



GROUP RETIREMENT SAVINGS PLAN

Information Booklet

for

University of The Fraser Valley

Policy/plan # 11361

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INTRODUCTION

University of The Fraser Valley has established a **Group Retirement Savings Plan (Group RRSP)** to assist you in meeting your retirement goals.

Under the Group RRSP, individual member plans are established for each person joining the plan. Records for each member plan include contribution allocations, investment earnings and personal member data as required. At retirement, the value of your account may be used to provide retirement income.

This booklet is intended to help you understand the main provisions of the Group RRSP for University of The Fraser Valley. In the case of any discrepancy, the registered plan documents will prevail. Your **Group retirement savings plan member's certificate** and the **Schedule of fees for members of the group retirement savings plan** are attached to this booklet. They are your registered plan documents and provide contractual details regarding the terms of this plan.

INFORMATION AT YOUR FINGERTIPS!

You can obtain current information about your Group RRSP at any time by contacting your plan administrator, or by directly accessing your plan information using one of the following services.

Group Retirement Services Access Line:

Phone 1-800-724-3402

This is a toll free, interactive phone line available 7 days per week, 24 hours per day. Once you've enrolled in the Group RRSP you'll receive a letter introducing the Group Retirement Services' Access Line. The letter will confirm your client number (11361 - also referred to as a policy or plan number), as well as your certificate number. A few days later, you'll receive a second letter with a personal identification number (PIN). Your PIN, along with your client number and your certificate number, will allow you access to information on your account balance, investment allocation, current interest rates, and investment performance.

Group Retirement Services transactional website

www.grsaccess.com

Group Retirement Services also offers information through a transactional website at www.grsaccess.com. Visit the website for information on virtually everything you want to know about your investment fund choices, including the ability to view your personal plan information. Registration is free and easy. Click on the Group Retirement Services link and follow the registration process under *Manage Your Retirement*.

Refer to the *Envision your retirement* brochure included in *Your retirement guide* for more details on both of these services.

WHEN YOU CAN JOIN THE GROUP RRSP

You are eligible to join the Group RRSP immediately upon becoming employed by University of The Fraser Valley .

In order to participate, you are required to complete an *Application for membership in a retirement savings plan*. Your plan administrator can provide you with an application form, and assist you in completing it.

Spousal plans

If you wish, you can set up a spousal RRSP to make contributions on your spouse's behalf. A spousal RRSP can be advantageous in a situation where your current income, or anticipated retirement income, is significantly higher than your spouse's.

In this situation your spouse is the applicant/member, but you make the contributions and receive the tax relief. When the funds are withdrawn, your spouse must claim the withdrawal as income, subject to certain *attribution rules*. Attribution rules can come into play if a withdrawal is made, and you have contributed to your spousal RRSP in the current or two previous calendar years. You can learn more about the attribution rules associated with Spousal RSPs by contacting Canada Customs and Revenue Agency (CCRA) and obtaining their guide entitled *RRSP and Other Registered Plans for Retirement*.

See your plan administrator for additional information on how to set up a spousal plan.

CONTRIBUTIONS

You may contribute to the Group RRSP by payroll deduction, as well as by making lump sum deposits.

Payroll Deduction

Through payroll deduction, you can make contributions to the Group RRSP on a regular basis. By contributing through payroll deduction, the dollar amount or percentage of earnings you direct to the Group RRSP will be withheld from your pay and remitted directly to Group Retirement Services on your behalf. This convenient method of making contributions also allows University of The Fraser Valley to reduce the amount of income tax deducted from your pay (tax will be calculated based on your earnings less the amount of your Group RRSP contribution). This means that you save tax dollars right away, rather than waiting for a tax refund after you file your Income Tax Return.

Lump sum deposits

You can make contributions to the Group RRSP in addition to those made by payroll deduction. To contribute a lump sum deposit, simply make out a personal cheque payable to London Life Insurance Company for the amount you wish to contribute. Be sure to indicate your Group Retirement Services policy/plan # 11361 on the cheque. If you contribute to both a personal plan, and a plan for your spouse, be sure to indicate which plan the contribution is for. You can either mail the cheque directly to your Group Retirement Services administration office, or send it in through your plan administrator.

