

# my plan

**Simplified Pension Plan for  
Employees of Bishop's University**

**Member Booklet**

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# Introduction

**Bishop's University** (the "University") has established a group plan with Sun Life Assurance Company of Canada ("Sun Life Financial"). This booklet contains a summary of the provisions of the plan.

We recommend that you review this booklet and the investment and savings guide provided to you. They contain important information on the principal advantages of membership in your group plan. Please file this booklet in a safe place for future reference.

If you have any questions please contact Sun Life Financial's Customer Care Centre at 1-866-733-8612.

## What type of plan do I have?

Your University's group plan is a simplified pension plan (SPP). Information specific to the SPP is described in the next section of this booklet.

## What are my responsibilities?

As a member of a group plan you are responsible for:

- Making sure you understand how your plan works
- Taking advantage of the information and tools available to help you make investment decisions
- Making investment decisions
- Deciding whether you should obtain investment advice and selecting who you go to for this advice
- Checking how your investments are performing and revising your investment strategy if your personal circumstances change
- Determining how much you will contribute

**It is important for you to take an active role in your plan, as your decisions (or lack thereof) will affect the amount of money accumulated for your future. The information in this booklet and in your investment and savings guide can assist you in making your decisions.**

Group Retirement Services are provided by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.

# Your Simplified Pension Plan

## What is a simplified pension plan?

A pension plan is an arrangement sponsored by an employer to provide pensions to retired employees in the form of periodic payments. Tax deductions are applicable to employee contributions made to a pension plan. Contributions and investment earnings are tax-sheltered until the pension benefits are paid. A **simplified pension plan (SPP)** is a type of defined contribution pension plan where contribution amounts are pre-determined and the benefit received at retirement depends on the amount of contributions accumulated, their earnings, the type of pension benefit chosen, the age of the retiring plan member and the prevailing interest rates at the time of retirement. The SPP is administered by a financial institution and is open to participation by multiple employers.

## Statement of purpose

Your University has established the SPP to provide retirement benefits to the members in recognition of their service as employees of the University. Those benefits will supplement the pension under government programs, such as the Quebec Pension Plan.

This section of your booklet describes the rules of the Sun Life Assurance Company of Canada SPP which is registered under the Income Tax Act (Canada) (registration number 1018688) and Quebec pension legislation (registration number 39994). The SPP was established with an effective date of July 1, 2008 and December 31st year end.

The SPP is funded under Group Annuity Policy 67721-G issued by Sun Life Assurance Company of Canada.

## Who is the SPP administrator?

Your University has entered into the Sun Life Assurance Company of Canada Simplified Pension Plan as a participating employer. The SPP is administered by Sun Life Assurance Company of Canada.

## When can I join?

You are eligible to join on January 1<sup>st</sup> when you have earned at least 35% of the YMPE or completed 700 hours of employment with the University in the last calendar year, or on any January 1<sup>st</sup> thereafter, provided you are not already participating in the Pension Plan for the Full-Time Employees of Bishop's University (Registration number: 22263).

Membership is voluntary. You may join at any time after you become eligible for membership, or on any January 1<sup>st</sup> thereafter.

After joining you may suspend your membership at any time and stop making required contributions. University contributions will also be suspended. You may only re-join the Plan if you meet the eligibility requirements.

## **How do I join?**

To become a member, complete the SPP enrolment form provided to you or enrol online by visiting [www.mysunlife.ca](http://www.mysunlife.ca) (Sun Life Financial's Plan Member Services website). The information that you need to enrol online will be provided to you by the Company.

## **Am I required to contribute?**

You are required to make basic contributions equal to 7.5% of your Earnings by payroll deduction, less 1.8% of the portion of Earnings contributed to the Quebec Pension Plan.

## **How much is the University required to contribute?**

The University will match your required contributions.

## **Can I make voluntary contributions?**

You may make voluntary contributions, by payroll deduction, in any amount you choose.

You may start, change the amount, or stop making payroll deducted voluntary contributions once a year in January by contacting the University.

