

**MEMORANDUM OF AGREEMENT  
(TRANSFER OF PENSION FUNDS AND RELATED SERVICE)**

**BETWEEN:** *THE GOVERNMENT OF CANADA*, represented by the President of the Treasury Board of Canada (*the Minister*),

*And*

***THE JOINT BOARD OF TRUSTEES OF THE  
MANITOBA MUNICIPAL EMPLOYEES PENSION  
PLAN (the Board)***,

**EFFECTIVE** JUL 1 0 2001

**SECTION 1: PREAMBLES**

**WHEREAS** the *Public Service Superannuation Act (the Act)* authorizes the President of the Treasury Board to enter into a pension transfer agreement with an “eligible employer” on terms approved by the Treasury Board; and

**WHEREAS** the provisions of this Agreement conform with the terms approved by the Treasury Board; and

**WHEREAS** the Board, as administrator of the Manitoba Municipal Employees Pension Plan (*the Plan*), is an eligible employer as described in the Act; and

**WHEREAS** the Plan authorizes the Board to enter into a pension transfer agreement with the Government of Canada; and

**WHEREAS**, by Resolution, the Board has authorized the Executive Director to enter into this Agreement,

**NOW THEREFORE** the parties to this Agreement agree with each other as follows:

**SECTION 2: DEFINITIONS**

1. Any terms used but not defined in this Agreement have the meaning ascribed to them in the provisions of the Act or the Plan, as applicable. The following definitions shall be used for the purposes of this Agreement:
  - a) “**Account**” means the Superannuation Account or the Public Service Pension Fund as described in the Act, or both, as the case may be;
  - b) “**Act**” means the *Public Service Superannuation Act* and includes the *Public Service Superannuation Regulations*;
  - c) “**Board Transfer Amount**” means an amount calculated by the Plan’s Actuary as being equal to the value of all benefits accrued under the Plan in respect of the service countable as contributory service by that employee under the Plan, or all benefits which would have accrued under the Plan in respect of the service countable as pensionable service under the Act had such service been counted as contributory service under the Plan, together with interest from the valuation date to the end of the month preceding the payment date, at a rate equal to the rate, which in the opinion of the Board, was the Fund earning rate during that period. The value of the benefits shall be calculated using the method and assumptions contained in Appendix C;
  - d) “**contributory service**” has the same meaning as in the Plan. Only contributory service that is to the credit of the eligible employee upon terminating employment with a participating municipality under the Plan can be considered for purposes of Section 3 of this Agreement. Where an eligible employee has

not completed payment for a period of service upon terminating employment with a participating municipality under the Plan, only the paid-up portion of that period will be counted as contributory service, unless he or she completes payment in accordance with Clause 3 of this Agreement;

- e) “*eligible employee*” means:
- i) for purposes of Section 3, a person who, being or having been employed with a participating municipality under the Plan and a member under the Plan, ceased or ceases to be so employed, has not received or does not receive any amount as a return of contributions or any other benefit under the Plan in respect of any period of contributory service to his or her credit under the Plan upon ceasing to be so employed, and is employed in the Public Service and a contributor under the Act; and
  - ii) for the purposes of Section 4, a person who, being or having been employed in the Public Service and a contributor under the Act, ceased or ceases to be so employed, has not received or does not receive any amount as a return of contributions or any other benefit under the Act in respect of any period of pensionable service to his or her credit under the Act upon so ceasing to be employed, and is employed by a participating municipality under the Plan and a member under the Plan;
- f) “*Federal Transfer Amount*” means an amount calculated by the Minister’s Actuary as being equal to the value of all benefits accrued under the Act in respect of the service countable as pensionable service by that employee under the Act, or all benefits which would have accrued under the Act in respect of the service countable as contributory service under the Plan had such service been counted as pensionable service under the Act, together with interest from the valuation date to the end of the month preceding the payment date at a rate equal to the rate which, in the opinion of the Minister, was the Account earning rate during that period. The value of the benefits shall be calculated using the method and assumptions contained in Appendix D;
- g) “*Fund*” means the Fund established under the Plan;
- h) “*pensionable service*” has the same meaning as in the Act. However, only pensionable service that is to the credit of the eligible employee upon terminating employment in the Public Service can be considered for purposes of Section 4 of this Agreement. Where an eligible employee has not completed payment for a period of service upon terminating employment in the Public Service, only the paid-up portion of that period will be counted as pensionable service, unless he or she completes payment in accordance with Clause 15 of this Agreement;
- i) “*Plan*” means the Manitoba Municipal Employees Pension Plan;
- j) “*valuation date*” means the date as of which the Minister calculates the Federal Transfer Amount or the Board calculates the Board Transfer Amount, as the case may be, or such later date as is agreed to by the Minister and the Board where a payment is to be made more than three months from the payment deadline contained in Clause 7 or Clause 19, as applicable.

