

**The Group RRSP
& Defined Contribution Pension Plan
for the Members
of I.B.E.W. Local 894**

Financial Security is important to each of us, not only during our working lives, but also in our retirement. It's never too soon to start building for your future financial security.

I.B.E.W. Local 894 recognizes the importance of sound retirement planning for peace of mind. That's why we have installed a Group Registered Retirement Savings Plan (RRSP) and a Defined Contribution Pension Plan (RPP) with Manulife Financial. Manulife Financial is Canada's largest insurance company and a leader in the administration of Group Retirement programs. In addition, our members have access to one of Canada's leading retirement consultants and planner Reuter Benefits. These retirement plans reflect our commitment in helping you to be financially secure when you retire.

You have the option to join either our Group RRSP or Defined Contribution Pension Plan.

This booklet explains your RRSP and Pension Plan. We recommend that you read it carefully and keep it with your other important documents. If you have any questions about the plan(s), please contact your Plan Administrator.

If you are unsure about anything outlined in this booklet, you may examine the actual plan contract and supporting documents located at the Local 894 union office. We have purposefully kept this booklet brief. If there are any inconsistencies between this booklet and the plan contract/text, the contract/text will prevail. I.B.E.W. Local 894 reserves the right to amend or terminate the plan and this booklet. Any amendments to the plan cannot reduce the benefits you have earned.

Your Personal Information:

I.B.E.W. 894 and Manulife Financial require personal information to administer your Member Account. By enrolling in the plan, you will have authorized access to this information. Details are available on the back of your enrolment form and in the Manulife Financial privacy policy.

Group Registered Retirement Savings Plan Member Booklet

Policy Number 56024003

Table of Contents

Introduction.....	4
What tools and resources are available to me to manage my Member Account.....	5
When can I join the Plan?.....	6
How can I get help selecting my investment options?.....	6
How much will be contributed to my member account?.....	7
Can I make withdrawals from my Member account while I am employed?.....	8
What happens if I terminate membership in the union prior to Normal Retirement Date?	9
What happens when I retire?	9
When Can I retire?.....	9
What Happens If I die before termination from the union or retirement?.....	11
What about RRSP receipts for income tax purposes?.....	11
What fees may apply to me?.....	12
Questions? Answers.....	13

Introduction

The Retirement Savings Plan (RSP) for the members of I.B.E.W. Local 894 (the “Plan”) sponsored by I.B.E.W. Local 894 (the “Plan Sponsor”) has been established with Manulife Financial.

The plan was established effective January 1, 1989, Manulife Financial began administering the Plan on January 1, 1989.

How the Plan Works:

- The Plan is a registered retirement savings plan (RRSP), registered under the Income Tax Act
- Contributions are made on your behalf in accordance with your Collective Bargaining Agreement
- You can contribute to the plan on a regular basis
- All contributions made are tax deductible to Revenue Canada annual maximums.
- Any investment earnings grow tax free
- You choose how contributions are invested from the choices available under the plan
- The amount of money available to you at retirement depends on total contributions made and investment returns they earn minus any withdrawals you made while a member of the plan
- You will receive regular statements; access to information; and tools to help you manage your member account
- This booklet provides information about what happens when you terminate membership with the union, retire or die.
- The Plan includes a “Member Rewards” program that helps your assets grow.

As your assets in your Member account grow, you are rewarded with increases in interest rates for your Guaranteed Accounts, and reductions in investment management fee (IMF’s) expenses for your Market Based Funds. The adjustments that apply are as follows:

Your Total Member Account Value	Interest Rate Increase or IMF Reduction
Less than \$25,000	0.00%
\$25,000 to \$39,999	0.10%
\$40,000 to \$59,999	0.20%
\$60,000 plus	0.25%

This booklet is a summary of the Plan. If after reading this summary you have questions, more information is available through sources listed on the next page.

What tools and resources are available to help me manage my Member Account?

You have access to the following tools and resources to help manage your Member Account:

- The secure Member internet site @ www.manulife.ca/GRO
- The Interactive Voice Response (IVR) @ 1-888-727-7766, operational 24 hours a day, seven days a week
- Client Service Representatives are also available at the same number to answer your questions from 8AM to 8PM ET, Monday to Friday or by email at gromail@manulife.com
- Member investment and retirement newsletters, and
- Member statements

At least twice a year, you will receive a member statement. This statement will include your investment information and report the contributions and any withdrawals made (where the Plan allows). Reviewing your Member statement will help you track your retirement savings.