Transfers from existing plans

Transfers from existing registered plans are also permitted. Check with your plan administrator if you are contemplating a transfer of funds from another registered plan.

INVESTMENT CHOICES

Consult the *Investment Menu* included in *Your retirement guide* for a list of the funds available under your Group RRSP.

Group Retirement Services will send you statements on a regular basis providing you with up to date information on your investments, including your personal rate of return for assets in the Group RRSP. Up to the minute fund information is also available through our transactional website and through the Group Retirement Services Access Line.

When considering your investment fund choices, you must always be aware that **variable investment funds (also known as market-based funds) are not guaranteed and will fluctuate with investment performance.**

Changes to the investment of new contributions

The investment choice for new contributions can be changed at any time either through the Group Retirement Services Access Line, or our transactional website. A form is also available from your plan administrator if you prefer to make changes by sending in written direction.

Changes to the direction of maturing guaranteed funds

The investment direction for future maturing guaranteed funds can also be changed at any time either through the Group Retirement Services Access Line, or the Group Retirement Services Website. A form is also available from your plan administrator if you prefer to make changes by sending in written direction.

Transfers between funds

You may transfer your money between funds at any time either through the Group Retirement Services Access Line, or by written request. If you prefer to make changes in writing, your plan administrator can provide you with the proper form. Note that transfers from a guaranteed interest fund (1 through 5 year) may be subject to an adjustment and early withdrawal fee. Refer to the *Schedule of fees For members of the group retirement savings plan* attached to this booklet for information on applicable values payable when funds are withdrawn from a guaranteed investment prior to maturity.

STATEMENTS

Semi-annually you will receive a detailed statement. The statement will provide information on current investment fund values as well as details of contributions and other financial activity that occurred during the statement period. As well, your statement will confirm personal information, such as your plan beneficiary.

If you have any questions regarding your statement, or notice any discrepancies, it's important that you bring them to the attention of your plan administrator right away.

WITHDRAWALS FROM THE PLAN

Withdrawals of all contributions are permitted at any time.

Note that withdrawals from a guaranteed interest fund (1 through 5 year) may be subject to an adjustment and early withdrawal fee. Refer to the *Schedule of fees For members of the group retirement savings plan* attached to this booklet for information on applicable values payable when funds are withdrawn from a guaranteed investment prior to maturity.

Each withdrawal from the Group RRSP is subject to a \$25 fee which is deducted from the value of the withdrawal.

Tax will be withheld from any cash withdrawals.

RETIREMENT OPTIONS

When you decide to retire, the value of your account may be used to provide retirement income. Upon request, you will be provided with details of the various options available. They include:

- a) purchase an annuity for as long as you live;
- b) purchase an annuity for your lifetime with all or a portion of the annuity continuing to your spouse after your death, for your spouse's lifetime;
- c) a transfer to a Registered Retirement Income Fund;
- d) a term certain annuity to age 90;
- e) a transfer to another registered plan.

Other life annuity options are available with or without guaranteed payment periods. These will be described to you at the time of your retirement.

TERMINATION OF EMPLOYMENT

If you should terminate employment, you will be entitled to the full value of your Group RRSP. You may elect to receive a cash refund or you may transfer the value of your Group RRSP to another registered plan.

If you choose a cash payment, tax will be withheld and you will be required to report the amount as income for the year in which it is paid to you. There will be no tax consequences if you transfer your funds directly to another registered plan.

Note that any *locked-in* assets transferred from a prior registered pension plan into your Group RRSP will not be available in cash.

Refer to the *Schedule of fees For members of the group retirement savings plan* attached to this booklet for information on values payable when funds are withdrawn due to termination of employment.

UPON DEATH

If you die while still enrolled in the Group RRSP, your named beneficiary will receive a benefit equal to the full value of your account.