In accordance with the Income Tax Act (Canada), the total of all contributions, including University contributions, made to the SPP in any year cannot exceed the lesser of 18% of your compensation from the University and the money purchase limit, as defined under the Income Tax Act (Canada), for that calendar year. You and the University are responsible to ensure that your voluntary contributions do not cause you to exceed the contribution limit.

Voluntary contributions are not locked-in and may be withdrawn at any time.

## **Are my contributions tax deductible?**

Your contributions are deductible for income tax purposes up to the maximum allowed by Applicable Legislation and will be reported on a tax form by the University.

## **Do contributions to the SPP affect my RRSP room?**

Yes. The total amount of all contributions to the SPP will be reported by the University each year on your T4 slip. This amount is included in determining your 'Pension Adjustment'. The amount that you may contribute to your RRSP in a year is reduced by your Pension Adjustment for the previous calendar year. The federal tax authority will advise you of your RRSP contribution room on your Notice of Assessment.

## **Can I transfer-in money from other plans?**

You may transfer in amounts that you've accumulated under other registered plans. Any locked-in pension amounts transferred into the SPP will be administered as locked-in according to the rules of the Applicable Legislation.

## **When are contributions vested?**

When University contributions are “vested”, it means that they belong to you.

Any contributions made to the SPP are vested immediately, whether made by you or the University.

## **Are my benefits locked-in?**

Under pension legislation, locked-in contributions and investment earnings must be used to provide a retirement income payable to you for your entire lifetime. Locked-in contributions are generally not available in cash, however some exceptions may apply under Applicable Legislation.

Your required contributions and University contributions made on your behalf are automatically locked-in. Similarly, any locked-in amounts transferred from other registered plans are also locked-in.

“Locking-in” does not apply to your additional voluntary contributions, or any non-locked-in amounts transferred into the SPP, so the account balances arising from those amounts may be transferred or surrendered for a cash refund, less withholding tax, at any time.

## **What happens if I terminate employment?**

If you terminate employment, contributions will stop and you will be entitled to receive a pension benefit using your vested account balances. In accordance with Applicable Legislation your benefit must be paid to you and/or transferred no more than 90 days following your termination date. Please also refer to the sections “**When can I retire and how is my pension determined?**” and “**What are my retirement income options?**” for information about your pension benefit.

Alternatively, you may elect one or more of the following options for your account balances:

- 1) a transfer to another registered pension plan, if that plan so permits, or
- 2) a transfer to a RRSP or other retirement savings plan prescribed by Applicable Legislation, or
- 3) a transfer to a RRIF or an income arrangement prescribed by Applicable Legislation, or
- 4) a life Annuity from Sun Life Assurance Company of Canada or another Canadian insurance company, subject to any restrictions under Applicable Legislation, or
- 5) a lump sum cash payment of any non-locked-in amounts, less withholding tax.

Visit “**Leaving the Plan**” at [www.mysunlife.ca](http://www.mysunlife.ca) or call 1-866-733-8612 for assistance, or to find out about the Group Choices Plan RRSP or RRIF for terminated members of group plans. The Group Choices Plans allow you to continue to enjoy the benefits of group plan membership.

### **Important**

- If you have transferred in any locked-in pension amounts you are generally not allowed to receive those amounts in cash as they must be used to provide you with a lifetime retirement income. If your locked-in pension amounts are transferred out of the SPP, the receiving plan must continue to administer the amounts in accordance with the locking-in rules of the Applicable Legislation.
- If you do not choose an option within 90 days after you terminate employment, Sun Life Financial will be entitled to either pay your account balances in one lump sum cash payment, less withholding tax (if the amount is small), or transfer the amount to an individual LIRA and RRSP established for you by Sun Life Financial under a group RRSP for terminated members. In the case of the transfer, the account balances in your SPP will be transferred from the fund(s) in which they were invested into the same or similar fund(s)\* under the new plan, provided that such fund(s) is/are also available under your new plan. Any amounts in your SPP that cannot be matched to the same or similar fund(s) will

be transferred into a money market fund. Under your new plan you will still be able to make additional contributions, transfer amounts between a variety of funds, make withdrawals or transfer to another registered plan. **However, subject to Applicable Legislation, because this is a new plan, any amounts payable on your death will be paid to your estate, unless you designate a beneficiary by completing a beneficiary designation form. If, under the SPP Policy, the beneficiary designation is irrevocable, that beneficiary will become the beneficiary under your new plan.**

\* The fee of a fund may be different than the fee for the same fund in your SPP.