All of your Member account information is always available on the Manulife secure internet site at no cost to you.

You may also request an interim statement through the Interactive Voice Response (IVR) or Manulife Financial Group Savings and Retirement Solutions call centre. A fee will apply, please refer to the “**What fees may apply to me?**” section of this booklet.

Contact Information:

For assistance or additional information, please contact:

I.B.E.W Local 894
3-380 Lake Road
Bowmanville, Ontario
L1C 4P8
(905) 623-9324

For Investment and Retirement Assistance:

Reuter Benefits
15 Sheldon Drive
Unit # 4
Cambridge, Ontario
N1R 6R8
1-800-666-0142

For general administration inquiries:

Manulife Financial
Group Savings & Retirement Solutions
25 Water Street, KC6
Kitchener, Ontario N2G 4Y5
1-888-727-7766

When can I join the plan?

Eligibility Requirements

You are required to join the Group RRSP Plan or Group Pension Plan, at your option, following your date of employment with the union as per the Collective Bargaining Agreement.

Enrolment

To become a Member of the Plan, you must complete and sign an enrolment form.

If you choose to contribute on behalf of your spouse or common law partner, your spouse or common law partner must also complete a signed enrolment form indicating you as the contributor,

Once Manulife receives the completed and signed enrolment form(s), contributions can begin to the plan.

What are my responsibilities under the plan?

When you enroll in the plan, you are responsible for:

- Understanding how the plan works
- Taking advantage of the information and tools available to help you make the investment decisions.
- Making your investment decisions and reviewing your choices
- Deciding whether or not to obtain investment advice from a professional. Reuter Benefits is available to serve I.B.E.W. Local 894 members at no additional fee.
- Keeping I.B.E.W. Local 894 and Manulife Financial up to date on any address or personal information changes
- Ensuring your beneficiary is aware of the Plan and knows where your estate related documents are kept.

How can I get help selecting investment options?

You can choose from a wide variety of professionally managed investment options selected by I.B.E.W. Local 894 made available under the Plan.

Details about the investment options under the plan are included in your enrolment kit as well as on the Manulife Financial secure Member Internet Site. Investment options are subject to change by I.B.E.W. Local 894 or Manulife Financial at any time.

Take advantage of tools like the Investment Strategy Worksheet and STEPS.

If you do not choose an investment option, all contributions will be deposited into the Plan default investment option, fund code 2001 Manulife Conservative Asset Allocation Fund, until such time as a personal decision is undertaken by you.

You can change your investment options or complete an inter-fund transfer at anytime by accessing the tools as outlined in the **“What tools are available to me to help me manage my member account?”** section of this booklet. A fee may apply to complete an inter-fund transfer, refer to **“What fees may apply to me?”** section of this booklet.

If contributions are invested in a Guaranteed Interest Account, the value at time of maturity of the Guaranteed Interest Account will be reinvested back into the same Guaranteed Interest Account period, unless you advise otherwise. Such notification must occur prior to the end of the Guaranteed Term.

How much will be contributed to my Member Account?

Plan Sponsor Contributions

I.B.E.W. Local 894 will contribute on your behalf in accordance with the Collective Bargaining Agreement

Required Member Contributions

You are not required to contribute to the plan

Voluntary Member Contributions

Voluntary Member contributions can be made via lump sum payments at any time, subject to your overall tax deductible contribution limit. (Please refer to the Contribution Limits and Tax section.)

Transfers Into the Plan

You may transfer funds from another Registered Pension Plan, and RRSP, or a Deferred Profit Sharing Plan as permitted under the Income Tax Act (Canada). Any amounts transferred into this plan will be treated as voluntary contributions. If these transferred funds are locked-in, they will continue to be locked-in and will be administered according to applicable legislation. Please contact Reuter Benefits at 1-800-666-0142 for assistance.

Spousal Contributions

You can make contributions on behalf of your spouse or common-law partner. These contributions are included in your personal maximum contribution limit, the same as contributions made to your own RRSP. You receive the tax deduction for the contributions made to a spousal RRSP, but the assets belong to your spouse or common-law partner. Only they can make decisions including withdrawals, investments and designating a beneficiary.

RRSP Booklet
Revised February 2010

Contribution Limits and Tax

Contributions made to the plan or any registered plan by you may not exceed the overall tax assisted retirement savings maximum allowed under the Income Tax Act (Canada). In general, this amount will be a maximum of 18% of your employment income in the previous taxation year, subject to an annual maximum dollar amount.