### **SECTION 3: TRANSFERS FROM A PARTICIPATING MUNICIPALITY TO THE PUBLIC SERVICE**

2. To participate under this Agreement, an eligible employee must submit a copy of Appendix A1 (*Request for Transfer Estimate*) to the Board while that employee is an active contributor under the Act and no later than one year from the effective date of this Agreement, or one year from the date on which a written notice of

contributory status is sent to that employee by the Minister, whichever is later. The Minister may extend this period for submitting Appendix A1 where the delay in forwarding the appendix is not due to fault on the part of the employee.

3. Where an eligible employee, immediately prior to ceasing to be a member under the Plan, has not fully paid for a period of service that he or she was entitled to count as contributory service, the Board shall provide that employee with a written notice of the balance owing in respect of that period of service and the employee may pay all or part of the balance owing within two months of the date that notice is sent.

If the eligible employee remits the entire balance owing within the time provided, the entire period of service will be counted as contributory service; otherwise, the eligible employee shall be deemed to have to his or her credit only that portion of the contributory service that is equal to the portion purchased by the amount actually paid by him or her into the Fund, as calculated by the Board in accordance with the Plan.

4. The Board shall complete the relevant portions of Appendix A1 and forward it to the Minister within 3 months from receipt of Appendix A1 from the eligible employee.
5. The Minister shall complete the relevant portions of Appendix B1 (*Request for Transfer of Service Credits*) and forward it to the eligible employee within 3 months from receipt of Appendix A1 from the Board.
6. The eligible employee shall complete and sign Part 2 of Appendix B1 and forward it to the Minister within 3 months from the date on which the Minister has forwarded Appendix B1 to the eligible employee. The Minister will advise the Board of the eligible employee's decision, and where applicable, advise the Board of the Federal Transfer Amount.
7. The Board will pay or direct that a payment be made into the Account in respect of an eligible employee the lesser of the Board Transfer Amount or the Federal Transfer Amount. This payment shall be made within 3 months from the date the Minister notifies the Board of the Federal Transfer Amount.

The Board Transfer Amount shall be calculated as of the date on which the eligible employee terminated employment with a participating municipality under the Plan. The initial salary to be used for the purposes of this Clause will be the salary authorized to be paid to that employee upon termination of employment.

The Federal Transfer Amount shall be calculated as of the date on which the Minister receives a copy of Appendix B1 signed by the eligible employee. The initial salary used for the purposes of this Clause will be the salary authorized to be paid to that employee on the most recent occasion of becoming a contributor under the Act or on the effective date of this agreement, as the case may be.

- 8.1 Where the amount paid under Clause 7 is equal to the Federal Transfer Amount, the period of contributory service countable by the eligible employee under the Plan at the time he or she ceased to be employed by a participating municipality under the Plan, taking into account Clause 3, shall be counted as pensionable service under the Act; and
- 8.2 Where the amount paid under Clause 7 is less than the Federal Transfer Amount, only such portion of that period of contributory service under the Plan as is determined in accordance with the provisions of the Act shall be counted as pensionable service under the Act.
9. If the amount paid by the Board under Clause 7 is less than the lump sum benefit on termination to which the eligible employee would otherwise have been entitled under the Plan at the same date, the difference shall be payable to or on behalf of the eligible employee in accordance with the provisions of the Plan.