If you name your spouse as beneficiary, your spouse may:

- a) transfer the proceeds into his or her own RRSP,
- b) purchase an annuity,
- c) receive a lump sum cash payment, or
- d) transfer the funds to another registered plan.

If you name someone other than your spouse as beneficiary, that person will receive a lump sum cash refund.

Payment options to a beneficiary who is your dependant child or grandchild vary depending on the circumstances. Prior to naming a minor as your beneficiary, you should check with legal professionals.

TAX DEDUCTIONS

Contributions to your Group RRSP will be tax deductible provided you do not exceed your *RRSP Contribution Limit* for the year. The Notice of Assessment form you receive from Canada Customs and Revenue Agency (CCRA) after filing your previous year's Income Tax Return will indicate your personal limit for the current year. CCRA limits the age for making contributions to your Group RRSP - you will not be permitted to contribute after December 31st in the year in which you attain age 69 (or such other limit as may be imposed by CCRA). In addition, CCRA stipulates that you must remove the funds from your Group RRSP by that time.

Tax receipts

Tax receipts for contributions made to the Group RRSP will be issued twice each year and sent directly to your home address. Receipts are issued:

- in January of each year, covering contributions made in March to December of the previous year; and,
- in March of each year, covering contributions made during the first 60 days of the current year.

A tax deduction for contributions made during the first 60 days of the current calendar year may be claimed on either the current or previous year's Income Tax Return. CCRA requires that you attach a copy of the appropriate receipt to your Income Tax Return in order to support your claim for deductions. If you make contributions during the first 60 days of a calendar year and you do not claim them as a deduction on your Tax Return for the previous calendar year, you are still required at that time to notify CCRA that these contributions exist. CCRA includes instructions on how to report contributions, along with the appropriate forms, in the income tax package they send to you.

Excess contributions

If in any taxation year your contributions exceed your *RRSP Contribution Limit* for that year, CCRA will not allow a tax deduction on contributions in excess of your limit. In addition, your excess contributions may be subject to penalty tax at a rate of 1% per month until withdrawn from the Group RRSP if your cumulative excess contributions are above the limits set by CCRA. Contact your local taxation office to obtain the appropriate form for withdrawing excess RRSP contributions.

FEES

Fee for investment management

An annualized charge, plus applicable taxes, is applied to the variable (market-based) investment fund assets. Reported unit values are net of this fee. Your plan administrator can provide you with a complete schedule of investment management fees applicable to the variable investment funds available under this Group RRSP.

Administration charges

Please refer to the **Schedule of fees For members of the group retirement savings plan**, attached to your Group Retirement Savings Plan Member's certificate for details on any other administration charges.

COMPCORP

London Life Insurance Company, a wholly owned subsidiary of Great-West Life, is a member of the Canadian Life and Health Insurance Compensation Corporation (CompCorp).

The Guaranteed Investment Funds and the Daily Interest Fund are of the type covered by the Consumer Protection Plan.

Your plan administrator has a copy of the CompCorp brochure, which provides information on the limitations of coverage.

The variable or market-based funds are not covered by CompCorp however those assets are held separate from London Life's general assets and are not affected by London Life's financial position. Investors are entitled to the value of their units in each market-based fund which fluctuates with the investment performance of the fund's underlying assets.

London Life Insurance Company will pay benefits in accordance with this certificate.

Section 1. Interpretation

In this plan:

"administrative rules" means the rules and procedures of the issuer relating to the operation of the plan, including without limitation, rules relating to the manner, frequency and timing of contributions and any applicable minimum, rules relating to the processing of withdrawal and transfer requests, and any other matter which the issuer considers appropriate for the efficient operation of the plan;

"applicable legislation" means the Income Tax Act and any other federal or provincial legislation affecting retirement savings plans or locked-in endorsements;

"contributions" means amounts paid to the issuer on behalf of a member and includes direct transfers from other registered plans;

"head office" means the head office of the issuer, located in London, Ontario, Canada, or such other administration office of the issuer servicing the plan, as may be communicated to the plan sponsor;

