Hastings Street, Vancouver BC	Wednesday, March 29, 2006, and Thursday, March 30, 2006
Municipal Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Wednesday, April 5, 2006, and Thursday, April 6, 2006
Municipal Pension Plan Simon Fraser University Harbour Centre 515 West Hastings Street, Vancouver BC	Thursday, April 27, 2006, and Friday, April 28, 2006
Public Service Pension Plan Simon Fraser University Harbour Centre 515 West Hastings Street, Vancouver BC	Wednesday, May 3, 2006, and Thursday, May 4, 2006
Teachers' Pension Plan UBC Okanagan 3180 University Way, Kelowna BC	Monday, May 8, 2006, and Tuesday, May 9, 2006
Municipal Pension Plan UBC Okanagan 3180 University Way, Kelowna BC	Wednesday, May 10, 2006, and Thursday, May 11, 2006
Teachers' Pension Plan Simon Fraser University Harbour Centre 515 West Hastings Street, Vancouver BC	Wednesday, May 17, 2006, and Thursday, May 18, 2006
Municipal Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Wednesday, June 7, 2006, and Thursday, June 8, 2006
Public Service Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Wednesday, June 14, 2006, and Thursday, June 15, 2006
Municipal Pension Plan Pr. George School District – Gladstone School 7005 Gladstone Drive, Prince George BC	Wednesday, June 21, 2006, and Thursday, June 22, 2006