You will receive a “Notice of Assessment” from Canada Revenue Agency (CRA) following the filing of your income tax return. The Notice of Assessment will notify you of your RRSP maximum contribution limit for the current year.

If you do not contribute the maximum limit available in any given year you may “carry forward” the unused limit amount. This means you can increase your allowable contribution for the next or future years. You can also carry forward the deduction to a future year when your taxable income may be higher or you have additional disposable income.

Over-contributions

It is your responsibility to ensure that you do not make contributions in excess of the maximum amounts. If you do over-contribute, Canada Revenue Agency(CRA) will charge a penalty tax on the amount over-contributed in excess of your maximum RRSP contribution room for the year.

If you do over-contribute unintentionally, it is wise to remove the over-contributions. Failure to remove over-contributions will result in you paying tax on those amounts when paid out as a benefit, without having received a deduction for them when contributed. In effect, double taxation. You may contact I.B.E.W. Local 894 for the appropriate method of retrieving the over-contribution. Contributions that exceed your RRSP contribution room are not tax deductible in the year in which they are made.

Can I make withdrawals from my Member Account while I am employed?

You may withdraw any contributions in your member account with I.B.E.W. Local 894’s approval at any time provided they are not amounts transferred into the Plan originating from a registered plan subject to locking-in provisions. The amount withdrawn may be taken in cash, transferred to another registered plan or used to participate in the Homebuyer or Lifelong Learning Plan(s).

It is **important** to note that amounts taken in cash are subject to immediate tax withholding, based on the amount withdrawn. In addition, cash withdrawals will be included in your taxable income, which will generally result in you paying additional tax with your annual Income Tax filing. **Please also keep in mind that cash withdrawals made today will reduce your future retirement income. In addition, RRSP contribution room is not restored after withdrawals.**

Fees in relation to withdrawals are indicated under the “**What fees apply to me?**” section of this booklet.

What happens if I terminate employment or union membership prior to my normal retirement date?

If you leave employment prior to retirement, you will receive an option statement from M.A. Reuter Benefits which outlines the options available under the Plan. Once you make an election from the option statement, M.A. Reuter Benefits will communicate directly with Manulife Financial to complete the transaction.

If you do not respond to your option statement after 60 days, M.A. Reuter Benefits will authorize the transfer of your assets to their Broker Sponsored RRSP which is also administered by Manulife Financial.

Once your Member account has been transferred to the M.A. Reuter Benefits Broker Sponsored RRSP, you will receive confirmation of this transfer.

Under the M.A. Reuter Benefits Broker Sponsored RRSP you will have the right to select any one of the following options at any time:

1. Remain in the M.A. Reuter Benefits Broker Sponsored RRSP (Registered Retirement Savings Plan), and enjoy the same services you are already using,
2. Transfer your assets to another registered plan at a financial institution of your choice, or
3. Receive a lump sum cash payment subject to withholding tax.

Written confirmation from you will be required to select any options above.

What happens when I retire?

You will receive a detailed option statement outlining the value of your Member Account and options that may be available to you.

When Can I retire?

Your Normal Retirement Age under the Plan is the first of the month on or after your 65th birthday.

You may elect to retire early at any time up to 10 years prior to your normal retirement date. Your employment/membership with I.B.E.W. Local 894 must cease prior to electing early retirement.

Alternatively you may choose to defer commencement of your retirement income up to the end of the calendar year in which you reach age 71 (or the age required by the Income Tax Act (Canada))

What are my retirement income choices?

1. Annuity Income Option

An annuity is a contract to receive a series of payments bought with all or part of the assets under the Plan. Monthly payments are the most commonly selected option. However, payments may also be made quarterly, semi-annually or annually. The annuity income options are:

a) Life Annuity

A Life Annuity is an equal periodic amount paid to you, for your entire lifetime. You may select a guaranteed period. If you die before guaranteed period expires, the value of the remaining guaranteed payments will be paid in a lump sum to your beneficiary. If your spouse is your beneficiary, he or she may elect to continue receiving the annuity payments for the balance of the guaranteed period.

b) Joint Life Annuity

A joint and survivor life annuity is an equal periodic amount paid to you for the lifetime of you and your spouse. There are a number of choices you can make to add a guaranteed period. You may have all or portions of the income continue if one of you dies. The payments continuing cannot be less than the amount defined by provincial legislation.

c) Term Certain Annuity

A term certain annuity is an equal periodic amount paid to you for a fixed period of time. If you die before the end of the fixed period, the balance of payments will be paid in a lump sum to your beneficiary. If your spouse is your beneficiary, he or she may elect to continue receiving the payments for the balance of the guaranteed period.