"Income Tax Act" means the Income Tax Act (Canada) and regulations as amended;

"investment fund" means any of the guaranteed and variable investment funds available under the plan;

"investment fund rules" means the rules and regulations of the issuer relating to the management of an investment fund, including without limitation, rules relating to the assets of the fund, ownership of assets of the fund, investment of assets, delegation, valuation, units, issue of units, valuation of units, redemption of units, limitation of liability, indemnification and interpretation;

"issuer" means London Life Insurance Company;

"locked-in endorsement" means the locked-in retirement account endorsement or locked-in retirement savings plan endorsement, as applicable, which forms part of the plan;

"maturity date" of this certificate means December 31st of the calendar year in which the member attains the maximum age for maturity provided under the Income Tax Act;

"member" means an employee of the plan sponsor or a member of an association (where the plan sponsor is an association), or if offered by the plan sponsor, that person's spouse, for whom benefits are to be provided under the plan. The member is the applicant as stated on the application for membership and is the annuitant/owner as defined under the applicable legislation;

"plan" means the plan sponsor's group retirement savings plan;

"plan sponsor" means the employer or association sponsoring this group retirement savings plan.

Section 2. Group plan

This certificate describes the rights and benefits of a member of the plan.

Section 3. Plan sponsor as agent

The plan sponsor is required to provide the issuer with any information or instructions required by the issuer to administer the plan.

The issuer is entitled to rely on any information or instructions provided to it by the plan sponsor respecting a member or on behalf of a member as if such information or instructions were provided to the issuer directly by the member. Upon joining this plan, the member will be considered to have appointed the plan sponsor as the member's agent for all purposes in connection with the provision of information or instructions to the issuer respecting the plan until such time as the issuer receives notice that the member is no longer a member of the plan.

Section 4. Administrative rules

The issuer will from time to time establish administrative rules relating to the operation of the plan. The operation of the plan, and the rights of the members will be subject to such administrative rules. No prior notice to the plan sponsor or any member will be required for any such administrative rule to become effective or be amended.

Section 5. Investment fund rules

The issuer has established investment fund rules relating to the management of the guaranteed and variable investment funds available under the plan. The operation of the plan and the rights of the members will be subject to the investment fund rules. The issuer may amend the investment fund rules. The issuer will provide 60 days notice to the plan sponsor of any material change to the investment fund rules.

Section 6. Contributions

The issuer will establish separate accounts for each member and contributions received on behalf of each member will be allocated to the member's account. All contributions must be within the limits permitted under the applicable legislation.

In the event of an overpayment, on written request, the issuer will refund to the contributor any amount as provided in paragraph 146(2)(c.1), or any successor provision, of the Income Tax Act. The amount refunded cannot be greater than the value of the investments held under this certificate on the date the request is received.

Section 7. Investment funds

Contributions will be invested in one or more of the various investment funds which the issuer makes available to the plan from time to time, as directed by the member and/or plan sponsor, as applicable. If no election has been made by the member, new contributions will be invested in the default investment fund(s) selected by the plan sponsor, or in a short-term guaranteed investment fund selected by the issuer if a default has not been selected by the plan sponsor. Contributions invested in an investment fund will be subject to the investment fund rules. The issuer may amend the terms of any investment fund or add or withdraw any investment fund at any time. The issuer will provide 60 days notice to the plan sponsor of any material change to an investment fund.

a) Guaranteed investment funds

The issuer offers guaranteed investment funds of various durations at guaranteed interest rates. Investments in the guaranteed investment funds described in this certificate are guaranteed both as to principal and interest. Contributions invested in a guaranteed investment fund will earn interest in the manner and at the rate applicable to such fund in accordance with the investment fund rules and the administrative rules. The interest rate on such investment is compounded daily and guaranteed until the end of the month in which the selected interest guarantee period expires.

