

my plan

The Canadian Baptist Pension Plan



Member Booklet

For Prince Edward Island Employees

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Introduction

In 2006 Canadian Baptist Ministries, in partnership with the Conventions and Unions, contracted Sun Life Assurance Company of Canada ("Sun Life Financial") to handle the day to day administration of the Canadian Baptist Pension Plan. This booklet contains a summary of the provisions of the plan.

We recommend that you review this booklet. It contains important information on the principal advantages of membership in your pension plan. Although every effort has been made to ensure the accuracy of this booklet, in the event of a discrepancy between this booklet and the Registered Plan Text, the Plan Text is the governing document. 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 1-866-733-8613.

"Employer" as stated in the Official Plan Text means Canadian Baptist Ministries, Convention of Atlantic Baptist Churches, Baptist Convention of Ontario and Quebec, Canadian Baptists of Western Canada, Union d'Églises baptistes françaises au Canada, and a Church, Board, Institution or Society established or affiliated with one or more of the forgoing bodies." In this document 'Employer' may mean any or all of the named entities, depending on the context in which it is used.

What type of plan do I have?

The Canadian Baptist Pension Plan is a defined contribution pension plan (DCPP). Information specific to the DCPP is described in the next section of this booklet.

What are my responsibilities?

As a member of The Canadian Baptist Pension 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
- Deciding whether you should obtain investment advice and selecting who you go to for this advice
- Making investment decisions
- Checking how your investments are performing and revising your investment strategy if your personal circumstances change
- Determining if you will contribute beyond your required contributions

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 Defined Contribution Pension Plan

What is a defined contribution pension plan?

A **registered pension plan** is an arrangement sponsored by an employer to provide pensions to retired plan members in the form of periodic payments. Tax deductions are provided for contributions made to a pension plan. Contributions and investment earnings are tax-exempt until the pension benefits are paid.

A **defined contribution pension plan** is a registered 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.

Statement of purpose

The Canadian Baptist Pension Plan was established to provide retirement benefits to plan members in recognition of their service as employees of the Employer. The plan is available to permanent employees of the following participating employers:

- (a) Canadian Baptist Ministries, the Conventions and Unions,
- (b) Member Churches of the Conventions and Unions,
- (c) Partner organizations approved by the Conventions and Unions such as Baptist Women, theological schools, camps and specialty ministries, and
- (d) Pastors and chaplains employed by a parachurch organization (such as a hospital, Christian ministry or prison) that do not offer a pension plan where:
 - The pastor or chaplain must hold accreditation with a Convention/Union, and
 - The parachurch organization must be approved by the Convention/Union and received as a participating employer by Canadian Baptist Ministries

This section of your booklet describes the rules of your defined contribution pension plan (DCPP) which is registered under the Income Tax Act (Canada) and Ontario pension legislation (registration number 0345769). The plan was established with an effective date of January 1, 1962 and December 31st year end.

The DCPP is funded under a Group Annuity Policy issued by Sun Life Assurance Company of Canada.

Who is the pension plan administrator?

The administrator of your DCPP is the Employer.

When can I join?

Ministry Leaders, such as pastors, executive and management staff, and professors, are eligible to join the plan from their date of employment.

Support Staff, such as church administrators, secretarial, clerical staff and custodial staff, are eligible to join after one year of continuous employment, or earlier if the Employer agrees and legislation permits.

Employers **MUST** offer Plan participation when employees become eligible. Membership is voluntary and employees may join at any time after becoming eligible for membership.

Once you have joined you may not terminate your membership and remove your funds while you are employed by a participating employer.

After joining you may suspend making contributions to your plan while still employed. Employer contributions will also be suspended until you begin contributing again. During this time you maintain your membership in the Canadian Baptist Pension Plan.

Am I required to contribute?

You are required to make a basic contribution equal to 6% of your Earnings by payroll deduction.

How much is the Employer required to contribute?