2. Registered Retirement Income Option (RRIF)

You may choose to purchase a Manulife Group RRIF or transfer to another RRIF with another financial carrier. These products offer you a series of payments for a specified period of time, subject to legislated minimum amounts. Within the minimum payable, you're able to adjust how much income you will receive, how often you receive it and how it's invested.

3. Transfer Option

You may choose to transfer the value of your funds to the M.A.Reuter Benefits Broker Sponsored Group RRSP, another registered pension plan (RPP) or registered retirement savings plan (RRSP). Direct transfers allow funds to continue to be tax sheltered and all amounts subject to locking-in will continue to be locked-in.

4. Cash Payment

You may withdraw all or part of the value of your RRSP as a cash amount. Tax will be withheld before the amount is paid to you and you must claim the withdrawal as taxable income on your taxes.

It is very important that you seek professional advice prior to making a decision with respect to which option is best for you. We strongly encourage you to contact Reuter Benefits or a personal advisor prior to proceeding in this regard.

What Happens if I die before I terminate employment/union membership or retire?

If you die before you terminate employment/ union membership or retire, Manulife Financial will pay a death benefit to your designated beneficiary. More information regarding the amounts and options available will be provided to your beneficiary upon request.

If your spouse is your designated beneficiary, your spouse can choose one of the following options:

1. Transfer to another registered plan with Manulife Financial or another financial institution of his/her choice
2. Lump sum cash payment subject to withholding tax

Any benefit paid to a beneficiary or estate must be paid as a lump sum payment, less income tax withholding.

Who is your beneficiary?

You may name a beneficiary to receive any death benefit payable from the Plan. Your beneficiary may be changed at any time, subject to any legal restrictions. If you do not name a beneficiary, any death benefit would be payable to your estate.

What about RRSP receipts for income tax purposes?

Manulife will issue RRSP tax receipts twice a year. The first receipt will be issued in January covering contributions received by Manulife Financial's head office in the last 305 days of the preceding calendar year (March-December). The second receipt will be issued in March covering the contributions received at Manulife Financial's head office in the first 60 days of the current calendar year (January – February).

You may choose to claim any or the entire amount reported on the second receipt as a deduction from your taxable income for the previous calendar year or for the year in which the contributions were made.

Manulife Financial will mail receipts to your mailing address.

What fees may apply to me?

Fees that apply to you:

- **Replacement Tax Forms/Receipts** – A charge of \$10 per request will apply to paper receipts. This fee will be deducted from your Member Account. You may also request a replacement tax form/receipt free of charge on the secure Member Internet Website. Finally you may also contact Reuter Benefits to assist you in this regard, free of charge.
- **Interfund Transfer Fee** – There is no fee for your first four (4) requests in any calendar year, if your request is on paper. A fifth (5) paper request will incur a \$25 fee to be deducted from your Member Account. An additional \$25 fee will apply for each successive request in a calendar year. Inter-fund transfer requests through the secure Member Internet site or the Interactive Voice Response (IVR) systems are free.
- **Interim Financial Statement Fee** - A charge of \$10 per requested Interim Financial Statement will apply and will be deducted from your Member Account
- **In Service Withdrawal/Transfer Fee** – A charge of \$25 per request will be applied by Manulife Financial. Manulife currently offers members one free withdrawal or transfer to another carrier request per calendar year. Subsequent withdrawals or transfers will incur a \$25 charge per event, and it will be deducted from your Member Account.
- **Investment Management Fees** – IMF's are deducted from market based investments available under the plan. For billing purposes they are integrated on a prorated basis, into the unit price of each fund daily.
- **Frequent Trading Policy Fee** – Subject to materiality, a 2% fee may be charged to your Member Account if you initiate an inter-fund transfer into a Market Based Fund(s) followed by another inter-fund transfer out of the same Market Based Fund(s) within a 15 calendar day period. This fee will apply to your applicable trade value and will be credited back to the affected Market Based Fund(s). This fee only applies to Market Based Funds and does not apply to any of your Guaranteed Fund maturity transactions under your Member Account. This fee will in no way benefit Manulife Financial.
- **I.B.E.W. Local 894** charges a \$9.00 administration fee for each monthly contribution received for investment into your RRSP account. This amount is deducted from your monthly contribution remitted.
- **I.B.E.W. Local 894** charges a \$40.00 withdrawal or transfer fee to be paid at the time the member makes application. Payments can be made by cash or cheque.

