

## Memorandum

**To:** All Fellows, Affiliates, Associates and Correspondents of the Canadian Institute of Actuaries and other interested parties

**From:** Charles C. McLeod, Chairperson  
Actuarial Standards Board

Micheline Dionne  
Morris W. Chambers  
Working Group on Translation Review and Other Technical Amendments

**Date:** April 9, 2009

**Subject:** **Technical Amendments – Standards of Practice – Pension Plans, Parts 3000, Actuarial Evidence, Part 4000, Public Personal Injury Compensation Plans, Part 5000, and Post-Employment Benefit Plans, Part 6000**

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The Working Group on Translation Review and Other Technical Amendments proposed, and the Actuarial Standards Board approved on March 26, 2009 revisions to the current Standards of Practice in respect of the Pension Plans, Parts 3000, Actuarial Evidence, Part 4000, Public Personal Injury Compensation Plans, Part 5000, and Post-Employment Benefit Plans, Part 6000.

The changes are being released as the Final Standards of Practice and are attached hereto.

Some of the changes are required to ensure that the Standards of Practice remain consistent with the amended structure of the CIA. The other amendments are similarly not substantive and do not in any way change either the intent or the meaning of those elements of the Standards of Practice. The changes are associated with the following categories:

- correction of prior references to the “Practice Standards Council” which is now the “Practice Council”;
- continuation of the move toward consistency in the style, format and punctuation of the Standards of Practice, including
  - elimination of bold fonts in textual elements of the Standards of Practice,

- constraint of the use of italics exclusively to Recommendations (except for the description thereof in paragraph 1120.04 and the reproduction of the CIA/CICA Joint Policy Statement in subsection 1630),
- replacement of a number of colons with commas,
- review of the use of the dotted underline for defined terms to ensure consistency,
- correction of cross-references to defined terms that have been changed in the French,
- augmentation of references to specific Rules of Professional Conduct to include the titular headings thereof;
- improvement in grammar for the sake of clarity and adherence to common usage, including
  - some simplification in language,
  - some changes to improve the English usage,
  - replacement of “which” with “that” in a number of places,
  - replacement of “if” with “whether” in a few instances.

In conjunction with the efforts described above, a major review of the French version of the Standards of Practice has been undertaken. Of special interest in the French version, it is clarified in paragraph 3710.02 that it is the benefit entitlement determination that is excluded from section 3700 and not the calculation of the value of those benefits, in paragraph 3720.12 that subsequent events have to be taken into consideration as opposed to simply being reported and in paragraph 3720.23 that instructions from the plan administrator may be taken into consideration but do not have to. In addition, in paragraph 4430.01 the roles of the borrower and the lender have been more clearly recognized. For further details on the changes performed to the French version, please access the French document released as [\(link to French document\)](#).

In accordance with paragraph 1.6 of the policy for due process for technical changes to the Standards of Practice, steps 1, 2 and 3 have been combined, eliminating the exposure of the proposed changes prior to their adoption. These technical changes have been reviewed by the Actuarial Standards Board and its approval for the changes was given at its meeting on March 26th, 2009.

The revised Standards of Practice have an effective date of May 1, 2009. Early implementation is permitted although, as noted above, there are no material differences between the current Standards of Practice and these revised Standards of Practice.

On April 1, 2009, an Exposure Draft was published that contained a large number of proposed changes to most of Part 3000 – Pensions. The changes in that Exposure Draft are not Final Standards of Practice. For the time being, the governing pension-specific Standards of Practice (part 3000) are those that result from the technical amendments and translation review described in this memo, and not those described in the Exposure Draft.

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