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Announcements

Appointment of Director, Policy and Research Branch

On January 15, 1997, the Superintendent of Pensions announced the appointment of Mr. Nurez Jiwani as Director of the Policy and Research Branch and Ms. Pauline Dawson as Acting Director of the Pension Plans Branch. These changes were necessitated by the reassignment of Mr. Bruce Macnaughton to the position of Director of the Intergovernmental Finance Policy Branch in the Ministry of Finance.

PCO Information Services Program To Be Launched in the Spring

The PCO is planning to launch its new information services program sometime this spring. Everyone who receives the PCO Bulletin will receive a flyer which includes details about the products and services and an order form. Subscribers will enjoy access to an expanded package of material in print and electronic formats. The PCO remains the authoritative source for information relating to regulatory requirements for pension plans, decisions of the Commission and amendments to the Regulations under the *Pension Benefits Act*.

Details about the the *PCO Bulletin*, *PCO Manuals*, the *PCO Web Site*, Start-Up CD ROM and the *Office Consolidation of the Pension Benefits Act* and Regulations will be provided in the flyer soon. Some highlights and benefits of the *PCO Web Site* are discussed below.

Introducing the *PCO Web Site*

The *PCO Web Site* is expected to be operational in spring, 1997 and will be available at the following URL (Uniform Resource Locator) **<http://www.gov.on.ca/pensions>**. The new medium will offer significant added value to subscribers. It promises to enhance productivity and improve subscribers' ability to respond to the needs of clients and stakeholders quickly and effectively. Subscribers will gain access to the PCO's information database including all policies and procedures since 1990, decisions of the Commission since 1988, all amendments to the Regulations and the updated version of the Act

and Regulations. Other helpful features include e-mail notification of uploads and personal notification of updates since last log-in. Subscribers will be able to download the PCO's information database and, using their own system's search engines and other software features, they may integrate and manage the data to suit the subscribers' needs. It is expected that the *PCO Web Site* will become a popular and preferred communications medium.

Formats

All files will be provided in three versions in order to be universally accessible. In addition to HTML, which is the language for viewing text on-line on the Internet (it is downloadable), the PCO will provide all files in WordPerfect 5.1+ for DOS, Microsoft Word 6.0 for Windows and Macintosh and, WordPerfect 6.1 for Windows.

Start-Up CD ROM

To facilitate start-up, *PCO Web Site* subscribers may purchase a CD ROM which contains files formatted in three versions and updated to 1997. Instead of spending time and resources downloading large volumes of data from the site, subscribers can be up and running quickly. The CD ROM provides an electronic base line which may be kept up-to-date by downloading announcements and files from the web site as they occur.

Crown Copyright

Prospective subscribers should be aware that the *Pension Benefits Act* and Regulations and all information published by the Pension Commission of Ontario are protected by Crown copyright and all rights are reserved. Copyright will be asserted on all publications whether in hard copy or electronic formats. Any suspected infringements such as republication, redistribution or resale to third parties will be referred to the Queen's Printer for enforcement action.

Having said this, the PCO wishes to encourage the appropriate use of PCO material with acknowledgement for personal use or for an individual's business use. Any questions on this matter should be referred to Judith Chalmers at 416-314-0699.

Orders

Whether you place an order on-line at the *PCO Web Site* or use the order form in the flyer, you must send your payment by mail to the subscriptions manager at the address indicated on the order form. *PCO Web Site* subscriber accounts will be activated by the subscriptions manager upon receipt and processing of the order and payment (please allow up to two to three weeks for processing). An e-mail notification will be sent to the company *PCO Web Site* contact person.

Co-ordinate Company Orders for Maximum Savings

Subscribers within a single company or at the same location are encouraged to co-ordinate their company orders, especially *PCO Web Site* subscriptions for maximum savings. We request that the company identify a contact person who is also a web site user. Whenever there is an upload to the *PCO Web Site*, an e-mail notification will be sent to the user/contact person.

Telix System - Interim Communications Arrangement

Until the *PCO Web Site* is operational, the PCO will continue to use its own "BBS" to inform stakeholders about regulatory developments. The communications software is known as "telix" and stakeholders can dial up anytime, 24 hours a day. The service is free to anyone calling from the Toronto area but long distance charges will apply to others. The BBS includes only 1996 and 1997 announcements and files uploaded during the same period.

Steps for Accessing the Telix System

The PCO is using a US Robotics Sportster fax modem transmitting data at a rate of 28.8K.

- 1 Dial 416-325-9263
- 2 Callers will be prompted to enter identifying information (enter all information requested, including company name) and a confidential password. The password should be specific to each caller and should not be shared.
- 3 Callers will view a main menu and should select "go to file system" to access PCO file menu.
- 4 The PCO file menu contains three areas including Pension News, Pension Policies and Tribunal Decisions. From the file menu, select the desired file area using the "change current area" option.
- 5 Once in the selected file area, callers should choose "file list" to view an index listing of the files available to download. Then select "download a file" and enter the name of the file. Please disregard the option to view files on-line. The function is not operational.

Most policies are available in two versions: self-extracting WordPerfect 5.1 + for DOS files (identified by the .EXE extension) and ASCII text files (identified by the .TXT extension). More recent files are not zipped.

If you experience technical difficulties, please report to ~~Judith Chalmers at 416-314-0699~~ or ~~Anne Balfour at 416-314-0701~~ and describe the nature of the problem.

Appointment of Administrators of Defined Contribution Pension Plans of Insolvent Companies

The Canadian Life and Health Insurance Association Inc. (the "CLHIA") and the Superintendent of Pensions have developed a standard service agreement which will be used for the appointment by the Superintendent of member companies of the CLHIA as administrators to wind up defined contribution pension plans of insolvent companies. The development of the standard service agreement is a result of several working group sessions held amongst the staff of the CLHIA, its member companies and the Pension Commission of Ontario.

AIR and PBGF Pre-Printed Forms Changes to Mailing Schedule

It has been the PCO's practice to mail AIR and PBGF forms to plan administrators six months prior to the filing due date for defined contribution plans and nine months prior to the filing due date for defined benefit plans.

Our experience has shown that the forms are sometimes misplaced because they are received too far in advance of the filing due date. This results in calls to PCO staff for duplicate copies of the forms to be issued.

Therefore, the PCO is changing its practice for mailing AIR and PBGF forms. In future, both forms will be issued approximately three months in advance of the filing due date. This applies to defined contribution and defined benefit plans.

If there has been a change in consultants or agents preparing these forms since the last filing, the forms should be redirected to the appropriate person at the new firm in a timely fashion to avoid late fees and penalties. A new contact name and company information must be provided on the current year's filing.

Correction

In the Winter-Spring 1996 issue of the *PCO Bulletin*, we referenced a procedure P500-400 "Surplus Refund Applications on Wind Up - Transmittal to the Commission". This reference was in error. We regret any confusion it may have caused.