10. Where the Minister has received a payment from the Board under Clause 7, he or she shall send a notice to the eligible employee advising of the amount that has been transferred on that employee's behalf and the pensionable service which is countable by that employee under the Act in respect of the transferred amount. Where the amount transferred is less than the Federal Transfer Amount, the notice shall also inform the employee of the outstanding balance and the payment options available should that employee wish to establish the balance of the period not counted under Clause 8.2 as pensionable service under the Act.
11. The employee may elect to count all or part of the period of contributory service under the Plan which was not purchased under Clause 8.2 within 6 months from the date the notice described in Clause 10 is sent to the eligible employee by the Minister.
12. If an election is not made by the eligible employee within the six month period described in Clause 11, the employee may make an election at any time prior to ceasing to be a contributor under the Act. In such case, however, the cost of counting such service as pensionable service under the Act will be redetermined as at the date such an election is made, in accordance with the methodology used to establish the Federal Transfer Amount.
- 13.1 Where an eligible employee elects to pay for the unpurchased service by instalments, he or she shall undergo and pass a medical examination on the same terms and conditions as those applicable to an election made for a period of service under clause 6(1)(b)(iii)(K) of the Act.

Where the medical examination is not passed, the Minister shall send a notice to the eligible employee advising of the outstanding balance and providing the employee with a period expiring 30 days from the date of that notice to complete payment in full or in part. Additionally, the notice shall explain the consequences of completing or not completing payment in full within the specified period, as contained in Clauses 13.2 and 13.3.
- 13.2 Where payment is made in full by the eligible employee within the 30 day period specified in Clause 13.1, the balance of the period not counted under Clause 8.2 shall be established as pensionable service under the Act.
- 13.3 Where payment is not made in full within the 30 day period specified in Clause 13.1, but the employee requests in writing within that period that all payments made prior to that date be applied against the cost of the election, only that portion of the balance of the period not counted under Clause 8.2 that is equal to the portion purchased by the amount actually paid by that employee, as calculated by the Minister in accordance with the Act, shall be established as pensionable service under the Act.

Otherwise, the election shall be considered null and void and any payments made by the eligible employee shall be returned to that employee, without interest.

**SECTION 4: TRANSFERS FROM THE PUBLIC SERVICE TO A PARTICIPATING MUNICIPALITY**

14. To participate under this Agreement, an eligible employee must submit a copy of Appendix A2 (*Request for Transfer Estimate*) to the Minister while that employee is an active member under the Plan and no later than one year from the effective date of this Agreement or one year from the date on which the first contribution is made by or on behalf of that employee into the Fund, whichever is later. The Board may extend this period for submitting Appendix A2 where the delay in forwarding the appendix is not due to fault on the part of the employee.
15. Where an eligible employee, immediately prior to ceasing to be a contributor under the Act, has not fully paid for a period of service that he or she was entitled to count as pensionable service, the Minister shall provide that employee with a written

notice of the balance owing in respect of that period of service and the employee may pay all or part of the balance owing within two months of the date that notice is sent.

If the eligible employee remits the entire balance owing within the time provided, the entire period of service will be counted as pensionable service; otherwise, the eligible employee shall be deemed to have to his or her credit only that portion of the pensionable service that is equal to the portion purchased by the amount actually paid by him or her into the Account, as calculated by the Minister in accordance with the Act.