Questions? Answers

Under the Income Tax Act (Canada) who qualifies as a spouse or common-law partner?

A spouse could be either of two persons who are married to each other. A common-law partner is a person of either opposite or same sex, who is :

- 1) cohabitating with the Member in a conjugal relationship and has so cohabitated throughout a preceding 12 month period, or
- 2) is a parent of a child who the Member is also a parent.

Note: a different definition of spouse will apply to any transfers into the plan from products other than an RRSP that may or may not be subject to locking-in provisions in accordance with provincial legislation.

What happens to my benefits if my marriage ends?

The value of your Member Account accumulated during the period of your marriage may be split between you and you spouse or common-law partner as part of the division of assets. You should consult a lawyer about the laws governing this situation and the options available to you and your former spouse.

What happens if I'm taking a leave from work?

Talk to I.B.E.W. Local 894 as different rules may apply to different types of leaves

Group Registered Pension Plan Member Booklet

Policy Number 81928004

Table of Contents

Introduction.....	15
What tools and resources are available to me to manage my Member Account.....	16
When can I join the Plan?.....	17
How can I get help selecting my investment options?.....	17
How much will be contributed to my member account?.....	18
Can I make withdrawals from my Member account while I am employed?.....	19
What happens if I terminate membership in the union prior to Normal Retirement Date?	19
What happens when I retire?	20
What Happens If I die before termination from the union or retirement?.....	22
What fees may apply to me?.....	23
Questions? Answers.....	24

Introduction

The Pension Plan for the International Brotherhood of Electrical Workers Local 894 (the “Plan”) sponsored by I.B.E.W. Local 894 (the “Plan Sponsor”) has been established with Manulife Financial. The plan was established effective May 1, 1977, Manulife Financial began administering the Plan on January 1, 1989.

If you were an account member of the prior plan, your assets were transferred to your member account under this plan, if you so elected.

How the Plan Works:

- The Plan is a defined contribution registered pension plan, registered under the Income Tax Act and with the Financial Services Commission of Ontario.
- Contributions are made on your behalf in accordance with your Collective Bargaining Agreement
- A member account is setup in your name under the plan. All contributions and investment earnings are maintained under your account
- All voluntary contributions made by you are tax deductible to Revenue Canada annual maximums, and investment earnings grow tax-free as they accumulate.
- You choose how contributions are invested from the choices available under the plan
- The amount of money available to you at retirement depends on total contributions made and investment returns they earn
- You will receive regular statements; access to information; and tools to help you manage your member account
- This booklet provides information about what happens when you terminate membership with the union, retire or die.
- The Plan includes a “Member Rewards” program that helps your assets grow.

As your assets in your Member account grow, you are rewarded with increases in interest rates for your Guaranteed Accounts, and reductions in investment management fee (IMF’s) expenses for your Market Based Funds. The adjustments that apply are as follows:

Your Total Member Account Value	Interest Rate Increase or IMF Reduction
Less than \$25,000	0.00%
\$25,000 to \$39,999	0.10%
\$40,000 to \$59,999	0.20%
\$60,000 plus	0.25%

This booklet is a summary of the Plan. If after reading this summary you have questions, more information is available through sources listed on the next page, or you may ask I.B.E.W. Local 894 if you wish to view the full plan text.

If there are any inconsistencies between this booklet and the plan contract/text, the contract/text will prevail. I.B.E.W. Local 894 reserves the right to amend or terminate the plan. Any amendments to the plan cannot reduce the benefits you have earned.

Your Personal Information:

I.B.E.W. Local 894 and Manulife Financial require personal information to administer your Member Account. By enrolling in the plan, you will have authorized access to this information. Details are available on the back of your enrolment form and in the Manulife Financial privacy policy.

What tools and resources are available to help me manage my Member Account?

You have access to the following tools and resources to help manage your Member Account:

- The secure Member internet site @ www.manulife.ca/GRO
- The Interactive Voice Response (IVR) @ 1-888-727-7766, operational 24 hours a day, seven days a week
- Client Service Representatives are also available at the same number to answer your questions from 8AM to 8PM ET, Monday to Friday or by email at gromail@manulife.com
- Member investment and retirement newsletters, and
- Member statements

At least twice a year, you will receive a member statement. This statement will include your investment information and report the contributions and any withdrawals made (where the Plan allows). Reviewing your Member statement will help you track your retirement savings.

