



## HEAT AND FROST LOCAL UNION 118 PENSION PLAN



May 9, 2025

### NOTICE REGARDING CHANGES TO THE HEAT AND FROST LOCAL UNION 118 PENSION PLAN

This notice is being sent on behalf of the Trustees of the Heat and Frost Local Union 118 Pension Plan to advise you of a change to the administration for the Plan, effective June 1, 2025.

#### Plan Administrator:

The Trustees of your Heat and Frost Local Union 118 Pension Plan have appointed Convyta Partners to take over as the day to day administrator for the Plan. This change will take effect on June 1, 2025. Convyta Partners ('Convyta') is located in Burnaby, BC and works with members and Trustees of negotiated cost pension and benefit plans. This change is necessary due to the closure of the current administrator, D.A. Townley.

Starting June 1, 2025, please use the toll-free number or email address below to contact your Plan administrator for information or questions regarding your pension plan. This phone line will be available from Monday to Friday 9:00am-4:00pm PST.

**Toll-free Number:** 1-866-432-8118 or 1-866-HEAT118  
**Email:** [heatandfrost@convyta.com](mailto:heatandfrost@convyta.com)  
**Fax:** 604-433-8894  
**Mailing Address:** Heat and Frost Local 118 Pension Plan  
c/o Convyta Partners  
Suite 501 - 4445 Lougheed Highway  
Burnaby BC V5C 0E4

If you have recently received a retirement or termination package, please return your completed paperwork to Convyta at the new mailing address above. Any mail addressed to the previous Plan administrator and received in their offices before June 30th will be forwarded to Convyta. Mail received after June 30th will be returned to sender.

Convyta has been working with the existing Plan administrator and the Trustees to ensure that this change is as seamless as possible. They look forward to providing you with excellent service.

Thank you,

*Michael Molson*

Michael Molson, Chair  
Heat and Frost Local Union 118 Pension Plan