16. The Minister shall complete the relevant portions of Appendix A2 and forward it to the Board within 3 months from receipt of Appendix A2 from the eligible employee.
17. The Board shall complete the relevant portions of Appendix B2 (*Request for Transfer of Service Credits*) and forward it to the eligible employee within 3 months from receipt of Appendix A2 from the Minister.
18. The eligible employee shall complete and sign Part 2 of Appendix B2 and forward it to the Board within 3 months from the date on which the Board has forwarded Appendix B2 to the eligible employee. The Board will advise the Minister of the employee's decision and, where applicable, advise the Minister of the Board Transfer Amount.
19. The Minister will pay or direct that a payment be made into the Fund in respect of an eligible employee the lesser of the Federal Transfer Amount or the Board Transfer Amount. This payment shall be made within 3 months from the date the Board notifies the Minister of the Board Transfer Amount.

The Federal Transfer Amount shall be calculated as of the date on which the Board receives a copy of Appendix B2 signed by the eligible employee. The initial salary to be used for the purposes of this Clause will be the salary authorized to be paid to that employee on ceasing to be a contributor under the Act.

The Board Transfer Amount shall be calculated as of the date on which a copy of Appendix A2 is received by the Minister from the eligible employee. The initial salary to be used for the purposes of this Clause will be the salary of that employee as of the date of receipt of Appendix A2 by the Minister.

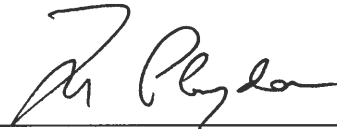
- 20.1 Where the amount paid under Clause 19 is equal to the Board Transfer Amount, the period of pensionable service countable by the eligible employee under the Act at the time he or she ceased to be employed in the Public Service, taking into account Clause 15, shall be counted as contributory service under the Plan; and
- 20.2 Where the amount paid under Clause 19 is less than the Board Transfer Amount, only such portion of that period of pensionable service under the Act as is determined in accordance with the provisions of the Plan shall be counted as contributory service under the Plan.
21. If the amount paid by the Minister under Clause 19 is less than the return of contributions or the transfer value that would have been calculated in respect of the employee under the Act, whether or not that employee would otherwise be entitled to that transfer value, the difference shall be payable to the eligible employee in accordance with the provisions of the Act.
22. Where the Board has received a payment from the Minister under Clause 19, he or she shall send a notice to the eligible employee advising that employee of the amount that has been transferred on that employee's behalf and the contributory service which is countable by that employee under the Plan in respect of the transferred amount. Where the amount transferred is less than the Board Transfer Amount, the notice shall also inform the employee of the outstanding amount and the payment options available should that employee wish to count the balance of the period not purchased under Clause 20.2 as contributory service under the Plan.

**SECTION 5: GENERAL PROVISIONS**

23. Nothing in this Agreement shall permit or obligate the Minister or the Board to contravene applicable legislation.
24. This Agreement may be amended at any time by an agreement in writing signed by both parties to this Agreement, stating the date upon which the amendment or amendments are effective.
25. The Board may amend Appendix C to this Agreement by providing notice in writing to the Minister at least 60 days prior to the effective date of the proposed amendment. The amendment, however, shall not affect any transfer where the eligible employee completes or has completed an Appendix B1 or B2, as applicable, prior to the effective date.
26. The Minister may amend Appendix D to this Agreement by providing notice in writing to the Board at least 60 days prior to the effective date of the proposed amendment. The amendment, however, shall not affect any transfer where the eligible employee completes or has completed an Appendix B1 or B2, as applicable, prior to the effective date.
27. Either party to this Agreement may terminate its participation in this Agreement by forwarding a written notice to the other party no less than 90 days prior to the termination date. Notwithstanding the termination of this Agreement, its provisions shall continue to apply to those persons who complete or have completed an Appendix A1 or A2, as applicable, prior to the said termination date, to the extent permitted by and in accordance with the terms of this Agreement as it reads immediately prior to the said termination date.
28. The headings used in this Agreement are for convenience only and are not considered part of this Agreement and do not in any way limit or amplify the terms of this Agreement.
29. It is intended that all provisions of this Agreement shall be fully binding and effective between the parties to this Agreement, but in the event that any particular provision is found to be void, voidable or unenforceable in whole or in part, for any reason whatever, then the provision, as affected, shall be deemed severed from the remainder of this Agreement and all other provisions shall remain in full force.
30. No condition or term of this Agreement may be waived except by the written consent of the parties to this Agreement.
31. This Agreement shall continue to the benefit of and be binding upon the successors and assigns of the parties to this Agreement.
32. The parties to this Agreement agree that this Agreement, including its appendices, constitutes the entire agreement of the parties with regard to the matters with which it deals and that no understandings or agreements, verbal or otherwise, concerning such matters exist between the parties except as expressly set out in this Agreement.
33. A French version of this Agreement is also available upon demand.
34. The effective date of this Agreement shall be the date of signature by the President of the Treasury Board.
35. This Agreement supersedes the agreement dated June 30, 1981 (*the former agreement*), as amended, between the parties, except that the former agreement, as amended, will continue to apply to those persons who have signed either Appendix A or Appendix B to the former agreement, as amended, prior to October 15, 2000.