All of your Member account information is always available on the Manulife secure internet site at no cost to you.

You may also request an interim statement through the Interactive Voice Response (IVR) or Manulife Financial Group Savings and Retirement Solutions call centre. A fee will apply, please refer to the “**What fees may apply to me?**” section of this booklet.

Contact Information:

For assistance or additional information, please contact:

I.B.E.W Local 894
3-380 Lake Road
Bowmanville, Ontario
L1C 4P8
(905) 623-9324

For Investment and Retirement Assistance:

Reuter Benefits
15 Sheldon Drive
Unit # 4
Cambridge, Ontario
N1R 6R8
1-800-666-0142

For general administration inquiries:

Manulife Financial
Group Savings & Retirement Solutions
25 Water Street, KC6
Kitchener, Ontario N2G 4Y5
1-888-727-7766

RPP Booklet
Revised February 2010

When can I join the plan?

Eligibility Requirements

You are required to join the Group RRSP Plan or Group Pension Plan, at your option, following your date of employment with the union as per the Collective Bargaining Agreement.

Enrolment

To become a Member of the Plan, you must complete and sign an enrolment form. Your Plan Administrator will provide you with an enrolment package.

Once Manulife receives the completed and signed enrolment form(s), contributions can begin to the plan.

What are my responsibilities under the plan?

When you enroll in the plan, you are responsible for:

- Understanding how the plan works
- Taking advantage of the information and tools available to help you make the investment decisions.
- Making your investment decisions and reviewing your choices
- Deciding whether or not to obtain investment advice from a professional. Reuter Benefits is available to serve I.B.E.W. Local 894 members at no additional fee.
- Keeping I.B.E.W. Local 894 and Manulife Financial up to date on any address or personal information changes
- Ensuring your beneficiary is aware of the Plan and knows where your estate related documents are kept.

How can I get help selecting investment options?

You can choose from a wide variety of professionally managed investment options selected by I.B.E.W. Local 894 made available under the Plan.

Details about the investment options under the plan are included in your enrolment kit as well as on the Manulife Financial secure Member Internet Site. Investment options are subject to change by I.B.E.W. Local 894 or Manulife Financial at any time.

Take advantage of tools like the Investment Strategy Worksheet and STEPS.

If you do not choose an investment option, all contributions will be deposited into the Plan default investment option, fund code 2001 Manulife Conservative Asset Allocation Fund, until such time as a personal decision is undertaken by you.

You can change your investment options or complete an inter-fund transfer at anytime by accessing the tools as outlined in the **“What tools are available to me to help me manage my member account?”** section of this booklet. A fee may apply to complete an inter-fund transfer, refer to **“What fees may apply to me?”** section of this booklet.

RPP Booklet

Revised February 2010

If contributions are invested in a Guaranteed Interest Account, the value at time of maturity of the Guaranteed Interest Account will be reinvested back into the same Guaranteed Interest Account period, unless you advise otherwise. Such notification must occur prior to the end of the Guaranteed Term.

How much will be contributed to my Member Account?

Plan Sponsor Contributions

I.B.E.W. Local 894, will contribute on your behalf in accordance with the Collective Bargaining Agreement

Required Member Contributions

You are not required to contribute to the plan

Voluntary Member Contributions

Voluntary Member contributions are not permitted under the Group Pension Plan.

In addition to the contributions above, you may transfer amounts from another Registered Plan at any time. If the transfer contains locked-in amounts, the amount must remain locked-in. Such amounts will be subject to applicable provincial legislative requirements. Please contact Reuter Benefits at 1-800-666-0142 for assistance.

Contribution Limits and Tax

Contributions made to the plan or any registered plan by you may not exceed the overall tax assisted retirement savings maximum allowed under the Income Tax Act (Canada). In general, this amount will be a maximum of 18% of your employment income in the current taxation year, subject to an annual maximum dollar amount. Contributions made to the plan in the current year will reduce your Registered Retirement Savings Plan (RRSP) eligible contribution room in the next taxation year.

You will receive a "Notice of Assessment" from Canada Revenue Agency (CRA) following the filing of your income tax return. The Notice of Assessment will notify you of your RRSP maximum contribution limit for the current year.