## **When can I retire and how is my pension determined?**

Your Normal Retirement Date is the first day of the month coincident with or immediately following your 65th birthday. You may, however, elect to retire early and begin receiving your pension payments at any time if you have terminated employment.

Alternatively, you may elect to postpone your retirement and remain an active member in the SPP. Should you choose to do so, you must cease your active membership and retire no later than the end of the calendar year of your 71st birthday, or such other date as may be required by Applicable Legislation.

You must notify the University or Sun Life Financial no later than 30 days prior to the date you want to begin receiving pension payments.

If you have attained age 55 and are an active member in the SPP, once in every 12-month period you may choose to transfer all or part of your locked-in account balance out of the SPP. By exercising your right to transfer you can compensate for any reduction in employment income during a period of phased retirement. In order to begin receiving an immediate retirement income, you can transfer your locked-in account balances to a life income fund (LIF) or elect to receive a life annuity.

When you retire, your vested account balances will be used to provide a pension payable for your lifetime. The amount of pension will depend on:

- your account balance,
- your age at the date your pension payments are scheduled to begin,
- the type of pension you choose, and
- the Annuity purchase rates in effect at that time.

Pension payments will be calculated using the greater of (a) Sun Life Assurance Company of Canada's current payout Annuity rate applicable at the time of calculation, and (b) a minimum guaranteed rate determined by reference to the mortality table and interest rate specified in the Group Annuity Policy.

## **What are my retirement income options?**

### ***If you have a Spouse on the date your pension payments begin:***

The type of pension payable to you will be a "joint and survivor" pension. This means that regular periodic payments continue until the death of each of the member and Spouse. Under the joint and survivor pension, full regular periodic payments will be made until the later of (a) your death, or (b) if you have chosen a guarantee period, when that guaranteed period ends. At that later time, 60% of your pension payment amount will begin to be paid to the person who was your Spouse at the date your pension began, for as long as that person lives. If your Spouse dies before the guarantee period ends, if applicable, payments will continue to your designated beneficiary until the end of the guaranteed period.

You may request that the pension continuing to your Spouse be more than 60% (up to a maximum of 100%), but you must make your choice known before your pension payments begin. Any increase in the percentage continuing to your Spouse will result in lower initial pension payments to you.

***Waiver of joint and survivor pension permitted***

The joint and survivor pension can be waived if a statement acknowledging awareness of, and waiving, the joint and survivor pension is signed by your Spouse in the form and manner prescribed by Applicable Legislation. The statement must be filed with the University or Sun Life Financial before the pension payments are scheduled to begin. The waiver may be cancelled in accordance with the requirements of Applicable Legislation.

If you do not have a Spouse, or if you and your Spouse are living separate and apart on the date your pension payments begin, or the joint and survivor pension has been waived, you may elect to receive your pension in any other optional form that is available under the SPP. All forms of pension must be payable for your lifetime.

***Termination of Spouse's rights to the pension***

If, while you are receiving pension payments, you become separated from bed and board, divorced, your marriage or civil union is annulled or dissolved, or your conjugal relationship ends, your Spouse's right to a pension entitlement is terminated unless you notify the University or Sun Life Financial in writing that you wish to have the pension paid to your Spouse.

If your Spouse's right to a pension entitlement is terminated, you may apply in writing to the University or Sun Life Financial to have your pension recalculated as at the effective date of the occurrence. The amount and the characteristics of the new pension, as at the date of the recalculation, will be that of the pension that would have been payable to you had you not had a Spouse. The amount of the pension paid to you may not be reduced solely on the basis of the recalculation.