*ACCORDINGLY*, by signing below, the parties to this Agreement signify their acceptance of its provisions.

**THE GOVERNMENT OF CANADA**



\_\_\_\_\_  
The President of the Treasury Board

10/07/01

Date

**THE JOINT BOARD OF TRUSTEES OF THE  
MANITOBA MUNICIPAL EMPLOYEES PENSION PLAN**



\_\_\_\_\_  
Executive Director

June 18, 2001

Date



**APPENDIX A1  
(REQUEST FOR TRANSFER ESTIMATE)**

**Re: Transfer from a Participating Municipality to the Government of Canada**

**PART I: EMPLOYEE INFORMATION – GOVERNMENT OF CANADA  
(To be completed by the Compensation Advisor)**

Employee's Name:

Employee's Date of Birth:

Employee's Superannuation Number:

Name of Department:

Date Employment Commenced:

PSSA Contributor Effective:

Certified Correct by: (Print Name and Title) \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**PART II: EMPLOYEE'S AUTHORIZATION (To be completed by the Employee)**

Employee's name and address:

I hereby authorize the Joint Board of Trustees of the Manitoba Municipal Employees Pension Plan to release the information necessary to produce a transfer estimate, including my social insurance number.

I understand that completion of this document does not constitute a request for transfer. I am aware that, to become eligible for a transfer of funds under the terms of the pension transfer agreement, I must complete form APPENDIX B1 (*Request for Transfer of Service Credits*) while employed and an active contributor under the *Public Service Superannuation Act* and within the time limits set out in the pension transfer agreement.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

**Once Part II has been completed, this form should be forwarded to:**

**Administrator  
Municipal Employees Benefits Program  
1200-444 St. Mary Avenue  
Winnipeg, Manitoba R3C 3T1**

**PART III: EMPLOYEE INFORMATION – MUNICIPAL EMPLOYEES BENEFITS PROGRAM  
(To be completed by the Administrator)**

Name of Participating Municipality:

Employee's Reference Number:

Date Employment Commenced:

Date of Enrolment in Pension Plan:

Date Employment Terminated:

Estimated Transfer Amount: \$ \_\_\_\_\_ Calculated as of: \_\_\_\_\_

Certified Correct by: (Print Name and Title) \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



**APPENDIX A2**  
**(REQUEST FOR TRANSFER ESTIMATE)**

**Re: Transfer from the Government of Canada to a Participating Municipality**

**PART I: EMPLOYEE INFORMATION – MUNICIPAL EMPLOYEES BENEFITS PROGRAM**  
***(To be completed by the Administrator)***

Employee's Name:  
Employee's Date of Birth:  
Employee's Reference Number:  
Name of Participating Municipality:  
Date Employment Commenced:  
Date of Enrolment in Pension Plan:

**Certified Correct by: (Print Name and Title)** \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**PART II: EMPLOYEE'S AUTHORIZATION** ***(To be completed by the Employee)***

Employee's name and address:

I hereby authorize the President of the Treasury Board to release the information necessary to produce a transfer estimate, including my social insurance number.