Your Employer 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 at any time. If your Employer agrees, you may choose to contribute a lump sum amount rather than having monthly payroll deductions. Members should speak to their treasurer and/or Sun Life Financial at 1-866-733-8613 for more information.

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

If you make voluntary contributions these contributions must remain in the DCPP until you terminate employment.

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 your T4 by your Employer.

Do contributions to the DCPP affect my RRSP room?

Yes. The total amount of all contributions to the DCPP will be reported by your Employer 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?

Yes. You may transfer in amounts from other registered plans. Any locked-in pension amounts transferred into the DCPP will be administered according to the rules of the Applicable Legislation.

When are contributions vested?

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

Any contributions that you make are always fully vested.

Employer contributions under the DCPP are vested immediately.

Are my benefits locked-in?

Under pension legislation, all required contributions and investment earnings become “locked-in” at a certain point and 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.

Locking-in does not apply to your voluntary contributions. They may always be surrendered for a cash refund on termination of employment, retirement or death.

Locking-in occurs when you have completed the earlier of 5 years of continuous employment with the Employer and 3 years of continuous membership in the DCPP.

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. For plan member retirement, 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 vested 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.sunlife.ca/member or call 1-866-733-8613 for assistance, or to find out about the Group Choices RRSP or RRIF for terminated members of retirement savings plans. The Group Choices plans allow you to continue to enjoy the benefits of group plan membership.

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 after reaching age 55. Alternatively, you may postpone receiving your pension payments until the end of the calendar year of your 71st birthday, or such other date as may be required by Applicable Legislation. Your Employer must advise Sun Life Financial of your decision to retire at least 30 days prior to the date you want to begin receiving pension payments.

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.

If you remain in employment with the Employer after your Normal Retirement Date, required contributions may, at your option, continue to be made until you have either terminated employment or started receiving pension payments.

What are my retirement income options?

You may request that the pension continuing to your Principal Beneficiary 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 Principal Beneficiary will result in lower initial pension payments to you.

Regular periodic payments will be made until the later of (a) your death, or (b) the end of a guaranteed period of 10 years. If you die before the guarantee period ends, payments will continue to your designated beneficiary.

Alternatively, you can choose to have no guarantee period, which means that pension payments will stop when you die. You may also elect to receive your pension in any other optional form that is available under the DCPP. All forms of pension must be payable for your lifetime.

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 vested 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.

If you've made voluntary contributions under the DCPP, you may choose to receive those contributions in cash or as a transfer to a RRSP or RRIF. Your pension payments would, of course, be lower if those contributions were not used towards providing the pension.

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 DCPP or begin receiving pension payments, a death benefit equal to your vested account balances will be payable.

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

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-free transfer to a RRSP, or
- 3) a tax-free transfer to a RRIF, or
- 4) a tax-free transfer to a pension plan, if that plan permits, or
- 5) a lump sum cash payment, less withholding tax.

What happens if the DCPP terminates?

In the event that your DCPP 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?**" As a general rule, no payments or transfers can be made out of the DCPP until the termination is approved by the applicable government authorities.

Can I borrow or assign my DCPP account balances?

Except as otherwise permitted by Applicable Legislation, the benefits provided under the DCPP 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 Employer, retirement or termination of the DCPP 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 DCPP, and to your legal representative, if required under Applicable Legislation.

Will I receive any tax forms from Sun Life Financial?

If you make a cash withdrawal 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 the Employer will be final and conclusive with respect to all questions relating to the operation, administration and interpretation of the DCPP.

Marriage or relationship breakdown

Currently Prince Edward Island does not have pension legislation, therefore in the event of marriage or relationship breakdown, your DCPP benefits will be subject to provincial matrimonial property law.

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.sunlife.ca/member, by calling 1-866-733-8613 or by completing a financial change form obtained from Sun Life Financial's 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 CBM Balanced Portfolio Segregated Fund. This default fund is subject to change in the future. Neither Sun Life Financial nor the Employer 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 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 in countries other than Canada 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.