***Other retirement options***

Before your pension payments begin, in lieu of a pension you may choose one or more of the following options for your account balances:

- 1) transfer to another registered pension plan, if that other plan so permits, or
- 2) transfer to a RRSP or other retirement savings plan prescribed by Applicable Legislation, or
- 3) transfer to an income arrangement prescribed by Applicable Legislation, or
- 4) a life Annuity from Sun Life Assurance Company of Canada or another Canadian insurance company, or
- 5) a lump sum cash payment of any non-locked-in amounts, less withholding tax.

***Important:***

Legislation requires that you choose a retirement income option no later than the last day of the calendar year in which you turn age 71, or such other date as may be required by Applicable Legislation. If you do not choose an option by the end of that year, Sun Life Assurance Company of Canada will begin making pension payments to you. Subject to Applicable Legislation, pension payments will be made to you until your death or until 120 equal monthly payments have been made, whichever is later. Once the pension payments begin, the benefit will be non-commutable and will only be recalculated in order to comply with Applicable Legislation. Should the pension payments be less than Sun Life Assurance Company of Canada's minimum at the time of calculation, Sun Life Assurance Company of Canada reserves the right to pay the value of the pension to you in cash, subject to Applicable Legislation and any applicable withholding tax.

For further information about retirement options, call a Sun Life Financial retirement services specialist at 1-866-224-3906.

## **What happens if I die before I terminate or retire?**

If you die before you remove your account balances from the SPP or begin receiving pension payments, a death benefit equal to your vested account balances will be payable.

### ***If you have a Spouse***

The death benefit will be payable to your Spouse.

### ***If you do not have a Spouse***

The death benefit will be payable to your designated beneficiary, or to your estate, if you haven't designated a beneficiary.

### ***Spousal waiver of death benefit permitted***

Your Spouse may waive entitlement to the death benefit in the manner prescribed by Applicable Legislation. If your Spouse has waived entitlement to the death benefit, the death benefit will be paid to your designated beneficiary, or to your estate, if you haven't designated a beneficiary. The waiver may be cancelled in accordance with the requirements of Applicable Legislation.

### ***Options for your Spouse***

Your Spouse may elect one or more of the following options:

- 1) a life Annuity from Sun Life Assurance Company of Canada or another Canadian insurance company, or
- 2) a tax-sheltered transfer to a RRSP, or
- 3) a tax-sheltered transfer to a RRIF, or
- 4) a tax-sheltered transfer to a pension plan, if that plan permits, or
- 5) a lump sum cash payment, less withholding tax.

## **What happens if the SPP terminates?**

In the event that your SPP is terminated, you will be notified and given a statement of your benefits. You will also be asked to select from a number of settlement options, which are similar to the options listed under "**What happens if I terminate employment?**".

## **Can I borrow or assign my SPP account balances?**

Except as otherwise permitted by Applicable Legislation, the benefits provided under the SPP may not be assigned, charged, alienated, anticipated or given as security and are exempt from execution, seizure or attachment.

## **What information will I receive?**

At least once per year you will receive an account statement. On termination of employment with the University, retirement or termination of the SPP you will be provided with a statement of your benefits and all options available to you.

In the event of your death, a statement of benefits and options will be provided to the person(s) entitled to benefits under the SPP, and to your legal representative, if required under Applicable Legislation.

You, an agent you have authorized in writing, and any other person(s) entitled under Applicable Legislation, may examine certain documents pertaining to the SPP at the location of the University or at an alternative location agreed to by both parties.

## **Will I receive any tax forms from Sun Life Financial?**

If any benefits are paid to you in cash you will receive, for income tax purposes, a tax form reporting the amount withdrawn and tax withheld.

## **What additional information do I need to know?**

Subject to any Applicable Legislation, the decision of Sun Life Assurance Company of Canada, administrator of the SPP, will be final and conclusive with respect to all questions relating to the operation, administration and interpretation of the SPP.

### ***Small amounts***

If the total of your locked-in account balances is less than 20% of the YMPE in the calendar year in which you retire or terminate membership, the amount will be payable to you in cash, less withholding tax. Alternatively, you may transfer this amount to a RRSP or RRIF.

