



Archdiocese of Vancouver
ARCHBISHOP'S OFFICE

Saint Stephen of Hungary
August 16, 2024

Subject: **Process Change for Remitting Pension Contributions:**

Dear Employers of the Archdiocese of Vancouver Employee's Pension Plan:

Thank you for your participation in the Archdiocese of Vancouver Employee's Pension Plan ("Pension Plan"). As a valued participating employer, please be assured that as Plan Administrator, the Archdiocese of Vancouver strives to ensure the Pension Plan is compliant with legislative requirements. I am writing to advise you of an important process change for remitting pension plan contributions starting with the September 2024 pension contribution period.

To provide context for the change, Canada Life, who has been the Group Retirement Services Provider to the Pension Plan since its inception in 1980, has advised the Plan Administrator that in recent years the Canada Revenue Agency and the BC Financial Services Authority have been more attentive to auditing pension plans for adherence to regulatory guidelines with regard to day-to-day administration and processes. In light of greater scrutiny, Canada Life has adopted administration processes for the Pension Plan that will withstand the rigors or regulatory audits. As a consequence, the Archdiocese of Vancouver has had to amend our internal processes to support regulatory compliance and to align with industry best practices.

The attached communication details the key changes that will be in effect for September 2024, and the support that will be available to employers in implementing this change.

If you have any questions, please contact Connie Shepherd, Director, Strategic Projects – Finance and Operations at stratproj@rcav.org or Marisa Ruggier-Andrews, Director, Human Resources at humanresources@rcav.org at the Archdiocese of Vancouver.

With cordial best wishes and the assurance of my prayers, I remain

Sincerely yours in Christ,

+ J. Michael Miller CSB

✠ J. Michael Miller, CSB
Archbishop of Vancouver

Enclosure



August 16, 2024

Subject: Process Change for Remitting Pension Plan Contributions

Dear Employers of the Archdiocese of Vancouver Employees' Pension Plan:

Further to Archbishop Miller's communication on the subject of "Process Change for Remitting Pension Contributions," the Archdiocese of Vancouver will be implementing the following key changes for compliance reasons and to implement industry best practice:

- Pension contributions will be calculated by local employers based on pensionable earnings and withheld each payroll and remitted to the Pension Support Team each month that payroll is processed using a prescribed template to capture relevant information for audit purposes.
- Pension Plan members' voluntary pension, RRSP and TFSA contributions will be calculated and withheld at source by the local employers and remitted to the Pension Support Team each month that payroll is processed using a prescribed template to capture relevant information for audit purposes.

As a result of the above changes:

- Employer/Employee Pension Contributions, Voluntary Employee Pension Contributions, RRSP and TFSA will no longer appear on the monthly invoice for Benefits.
- The monthly pension administration fee per member will no longer be charged.
- Employer/Employee Pension Contributions, Voluntary Employee Pension Contributions, RRSP and TFSA will be debited from the employers' bank account in the month after the contribution period rather than collecting the contributions in advance along with benefit premiums.
- A Pension Support Team at the Archdiocese of Vancouver has been set up to assist employers with this change.

The Pension Support Team will be hosting a Zoom webinar to explain the changes and provide resources to support employers. During the webinar, the Pension Support Team will provide further instructions on how to access procedures, remittance templates, FAQs, provide the dedicated email address and support telephone line.

NOTE:

The webinar is mandatory for all school and parish bookkeepers/accountants and Benefits Reps.

To register for the Zoom webinar, click on one of the following links.

[Register for Webinar - Schools](#)

[Register for Webinar - Parishes](#)

If you have any questions, please contact Connie Shepherd or Marisa Ruggier-Andrews.

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