How do I access account information?

At enrolment, you receive a welcome letter from Sun Life Financial that includes your account number. You can access your account information at any time using Sun Life Financial's:

- 24-hour Automated Telephone System for self-service at 1-866-733-8613
- Customer Care Centre representatives at 1-866-733-8613 every business day from 8 A.M. to 8 P.M. ET. By calling the Customer Care Centre, you can also speak with an investment specialist for information about your investments.
- Plan Member Services website at www.sunlife.ca/member – 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 will take steps if necessary to protect plan members from the effects of short-term trading and reserves the right to charge you a fee if you initiate an interfund transfer into a fund followed by an interfund transfer out of the same fund within 30 days

More information about Sun Life Financial’s short term trading policy is available on the Plan Member Services website at www.sunlife.ca/member.

What fees apply to the plan?

The costs associated with investment management and administration are borne by plan members and are reflected in the value of your accounts.

If you have any questions about your plan’s fees, contact Sun Life Financial’s Customer Care Centre at 1-866-733-8613. Your account statements also contain a section called ‘About your fees’, which clearly outlines the fees and charges you pay.

Once you enrol, you can access fee information on the Plan Member Services website at www.sunlife.ca/member. You can either look for the ‘**Accounts**’ drop-down menu where you’ll find ‘**Account fees**’ or view your online statement.

Undertaking to provide an Annuity

For contributions invested in segregated and guaranteed funds offered under a Group Annuity Policy, subject to Applicable Legislation, 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 posted on the Plan Member Services website at www.sunlife.ca/member. 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 1-866-733-8613.

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 1-866-733-8613.

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 Employer.

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. You can designate your beneficiary when you enrol. If you'd like to change your beneficiary in the future, you can do so 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.
- Minors cannot personally receive a death benefit until they reach the age of majority. If you are designating a minor as your beneficiary you may wish to either designate the estate as beneficiary and provide a trustee with directions in your will, or 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 are not designating a trustee, the death benefit will be paid to the legal guardian of the minor. You are encouraged to consult a legal advisor.

The Employer 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 the Plan Member Services website at www.sunlife.ca/member or contact Sun Life Financial's Customer Care Centre at 1-866-733-8613.

Who has access to my personal information?

As the party responsible for the operation and administration of the plan, the Employer requires 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 Employer and its agents access to your personal information relating to the plan.** If you need further information regarding these issues, please contact the Employer.

Protecting your privacy is a priority for Sun Life Financial. Sun Life Financial maintains a confidential file 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 insurance and investment 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, 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. To find out more about Sun Life Financial's privacy policy, visit www.sunlife.ca or call the Customer Care Centre.

Future of the plan

Canadian Baptist Ministries, in partnership with the Conventions and Unions, 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.

Glossary of Terms

Applicable Legislation	The Income Tax Act (Canada), any applicable provincial income tax legislation and any applicable provincial insurance or other legislation. For the purposes of the DCPP, Applicable Legislation also means the pension legislation under which the DCPP is registered, or which is otherwise applicable to the member, as the case may be.
Annuity	A policy contract that provides income payments at regular (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.
Earnings	Means, for the purposes of determining contributions, your base employment compensation, including housing allowance, if applicable, or the value of the housing provided.
Group Annuity Policy	A contract of life insurance issued by an insurance company to a policyholder to provide annuities at retirement to a group of people in a group pension or savings plan.
Normal Retirement Date	The usual date on which pension payments under the DCPP will begin.
RRIF	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 immediately. Property and earnings in a RRIF are tax-exempt and amounts paid out of a RRIF are taxable on receipt.
RRSP	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 deductible under the Income Tax Act (Canada). Investment earnings in the plan remain tax-free and payments out of a RRSP are taxable on receipt.
Spouse	For the purposes of qualifying for tax-free 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.