If you are age 65 or older, and the total combined amount of your retirement savings that you've accumulated under the SPP and all of your pension plans, life income funds, locked-in retirement accounts and locked-in RRSPs is less than or equal to 40% of the YMPE in the year in which you make the request, you can unlock your SPP benefits. You can receive a cash refund of your benefits in the SPP, less withholding tax or you may transfer the amount to a RRSP or RRIF. To take advantage of this option you must make an application to the University or Sun Life Financial accompanied by a declaration in the form prescribed under Applicable Legislation.

### ***Shortened life expectancy***

You may be able to withdraw your locked-in or otherwise restricted account balances from the SPP if a qualified medical practitioner provides a written statement that you have a mental or physical disability that is likely to considerably shorten your life expectancy. In order to receive the refund, the medical practitioner's statement must be submitted to the University or Sun Life Financial.

### ***Contributions during leaves of absence***

You may continue to make contributions to the SPP for certain periods of parental or pregnancy leave, or disability leave where the disability results from an injury sustained while at work or emergency leave. If you choose to contribute, the University will also make contributions on your behalf. Contributions will be based on your level of earnings at the time your leave began.

### ***Marriage or relationship breakdown***

In the event of marriage or relationship breakdown, your SPP account balances can be divided in accordance with Applicable Legislation. Your former Spouse's share of your benefit is limited to 50% of the amounts accumulated during your marriage or relationship. Your former Spouse is entitled to receive a statement outlining certain information about your SPP benefits. Your benefits may also be subject to garnishment for non-payment of support.

# Investment & Account Information

## Who makes the investment decisions?

You make the investment decisions for all contributions to the plan.

The investment choices available to you are described in detail in your investment and savings guide. You can change your investment direction for future contributions, or transfer amounts between funds at any time, by accessing your account online at [www.mysunlife.ca](http://www.mysunlife.ca), by calling Sun Life Financial's Customer Care Centre at 1-866-733-8612 or by completing a financial change form obtained from the Customer Care Centre.

If you do not make an investment choice, or the total percentage does not equal 100%, the total/difference, as the case may be, will be invested in the default fund chosen for the plan by the University. Neither Sun Life Financial nor the University makes any representation that the default fund is appropriate for any given member. It is your responsibility to reallocate any amounts invested in the default fund to your desired investment choice by contacting Sun Life Financial.

## Which types of investment options are available?

The investments under your plan will consist of the following:

### ***Segregated Funds***

The market-based investment funds under your plan are known as segregated funds. Segregated funds are similar to mutual funds. Both types of funds pool assets from a large number of investors, and the assets are invested and controlled by a professional money manager. Contributions allocated to segregated funds are accumulated under a Group Annuity Policy issued by Sun Life Assurance Company of Canada. The assets within the segregated funds are owned by Sun Life Assurance Company of Canada.

The value of holdings in any segregated fund can fluctuate depending on market conditions and the degree of risk of the underlying investments that make up the fund. The contributions allocated to a segregated fund are measured in notional units. The value of each unit held in your account will fluctuate with the value of the investments held by the fund. The value of any capital appreciation (or depreciation), interest or dividends is included in determining the value of the units held in your account.

### **Important:**

The Group Annuity Policy and the segregated funds underlying it have not been registered with securities regulators and may not be offered or sold outside of Canada unless they are registered or otherwise exempt from registration under the securities laws of the country in which such funds are offered.

### ***Guaranteed Funds***

Guaranteed Funds earn a set rate of interest and give you a guarantee to receive that interest, plus the contributions invested, at the end of a specific term. The contributions are accumulated under a Group Annuity Policy issued by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.

Each contribution invested in a Guaranteed Fund for a guaranteed period of one year or more will be credited with interest, compounded daily, at the annual interest rate in effect on the date the contribution is deposited. Interest is earned on each contribution from the date the contribution is deposited, and is reinvested at the same interest rate as is applicable to the contribution, unless you provide other reinvestment instructions.

**Important:**

- If, before the expiry of a Guaranteed Fund's guaranteed period, an interfund transfer is made, or a withdrawal is made for any reason other than to pay a death or disability benefit, the value of the funds to be transferred or withdrawn will be subject to a market value adjustment to reflect both the interest rate movement and the shorter period of investment.
- If only a portion of an account in a Guaranteed Fund is to be transferred or withdrawn, the amount will be taken proportionally from all contributions and earned interest in the account.