At the end of the interest guarantee period of any guaranteed investment fund, the member and/or plan sponsor, as applicable, may select any new interest guarantee period the issuer is then offering, so long as it does not extend beyond the maturity date of this certificate. Alternatively, the member and/or plan sponsor, as applicable, may select any other fund the issuer is then offering. If no selection has been made by the member and/or plan sponsor, the issuer will select a investment fund for the member and/or plan sponsor, as applicable.

Subject to the terms of this certificate, the member may withdraw amounts from any guaranteed investment fund before the end of the interest guarantee period. If contributions are withdrawn from a guaranteed investment fund, the value withdrawn will be calculated in accordance with the schedule of fees applicable to the plan.

b) Variable investment funds

The issuer offers a variety of variable investment funds. Contributions invested in a variable investment fund are not guaranteed either as to earnings or as to principal. The value of the member's investment in a variable investment fund will fluctuate with the financial experience of the fund.

The assets of a variable investment fund belong to the issuer but they are available only for the benefit of unit holders of the fund. If the member invests a contribution in a variable investment fund the member will acquire units in the fund equal to the value of the member's contribution on the date the investment is made.

The issuer determines the value of the units of a variable investment fund on each valuation date of that fund and investments into and withdrawals from a fund can only be made on a valuation date. Most funds offered by the issuer are valued on a daily basis but the issuer may value funds less frequently in accordance with the investment fund rules. The unit value of a fund on a valuation date is determined by dividing the value of the assets of the fund, less the investment management fee described below, by the number of units in the fund immediate before the valuation date.

An investment management fee is charged for managing the variable investment funds in accordance with the schedule of fees applicable to the plan. This fee may either be deducted from the value of the assets of the fund or (as part of the calculation of the unit value of a fund), with the consent of the issuer, the plan sponsor may elect to pay this fee separately.

Section 8. Benefits - income at maturity

If the member is living on the maturity date the issuer will liquidate all the member's investments under this certificate and will apply the funds to provide a life annuity to the member under which periodic payments will be paid to the member for the member's lifetime with payments guaranteed for 10 years. If the member prefers, by notice to the issuer, the member may elect another form of annuity settlement option that the issuer is offering at that time and which is permitted for a retirement savings plan.

Annuity payments will be in equal periodic amounts payable yearly or more frequently. The annuity will be issued in accordance with the issuer's rules and issue rates for annuities which are then applicable. The member must provide the issuer with satisfactory proof of the date of the member's birth and sex on or before the maturity date. If there has been any misstatement, the issuer will make any adjustments it considers equitable.

Any annuity provided must comply with subsection 146(1), or any successor provision, of the Income Tax Act. Annuity benefits payable to the surviving spouse of a member following the death of the member may not exceed the annuity payments which were being made to the member before the member's death, except for increases due to indexing as permitted under subparagraphs 146(3)(b)(iii)(iv) and (v), or any successor provision, of the Income Tax Act. If the beneficiary under the annuity is not the spouse of a member at the date of the member's death, the present value, as determined by the issuer, of any remaining payments will be paid in one sum and the annuity will be terminated.

Section 9. Withdrawal of funds

Subject to the terms of this certificate, on or before maturity, the member may withdraw all or part of the funds held by the issuer under this certificate by giving notice to the issuer and may elect:

- i) to purchase any form of annuity that the issuer is offering at that time and which is permitted for a retirement savings plan with payments commencing no later than the maturity date;
- ii) to transfer the funds directly to a retirement income fund, another retirement savings plan or a registered pension plan as permitted under the Income Tax Act; or
- iii) to receive payment in cash.

The value of the member's account will be reduced by the amount of any withdrawals.

All such elections will be completed in accordance with the administrative rules and the investment fund rules.

Section 10. Termination of plan or membership

If the group policy is terminated or if the member ceases to be eligible to participate under the group policy, no further contributions may be made under this certificate. When the issuer receives notice that such an event has occurred, the plan sponsor will cease to be the member's agent and the issuer may, without accepting any obligation or responsibility to do so, withdraw or transfer the funds held for the member under this certificate from the plan. The issuer may exercise this right at any time. The member will be given 60 days from the date the issuer receives notice of the occurrence of the event to provide the issuer with withdrawal or transfer instructions. If the member does not provide such instructions within the 60 day period, the issuer may, without accepting any obligation or responsibility to do so, appoint itself as the member's agent for the purpose of completing an alternate retirement savings plan application on the member's behalf or withdrawing the member's funds from the plan, as it considers appropriate.

