

my plan

The Canadian Baptist Pension Plan



Member Booklet

For New Brunswick 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 Client Care Centre at 1-866-733-8613.

“Employer” as stated in the Official Plan Text means Canadian Baptist Ministries, Canadian Baptist of Atlantic Canada, Canadian Baptists 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-sheltered 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.

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 DCP 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.

Voluntary contributions 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 your T4 by your Employer.

Do contributions to the DCP affect my RRSP room?

Yes. The total amount of all contributions to the DCP 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 DCP 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 2 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 an 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, if applicable.

Visit “**Leaving the Plan**” at www.mysunlife.ca 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 active membership, as the case may be, or started receiving pension payments.

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 both you and your 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 both you and your Spouse die before the guaranteed period ends, payments will continue to the beneficiary designated by the last survivor of you and your Spouse until the end of the guaranteed period or, failing such designation, to the estate of the last survivor of you and your Spouse.

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 completed and signed in the form and manner prescribed by Applicable Legislation. The statement must be filed with the Employer no more than one year before the date 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 on the date your pension payments begin

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.

Optional forms of pension are available

You can choose to have your pension payments guaranteed for periods of 5, 10 or 15 years. Alternatively, you can choose to have no guarantee period, which means that pension payments will stop when you die, or when your Spouse dies if you have a joint and survivor pension.

If you do not have a Spouse, 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 DCP. 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) a transfer to an RRSP or other retirement savings plan prescribed by Applicable Legislation, or
- 2) a transfer to an income arrangement prescribed by Applicable Legislation, or

- 3) 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.

Any life Annuity or deferred life Annuity provided under the DCPP will be in accordance with the requirements of the New Brunswick Pension Benefits Act.

Important

Legislation requires that you choose a retirement income option with payments to begin 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 transfer your account balances to the Group Retirement Income Fund of Canadian Baptist, such payment will begin no later than the end of the year in which you turn age 71.

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.

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 by completing the form prescribed by Applicable Legislation for this purpose. 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 an 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, if applicable.

Any death benefit payment made to a non-Spouse beneficiary will be subject to withholding tax at source and is tax reported to the recipient.

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. In the event of termination of your active membership in the DCPP, such as due to termination of employment, retirement or termination of the DCPP, you will be provided with a statement of your benefits and all options available to you within the time period prescribed by Applicable Legislation.

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.

You, and any other person or party entitled under Applicable Legislation, have the right to access certain information pertaining to the DCPP as prescribed under Applicable Legislation. The rules regarding frequency of access, the method or medium for providing the information, or location of examination of the information, if applicable, and any other requirements are set out in 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.

Small amounts

If the “adjusted commuted value” of the benefit payable to you at termination of employment is less than 40% of the YMPE, your vested, locked-in account balances will be payable to you in cash less withholding tax, if applicable, provided that your Spouse signs a statement consenting to the payment. Alternatively, you may transfer this amount to a RRSP or RRIF.

Shortened life expectancy

You may be able to withdraw your vested, locked-in account balances from the DCPP if a qualified physician certifies that you have a significant mental or physical disability that is likely to considerably shorten your life expectancy. In addition to providing the physician’s certification to the Employer, in order to receive the refund, your Spouse must also agree to waive his/her entitlement to a pension benefit.

Non-residents

If you have terminated employment with the Employer and you and your Spouse are not Canadian citizens or residents of Canada for the purposes of the Income Tax Act (Canada), you are entitled to a refund of your vested, locked-in account balances provided that your Spouse waives his/her entitlement to a pension benefit. In order to receive the refund, you must submit the supporting documents to the Employer.

Marriage or relationship breakdown

In the event of marriage or relationship breakdown, your account balances may, in accordance with the provisions of any Applicable Legislation, be divided. Detailed information will be made available to the parties as required and/or on request. Unless prohibited by Applicable Legislation, your benefits may also be subject to garnishment or attachment under maintenance enforcement 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.mysunlife.ca, by calling 1-866-733-8613 or by completing a financial change form obtained from Sun Life Financial's Client 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 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, therefore there is no guarantee that your original investment will be recovered at the time the units are redeemed. 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.

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 by:

- Using Sun Life Financial's 24-hour Automated Telephone System for self-service at 1-866-733-8613 (toll-free)
- Calling Sun Life Financial's Client Care Centre representatives toll-free at 1-866-733-8613 any business day from 8 A.M. to 8 P.M ET. By calling the Client Care Centre, you can also arrange to speak with an investment specialist for information about your investments.
- Visiting 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 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.mysunlife.ca.

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 Client 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.mysunlife.ca. 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.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 Client 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 Client 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 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 visiting **www.mysunlife.ca** or 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, beneficiary and other personal information, visit www.mysunlife.ca or contact Sun Life Financial's Client 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, 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 Employer.

Respecting your privacy

Respecting your privacy is a priority for the Sun Life Financial group of companies. We keep in confidence personal information about you and the products and services you have with us to provide you with investment, retirement and insurance products and services to help you meet your lifetime financial objectives. To meet these objectives, we collect, use and disclose your personal information for purposes that include: underwriting; administration; claims adjudication; protecting against fraud, errors or misrepresentations; meeting legal, regulatory or contractual requirements; and we may tell you about other related products and services that we believe meet your changing needs. The only people who have access to your personal information are our employees, distribution partners such as advisors, and third-party service-providers, along with our reinsurers. We will also provide access to anyone else you authorize. Sometimes, unless we are otherwise prohibited, these people may be in countries outside Canada, so your personal information may be subject to the laws of those countries. You can ask for the information in our files about you and, if necessary, ask us in writing to correct it. To find out more about our privacy practices, visit www.sunlife.ca/privacy.

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).

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.

Limitation period for actions

If you reside in Ontario and were first provided a Sun Life plan summary or booklet on or after July 1, 2016:

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 Limitations Act, 2002.

For all other members:

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 such other Applicable Legislation of the province or territory where you reside.

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 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.
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, an 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 an RRSP are taxable on receipt.
Spouse	Means, at the relevant time the person who, (a) is married to you, (b) is married to you by a marriage that is voidable and has not been annulled by a declaration of nullity, or (c) has gone through a form of marriage with you in good faith, that is void, and has cohabited with you within the preceding year, or your Common-law Partner. Common-law Partner means,

- (i) in the case of your death, a person who, not being married to you, was cohabiting in a conjugal relationship with you at the time of your death and was cohabiting in a conjugal relationship with you for a continuous period of at least two years immediately before your death,
- (ii) in the case of the breakdown of your common-law partnership, a person who, not being married to you, was cohabiting in a conjugal relationship with you for a continuous period of at least two years immediately before the date of the breakdown of the common-law partnership, or
- (iii) in any other case, a person who, not being married to you at the particular time under consideration, is cohabiting in a conjugal relationship with you at that time and who has so cohabited with you for a continuous period of at least two years immediately before that time.

If a Spouse and a Common-law Partner both make a claim, the eligible Spouse described in (a), (b) or (c) above, is entitled to the benefit unless there is a valid domestic contract or a decree, order or judgement of a competent tribunal that bars such Spouse's claim.

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.