**Warning regarding withdrawals:**

If you elect to withdraw a specific dollar amount and you do not indicate the account or accounts from which this amount is to be taken, it will be withdrawn proportionately from each fund within each account. The exception is where an account contains money that is restricted from withdrawal by the terms of the plan or Applicable Legislation.

**How do I access account information?**

Once you are enrolled you will receive a welcome letter from Sun Life Financial that includes your account number. You can access your account information at any time by:

- using Sun Life Financial's 24-hour Automated Telephone System for self-service at 1-866-733-8612 (toll-free)
- calling Sun Life Financial's Customer Care Centre representatives toll-free at 1-866-733-8612 any business day from 8 A.M. to 8 P.M ET. By calling the Customer Care Centre, you can also arrange to speak with an investment specialist for information about your investments.
- visiting [www.mysunlife.ca](http://www.mysunlife.ca) (Sun Life Financial's Plan Member Services website) – 24 hours a day

**Note:** To enter the website you will need your access identification number and password.

**How do I make investment changes?**

You can change your investment direction for future contributions and transfer money between funds at any time using the same services as you use to access your account information.

**Warning regarding short term trading:**

Frequent trading or "short term trading" is the practice whereby an investor makes multiple buying and selling transactions on a regular basis in an attempt to time market trends and boost returns to their account. Short term trading affects all investors in the fund and can lead to a negative impact on performance. For this reason, Sun Life Financial takes steps to protect plan members from the effects of short-term trading. You will be charged a 2% fee if you initiate an interfund transfer into a fund followed by an interfund transfer out of the same fund within 30 days. The fee will not be charged for transactions involving guaranteed funds or money market funds, and does not apply to deposits or withdrawals, only interfund transfers.

More information about Sun Life Financial's short term trading policy is available at [www.mysunlife.ca](http://www.mysunlife.ca).

## What fees apply to the plan?

Administration, investment management and account service fees cover account management, various services offered by Sun Life Financial, and may, in certain cases, cover services including investment monitoring and governance activities provided by service providers of the University. Fund operating expenses, federal and provincial taxes may also apply.

The costs associated with investment management and administration will be reflected in the value of your accounts. You or the University will be responsible for the fees related to account services, depending upon the type of service requested.

If you have any questions about your plan's fees, contact Sun Life Financial's Customer Care Centre at 1-866-733-8612. Your account statements also contain a section which clearly outlines the fees and charges you pay.

Once you enrol, you can access fee information at [www.mysunlife.ca](http://www.mysunlife.ca). You can either look for the 'Accounts' drop-down menu where you'll find 'Account fees' or view your online statement.

**Note:** If you are no longer employed by the University, you may be responsible for all fees and charges applicable to your accounts.

## Undertaking to provide an Annuity

For contributions invested in segregated and guaranteed funds offered under a Group Annuity Policy Sun Life Assurance Company of Canada undertakes to provide you with an Annuity payable for your lifetime using the account balances which you are entitled to under the terms of the plan.

The Annuity payments will depend on:

- your account balance,
- your age at the date your Annuity payments are scheduled to begin,
- the type of Annuity you choose, and
- the Annuity purchase rates in effect at that time.

Annuity payments will be calculated using the greater of (a) Sun Life Assurance Company of Canada's current payout Annuity rate applicable at the time of calculation, and (b) a minimum guaranteed rate determined by reference to the mortality table and interest rate specified in the Group Annuity Policy.

Once the Annuity payments begin, the benefit will be non-commutable. Should the Annuity payments be less than Sun Life Assurance Company of Canada's minimum at the time of calculation, Sun Life Assurance Company of Canada reserves the right to pay the value of the Annuity to you in cash, subject to any Applicable Legislation or withholding tax.

## General Information

Every effort has been made to ensure the accuracy of this booklet, however in the event of a conflict the provisions of the official plan document and the official Group Annuity Policy, or other investment contract will apply.

