

Advisory

Release of Pension Plan Administrators' Guide: Roles and Responsibilities

Date: September 16, 2025
Distribution: Pension Plan Administrators, Plan Sponsors, Service Providers, Trustees
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PURPOSE

This Advisory is to notify pension stakeholders about the release of the [Pension Plan Administrators' Guide: Roles and Responsibilities](#) (Guide). BC Financial Services Authority (BCFSA) created this Guide to promote and support good governance and administration of pension plans to help safeguard the interests of plan members and beneficiaries.

BACKGROUND

Employer-sponsored pension plans are voluntary arrangements that provide an important source of retirement income in B.C. for employees and their families. Good pension plan governance and administration are critical to building and maintaining members' confidence in their pension.

Pension plan administrators are responsible for:

- prudently managing risks in their pension plans;
- acting in a fiduciary capacity in relation to plan beneficiaries;
- making plan design or investment decisions; and
- complying with pension legislations and plan documents, and communicating plan information.

This Guide serves as a centralized resource that brings together links to previously published resources and guidance and offers quick access to relevant materials. It focuses solely on the minimum standards for pension plans established for B.C. under the [Pension Benefits Standards Act](#) and the [Pension Benefits Standards Regulation](#).

ADDITIONAL INFORMATION

- [Pension Plan Administrators' Guide: Roles and Responsibilities](#)
- [Administrator's Guide to BC Defined Contribution Registered Pension Plans](#)

Questions regarding this Advisory and/or the Guide should be directed to the BCFSA Pensions Team at pensions@bcfsa.ca.