I understand that completion of this document does not constitute a request for transfer. I am aware that, to become eligible for a transfer of funds under the terms of the pension transfer agreement, I must complete form **APPENDIX B2** (*Request for Transfer of Service Credits*) while employed and an active member under the Manitoba Municipal Employees Pension Plan, and within the time limits set out in the pension transfer agreement.

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Business Telephone:** \_\_\_\_\_

**Once Part II has been completed, this form should be forwarded to:**

**Chief, Client Operational Services Division**  
**Pension Transfer Agreement Section**  
**Superannuation Directorate**  
**Public Works and Government Services Canada**  
**P.O. Box 5010, Moncton, NB E1C 8Z5**

**PART III: EMPLOYEE INFORMATION – GOVERNMENT OF CANADA**  
***(To be completed by the Superannuation Directorate)***

Name of Department or Agency:  
Employee's Superannuation Number:  
Date Employment Commenced:  
PSSA Contributor Effective:  
Date Employment Terminated:

Estimated Transfer Amount: \$ \_\_\_\_\_ Calculated as of: \_\_\_\_\_

**Certified Correct by: (Print Name and Title)** \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**APPENDIX B1**  
**(REQUEST FOR TRANSFER OF SERVICE CREDITS)**

**Re: Transfer from a Participating Municipality to the Government of Canada**

<b>Employee's Name and Address:</b>  <p style="text-align: center;"><i>(Forwarded via personnel office)</i></p>	<b>Issue Date:</b>  <p style="text-align: center;"><i>(Date Appendix B1 is forwarded to employee)</i></p>
---	---

**PART 1: (To be completed by the Superannuation Directorate)**

The amount available for transfer under the pension transfer agreement *is estimated to be sufficient* to provide you with equivalent pensionable service under the *Public Service Superannuation Act* (the Act).

Estimated transfer amount: \$ \_\_\_\_\_  
 Pensionable service to be established by the transfer amount: \_\_\_\_\_ (years/days)

***or***

The amount available for transfer under the pension transfer agreement *is estimated not to be sufficient* to provide you with the equivalent pensionable service under the Act, but will provide the following:

Estimated transfer amount: \$ \_\_\_\_\_  
 Pensionable service to be established by the transfer amount: \_\_\_\_\_ (years/days)  
 Additional pensionable service that may be purchased: \_\_\_\_\_ (years/days)

Approximate cost of the additional pensionable service: \$ \_\_\_\_\_

Date of termination: \_\_\_\_\_

**Certified Correct by: (Print Name and Title)** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Date**

Upon completion of your transfer, you will be given the option of purchasing the additional pensionable service not established by the transfer. The actual figures may change due to interest charges.

**PART 2: (To be completed by the employee)**

I have reviewed the information provided in Part 1 and select the following option with respect to my request to transfer: ***(Please indicate the option you wish to select.)***

**Option 1:** I elect to transfer my accrued pension credits to establish pensionable service under the *Public Service Superannuation Act (the Act)*. I understand that this transfer is subject to the terms and conditions of the agreement made between the above parties, that the monies transferred under the said agreement are subject to the terms and conditions of the Act, and that the transferred amount determined will be in accordance with the provisions of the Manitoba Municipal Employees Pension Plan, the Act and the *Income Tax Act (Canada)*, including maximum benefit limit restrictions and prescribed allowable transfer amounts between pension plans.

I also understand that once the transfer payment has been made by the Joint Board of Trustees of the Manitoba Municipal Employees Pension Plan to the Government of Canada, I will cease to be entitled to any benefit under the Manitoba Municipal Employees Pension Plan in respect of the period of contributory service to which the transfer payment relates.