Section 11. Limitation of liability

The provision of a life annuity, or another form of annuity settlement option, or a withdrawal or transfer of all the funds held by the issuer for a member under the plan, will constitute a full and final settlement of the rights of the member or beneficiary, as applicable, with respect to the plan, as against the plan sponsor, any subsidiary or affiliated companies participating in the plan, any agents of the plan sponsor, the issuer and any agents of the issuer.

Section 12. Death of the member

The member may designate a beneficiary to receive all amounts payable under this certificate and may alter or revoke such beneficiary designation as permitted by law. If the member dies before the funds held under this certificate have been applied to provide an annuity or have been withdrawn or transferred, the issuer will withdraw all funds held under this certificate and make payment to the beneficiary in one sum in accordance with the administrative rules. If the member dies and had named his or her spouse as beneficiary, the spouse may transfer the funds into another registered retirement savings plan, purchase an annuity, elect a lump sum payment, or transfer the funds to a registered retirement income fund in accordance with the applicable legislation. The beneficiary designated by the member under this certificate will also serve as the beneficiary designation under any alternate retirement savings plan issued to the member by the issuer to replace this certificate upon the termination of the group policy or the member's eligibility to participate under the group policy, until and unless the member alters or revokes such beneficiary appointment.

Section 13. Registration under the Income Tax Act

The issuer will apply to register the plan as a retirement savings plan under the Income Tax Act and any similar provincial legislation. The issuer has the right to amend, at any time and without notice, the terms of this certificate as the issuer considers necessary so that the plan will continue to qualify for registration.

All rights of a member are subject to the requirements of the Income Tax Act, any similar provincial legislation and, if locked-in funds are held under this certificate, to the requirements of the relevant provincial or federal pension legislation.

No advantage that is conditional on the existence of the plan or this certificate, other than which is specifically permitted under paragraph 146(2)(c.4), or any successor provision, of the Income Tax Act, may be extended to a member or contributor under this certificate.

Section 14. Locked-in pension funds

If locked-in pension funds are transferred to the plan, such funds will be governed by the provisions of the locked-in endorsement. To the extent of any inconsistency between the endorsement and this certificate, the locked-in endorsement will override the terms of this certificate.

Section 15. Taxes

All fees and charges payable in connection with the operation of the plan or any services performed by the issuer are net of any applicable taxes and any such taxes will be payable or recoverable in the same manner as the fees and charges to which they relate.

Section 16. General provisions

Any notice to the issuer must be in writing or such other form as may be agreed upon between the issuer and the plan sponsor. Such notice will be effective when received at the head office of the issuer.

Any notice to the plan members will be in writing and will be effective on the date it is delivered to the plan sponsor if delivered, or if it is mailed, on the date it is mailed by the issuer to the address of the plan sponsor according to the issuer's records. Notice to the plan sponsor will be considered notice to each member.

The issuer may amend the terms and conditions of the certificate issued to members upon 60 days notice to the plan sponsor, unless otherwise specified. Continuation in the plan after the effective date of such amendment will constitute acceptance of such amended terms.

If the issuer agrees to amend or waive any provision of this certificate the amendment or waiver is effective only if it is in writing and signed on behalf of the issuer by an authorized officer of the issuer.

This certificate and the member's rights and benefits under this certificate are not assignable, except to the extent permitted under the Income Tax Act and any similar provincial legislation upon marriage breakdown.

All payments to or by the issuer will be in legal Canadian currency.

The ultimate responsibility for administering the plan in accordance with the plan's terms lies with the issuer.

The plan is subject to the applicable legislation. To the extent of any inconsistency between the plan and the applicable legislation, the applicable legislation will override the terms of the plan.



Chairman



President