### What statements and communications will I receive?

Semi-annual account statements will be available at [www.mysunlife.ca](http://www.mysunlife.ca). Copies of some of your previous statements will also be available on-line. In addition, you will receive a paper copy mailed to you no less frequently than once a year. If you have questions regarding the frequency of paper statements, or any details included on the statement, or to request to have these statements mailed to you, please contact Sun Life Financial's Customer Care Centre at 1-866-733-8612.

Also available on the website to help you effectively manage your personal finances are semi-annual newsletters discussing topical financial issues, investment decision-making tools and details on your investment funds.

You may request additional plan information, such as investment fund holdings or transaction details, by contacting Sun Life Financial's Customer Care Centre at 1-866-733-8612.

Any changes to the investment options available under your plan, such as a fund name change or the removal of a fund, will be communicated to you on your statement or by separate communication.

You may be entitled to examine certain documents pertaining to your plan. For more information contact the University.

### Can I designate a beneficiary?

Your beneficiary is the person you designate in writing to receive the benefits from your plan's Group Annuity Policy when you die. If you haven't designated a beneficiary, or you would like to change your beneficiary, you can designate a new beneficiary by completing a "Change of records" form which you can obtain from Sun Life Financial.

#### Important:

- Although you can designate anyone as your beneficiary, Applicable Legislation may require that any locked-in pension amounts be paid to your Spouse.
- If you are a resident of Quebec and you named your married or civil union Spouse as beneficiary, the designation will be irrevocable unless you indicate that the designation is revocable. If you have an irrevocable beneficiary, you cannot designate a new beneficiary or perform certain transactions without the consent of your irrevocable beneficiary. If your Spouse is your irrevocable beneficiary and it is his or her intention to waive benefits under the SPP so that you can name another beneficiary, your Spouse must complete both (i) a spousal waiver form and (ii) an irrevocable beneficiary consent form.
- A minor cannot personally receive a death benefit under the Plan until he/she reaches the age of majority. If you reside outside Quebec and are designating a minor as your beneficiary you may wish to designate someone to receive the death benefits during the time your beneficiary is a minor. A special form is available from Sun Life Financial to designate a trustee for your minor beneficiary's assets. If you reside outside Quebec and have not designated a trustee, current legislation may require Sun Life to pay the death benefit to the court or to a guardian or public trustee. If you reside

in Quebec, the death benefit will be paid to the parent(s)/legal guardian of the minor on his/her behalf. Alternatively, you may wish to designate the estate as beneficiary and provide a trustee with directions in your will. You are encouraged to consult a legal advisor.

The University and Sun Life Financial encourage you to review your will and beneficiary designations from time to time to ensure that your intentions are carried out in the event of your death.

### **How do I update my personal information?**

To update your address and other personal information, visit [www.mysunlife.ca](http://www.mysunlife.ca) or contact Sun Life Financial's Customer Care Centre at 1-866-733-8612.

### **Who has access to my personal information?**

As the party responsible for the operation and administration of the plan, the University requires some personal information about you in order to monitor the effectiveness of plan service providers and provide general member services. **By enrolling in the plan, you will have authorized the University, its agents, and service providers such as Sun Life Financial, to access your personal information necessary for the purpose of plan administration.** If you need further information regarding these issues, please contact the University.

At Sun Life Financial, protecting your privacy is a priority. Sun Life Financial maintains a confidential file in their offices containing personal information about you and your contract(s) with Sun Life Financial. Sun Life Financial's files are kept for the purpose of providing you with investment and insurance products or services that will help you meet your lifetime financial objectives. Access to your personal information is restricted to those employees, representatives and third party service providers who are responsible for the administration, processing and servicing of your contract(s) with Sun Life Financial, our reinsurers or any other person whom you authorize. In some instances these persons may be located outside of Canada and your personal information may be subject to the laws of those foreign jurisdictions. You are entitled to consult the information contained in Sun Life Financial's file and, if applicable, to have it corrected by sending a written request to Sun Life Financial.