**Option 2:** I elect NOT to proceed with my request for transfer. I understand that my pension benefits with respect to my previous contributory service will remain under the Manitoba Municipal Employees Pension Plan and will be paid in accordance with the terms of that plan.

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Home Telephone:** \_\_\_\_\_ **Business Telephone:** \_\_\_\_\_

**NOTE: (To be completed by the Superannuation Directorate)**  
**THE COMPLETED APPENDIX B1 MUST BE RETURNED BY \_\_\_\_\_, TO:**

**Chief, Client Operational Services Division**  
**Pension Transfer Agreement Section**  
**Superannuation Directorate**  
**Public Works and Government Services Canada**  
**P.O. Box 5010, Moncton, NB E1C 8Z5**

**APPENDIX B2**  
**(REQUEST FOR TRANSFER OF SERVICE CREDITS)**

**Re: Transfer from the Government of Canada to a Participating Employer**

<b>Employee's Name and Address:</b>  <i>(Forwarded via personnel office)</i>	<b>Issue Date:</b>  <i>(Date Appendix B2 is forwarded to employee)</i>
--	--

**PART 1: (To be completed by the Administrator of the Municipal Employees Benefits Program)**

The amount available for transfer under the pension transfer agreement *is estimated to be sufficient* to provide you with equivalent contributory service under the Manitoba Municipal Employees Pension Plan (the Plan).

Estimated transfer amount: \$ \_\_\_\_\_  
Contributory service to be established by the transfer amount: \_\_\_\_\_ (years/days)

**or**

The amount available for transfer under the pension transfer agreement *is estimated not to be sufficient* to provide you with the equivalent contributory service under the Plan, but will provide the following:

Estimated transfer amount: \$ \_\_\_\_\_  
Contributory service to be established by the transfer amount: \_\_\_\_\_ (years/days)  
Additional contributory service that may be purchased: \_\_\_\_\_ (years/days)  
Approximate cost of the additional contributory service: \$ \_\_\_\_\_

Date of termination: \_\_\_\_\_

**Certified Correct by: (Print Name and Title)** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Date**

Upon completion of your transfer, you will be given the option of purchasing the additional (contributory service) not established by the transfer. The actual figures may change due to interest charges.

**PART 2: (To be completed by the employee)**

I have reviewed the information provided in Part 1 and select the following option with respect to my request to transfer: *(Please indicate the option you wish to select.)*

**Option 1:** I elect to transfer my accrued pension credits to establish contributory service under the Manitoba Municipal Employees Pension Plan (*the Plan*). I understand that this transfer is subject to the terms and conditions of the agreement made between the above parties, that the monies transferred under the said agreement are subject to the terms and conditions of the Plan, and that the transferred amount determined will be in accordance with the provisions of the *Public Service Superannuation Act*, the Plan and the *Income Tax Act (Canada)*, including maximum benefit limit restrictions and prescribed allowable transfer amounts between pension plans.

I also understand that once the transfer payment has been made by the Government of Canada to the Joint Board of Trustees of the Manitoba Municipal Employees Pension Plan, I will, pursuant to subsection 40.2(6) of the *Public Service Superannuation Act*, cease to be entitled to any benefit under that Act in respect of the period of pensionable service to which the transfer payment relates.

**Option 2:** I elect NOT to proceed with my request for transfer. I understand that my pension benefits with respect to my previous pensionable service will remain under the *Public Service Superannuation Act* and will be paid in accordance with the terms of that Act.