Over-contributions

Over-contributions in excess of your contribution limits are not permitted under a Pension Plan.

Can I make withdrawals from my Member Account while I am employed?

You cannot withdraw Plan Sponsor contributions in your member account while a member of Local 894.

You can however withdraw any voluntary contributions at any time subject to tax withholding and administration fees.

What happens if I terminate employment or union membership prior to my normal retirement date?

You will receive a detailed option statement outlining the current value of the amounts you are entitled to and the choices you have.

The Choices that you will have depend on whether or not the contributions in your member account are vested (meaning that you are the “owner”) and locked-in (meaning they must be used for a pension benefit at retirement).

Vesting

Under your plan, you are entitled to the Plan Sponsor contributions made on your behalf when you have completed 2 years of continuous membership in the plan.

Please note that different vesting rules apply to contributions made before January 1, 1987.

Locking-In

Your Member account is locked-in when you have completed 2 years of continuous membership in the plan under current regulations.

Any voluntary Member contributions are not subject to locking-in.

Please note that different locking-in rules apply to contributions made before January 1, 1987.

What can I do with my locked-in amounts?

If you terminated membership in the union, you will have the following options for your vested, locked-in amounts:

1. Transfer to the M.A.Reuter Benefits Broker Sponsored Group RRSP Locked-in LIRA (locked-in retirement account) where you can maintain your current investments
2. Transfer on a locked-in basis to another registered plan at a financial institution of your choice.
3. Leave your Member account under the Plan or purchase a deferred annuity

If you are at least age 55, you will also be able to choose any of the options available to you at retirement.

What can I do with amounts not subject to locking-in?

If you terminated membership in the union, you will have the following options for your vested, not locked-in amounts:

1. Transfer to the M.A.Reuter Benefits Broker Sponsored Group RRSP where you can maintain your current investments
2. Transfer to another registered plan at a financial institution of your choice.
3. Leave your Member account under the Plan.
4. Lump Sum cash (subject to withholding and marginal taxes as determined from time to time)

What happens when I retire?

You will receive a detailed option statement outlining the value of your Member Account and options that may be available to you.

When Can I retire?

Your normal retirement date is age 65. On or after you have reached normal retirement age, Plan Sponsor contributions made to the plan on your behalf will be immediately vested and your vested Member account will be locked-in, with the exception of any voluntary Member contributions

You can postpone your retirement until December 31st of the year in which you reach age 71 (or the age required by the Income Tax Act)

You may choose to retire and start your retirement income up to ten(10) years preceding your normal retirement date. Your membership with I.B.E.W. Local 894 must cease prior to electing early retirement.

What are my retirement income choices?

If you have a spouse, provincial pension legislation requires that your retirement income be payable for your lifetime and the lifetime of your spouse. A waiver, signed by your spouse, is required prior to pension commencement if you elect an alternative form of pension payment.

a) Annuity Income Option

An annuity is a contract to receive a series of payments bought with all or part of the assets under the Plan. Monthly payments are the most commonly selected option. However, payments may also be made quarterly, semi-annually or annually. The annuity income options are:

a) Life Annuity

A Life Annuity is an equal periodic amount paid to you, for your entire lifetime. You may select a guaranteed period. If you die before guaranteed period expires, the value of the remaining guaranteed payments will be paid in a lump sum to your beneficiary. If your spouse is your beneficiary, he or she may elect to continue receiving the annuity payments for the balance of the guaranteed period.

b) Joint Life Annuity

A joint and survivor life annuity is an equal periodic amount paid to you for the lifetime of you and your spouse. There are a number of choices you can make to add a guaranteed period. You may have all or portions of the income continue if one of you dies. The payments continuing cannot be less than the amount defined by provincial legislation.

b) Transfer Option

You may choose to transfer the value of your funds to the M.A.Reuter Benefits Broker Sponsored Group RRSP LIRA (locked-in retirement account), another registered pension plan (RPP) or registered retirement savings plan (RRSP). Direct transfers allow funds to continue to be tax sheltered and all amounts subject to locking-in will continue to be locked-in.

c) Life Income Fund (LIF) or Life Retirement Income Fund (LRIF) Option

You may choose to purchase a Manulife Group LIF/LRIF or transfer to another LIF/LRIF with another financial carrier. These products offer you a series of payments for a specified period of time, subject to legislated minimum and maximum amounts. Within the minimum and maximum amounts payable, you can adjust how much income you will receive, how often you will receive it and how it will be invested. Your spouse may be required to sign a waiver form.

