

## **Policy for Supplying Actuarial Information and Services on the Canada Pension Plan\***

### **Purpose**

The Chief Actuary provides a wealth of actuarial information on the Canada Pension Plan in periodic statutory reports tabled in Parliament. In the interest of fostering informed public commentary on the Canada Pension Plan, the Chief Actuary has in the past responded to many requests to explain that information and, in some circumstances, to do special actuarial work related to the Canada Pension Plan when time and resources made this possible.

The following policy is designed to standardize these practices and ensure transparency in their operation.

### **Transparency**

All requests for special information or services will be handled in a transparent manner. No requests will be treated as confidential, and no information or services will be provided on a confidential basis. Any information provided to requestors will be publicly available on the same terms as those under which the original requestor received the information.

### **Scope**

Requests for special information or services will be considered on the basis of the time and resources required to respond to the request, the clarity and specificity of the request, and whether the request could be handled by private actuarial services.

Requests which would require extensive commitment of resources, including for example, collection of data and development of special computer modelling, cannot be accommodated.

In some cases, a requestor may be asked to supply more information or specifications before the request can be serviced, e.g., where assumptions about existing or future demographic and/or economic conditions must be made that are not part of the assumption sets of statutory actuarial reports. In such cases, users of the information

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\* This policy applies to requests for services from all parties other than the executive branches of the federal, provincial, and territorial governments. It is part of the responsibilities of the Chief Actuary, as a federal public servant, to provide actuarial services to Departments of the Government of Canada which have policy and administrative responsibilities for the Canada Pension Plan. Because the governments of the provinces are joint stewards of the Canada Pension Plan, memoranda of understanding are in place under which services are also provided to the executive branches of provincial and territorial governments.

are requested to make it clear that because the specifications are those of the requestor, the findings cannot be attributed to the Office of the Chief Actuary.

Requests for information or services regarding programs or subjects unrelated to the Chief Actuary's statutory responsibilities will not be considered.

### **Fees**

Fees will be charged for services, based on:

- the imputed hourly cost of professional and administrative services required to fulfil the request,
- computer and associated costs,
- shipping, mailing and facsimile costs, and
- any other costs incurred in responding to the request.

Fee quotes will be fixed in advance if the effort is easily estimated. If not, estimates would be provided on the understanding that fees would be determined on completion of the work, based on actual time and costs.

A request may be exempted from fee assessment if:

- costs and time commitment are very small, or
- in exceptional circumstances, the request is relevant to the priority work of the Office of the Chief Actuary.

Before work on a request is carried out, the Chief Actuary will provide the requestor with an estimate of fees. If the requestor wishes the work to proceed, a written confirmation of acceptance of the fee will be required.

Requests for actuarial information already produced for a previous requestor will be priced the same as the original request.