**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Home Telephone:** \_\_\_\_\_ **Business Telephone:** \_\_\_\_\_

**NOTE: (To be completed by the Administrator of the Municipal Employees Benefits Program)**

**THE COMPLETED APPENDIX B2 MUST BE RETURNED BY \_\_\_\_\_, TO:**

**Administrator**  
**Municipal Employees Benefits Program**  
**1200-444 St. Mary Avenue**  
**Winnipeg, Manitoba R3C 3T1**

## **APPENDIX C**

### **METHODS AND ACTUARIAL ASSUMPTIONS USED BY THE JOINT BOARD OF TRUSTEES OF THE MANITOBA MUNICIPAL EMPLOYEES PENSION PLAN**

The Joint Board of Trustees will use the actuarial assumptions contained in the Actuarial Report on the Manitoba Municipal Employees Pension Plan as at the most recent tabling of the report (the MEPP Actuarial Report), except for/or as noted in the following:

1. **Mortality** 1994 Uninsured Pensioner Mortality Table
2. **Interest Rate** 6.5% Per Annum
3. **Indexation Rate** 2.5% Per Annum
4. **Rate of increase in salaries and in maximum eligible earnings**  
2.5% Inflation + 1.0% Productivity + Merit/Promotion on Scale of .5 – 3.2%
5. **Withdrawal Rate** Based on Plan experience
6. **Disability Rate** Based on Plan experience
7. **Proportion of contributors married at death** n/a
8. **Difference between the age of the spouse and that of the participant** n/a
9. **Retirement Rates** Based on Plan experience

#### **Method of Evaluation of Liability**

Projected Unit Credit Method

#### **Amendment to Assumptions**

Each time a new MEPP Actuarial Report is approved by the Board, the assumptions contained in that new report will be used effective the 1<sup>st</sup> day of the month following the approval of that report. The amendment, however, shall not affect any transfer in respect of which a Request for Transfer has been signed prior to the effective date.



## **APPENDIX D**

### **METHODS AND ACTUARIAL ASSUMPTIONS USED BY THE GOVERNMENT OF CANADA**

The Government of Canada will use the actuarial assumptions contained in the Actuarial Report on the Pension Plan for the Public Service of Canada (*Public Service Superannuation Act*) as at March 31, 1999 (the Actuarial Report), except for and/or as noted in the following:

1. the rate of interest shall be 7.25 % per annum.
2. the rate of increase in the Consumer Price Index shall be 3.0% per annum.
- 3(a) for the purposes of Clause 7, the rate of increase in salaries shall be 4.0% per annum, plus the seniority and promotional increases contained in the Actuarial Report.
- 3(b) for the purposes of Clause 19, the rate of increase in salary shall be 4% per annum, plus the seniority and promotional increases contained in the Actuarial Report, except as noted in 3(c) below.
- 3(c) for the purpose of Clause 19, in the case of a person who becomes a member under the Plan more than 2 years from the date of ceasing to be employed in the Public Service, or where this agreement is not signed within 2 years of the date of so ceasing to be employed, the rate of increase in salary shall be equal to the rate of increase in the Average Industrial Wage from time to time until the first of the month in which the eligible employee becomes a member under the Plan or the first of the month in which the agreement is signed, as the case may be, and 4% per annum plus the seniority and promotional increases contained in the Actuarial Report thereafter.

#### **Method of Evaluation of Liability**

The projected accrued benefit actuarial cost method (projected unit credit method), will be used to evaluate the actuarial liability. Under this method, the actuarial liability in respect of a given year corresponds to the actuarial value of all future benefits considered to accrue in respect of that year, with pensionable earnings projected to retirement. The initial salary used for purposes of Clause 7 will be the salary authorized to be paid to the eligible employee on the most recent occasion of becoming a contributor under the PSSA or on the date the agreement is signed, as the case may be, and for the purposes of Clause 19, the salary upon ceasing to be a contributor under the PSSA.

#### **Amendment to Assumptions**

Each time a new Actuarial Report is laid before Parliament in accordance with the *Public Pensions Reporting Act*, the assumptions contained in that new report, other than those noted in paragraphs 1, 2 and 3 above, will be used effective the 1<sup>st</sup> day of the second month following the tabling of that report. The amendment, however, shall not affect any transfer in respect of which a Request for Transfer has been signed prior to the effective date.