When you are nearing retirement, contact Reuter Benefits to receive detailed descriptions of these options.

It is very important that you seek professional advice prior to making a decision with respect to which option is best for you. We strongly encourage you to contact Reuter Benefits or a personal advisor prior to proceeding in this regard.

What Happens if I die before I terminate employment/union membership or retire?

If you die before you terminate employment/ union membership or retire, Manulife Financial will pay a death benefit to your spouse if you have one, or, otherwise, to your designated beneficiary. More information regarding the amounts and options available will be provided to your beneficiary upon request.

I.B.E.W. contributions made to the plan on your behalf will be vested immediately.

If the benefit is paid to your spouse, your spouse can choose from the options listed under, “**What Happens if I terminate employment/union membership prior to my normal retirement date**” and “**What can I do with amounts not subject to locking-in?**” sections of this booklet. Any benefit paid to another beneficiary or estate must be paid as a lump sum payment, less income tax withholding.

Note: Different rules apply to contributions made before January 1, 1987.

Who is your beneficiary?

You may name a beneficiary to receive any death benefit payable from the Plan. Your beneficiary may be changed at any time, subject to any legal restrictions. If you do not name a beneficiary, any death benefit would be payable to your estate.

What fees may apply to me?

Fees that apply to you:

- **Replacement Tax Forms/Receipts** – A charge of \$10 per request will apply to paper receipts. This fee will be deducted from your Member Account. Finally you may also contact Reuter Benefits to assist you in this regard.
- **Interfund Transfer Fee** – There is no fee for your first four (4) requests in any calendar year, if your request is on paper. A fifth (5) paper request will incur a \$25 fee to be deducted from your Member Account. An additional \$25 fee will apply for each successive request in a calendar year. Inter-fund transfer requests through the secure Member Internet site or the Interactive Voice Response (IVR) systems are free.
- **Interim Financial Statement Fee** - A charge of \$10 per requested Interim Financial Statement will apply and will be deducted from your Member Account
- **In Service Withdrawal/Transfer Fee** – A charge of \$25 per request will be applied by Manulife Financial. Manulife currently offers members one free withdrawal or transfer to another carrier request per calendar year. Subsequent withdrawals or transfers will incur a \$25 charge per event, and it will be deducted from your Member Account.
- **Investment Management Fees** – IMF's are deducted from market based investments available under the plan. For billing purposes they are integrated on a prorated basis, into the unit price of each fund daily.
- **Frequent Trading Policy Fee** – Subject to materiality, a 2% fee may be charged to your Member Account if you initiate an inter-fund transfer into a Market Based Fund(s) followed by another inter-fund transfer out of the same Market Based Fund(s) within a 15 calendar day period. This fee will apply to your applicable trade value and will be credited back to the affected Market Based Fund(s). This fee only applies to Market Based Funds and does not apply to any of your Guaranteed Fund maturity transactions under your Member Account. This fee will in no way benefit Manulife Financial.
- **I.B.E.W. Local 894** charges a \$9.00 administration fee for each monthly contribution received for investment into your RPP account. This amount is deducted from your monthly contribution remitted.
- **I.B.E.W. Local 894** charges a \$40.00 withdrawal or transfer fee to be paid at the time the member makes application. Payments can be made by cash or cheque.

Questions? Answers

Under the Income Tax Act (Canada) who qualifies as a spouse or common-law partner?

A spouse could be either of two persons who:

- a) are married to each other, or
- b) are not married but are living together in a conjugal relationship,
 - i) continuously for a period of not less than 3 years
 - ii) in a relationship of some permanence if they are the natural or adoptive parents of a child, both as defined in the Family Law Act.

For tax purposes, and if applicable, the Income Tax Act (Canada) definition of a spouse and common-law partner will apply.

What happens to my benefits if my marriage ends?

The value of your Member Account accumulated during the period of your marriage may be split between you and your spouse as part of the division of assets. You should consult a lawyer about the laws governing this situation and the options available to you and your former spouse. Your spouse cannot receive more than 50% of your account.

Are my assets protected from creditors if I declare bankruptcy?

Your assets are invested in a defined contribution registered pension plan and would be protected if you declared personal bankruptcy.

What happens if I'm taking a leave from work?

Talk to I.B.E.W. Local 894 as different rules may apply to different types of leaves