### **You have a choice**

Sun Life Financial will occasionally inform you of other financial products and services that they believe meet your changing needs. If you do not wish to receive these offers, let Sun Life Financial know by calling 1-877-SUN-LIFE (1-877-786-5433).

To find out about Sun Life Financial's privacy policy, visit the website at [www.sunlife.ca](http://www.sunlife.ca), or to obtain information about Sun Life Financial's privacy practices, send a written request by e-mail to [privacyofficer@sunlife.com](mailto:privacyofficer@sunlife.com), or by mail to Privacy Officer, Sun Life Financial, 225 King St. West, Toronto, ON, M5V 3C5.

### **Future of the plan**

The University has established this plan for your benefit but reserves the right to amend or terminate it at any time. The benefits you have earned will not be reduced. If Sun Life Financial is notified that your plan is terminating, you will be sent a settlement option package. You then select an option for the benefits you are entitled to under the plan and return the completed settlement option form to Sun Life Financial.

Please be aware that membership in the plan does not confer any legal right upon you for continuation of employment.

### **Limitation period for actions**

Every action or proceeding against an insurer for the recovery of insurance money payable under the contract is absolutely barred unless commenced within the time set out in the Insurance Act or the provincial or territorial legislation applicable to the action or proceeding.

## Glossary of Terms

<b>Annuity</b>	An insurance policy that provides income payments at periodic (typically monthly) intervals, usually for a specified period or for the lifetime of the annuitant. Income payments may begin immediately upon retirement or may be postponed to a future date.
<b>Applicable Legislation</b>	The Income Tax Act (Canada), any applicable provincial income tax legislation and any applicable provincial insurance or other legislation. For the purposes of the SPP, Applicable Legislation also means the pension legislation under which the SPP is registered, or which is otherwise applicable to the member, as the case may be.
<b>Earnings</b>	Means, for the purposes of determining contributions, your base employment compensation including holidays and vacation time, but excluding any overtime, shift premiums, vacation not taken, and any other allowance or special payments.
<b>Group Annuity Policy</b>	A contract of life insurance issued by Sun Life Assurance Company of Canada to a policyholder to provide annuities at retirement to a group of people in a group pension or savings plan.
<b>Normal Retirement Date</b>	The usual date on which pension payments under the SPP will begin.
<b>RRIF</b>	A registered retirement income fund (RRIF) is an arrangement between a carrier (eg. an insurance company or a trust company) and an individual under which payments are made to the individual of a minimum amount each year. The property under a RRIF is derived only as a result of a transfer of funds from another RRIF, a RRSP, a registered pension plan or a deferred profit sharing plan, and annual amounts must begin to be paid to the individual in the year after the RRIF is established. Property and earnings in a RRIF are tax-sheltered and amounts paid out of a RRIF are considered taxable income to the recipient.
<b>RRSP</b>	A registered retirement savings plan (RRSP) is an arrangement between an individual and an issuer (eg. an insurance company or a trust company) under which contributions are made by individuals and a retirement income commences at maturity. Contributions are tax deductible under the Income Tax Act (Canada). Investment earnings in the plan remain tax-sheltered and payments out of a RRSP are considered taxable income to the recipient.

**Spouse**

For the purposes of the SPP summary, means

- (a) a person to whom you are married and from whom you are not legally separated or a person with whom you are in a civil union, or
- (b) if you are not married or in a civil union, a person of the opposite or same sex with whom you are and have been living in a conjugal relationship
  - (i) for a period of not less than 3 years, or
  - (ii) for a period of not less than 1 year if you have had or are about to have a child with that person, or if while living in a conjugal relationship, you have either together adopted a child, or one of you has adopted a child of the other.

For the purposes of qualifying for tax-sheltered transfers or other special tax treatment under the Income Tax Act (Canada), Spouse means (a) a person who is married to you or (b) a person of the opposite or same sex who is and has been living with you in a conjugal relationship for a continuous period of at least 12 months, or is living with you in a conjugal relationship and is a natural or adoptive parent of your child.

**YMPE**

The Year's Maximum Pensionable Earnings under the Canada Pension Plan or the Maximum Pensionable Earnings under the Quebec Pension Plan.