



1. PURPOSE

- 1.1 To provide a retirement savings plan in the form of a structured Group RRSP Plan for out-of-scope employees that provides employees with the flexibility of individual investments and retirement payment options.

2. POLICY

- 2.1 Employees shall participate in a RRSP Plan through the City's carrier upon completion of six months of continuous employment. This is a condition of employment. The City Commissioner at his discretion may waive the minimum service requirement.
- 2.2 Matching Employer/Employee contributions will be a maximum of 5% of basic annual earnings. The minimum amount will be 2% of annual earnings. An employee may make voluntary contributions (non-matching) beyond the 5% maximum. Each employee shall decide their own level of contribution between 2 and 5 per cent, in 1 per cent increments (i.e.: 2,3,4 or 5), subject to 2.3.
- 2.3 Employees may adjust their matching contribution level during the first pay period of each year. An employee may adjust voluntary contributions at any time. Any employee who either receives a promotion or a significant wage adjustment may adjust their matching contribution level at that time.
- 2.4 There will be no penalties for withdrawals from the plan, however, withdrawals are discouraged and considered contrary to the purpose of the plan.
- 2.5 Employees will be responsible for making the decision on how funds are to be invested and will have personal access to the Manulife Passport Internet on-line investment service. The City assumes no responsibility or liability whatsoever for the performance of any investment fund at any time.
- 2.6 All investment fees, commissions or other fees charged by the carrier are the responsibility of the employee.
- 2.7 Employer contributions are considered a deductible expense in the year made and they will be deemed income to the employee with a corresponding tax deduction. As a taxable benefit, they are subject to payroll taxes.
- 2.8 All employer contributions made are vested immediately in the employee.
- 2.9 Employees who currently hold funds in the present registered pension plan may transfer those funds to the current RRSP plan but, are subject to any applicable laws with respect to those funds. Any out-of-scope employee whose funds have not vested within the existing plan shall benefit from full vesting upon this policy coming into effect.



- 2.10 Elected officials of the City may participate in this plan if approved by City Council as part of their compensation package.
- 2.11 Employees are encouraged to make recommendations at any time for the improvement of this plan.

3. RESPONSIBILITIES

- 3.1 The Director of Protective Services is responsible for the review and update of this policy on an as required basis.
- 3.2 Employees participating in this plan are responsible for ensuring that the plan is used for the purpose intended.
- 3.3 City Council shall provide a minimum 90 days written notice to each out-of-scope employee prior to making any revisions or alterations to this policy.

